



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Tyler Hall 142

Date: January 20, 2005

Time: 1:30 P.M.

PRESENT:

Elizabeth Fineburg, Presiding
S. W. Calkins
Blake H. Eisenhart
Frank J. Fazzalore
Carol Mignoni Ferguson
Dr. Ruth E. Frank
Elizabeth A. Graver

Otto Grupp III
Madeline Kemper
John E. Long, Jr.
Garney Morris
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT: Frederick R. Gudknecht, Dr. Frederick Breitenfeld Jr., James F. Cawley, Esq.,
Dr. Larry Newman

The meeting was called to order at 1:30 p.m. by Ms. Fineburg followed by the Pledge of Allegiance.

Ms. Fineburg announced that earlier in the day the Board of Trustees met in executive session to discuss personnel, labor relations, and real estate matters.

Upon motion by Mr. Fazzalore, seconded by Mr. Grupp, the minutes of the December meeting were approved.

STUDENT GOVERNMENT ASSOCIATION REPORT

Brooke Leibowitz, President of the Student Government Association, gave the report.

- Student Government has completed its annual holiday raffle. This year \$196 was raised and will be donated to the Tsunami Relief Fund.
- At the first meeting this semester SGA will begin collecting money for UNICEF to help with Tsunami relief in Asia. The goal is to raise \$1500. SGA and Student Life have put together a Bucks County Community College Night at the Philadelphia Phantoms on Friday, February 4. Tickets are being sold for \$15 each.

- This week welcoming festivities were held with a theme of “Think Spring.” Activities included a handwriting analyst, a palm reader, and free ice cream.
- January 25 and 26 are the dates for the Spring Clubs & Organizations and Athletics Information Fair. All clubs will be looking for new recruits.
- Donations for Tsunami Relief will also be collected in February during the showing of “Ray” for Black History Month.

PRESIDENT’S REPORT

Dr. Links presented his report.

- The Spring 2005 semester has begun. A very good In-service Day program was held with faculty and staff on Tuesday, January 18, and classes began on Wednesday, January 19.
- A letter was received from Dennis Murphy, Director of WebNet Pennsylvania, the Workforce Development Network in Pennsylvania of which we are part, to inform us that Bucks’ program has exceeded the evaluation standards for 2003-04. Bucks received the highest possible rating, which reflects extraordinary accomplishment in a variety of areas relating to the program. Ronnie November is our liaison with that group.
- Dr. Links commented on two recent newspaper articles:
 - The first reported on Chris Lloyd, Director of Security, and other members of the staff who held a seminar, hosted at the College, regarding weapons of mass destruction training. We are appreciative of his efforts.
 - Another article was about the Early Learning Center, congratulating both the team that runs the Center and the members of the faculty who are involved in the Early Childhood program.
- One of our faculty members, Prof. Jim Freeman of the Language and Literature Department, has written a novel, “Parade of Days.” This work of fiction tells a tale about homeless people who have taken up residence in the library attic of Bucks. First-year royalties will be donated to a Bucks scholarship program.
- Dr. Links attended a signing ceremony at Lockheed Martin with members of our Continuing Education team and members of our Student Services team, Georgina Taylor, Christine Hagedorn, and Barbara Ford. This ceremony celebrated an unusual agreement with Penn State Abington through which students would earn a Certificate of Information Technology from Abington, an associate’s degree from Bucks and a bachelor’s degree from Penn State Abington as part of an apprentice program in information technology with Lockheed Martin leading to the opportunity for full employment.

- Articles written by Chairman Gudknecht have recently appeared on the opinion pages of the Courier and other area papers to talk about funding issues faced by community colleges state-wide and to highlight the issues we are asking the Governor and Legislature to help us resolve so that we might return to full statutory funding for operating and capital budget purposes. These are important issues as we attempt to set our tuition structure for 2005-2006 and move ahead with plans for our Lower Bucks Campus. We thank our newspapers for highlighting this problem and to Mr. Gudknecht for writing these articles.

CHAIRMAN'S REPORT

Ms. Fineburg, presiding over today's meeting in Chairman Gudknecht's absence, presented items for Board attention:

- Jim Cawley has been named as Bucks County Commissioner, serving the remainder of the term of Mike Fitzpatrick. We congratulate him.
- Dr. Larry Newman, who is on the council of the Association of Governing Boards of Colleges and Universities (AGB), is the only member who comes to the council as a representative from a community college and not a four-year college or university.

FOUNDATION REPORT

Mr. Dominick presented his report.

- The Foundation had a very active holiday season. Over that 4-5 week period, approx. \$180,000 in cash and new pledges to the college was generated for writing scholarships and capital projects which will be fine-tuned as we move into the first quarter.
- The Foundation, with the help of Jim Geddes, has been working with a donor over the past several months to finalize a charitable gift annuity for the college, a \$100,000 contribution from the Shirley Weese Memorial Trust Fund. This fund will not be available for distribution for ten years. In the interim period, Ms. Weese's husband Dick Weese has pledged to fund the scholarship for the next ten years with a contribution of \$5,000 a year. We thank him and the family for this very generous contribution.
- Planning has begun for the various scholarships that will be awarded to students this spring. Early projections are that the scholarships this year will amount to somewhere in the range of \$70,000-\$75,000, slightly up from 2004.

- The Business Author's Series will continue with a March 16 presentation by Michael Gelb, author of "How to Think Like Leonardo da Vinci." This is a fundraiser for the Foundation. Thus far, 94 tickets have been sold.
- Tyler Tasting will be held on June 10, 2005. Glenn and Barbara Hains will again co-chair this event. We expect another outstanding success.
- Through the efforts and contacts of Prof. Lyle Rosenberger, the Foundation became aware of an original sculpture done by Stella Elkins Tyler and housed in a collection in California. This piece was offered for sale and purchased by the Foundation for the College's collection. The sculpture, entitled "Joan of Arc," is currently being cleaned and will be housed in T128. We are very pleased about this very special acquisition.
- The Golf Outing scheduled September 19, 2005, will be held at Commonwealth National. Our friends at McGrath Homes have again agreed to be a major sponsor, with a contribution of \$10,000.

PUBLIC COMMENTS: None

BOARD COMMITTEES

STUDENT-COMMUNITY RELATIONS COMMITTEE—M. Kemper, Chair

Ms. Kemper stated that the committee has one information item and turned to Dean Dawkins for that discussion. Dean Dawkins provided some background. There have been recent articles in the newspapers about financial aid in general and some concerns about federal Pell grants in particular. She introduced Fran McKeown, Director of Financial Aid, to provide the Board with information about these concerns and to give a financial aid comparison from 2001-2003, which shows a significant increase in the number of students applying for financial aid.

Ms. McKeown provided an overview of the changes in the Pell Grant application process. When a student applies for financial aid they complete an application for Federal Financial Aid. The government determines from that what the family can be expected to contribute toward education – EFC (expected family contribution). The major change in Federal Pell Grants is in the percentage of state tax that is being protected and therefore changing the EFC used in determining an award, possibly lowering the amount awarded. It is not known at this time what effect this will have on the individual students. In some cases, a student's Pennsylvania State grant Award would be increased as a result of a decrease in the student's Federal Pell Grant Award.

Other options may be available to students, including applying for or increasing load amounts for a Federal Stafford Loan (subsidized or unsubsidized). Some students are also taking out alternative loans which require a payment of interest on the loan. The Financial Aid Office provides students with information.

In 2003-04, 34% of the total students enrolled on at least a half-time basis were receiving some form of financial aid.

ACADEMIC AFFAIRS COMMITTEE— L. Newman, Chair

Dr. Ruth Frank presented the committee report, including one item for Board approval.

Upon motion by Dr. Frank, seconded by Mr. Fazzalore, the board of Trustees approved the following Sabbatical Leave Requests for the 2005-2006 academic year:

Half-year Leaves

Professor Mitchell Bunkin (Fall 2005)

Professor Linda MacGregor (Spring 2006)

Professor Stephen O'Neill (Spring 2006)

Professor Marilyn Puchalski (Spring 2006)

Dean Annette Conn announced to the Board that Professor John Mathews has been chosen as the Chair of the Department of the Arts and asked that he stand and be recognized. She also announced that Professor Claire Keane has been named as Director of Nursing. Dean Conn called department chairs to introduce new members of their faculty.

- Sherry Eichert was chosen as American English as a Second Language faculty member and coordinator. Professor Eichert has been a part-time member in the Department of Language and Literature for the past twelve years.
- Elaine Fitt has been chosen as a faculty member in the Department of Math, Computer and Information Science. Professor Fitt has been a part-time member of the faculty for fifteen years.
- Dr. Steve Sullivan has been named to the full-time faculty position in the Department of Science & Technology.
- Three Special Term Contracts were also awarded for the semester:
 - Jan Wierenga, Nursing
 - Tom Shields, Social and Behavioral Science
 - Linda Treglia, Health & Physical Education

Dean Conn introduced the first information item. A sample sabbatical leave report from 2003-2004 was included in the Board packet. A complete set of all leave reports are available for review by Trustees. The report presented exemplifies the kind of work that faculty do on sabbatical leaves and shows why this is a valuable tool for the college.

Dean Barbara Miller introduced the next information item and began by noting that the Public Safety Training Center has just celebrated its fifth year anniversary. In January 2000 the college took over management of that site in partnership with the County. Dean Miller introduced Ed Wurster, Director of Curriculum and Certification at the Center, to present information about a partnership with Fisher Scientific.

Mr. Wurster provided background on this agreement. The Bucks County Public Safety Training Center was introduced to Fisher Scientific representatives in December 2003 through another Prime Vendor supplier to the military. In March 2004, representatives of the college traveled to Pittsburg to meet with their senior management staff regarding some potential expansion on that agreement. In that meeting, we were approached about replacing Texas Agricultural and Mechanical University as their preferred training provider for public safety and we entered into an agreement with them for three years to provide Department of Defense training, health care training, general safety training, industrial training and maritime training. The Bucks County Public Safety Training Center is featured as the training provider on the Fisher Scientific website and in their publications to 300,000 businesses in 145 countries around the world. Bucks County Public Safety Training Center has quietly emerged as a leader in public safety training throughout the world.

The Bucks County Public Safety Training Center completed re-accreditation for the International Fire Service Accreditation Congress (IFSAC) in December 2004. Re-accreditation is required every five years and focuses on compliance with National Fire Protection Association standards and IFSAC regulations. The Training Center offers 28 levels of certification through IFSAC, second only to the Department of Defense. With this successful re-accreditation the Bucks County Public Safety Training Center has demonstrated itself as a leader in public safety training and strengthened its position with strategic partners and other public safety agencies throughout the world.

Dean Miller added that revenues generated through this type of activity are used to support other operations of the Center. Free training is provided for every Pennsylvania fire fighter or first responder without cost to them.

STRATEGIC PLANNING, ASSESSMENT AND MARKETING COMMITTEE—
O. Grupp III, Chair

Mr. Grupp called on Dean Karen Dawkins to present enrollment information.

A handout was given to the Board which provided enrollment statistics for opening day. Comparison information was given for Spring 2005 to last Spring 2004. Essentially the report showed no new trends or reason for concern. We are maintaining our enrollments with no major increases or declines. In the next two months there will be some modular courses offered for which there will be additional enrollment.

FINANCE COMMITTEE— E. Fineburg, Chair

Ms. Fineburg presented two items for Board approval.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the following sole source contract:

<u>Item</u>	<u>Vendor</u>	<u>Cost</u>
TANF Program Training Kits	C-Tech Associates, Inc.	\$49,233

The Bucks County Office of Employment & Training, Inc. (BCOET) has awarded BCCC a grant to administer the Temporary Assistance for Needy Families (TANF) Youth Program.

Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees accepted the 2003-2004 Audit Report and Management Letter as prepared by Parente & Randolph, LLP.

Ms. Fineburg commented that the Board is pleased by the conservative fiscal management of the College as contained in a positive overall fiscal situation as reflected in the auditors' comments. Despite shortfalls in State funding and static County funding, the College budget remains in balance and our bottom line is positive. Our budget plan has, of necessity, required the substitution of operating funds for some capital projects that would otherwise have been fully supported by the County, and particularly the State. The Trustees have committed these funds to the realization of important projects at the College from proceeding with our Lower Bucks Campus to A.D.A. renovations at Newtown, to adequate parking at Upper Bucks, to providing facilities for continuing education and

health programs. By carefully managing and operating expenses, we have been able to provide for coverage of some of these capital expenses as well, in the short term, until capital reserves resume from the State. The Trustees approach to annual modest increases in tuition and fees is keeping the College affordable for our citizens while responding to the realities of State funding. Community colleges are still the most cost-effective option for the first years of college and for training and re-training our work force. Our continuing goal is to keep tuition and fees as low as is reasonable, given the complexity of the current situation.

Ms. Fineburg called on Dean Kathleen Fedorko to present the other items on the report. Dean Fedorko introduced two new members of the Finance staff – Pat O’Connell, Payroll Supervisor, and Nancy Banta, Assistant Director of Accounting. Dr. Linkszt reminded the Board that Deb Noble has accepted the role of Director of Financial Systems and has worked with Jim Geddes in completion of the audit process.

Information was provided on the 2005 County budget. This represents level funding from 2004 into 2005.

Financial statements for November and December were presented.

HUMAN RESOURCES COMMITTEE— E. Graver, Chair

Ms. Graver presented two items of information.

Dean Fedorko presented a United Way Campaign report. This campaign is run through the Human Resources Department, working with representatives of the various employee groups.

A college staffing graphic was included as information in the packet.

BOARD COMMENTS: None

There being no further business to come before the Board, and upon the motion being duly made and seconded, the meeting was adjourned at 2:40 p.m. The next meeting of the Board of Trustees will be on February 10, 2005, at 1:30 p.m.

Elizabeth A. Graver, Secretary