



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

**Tyler Hall**  
Room 142

Date: September 8, 2005  
Time: 1:30 P.M.

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### PRESENT:

Frederick R. Gudknecht, Presiding  
S. Willis Calkins  
Blake Eisenhart  
Frank Fazzalore  
Carol Mignoni Ferguson  
Elizabeth Fineburg  
Dr. Ruth E. Frank  
Elizabeth A. Graver

Otto Grupp III  
Madelyn Kemper  
John E. Long  
Garney Morris  
Bernard T. O'Neill  
Dr. James J. Links  
Jeffrey Garton, Esq.

ABSENT: Dr. Frederick Breitenfeld, Dr. Larry Newman

The meeting was called to order at 1:40 p.m. by Mr. Gudknecht and 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 Mr. Grupp, seconded by Ms. Fineburg, the minutes of the June meeting were approved.**

### STUDENT GOVERNMENT ASSOCIATION REPORT

Megan Downey reported that SGA has just concluded "Rush Week", an event designed to interest students in joining campus clubs and organizations and in participating in student government. Funds are being raised for the victims of Hurricane Katrina. A paper drive will be held next week benefiting the Lower Bucks Opportunity Council. A new feature this year, "Ask Your SGA Representative", will offer students a monthly forum to interact with SGA reps in the Rollins Center. Planning is ongoing for a leadership conference in October. Most clubs and organizations have moved their base of activities to the Quiet Study Area in the Rollins Center as a result of campus renovations. Centurion and SGA are still located in the Clubs and Organization Wing.

## PRESIDENT'S REPORT

Dr. Links presented his report.

- Dr. Links reported that Trustee Frank Fazzalore was recently recognized for his military service during WWII. Thanks to the efforts of Congressman Fitzpatrick, Mr. Fazzalore and several other veterans received military honors reflecting their courageous service.
- President Links introduced Kevin Shay, Duplicating Supervisor, and Tobias Bruhn, Interim Executive Director, Bucks County Community College Foundation.
- Dr. Links reported that during the summer the Legislature agreed upon a new funding formula for community colleges. Some elements of the new formula which will impact the College are: increased capital funding for projects such as the Lower Bucks Campus, a more integral role for community colleges in addressing training for high demand careers in the Workforce Development arena, and inclusion in the funding formula of two components, one to address base needs and a second to reward enrollment growth. While many implementation details remain to be worked out, the College is currently in a favorable position and is working to maximize its effectiveness in light of the funding changes.
- President Links recognized the achievement of faculty: Mark Sfirri, The Arts, featured in an article and on the cover of *Woodwork Magazine*, Charles Beem, Business Studies, recognized in *Community College News* for Excellence in Teaching Award for Mid Atlantic Region presented by the Association of Collegiate Business Schools and Programs, and finally Doug Rosentrater, The Arts, traveled to Peru through funding provided by National Endowment for the Humanities Grant.
- Dr. Links highlighted the current exhibit in the Hicks Gallery, *Dante's Inferno*, which features the work of world renowned artist, Michael Mazur. The exhibit combines the talents of both the Arts and the Language and Literature Departments to provide a unique perspective on the life and works of Dante. Seminars and other programs are scheduled during the run of the exhibit to complement the art on display.
- President Links noted several other recent legislative activities of interest. The first is a Dual Enrollment initiative which allows high school students to enroll in college level courses while remaining students in their district of residence. Assistant Dean, Enrollment Services, Liz Kulick, is coordinating the College efforts in this area. Also new is the requirement for additional accountability in the form of an annual report to the legislature which would include items such as graduation rates, success of graduates in locating employment, and transfer data. Finally, HR177 addresses the issue of student academic freedom; Trustee Bernie O'Neill is involved in this effort.
- Dr. Links reported on response within the academic community to Hurricane Katrina. Numerous colleges, including Bucks, have offered to accommodate students displaced from Gulf Coast institutions as a result of the disaster. Dean

- Dawkins reported that two such students have enrolled at Bucks until their destination schools are able to reopen.
- President Linkszt reported on the College's growing presence in providing educational programs to emergency services providers across the state. Vice President Miller's team has partnered to provide federally mandated emergency response training to pipeline companies. Additionally, outreach activities to high schools throughout the Commonwealth have resulted in contracts with Altoona, Montgomery County, and the Philadelphia School District, as well as curricular support provided to technical high schools within Bucks County. Ed Wurster, a member of the PSTC staff, has taken the lead in developing curricula tailored to these new clients.
  - Dr. Linkszt encouraged the audience to investigate the new Technology Learning Center, TLC, offered by Learning Resources, on the upper level of the Library. The center expands College efforts to support student and staff users in use of technology.
  - Finally, the President noted that the College had received excellent press coverage over the summer for its educational programs in both the credit and noncredit areas.

#### CHAIRMAN'S REPORT

**Upon motion by Mr. Gudknecht, seconded by Mr. Grupp, the Board of Trustees approved the following motion:**

**Move that the Board of Trustees adopt the RESOLUTION OF EXCLUSION OF CERTAIN DIRECTORS OR OFFICERS, as provided, in concert with Department of Defense regulations to allow the College to participate in specific educational activities which require security clearances.**

#### FOUNDATION REPORT

Tobi Bruhn reported that plans to roll out the Lower Bucks Capital Campaign are being finalized through the leadership Bill Brady and Carol Mignoni-Ferguson. Two trustees have recently joined the capital campaign efforts – Otto Grupp and Garney Morris. Upcoming events include the Golf Outing on September 19 at Commonwealth National Golf Club and the Alumni Murder Mystery on October 22 at Tyler Hall. Finally, the next Foundation Board meeting is scheduled for September 21 and a session to update the Foundation Strategic Plan is scheduled for September 29. Mr. Bruhn welcomed all trustees to participate in these activities.

PUBLIC COMMENTS: None

## BOARD COMMITTEES

### STUDENT-COMMUNITY RELATIONS COMMITTEE—Madeline Kemper, Chair

Ms. Kemper reported that there was no Student-Community Relations Committee report this month.

### ACADEMIC AFFAIRS COMMITTEE—Dr. Larry Newman, Chair

In the absence of Dr. Newman, Ms Fineburg introduced Dean Conn, who requested that the Assistant Academic Deans introduce the new full time faculty. The following faculty for the Department of the Arts were introduced: Will Gee, Susan Hagen, Rochelle Milhous, and Daniel Wilkinson. New to the business faculty is Kelly Gredone. The Department of Health, Physical Education and Nursing added Linda Garcia Smith, Linda Jo Treglia, and Janet Wirenga. Marianne Loyd and Alan Rubin have joined Language and Literature. Science and Technology added Paul Phillips, while Albert Rieger and Thomas Shields are new to Social and Behavioral Science.

Dean Conn introduced Catherine McElroy as the new Dean, Academic and Curricular Services. Dean Conn also introduced Thomas Zaher and Lisa Angelo, Interim Assistant Academic Deans for Business Studies and Math, respectively. Finally, Dean Conn noted that Claire Keane assumed responsibility for the Nursing Program during the previous academic year and has performed admirably in her new role.

Walt Puchalski reported on another successful Faculty of the Future Conference held June 3, 2005. Registrations included representatives from 35 institutions including both 2 and 4 year schools. The conference offers a tremendous networking opportunity and provides all presentations in Power Point format which can be viewed when attendees return to their home campuses. Several institutions have requested assistance from Bucks in enhancing their own faculty development programs.

Dean Conn presented the Professional Development Report, prepared by Rebecca Stevenson, which summarizes by name, department, and program the activities in which individual staff members participated.

Vice President Miller introduced Carol Mikulski who compiled the Kids on Campus Report. In response to questions from trustees, Ms. Mikulski related that the age range for campers was 4-16 years, enrollments have been increasing annually, and the average weekly tuition is \$210. Ms. Mikulski further reported that the College has developed an excellent reputation for providing summer camp activities which promote intellectual development while engaging the students in an enjoyable environment.

STRATEGIC MARKETING AND PLANNING COMMITTEE—Otto Grupp III, Chair

Mr. Grupp called on Dean Dawkins who reported on Fall 2005 enrollment. Overall FTE count is down by 3.6% from Fall 2004. Bristol Campus has increased enrollment and UCC is level. Blake Eisenhart reported that the change at the UCC may be related to the changing income demographics of the area. Dean Dawkins commented that other factors may include age demographics in the region. While the UCC campus does not offer facilities for science and nursing courses, the capacity of the site is not yet maxed out. Future conceptual plans to expand this campus have been developed to address the need for specialized classroom spaces. President Linksz discussed the role of the Upper County Advisory Board in bringing this message to the UCC community when the project moves into the active planning and funding stage.

Community sites have experienced no growth and will be assessed to determine their continued viability. Evening enrollments have again declined. Dean Dawkins noted that the number of students who “stop out” for a period of time, although traditionally high for community colleges, seems to be increasing and this area will be studied further. Increasing competition for ELearning students may be a factor in the lack of growth for this instructional mode. Early transfer is also being examined as a possible factor in declining enrollments.

Dean Dawkins also identified the following ongoing efforts which may impact enrollment positively: dual enrollment programs, direct outreach to high schools and healthcare facilities, retention initiatives, and development of new programming specifically designed to acquaint students with the UCC.

Next, Dean Dawkins introduced Marta Kaufmann who shared film clips from the College’s recent television advertising campaign on Comcast cable stations.

FINANCE COMMITTEE—Betsy Fineburg, Chair

Ms. Fineburg presented that the committee recommendations for Board approval.

**Upon motion by Ms. Fineburg, seconded by Mr. Long, the Board of Trustees ratified the following Summer Executive Committee Action;**

**Change order to the Swimming Pool Compressor Replacement and Service contract in the amount of \$11,800 to York International Inc.**

**Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved the award of the following contracts for the Allied Health Building Construction Project:**

**General contractor, Donald E. Reisinger, Inc., in the amount of \$1,668,000 with unit cost pricing of \$425/cubic yard for rock excavation and \$75/cubic yard for soil removal**

**Electrical contractor, A. C. Scott Electric, Inc., in the amount of \$266,511 with unit cost pricing of \$350/voice and data outlet and \$8/electrical circuit.**

**Mechanical contractor, B & S Sheet Metal, Inc., in the amount of \$636,094**

**Plumbing contractor, Surety Mechanical, Inc., in the amount of \$104,458**

**Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved the following bid award:**

**Testing Center HVAC Project to Erhardt Mechanical for the firm low bid in the amount of \$51,265**

**Upon motion by Ms. Fineburg, seconded by Mr. Fazzalore, the Board of Trustees approved the following other contracts:**

**Cable Television Advertising Campaign for 2005-2006 to Comcast in the amount of \$35,079.41**

**Duplicating Services Thermal Binding & Finishing Equipment to E. Thomas Brett & Sons (PA Dept of General Services State Contract #3610-04) at \$706.90/month for an annual total of \$8,482.80**

**Library Vended Copier & Printing Equipment Lease Extension to Toshiba Business Solutions at \$3,400/month for an annual total of \$40,800**

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

**Renewal of annual contract for service, support and hosting fee for PLATO courseware and software to TRO Learning Inc. in the amount of \$11,700**

HUMAN RESOURCES COMMITTEE—Elizabeth Graver, Chair

Ms. Graver noted that there was one action item and two information items this month.

**Upon motion by Ms. Graver, seconded by Mr. Eisenhart, the Board of Trustees approved the Agreement as presented, between Local 971/550, National Security Officers Benevolent Association, and Bucks County Community College covering the period July 1, 2004 through June 30, 2009.**

Susan Clarke, Executive Director, Human Resources, described the new online training program which the College will be using to satisfy its training requirement for sexual harassment prevention. The online nature of the program will facilitate offering and documenting the training to adjunct faculty and other individuals who spend limited time on campus. Ms. Clarke

is also investigating a contract provision which may allow the College to share this program with small businesses within the County

**BOARD COMMENTS:**

Mr. Fazzalore reminded the Trustees of the upcoming statewide community college trustee orientation and annual meeting to be held September 22 and 23 in Camp Hill, PA and encouraged all of his colleagues to consider attending.

Mr. Calkins noted that September 27 is the 40th anniversary of students attending class at the College.

There being no further business to come before the Board, and upon the motion being duly made and seconded, the meeting was adjourned at 3:00 p.m. The next meeting of the Board of Trustees will be on October 13 at 1:30 p.m. at the Newton Campus.

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Elizabeth A. Graver, Secretary