



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

**Lower Bucks Campus
Room 110**

Date: April 13, 2006
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 Frank

Elizabeth A. Graver
Otto Grupp
Madelyn Kemper
Dr. Larry Newman
Garney Morris
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT: John Long, Bernie O'Neill

The meeting was called to order at 1:40 PM 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 Mr. Grupp, seconded by Ms. Fineburg, the minutes of the March meeting were approved.

*Mr. Eisenhart was not present for the vote on the minutes and the *SmartStart Program*.

STUDENT GOVERNMENT ASSOCIATION REPORT

Megan Downey reported that student government elections are ongoing through April 18 with voting taking place online. Several current student leaders will be returning next year and are seeking election in various roles. The Student Update Gala scheduled for this evening promises to be full of fun and surprises.

The Union Program Board is sponsoring a Bucks night at the Phillies game on April 21 when the Phils host the Marlins, with tickets still available. The annual Spring Fling with the theme "Surf's Up" is planned for April 27 with plenty of fun, food, and entertainment for all.

Recent activities at the UCC included Career Development Night for high school students and their parents. Several events commemorating Women's History Month were held including a concert, an art exhibit of student work by or about women, and an open mike night featuring the literary works of women. UCC students once again participated in an alternative Spring Break in Lafayette, Indiana, where they worked on a Habitat for Humanity home.

Other campus activities include fund raising to aid the families of veterans returning from Iraq. Faculty lecture series programs featured presentations by Aurora Hills and Skip Jones. Classroom guest speakers included Congressman Mike Fitzpatrick and film producer Fred Bower.

PRESIDENT'S REPORT

Dr. Linkszt presented his report.

- President Linkszt reported that Tobi Bruhn had articles in print recently in both the Bucks County Courier Times and the Lower Bucks Chamber news publication. Dr. Linkszt also congratulated Tobi on his permanent appointment as Executive Director, Foundation.
- Dr. Linkszt reported that the students of the historic preservation program have again received an award based on their performance in national competition. Officials of the National Park Service cited in particular the excellent work of Bucks student Rich Green, who is recently deceased.
- President Linkszt noted that the Early Learning Center and its staff, along with Janet Oesterling and Barbara Boyle, have been honored by the Bucks County Association for the Education of Young Children.
- The College will also receive an award from the PA Department of Education, Bureau of Career & Technical Education, for its innovative program, co-sponsored by the School District of Philadelphia, offering IT apprenticeships at Lockheed Martin.
- Donna Wilkoski, Asst. Director, Financial Aid, has been recognized for her work in workshop presentation and development for financial aid counselors. Senator Conti also expressed his thanks for another successful Good Government Day, an event held on campus which requires the cooperation of numerous members of the staff.
- Bucks items in the news recently included UCC students' alternative Spring Break with Habitat for Humanity, kudos for Professor Jim Freeman's newest book, recognition of the chef's apprentice program, and coverage of students' alternative response to the presence of military recruiters on campus.
- Finally, Dr. Linkszt reported that several trustees and senior staff members recently attended the PA Commission for Community Colleges annual meeting in Harrisburg.

The highlight of the event was the All PA Academic Team Dinner at which two Bucks students, Dan Magro and Kelly Bourne, were honored.

CHAIRMAN'S REPORT

Mr. Gudknecht appointed the following Trustees to serve on the Nominating Committee: Mr. Frank Fazzalore, Ms. Carol Mignoni-Ferguson, and Mr. Garney Morris.

FOUNDATION REPORT

Tobi Bruhn thanked everyone for their support in the past months during the period of transition at the Foundation. He also expressed his excitement at the opportunity offered him in the permanent appointment.

Tobi reported that the Lower Bucks Capital Campaign Committee to date has obtained pledges in excess of \$325,000 and continues its activities in calling on business leaders to present the case for supporting the current Lower Bucks building program. Tobi also recognized Trustee Bill Calkins for his generous pledge of \$50,000 for the naming opportunity of the Student Lounge. Mr. Calkins commented that he has fond childhood memories of time spent in Bristol which motivated his pledge.

Plans for a Ground Breaking Ceremony to be held at the site of the new campus are being finalized for Thursday, May 25.

The annual "Meet the Author" seminar was a financial success as well as offering attendees new insight into individual differences in interpersonal communication styles. A full day workshop highlighting business skills for women will be presented in November by Marjorie Brody, former BCCC faculty member and current Foundation Board member.

Honors Convocation is scheduled for May 18 and will showcase scholarship presentation to over 100 students. Thanks to the generosity of donors, two new scholarships will be available next year, one for nursing students and one for students who balance their school work with the responsibilities of motherhood.

PUBLIC COMMENTS: None

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Madelyn Kemper, Chair

Ms. Kemper chaired the meeting and introduced Vice President Karen Dawkins. Ms. Dawkins presented an informational report on the *SmartStart Program*, a new initiative to be piloted by the College. The pilot program, targeted at economically and educationally disadvantaged high school juniors and seniors, will replace a similar program which the College has offered in the past for 7th and 8th graders. The change is contemplated because little correlation has been shown between program participation for the younger students and eventual enrollment at Bucks. By focusing efforts toward older students, staff hopes to develop a stronger connection between enrollment in *SmartStart* and eventual enrollment at the College.

Upon motion by Ms. Kemper, seconded by Mr. Calkins, the Board of Trustees approved the *SmartStart Program* for 2006.

ACADEMIC AFFAIRS COMMITTEE—Dr. Larry Newman, Chair

Dr. Newman introduced Dean Catherine McElroy who reviewed the report on Bristol enrollment and program offerings. Enrollment continues to increase particularly during the day. Highest demand majors are Liberal Arts and Business, both programs which can be completed entirely at the Bristol Campus. Dean McElroy also highlighted the plans for the new building which will add much needed science and allied health labs, as well as student services and meeting spaces.

Next, Clare Doyle, Director, Evening & Off Campus Programs, introduced Dick Skinner, Interim Coordinator for the Bristol Center. Mr. Skinner, a former administrative staff member at Bucks, has adjusted quickly to his role on the campus. Mr. Skinner introduced two students, Louis Edinger and Damian Van Hart. Both students recounted their positive personal and educational life changing experiences at the campus.

STRATEGIC MARKETING AND PLANNING COMMITTEE—Otto Grupp III, Chair

Mr. Grupp introduced Dean Dawkins who reviewed the proposed Strategic Initiatives for 2006-2007. Dean Dawkins described the Strategic Initiative program and noted that this year there are 12 approved initiatives totaling \$152,000. All strategic initiatives are in support of specific goals delineated in the Strategic Directions for 2006-2010.

Upon motion by Mr. Grupp, seconded by Ms. Graver, the Board of Trustees approved the Strategic Initiatives for 2006-2007.

Dean Dawkins presented a follow-up report on the use of web based tools by students and staff. Datatel's Web Advisor offers ease of registration and online payment, as well as educational

planning tools and transcript review. Online registration has had several benefits including decreased time waiting in line for students and decreased bad debt expense for the College. Web CT is the online course management used in both face to face and Elearning classes. Finally, all currently enrolled students are provided a BCCC Email account.

FINANCE COMMITTEE—Elizabeth Fineburg, Chair

Ms. Fineburg presented the committee recommendations for Board approval.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the following bid awards:

- **Acquisition of 133 laboratory all-in-one personal computers to Gateway Companies in the amount of \$5,071.69 per month, totaling \$60,860.28 per year.**
- **Acquisition of 103 laboratory tower personal computers to Dell Computer Companies in the amount of \$2,667.86 per month, totaling \$32,014.32 per year.**
- **Symantec antivirus software license renewal to Software House International in the amount of \$21,210.50.**

Upon motion by Ms. Fineburg, seconded by Dr. Breitenfeld, the Board of Trustees approved the following change orders to the Allied Health Building Construction Project:

- **Change Order #2 for underpinning of existing footing to Donald E. Reisinger, General Contractor, in the amount of \$13,918.**
- **Change Order #3 for relocation of the storm line to Donald E. Reisinger, General Contractor, in the amount of \$10,477.**
- **Change Order #4 for installation of additional electrical panel to A.C. Scott Electric, Electrical Contractor, in the amount of \$6,160.**

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

- **Computer lease financing to First Financial Corporate Services, Inc., in the amount of \$7,739.55 per month, totaling \$92,874.60 per year.**
- **Email broadcasting services and communication plan development and implementation to TargetX, Inc. in the amount of \$15,000 per year for the first year, and \$9,500 per year for annual support thereafter.**

Upon motion by Ms. Fineburg, seconded by Mr. Calkins the Board of Trustees approved the sole source contract for the purchase of two universal patient simulators to Laerdal Medical Corporation in the amount of \$79,594.

Ms. Fineburg noted that the Foundation is funding one half of the cost of one of the simulators.

Upon motion by Ms. Fineburg, seconded by Ms. Graver, the Board of Trustees approved the contract for workers' compensation insurance coverage, required by Defense Base Act of 1941, for the period of April 2006 through April 2007, to Global Underwriters, Inc, for the annual premium of \$10,000.

Ms. Fineburg noted that current financial statements were included as an information item.

Vice President Matthews noted that the College has completed nine months of the fiscal year and is on track to achieve a balanced budget. He also noted that interest income has increased following both market trend and the transfer of funds to the Common Fund.

Mr. Fazzalore reminded the Audit Committee of a meeting scheduled for Tuesday, April 18.

HUMAN RESOURCES COMMITTEE—Elizabeth Graver, Chair

Ms. Graver noted that there was one information item this month, the College staffing graphic.

BOARD COMMENTS

There were no 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 2:40 PM. The next meeting of the Board of Trustees will be on May 11, 2006 at 1:30 PM at the Newtown Campus.

Elizabeth A. Graver, Secretary