



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Tyler Hall 142

Date: March 10 , 2005

Time: 1:30 P.M.

PRESENT:

Frederick R. Gudknecht, Presiding
Dr. Frederick Breitenfeld, Jr.
S. Willis Calkins
Frank Fazzalore
Carol Mignoni Ferguson
Elizabeth Fineburg
Dr. Ruth E. Frank

Otto Grupp III
John E. Long
Garney Morris
Dr. Larry Newman*
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT: James F. Cawley, Esq., Blake H. Eisenhart, Elizabeth A. Graver,
Madeline Kemper

*Dr. Newman had to leave following the first two finance motions.

The meeting was called to order at 1:35 p.m. by Mr. Gudknecht followed by the Pledge of Allegiance.

Mr. Gudknecht 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 Ms. Fineburg, seconded by Dr. Breitenfeld, the minutes of the February meeting were approved.

STUDENT GOVERNMENT ASSOCIATION REPORT

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

- Student Government Association (SGA) leaders attended a conference at Harrisburg Area Community College during February. Four members will also attend a student government leadership meeting at Villanova University during March.
- SGA will be selling bracelets for \$1, with all proceeds benefiting tsunami relief efforts.
- Annual SGA elections are scheduled for mid-April and once again online voting will be utilized.

- Spring Break kits, containing essential items, were distributed by Union Program Board.
- A successful Black History Month was wrapped up with a performance by K. J. James, blues guitarist.
- SGA participated in the Health & Wellness Week fair by sponsoring a table with the theme of “Financial Fitness”; information was available regarding scholarships, loans, and basic money saving tips for students.
- Clubs and Organizations Day is scheduled for March 29 and will include free food, music, and fun. This event is the biggest opportunity for student organizations to recruit members for next year.
- Presidents & Advisors Clubs & Organizations luncheon for Spring Semester will be held on March 31.

PRESIDENT’S REPORT

Dr. Links presented his report.

- Dr. Links requested that Board members complete and return promptly the form indicating their availability to attend Commencement in May. A change in the vendor for academic wear resulted in a much earlier deadline for ordering.
- Dean Dawkins and President Links attended the Phi Theta Kappa (PTK) initiation the night before and were pleased to recognize Professor Charles Beem for his recent designation at the regional meeting as the “Most Distinguished Advisor for the Middle States Region”. This honor is indicative of continued, dedicated service on the part of Professor Beem in mentoring the College PTK chapter, which has consistently performed at the highest level on both a regional and national level.
- Dr. Links reported that the student newspaper, the Centurion, won the first prize for “spot news reporting” at the statewide competition for college journalists sponsored by the Pennsylvania Newspaper Association. Professor Tony Rodgers, Centurion advisor in attendance, indicated that this was the top award and the equivalent of winning the Oscar for best picture. The story was written by Mary McCumsey and the newspaper editors will attend the awards ceremony in Hershey on April 4. Professor Rodgers noted that the competition includes four year and community colleges competing on an equal basis and indicated that in the three years that the Centurion has participated Bucks has been the only community college to win any awards, culminating with this year’s achievement. Professor Rodgers also noted that Media Day is scheduled for April 13 and this year’s program will focus on sports reporting.
- Dr. Links was pleased to report that Kelly Ann Allen, a student in the chef’s apprentice program, will be completing an apprenticeship abroad at a four star restaurant in Frankfurt, Germany. Catherine McElroy, Business Studies Department Chair in attendance, reported that Chef Earl Arrowood assisted Ms. Allen in identifying and obtaining the apprenticeship. Ms. McElroy also noted

that Chef Arrowood has been designated "Educator of the Year" by the American Culinary Federation.

- Dr. Linkszt noted the College recently graduated another class of licensed practical nurses and that the event received positive press coverage. One of the articles was written by one of our journalism students, which was a nice recognition of her work.
- Dr. Linkszt also commented on an opinion page article written by Monica Danos, a BCCC graduate who is employed by NASA and working on the Mars project at the Jet Propulsion Lab. Ms. Danos reported on her experience at Bucks, noting that she received a solid foundation for her future education and was vocal in her support of the contribution of community colleges.
- On a sad note, Dr. Linkszt reported the death of Frederick Hyde of Chalfont. Professor Hyde was an early, long term faculty member at the College.
- Several staff events are scheduled during Spring Break. The Administrative Employees Group is sponsoring "Extreme Makeover Bucks Edition". This event focuses on encouraging staff to cleanup both paper and electronic files with the goal of enabling staff to work more efficiently. An in-service program for Classified Staff is also scheduled. Members of the College community have the opportunity to "Walk a Mile with the President" tomorrow at 11 AM in recognition of Health & Wellness month.
- Finally, Dr. Linkszt gave a progress report on community college activities in the state. He noted that Board member, Frank Fazzalore, is serving on a statewide trustees committee which is addressing current items of interest for the colleges. Dr. Linkszt reported that four bills are pending before the legislature involving either community college funding or the audit formula. This interest on part of legislators and the recent recognition by Governor Rendell of community colleges are positive signs that the value of community colleges is being recognized by both the legislative and executive branches. This recognition will hopefully result in good things for fiscal year 05/06.

CHAIRMAN'S REPORT

There was no report.

FOUNDATION REPORT

Mr. Dominick presented his report.

- The next major fund raising event is the 2nd Annual Meet the Author Business Seminar, featuring author Michael Gelb. The event is scheduled for Wednesday, March 16 and to date 240 seats have been sold. The Foundation extends thanks to Third Federal Bank, the major sponsor for the seminar.

PUBLIC COMMENTS: None

BOARD COMMITTEES

STUDENT-COMMUNITY RELATIONS COMMITTEE—Madeline Kemper, Chair.

Dr. Frank presented the committee report in Ms. Kemper's absence. She called on Dean Dawkins to make two announcements.

Dean Dawkins announced that the Early Learning Center has been received accreditation from the National Association for the Education of the Young Child. This achievement is the result of team work by Dr. Steady Moono, Matt Cipriano, and Dee Short. Benefits of accreditation include recognition within the early childhood learning community, ability to recruit quality staff, eligibility for grant funding, and reassurance for parents of program integrity.

Dean Dawkins also announced that Dr. Steady Moono has accepted a position as Dean of Retention at Montgomery County Community College and will be leaving the College at the end of March. The College community wished Dr. Moono success in his new role and acknowledged his contributions over the past five years.

Dean Dawkins called on Marie Cooper, Coordinator of Disability Services, to present the information item on Adaptive Technology through Disability Services. Ms. Cooper introduced Marge Zipin and Penny Gray, Disability Services staff members.

Ms. Cooper explained that Adaptive Technology consists of learning tools which allow increased access to learning for students. Ms. Cooper distributed examples of a new tool which produces Braille format renderings of scientific and mathematic illustrations. A power point presentation followed which highlighted the Bucks experience of learning disabled students who were able to achieve academic success through the use of adaptive tools such as Kurzweil 2000, voice dictation software, and Jaws, a screen reading product. Adaptive technology work stations are located across campus as well as in the Disability Services office. Visitors to the office are welcome to observe these and other adaptive technology tools in action.

ACADEMIC AFFAIRS COMMITTEE—Larry Newman, Chair

Dr. Newman noted that the agenda included a recommendation to approve a number of curricula for five years following the completion of program of study audits. Dr. Newman called on Dean Conn to provide information regarding the costs associated with some of the technology intense programs. Dean Conn reported that the College has been proactive in moving to digital format and using computers for production. These programs also qualify for advanced technology stipend funding from the state, in addition to the normal FTE reimbursement. Responding to Mr. Fazzalore's question regarding enrollment monitoring, Dean Conn noted that enrollment is monitored on a semester basis, as well as annually.

Upon motion by Dr. Newman, seconded by Mr. Fazzalore, the Board of Trustees approved the ten indicated curricula for five years.

STRATEGIC MARKETING AND PLANNING COMMITTEE—Otto Grupp III, Chair

Mr. Grupp called on Dean Dawkins who reported that discussion would center on the results of the Spring 2004 Community College Survey of Student Engagement (CCSSE). The results of this report figure prominently in the planning process for both Student Services and Academic Affairs. Dean Dawkins asked Carole Reese to review report highlights.

Ms. Reese indicated that the College has now participated in the survey for two years, thus allowing for year to year comparison. Participation levels were encouraging with 800 students completing the survey. Ms. Reese pointed out the College is at or near the benchmark score in the five major categories when compared to peers in the large college group. As a member of the large college group, Bucks is compared with some of the vanguard two year schools in the nation. Ms. Reese reviewed changes in some individual indicators and related that interest among staff and faculty in using data to effect improvement is high.

FINANCE COMMITTEE—Betsy Fineburg, Chair

Ms. Fineburg noted that the committee had several recommendations for Board approval.

Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved the award of contract for Multipurpose Computer Workstations to Educational Furniture Solutions which submitted a bid of \$18,000 and the award of Summer 2005 All County Non-Credit Brochure to A.F.L. Web Printing for \$28,133.

Board members discussed the benefits of the additional billboard proposed for the Lower County on Interstate 95.

Upon motion by Ms. Fineburg, seconded by Dr. Breitenfeld, the Board of Trustees approved the purchase of outdoor advertising as follows: Upper County billboards for July/August, November/December, April/May 2006 from Adams Outdoor at a cost of \$15,820, Central and Lower County billboards for one year beginning July 2005 from Steen Advertising at a cost of \$21,090, and Lower County billboards for a 3.5 month period beginning June 2005 from Steen Advertising at a cost of \$12,250.

Upon motion by Ms. Fineburg, seconded by Mr. Long, the Board of Trustees approved the extension of the leases in Bucks County Office Center for an additional six month term beginning on August 16, 2006 and ending on February 15, 2007, with an option to extend for an additional six month term ending on August 15, 2007, at the leasing rates indicated on the recommendation.

Upon motion by Ms. Fineburg, seconded by Dr. Frank, the Board of Trustees authorized Change Order #1 for RFP 2004-0303 for Land Development, Architectural, Engineering & Project Management Services for the New Arts Building Addition to Watkins Architects, LTD in the amount of \$17,260 amending the current contract total to \$75,260.

Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees authorized the College to purchase additional TANF Field Tool Kits and Training through the sole source contract with C-Tech Associates totaling \$10,100 and to purchase additional tool kits and training at the established unit costs noted on the recommendation, on an as needed basis to support program activities.

Ms. Fineburg called upon Deborah Noble for comments on the financial statements. Ms. Noble noted that the cash balance has increased as a result of more efficient funds transfer into the money manager account, accompanied by more aggressive efforts to collect funds owed to the College by students. These factors, along with some upward movement in the interest rates, resulted in a substantial increase in interest income for the reporting period.

HUMAN RESOURCES COMMITTEE—Betty Graver, Chair

Mr. Gudknecht presented the committee report in Ms. Graver's absence. Mr. Gudknecht noted that there was one information item, the staffing report for the month of February.

BOARD COMMENTS:

There being no further business to come before the Board, and upon the motion being duly made and seconded, the meeting was adjourned at 2:45 p.m. The next meeting of the Board of Trustees will be on April 14 at 1:30 p.m.

Elizabeth A. Graver, Secretary