



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: June 15, 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 Graver

Otto Grupp
Madelyn Kemper
John Long
Garney Morris
Dr. Larry Newman
Bernie O'Neill
Dr. James J. Links
Jeffrey Garton, Esq.

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. Calkins, seconded by Mr. Morris. the minutes of the May meeting were approved.

PRESIDENT'S REPORT

Dr. Links presented his report.

- President Links reported on the successful groundbreaking held at the site of the new Lower County Campus in Bristol Township on May 25. Trustees, College staff, students and community leaders were in attendance to mark the start of construction. Dr. Links thanked Tobi Bruhn and the Foundation staff for planning and executing the day's events.
- Dr. Links commented on another successful Commencement and Honors Convocation held on the Newtown Campus in late May. Both events celebrate the many success stories of our students. Also, the annual Chef Apprentice Graduation Dinner once again amazed attendees with the quality of offerings prepared and breadth of skills demonstrated by our culinary graduates.

- President Linkszt acknowledged the success of the Tyler Tasting party held on June 9 at the College. He thanked participating restaurants and sponsors for their support and recognized the effort of the Foundation staff and volunteer committee.
- The President noted the Echo Lake Conference, a unique gathering of wood turners and other artists, sponsored by the Department of the Arts, was held on campus June 9-10.
- President Linkszt introduced Susan Clarke, Director, Human Resources, who presented the following newly elected members of the Administrative Employees' Committee: Denise McCardle, Karl Carter, Liz Sette and Sherry McKinney.

CHAIRMAN'S REPORT

Mr. Gudknecht presented the following recommendations for approval:

Upon recommendation by Mr. Gudknecht, seconded by Mr. Fazzalore, the Board of Trustees authorized the Executive Committee to act on behalf of the Board of Trustees regarding contractual matters, excepting those outlined in the Bylaws (Article IV-I) but including pending labor union agreements, during the summer months of 2006. Further, that such action shall result in mail notification to all Trustees in advance of any such Executive Committee action.

Upon recommendation by Mr. Gudknecht, seconded by Mr. Eisenhart, the Board of Trustees authorized College staff to receive bids for Phase II construction at the Lower Bucks Campus. Trustees also authorized the Executive Committee to act on behalf of the Board of Trustees, in reviewing and approving final recommendations for professional services contracts for architecture & engineering and construction, during the summer months of 2006. Further, that such action shall result in mail notification to all Trustees in advance of any such Executive Committee action.

Upon recommendation by Mr. Gudknecht, seconded by Mr. Grupp, the Board of Trustees approved a 3.6% salary increase for Dr. James J. Linkszt for the fiscal year July 1, 2006 through June 30, 2007.

Mr. Fazzalore noted that 3.6% is the same percentage increase earned by members of the administrative staff group

FOUNDATION REPORT

Executive Director Tobias Bruhn reported that the Lower Bucks Campus Ground Breaking Ceremony held at the site of the new campus on Thursday, May 25 was a success with 100 persons in attendance and extensive media coverage evident.

Mr. Bruhn thanked all involved in the planning and execution of Tyler Tasting 2006 which netted \$62,000, which is an 8% increase over last year and a new record. Silent auction proceeds increased significantly and contributed to the financial success. He extended special thanks to the event Chairs – Mayor Glenn and Barbara Hains.

Mr. Bruhn also provided a status update on the Lower Bucks Capital Campaign which has raised more than \$425,000 to date.

Finally, Mr. Bruhn reported that the Alumni Association is preparing to roll out its campaign to increase awareness of the benefits of membership. For the first time a membership card will be provided which offers alumni special privileges and discounts.

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 turned the floor over to Carole Reese, who shared details regarding the homecoming of the 228th Forward Support Battalion of Sellersville, whose members have been deployed to Iraq for the past 8 months. Ms. Reese's husband has been serving in the battalion as a medic. Carole has been active in support group activities for family members of the troops, as well as Trustee Betty Graver. The College has planned activities to welcome the troops home and encourage them to continue/resume their education at BCCC. Each returning soldier will receive a special Bucks sweatshirt commemorating their contribution to the war effort.

ACADEMIC AFFAIRS COMMITTEE—Dr. Larry Newman, Chair

Dr. Newman introduced Dean McElroy who presented the Curriculum Report for the 2005-06 academic year. The report summarized program additions, deletions and revisions, as well as providing a status report on the Core Assessment Project. Dean McElroy also commented that an Ad Hoc Committee has been formed to revise and update the current process for course creation and revision.

Upon recommendation by Dr. Newman, seconded by Ms. Fineburg, the Board of Trustees approved the addition of the following programs of study:

- Secondary Education – Mathematics Transfer Program #1177**
- Emergency Management Public Safety Occupational Program #2178**
- Emergency Management Public Safety Certificate Program #3179**

Next Dr. Newman introduced Vice President Miller who turned the floor over to Ed Wurster, Director Certification & Curriculum Development at the Public Safety Training Center. Mr. Wurster reported on his recent trip to Seoul, Korea where he spoke at meeting of 300 Korean firefighters and brought the group a message from President Links in Korean. Dr. Links was assisted in translating his taped message by Christine Hagedorn. Mr. Wurster presented Dr. Links with a plaque presented to the College by the professional firefighters of Seoul. Mr. Wurster will be returning to Korea in August to present a comprehensive training program which will result in Seoul becoming the first city in Asia to achieve accreditation for its program of instruction.

Next Vice President Miller then introduced Georgina Taylor, Director, Corporate Training. Ms. Taylor described the very successful collaboration between the College, Lockheed Martin, and the Philadelphia School District to bring IT training opportunities to city youth. The accomplishments of the co-sponsored apprenticeship program were recently recognized when the collaborating entities were recipients of the 2006 Workforce Leadership Award presented by the Pennsylvania Department of Education, Bureau of Technical Education. Ms. Taylor introduced, Esteria Johnson, manager of the apprenticeship program at Lockheed, who described her role and thanked the College for sharing its expertise.

Finally Vice President Miller introduced Kathryn Auerbach who is an instructor in the Historic Preservation Program at the College. Ms. Auerbach described numerous projects, on which the College has worked, in conjunction with the National Park Service, to document historic buildings in accurate, technical drawings, while teaching historic building survey techniques to our students. Bucks students have fared well in competitions which have included entries from prestigious architectural programs across the nation. Ms. Auerbach reviewed display boards which offered samples of student building drawings.

In conclusion, both Dr. Newman and Dr. Links commented that the accomplishments detailed in the committee information items demonstrate that the footprint of the College extends far beyond Bucks County.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Otto Grupp III, Chair

Mr. Grupp turned the floor over to Vice President Dawkins, who introduced Assistant Dean Christine Hagedorn to present the Advising Report. Ms. Hagedorn reported on progress made during the last year to achieve the goal of providing a more consistent, targeted approach to meeting student needs in advising and planning. A key element of the program has been the changes made in new student orientation which introduce students early on to the technology tools available in Web Advisor. These tools enable students to take ownership of their own academic careers. Another feature of the program is offering the student the opportunity to engage one on one with a faculty advisor from their chosen major field of study. Ms. Hagedorn introduced Joan Dunlop, Coordinator, Faculty Advising Specialists, with whom she has been working closely to bring these improvements about. Ms. Dunlop commented that she has been working successfully with Ms. Hagedorn to expand the influence of the advising specialists among the faculty at large and to emphasize the value of establishing one on one advisor/student relationships in successful student planning experiences.

FINANCE COMMITTEE—Elizabeth Fineburg, Chair

Ms. Fineburg presented the committee recommendations for Board approval.

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

- **Acquisition of 25 tablet computers @ \$1595 ea for a total of \$39,875 and 22 notebooks computers @ \$1,425 ea for a total of \$31,350 to Gateway Companies.**
- **Acquisition of 273 desktop computers @ \$990.87 ea for a total of \$270,507.51 to Dell Computer Corporation.**
- **Allied Health Building furniture to Educational Furniture Solutions in the amount of \$71,895.**
- **Allied Health Building telecommunications & data line project to Mercury Installation Systems in the amount of \$17,562.**
- **Bookstore electrical project to ETK Electrical Contractors in the amount of \$35,000.**
- **Bookstore HVAC project to B&S Sheet Metal in the amount of \$192,000.**
- **Duplicating paper to Paper Mart 12,000 reams @ \$2.52 per ream.**
- **Duplicating paper to Allied Office Systems 12,000 reams @ \$2.52 per ream.**
- **Gymnasium roof replacement to Noble Roofing & Sheet Metal in the amount of \$193,745.**
- **Heating fuel underground storage tank to Neshaminy Constructors in the amount of \$349,780.**
- **CISCO router for IT Academy to SIGMANet Inc. in the amount of \$10,623.80.**
- **Five year contract for trash and recycling services to Allied Waste Services in the amount of \$239,640.**
- **Procurement of pickup truck with snow plow to Fred Beans Ford for a 48 month lease in the amount of \$709 per month for a total of \$8,508 per year.**
- **Procurement of shuttle van to D'Ambrosio Dodge for a 60 month lease in the amount of \$810.83 per month for a total of \$9,729.96 per year.**
- **Video Lab computer workstation equipment to Logicalis, Inc. for a 36 month lease in the amount of \$953.55 per month for a total of \$11,442.60 per year.**

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved Change Order #5, Allied Health Building Project, to B&S Sheet Metal, Inc. in the amount of \$20,945.91

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

- **Computer equipment lease financing to First Financial Corporate Services for a 3 year lease term @ \$9,155.01 per month for a total of \$109,860.12 per year.**
- **Fire alarm upgrades to Cottages 2 and 4 to Standard Systems in the amount of \$15,347.**
- **Fire & security alarm maintenance & repair contract, one year extension, to Standard Systems, in the amount of \$22,000.**
- **Computer lab tables for Founders Hall to Krueger International in the amount of \$13,029.50.**

Upon recommendation by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved the following sole source contracts:

- **Concrete deck coating to Datum Restoration in the amount of \$22,979.**
- **Datatel Systems Consulting to Datatel in the amount of \$30,000.**
- **Document imaging upgrade and expansion to Mackin Imaging Systems in the amount of \$35,997.**
- **Email server antivirus and antispyware software to Sophos, Inc., a 3 year contract @ \$9,866.67 per year for a total of \$29,600.**
- **Replacement lease for Apple computers used in student labs and administrative offices to Apple Education Finance, a 36 month lease @ \$2,461.99/month for a total of \$29,543.88 per year.**
- **PLATO software service and support renewal to TRO Learning in the amount of \$12,280.**

Upon recommendation by Ms. Fineburg, seconded by Ms. Graver, the Board of Trustees approved a sole source contract for the Fire Trainer MST Live Fire Training System Maintenance & Support Service Center Contract to Kidde Fire Trainers in the amount of \$28,452 for a twelve month term.

Upon recommendation by Ms. Fineburg, seconded by Mr. Long, the Board of Trustees adopted the fiscal year 2006-07 balanced budget of \$65,098,605 and also the 2006-07 balanced budget for the Emergency Services Training Center of \$1,469,066.

Upon recommendation by Ms. Fineburg, seconded by Mr. Fazzalore, the Board of Trustees appointed Paist & Noe of Richboro, PA, which submitted the firm, low quote of \$462,846, as the insurance Broker of Record.

Upon recommendation by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved the award for insurance coverage for fiscal year 2006-07 to Paist & Noe in the amount of \$462,846, as detailed in the meeting agenda.

Ms Fineburg noted that both Student & Trustee Travel Accident coverage should be corrected to indicate that the premiums are prepaid through August 2009.

Upon recommendation by Ms. Fineburg, seconded by Mr. Long, the Board of Trustees appointed Charon Planning as the Benefit Broker of Record for a 3 year period beginning fiscal year 2007 and ending fiscal year 2009 for the following: health benefits, dental benefits, long term disability insurance and life insurance.

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

HUMAN RESOURCES COMMITTEE—Elizabeth Graver, Chair

Ms. Graver presented the following recommendations for approval:

Upon motion by Ms. Graver, seconded by Mr. Morris, the Board of Trustees approved a 3.6% merit-based salary increase pool for members of the administrative staff for fiscal year 2006-07 and approved future merit-based salary increase percentage pools consistent with the Faculty Federation agreement.

Upon motion by Ms. Graver, seconded by Mr. Long, the Board of Trustees approved an amendment to the Administrative Employees Handbook, Article 8 – Salary Increments (as recorded and incorporated by the approval of the Board of Trustees on February 13, 2003) to include two provisions:

- 1. Increases for longevity following five (5) and ten (10) year’s service, effective with the implementation of a new administrative salary scale upon completion of the Administrative Salary Survey.**
- 2. Award salary raises for new employees upon satisfactory completion of their 180 day probation period. Salary increments will be prorated based upon months of service during the previous year.**

Mr. Gudknecht called upon the Nominating Committee Chair, Ms. Carol Mignoni-Ferguson, who presented the slate of officers proposed by the Nominating Committee:

Chair – Elizabeth Fineburg
Vice-Chair – Elizabeth Graver
Secretary – S. Willis Calkins
Assistant Secretary – Frank Fazzalore
Executive Committee – Garney Morris

Mr. Gudknecht requested that any nominations from the floor be offered at this time, and there being none, he requested a motion, which was made and seconded, to close nominations.

Upon recommendation by Ms. Mignoni Ferguson, seconded by Mr. Long, the Board of Trustees unanimously elected the above slate of officers.

Mr. Gudknecht thanked the Trustees for their hard work during his time in office and passed the gavel to Ms. Fineburg. Ms. Fineburg then presented Mr. Gudknecht with a plaque commemorating his time in office and acknowledged his special contribution in making the new Lower County campus a reality for the residents of the County.

BOARD COMMENTS

Mr. Morris related that he had the opportunity to attend the GED Program Graduation and encouraged his fellow board members to attend next year. The evening provided an opportunity to recognize the accomplishments of adult students who work diligently to meet the requirements of the program and obtain their high school diplomas.

Board of Trustees

June 15, 2006

Page 8

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 PM. The next meeting of the Board of Trustees will be on September 14, 2006 at 1:30 PM at the Newtown Campus.

S. Willis Calkins, Secretary