



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Upper County Campus
Board Room

Date: November 10, 2005
Time: 1:30 P.M.

PRESENT:

Frederick R. Gudknecht, Presiding
Dr. Frederick Breitenfeld
S. Willis Calkins
Blake Eisenhart
Frank Fazzalore
Carol Mignoni-Ferguson
Elizabeth Fineburg

Dr. Ruth E. Frank
Elizabeth A. Graver
John E. Long
Garney Morris
Bernard T. O'Neill
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT: Madelyn Kemper, Otto Grupp III, and Dr. Larry Newman

The meeting was called to order at 1:40 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. Graver, seconded by Mr. Eisenhart, the minutes of the October meeting were approved.

STUDENT GOVERNMENT ASSOCIATION REPORT

In Megan Downey's absence, Dean Dawkins reported that SGA members met with President Links to plan campus-wide participation of clubs in the county effort to provide assistance to the communities of Bay St. Louis and Waveland, Mississippi. SGA and other clubs including Inter-Varsity Christian Fellowship, Future Teachers Association, and the Bristol Center Programming Council have already held or planned Katrina relief fund raising activities.

Numerous clubs are involved in efforts to aid families in need during the upcoming holiday season. Clubs with such outreach efforts ongoing are: SGA, Black Student Union, Open Door Club, Union Program Board, Inter-Varsity Christian Fellowship, Bristol Center Programming Board, Future Teachers Association, and International Unity.

Holiday shopping related activities include the annual SIFE gift wrapping at Oxford Valley Mall, the Glass Arts Society sale in early December and the Bucks Printmaking Society sale in late November.

Phi Theta Kappa sponsored a blood drive last month and the Breast Cancer Forum. Kappa Beta Delta participated in a Day for All Women and is recycling cell phones and used printer cartridges. Sirens is raffling off an IPOD. The 4Cs is sponsoring a used camping equipment drive as well as book drive to benefit an American Indian Reservation.

SGA held a webinar addressing Student Leadership and the first issue of SGA Bulletin has been released. The Centurion has just finished their third edition of the semester and is partnering with Student Update to bring news to Bucks students in different media. Student Update is thriving and has just wrapped up their tenth episode.

PRESIDENT'S REPORT

Dr. Links presented his report.

- President Links complimented students in the historic preservation program for their work on the Thomas Farm Outbuilding Project which was recently recognized in a national competition sponsored by the United States Department of the Interior.
- Dr. Links commented on a recent newspaper article highlighting the recognition of Dee Short, Director, Early Learning Center, as an Outstanding Educator by the Bucks County Association for the Education of Young Children.
- Dr. Links invited all to share in a campus event scheduled for November 18 which will combine the poetic and musical talents of Professors Allan Hoey and Michael Hoffman.
- President Links congratulated members of the Science faculty Linda MacGregor, Leticia ElNaggar and Michaeleen Lee for their work in planning and executing a national conference for teachers of chemistry in two year colleges which was hosted by Bucks.
- Dr. Links reported that several PSTC members have recently been cited for their accomplishments. Nick Wuckovich won the 2005 Charles Pentz Memorial Award, a statewide honor which salutes excellence in firefighter training. Fellow PSTC staffer, Tim Metzler, recently returned from his two week vacation which he spent in relief activities on the Mississippi Gulf Coast. The PSTC continues to receive accolades for the high quality training programs it provides and has been contacted by NASA to explore opportunities for training contracts at the Kennedy Space Center.

CHAIRMAN'S REPORT

There was no report.

FOUNDATION REPORT

Tobi Bruhn reported that the Tyler Hall Murder Mystery netted just over \$4,000 for the Alumni Association. The event, which was sponsored by Wachovia Trust, was a sell out. Alumni Association 2006 Calendars are available on all campuses free of charge, as a result of a generous donation by Triune Color Printing. The annual independent audit for the Foundation has been completed with a clean opinion. A new scholarship for students with disabilities will be established as a result of a \$5,000 donation from a former student. The 2005 Annual Fund mailing went out last weekend to 6,000 individuals. The Lower Bucks Capital Campaign Committee will meet at the Bristol Center on November 28 and the next Foundation Board meeting is scheduled for November 16.

PUBLIC COMMENTS: None

BOARD COMMITTEES

STUDENT-COMMUNITY RELATIONS COMMITTEE—Madeline Kemper, Chair

In Ms. Kemper's absence, Mr. Long called on Mark Moore, Assistant Directory of Security and Safety, who provided a brief overview of the 2005 Annual Security Report. Next, Mr. Long introduced Rodney Altemose, Executive Director, Upper County Campus, to present the student speakers. Jackie Lawrence, Sean Applegate, and Nicole Pompei shared their experiences at the Perkasio campus and demonstrated the impact that having a Bucks campus in their community has had on their lives. While the life experiences of the students were diverse, they all shared the same high opinion of the quality of education and staff support that they have received at the Upper County Campus.

ACADEMIC AFFAIRS COMMITTEE—Dr. Larry Newman, Chair

In Dr. Newman's absence, Mr. Breitenfeld introduced Dean McElroy, who along with Mr. Altemose, provided the Upper County Campus Report. The report highlighted recent accomplishments, enrollment statistics, and current programs of study offered in their entirety on campus. Mr. Altemose also introduced Carolyn Woods, the new campus librarian.

STRATEGIC MARKETING AND PLANNING COMMITTEE—Otto Grupp III, Chair

In Mr. Grupp's absence Mr. Eisenhart introduced Dean Dawkins who reviewed the Strategic Directions and Goals for 2006-2010 which had been revised following feedback from the trustees at the October meeting. Dean Dawkins noted that a new direction was added which

addresses maintenance and improvement of the College facilities and infrastructure. The trustees indicated their approval of the revisions to the document.

Next, Marta Kaufmann, Executive Director, Marketing and Public Relations, presented the highlights of the Marketing Communications Plan. The plan provides a proactive three year blue-print to promote the College brand and services.

Finally, Dean Dawkins presented the Fall 2004-2005 Detailed Enrollment Comparison Reports. Dean Dawkins noted that although the College continues to experience decline in part time evening enrollment, this is consistent with nationwide trends and has been accompanied by an increase in full time day students. To address this concern, staff will examine the marketing strategy for the declining segments and conduct telephone surveys of adult students aged 24 and above. Dean Dawkins also reported that Dean McElroy will be conducting a comprehensive study of enrollment at the community sites.

FINANCE COMMITTEE—Betsy Fineburg, Chair

Ms. Fineburg presented the committee recommendations for Board approval.

Upon motion by Ms. Fineburg, seconded by Mr. Calkins, the Board of Trustees approved the bid award for the Testing Center Interior Glass and Glazing Project to Bucks County Glass Company in the amount of \$16,750.

Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved a three year contract, to provide a student survey instrument, with Community College Survey of Student Engagement (CCSSE) in the amount of \$19,125.

Upon motion by Ms. Fineburg, seconded by Mr. Fazzalore, the Board of Trustees approved the adoption of the Confidential Complaint Reporting (Whistle-blowing) policy as provided in the agenda for the meeting.

Ms. Fineburg noted that the following information items were provided: 2006-07 Budget Preparation Chronology and Planning Assumptions and current financial statements. Dr. Links also noted that the Audit for 2004-05 has been completed and will be reviewed with the Audit Committee prior to the December trustee meeting.

HUMAN RESOURCES COMMITTEE—Elizabeth Graver, Chair

Ms. Graver noted that there were two information items this month: Medicare Part D and College Staffing Report for October.

BOARD COMMENTS:

Ms. Graver thanked the Board and the College community for their support of the Upper County Campus. She added that the Upper Bucks residents have accepted the College as their own and look forward to its future growth and expansion.

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 December 8 at 1:30 p.m. at the Newtown Campus.

Elizabeth A. Graver, Secretary