



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Upper Bucks Campus  
Boardroom

Date: November 9, 2006  
Time: 1:30 P.M.

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### PRESENT:

Elizabeth Fineburg, Presiding  
Dr. Frederick Breitenfeld  
S. Willis Calkins  
Frank Fazzalore  
Carol Mignoni-Ferguson  
Frederick Gudknecht  
Otto Grupp

Garney Morris  
Bernie O'Neill  
Dr. James J. Links  
Jeffrey Garton, Esq.

### ABSENT:

Blake Eisenhart  
Ruth Frank  
Elizabeth Graver

Madelyn Kemper  
John Long  
Dr. Larry Newman

The meeting was called to order at 1:45 PM by Ms. Fineburg, followed by the Pledge of Allegiance.

Ms. Fineburg 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 Mr. Gudknecht, the minutes of the October meeting were approved.**

### STUDENT GOVERNMENT REPORT

Stephanie Bunner reported that recent activities on the Newtown Campus included a bake sale to raise funds for breast cancer awareness, performances in the Cafeteria by the new BC3 Music Society dubbed as "Sounds & Grounds", and the annual Union Program Board Halloween Party. The Anime Club will be sponsoring a Japanese Animated Cartoon Convention where fans of the medium can view and discuss numerous films. Holiday fundraising to benefit needy families is in full swing. The SGA will once again adopt a family in cooperation with the Bucks County Opportunity Council and the Future Teachers Organization is supporting Radio B101 Stockings for Kids.

The Lower Bucks Campus just concluded its 1<sup>st</sup> Fall Fest, planned by the Bristol Programming Council. Activities included an Ipod fundraising raffle, a pumpkin decorating contest and a creative forum featuring faculty and staff readings and performances. Winter season events will begin soon with a door decorating contest and toy collection planned.

The Upper Bucks Campus also celebrated with an Oktoberfest celebration featuring a costume contest and free hot dogs. Denim Day was held to raise money for breast cancer awareness and Dance, Dance, Dance brought a hip hop expert to campus to provide instruction to interested students. Finally, Alternative Spring Break featuring another Habitat for Humanity project is also in the works.

### PRESIDENT'S REPORT

Dr. Links presented his report.

- President Links noted that our associate degree nursing program students once again achieved high scores on the CLEX exam, an indication of the high instructional quality offered by the program.
- Dr. Links reported that the first Lower Bucks Campus Newsletter was distributed as a result of the efforts of Jim Sell, Executive Director, Lower Bucks Campus.
- Another successful Day for All Women was held on campus recently with 450 women in attendance. Natalie Kaye and Carol Mikulski, along with numerous other members of the Con Ed staff, are responsible for the continued popularity of this event.
- Dr. Links and Vice President Barbara Miller attended a news conference announcing the award of a \$500,000 federal initiative grant to the members of the Collegiate Consortium for Workforce & Economic Development. The grant will fund retraining for reservists and guard members returning from overseas service.
- Personnel changes on campus include the promotion of Barbara Ford to the newly redefined position, Director of Transfer Services. Dennis Matthews introduced two new members of the Finance staff: Nancy Pruskowski, Assistant Director Budget & Internal Audit, and David Jerdan, Controller.
- President Links announced that the College will host the regional meeting for the National Association of Academic Advisors tomorrow. Last Friday Bucks hosted the regional meeting for ACBSP, the accrediting body for two year schools of business.
- Finally, Dr. Links noted the role of Bucks trustee John Long. Chair of the Pearl S. Buck International, in bringing First Lady Laura Bush to Bucks County to be recognized by PSBI for her good work.

### CHAIRMAN'S REPORT

There was no report.

### FOUNDATION REPORT

Executive Director Tobias Bruhn announced that the Foundation Board has completed its semi-annual review of requests for support and will fund projects in excess of \$16,000. These funds are made available through the revenue provided by two annual events, the Business Seminar and the Golf Outing.

Mr. Bruhn reminded the audience of the upcoming business seminar for women to be conducted by Marjorie Brody on November 15. Proceeds from this event will benefit the Lower Bucks Campus Capital Campaign. Foundation Board member, Skip Goodnoe, will donate the proceeds from sale of bricks from the original Goodnoe Restaurant to the Lower Bucks Campus Capital Campaign.

Lower Bucks Capital Campaign pledges to date are over \$600,000 with recent contributions by Dave Harris, Foundation Board Member, and a retired Lower Bucks businessman.

Finally, Mr. Bruhn announced that the Tyler Restoration Committee has acquired and brought home a work of art which previously hung in the Tyler Mansion. Through the generosity of a member of the Tyler family, the painting was donated back to the College and will be hung in its original location. Another project of the committee involves working with the student Sculpture Club and faculty member John Burns to restore the demi cats and return them to their original location on the balcony overlooking the Tyler courtyard.

PUBLIC COMMENTS: There were no public comments.

### BOARD COMMITTEES

#### STUDENT & COMMUNITY RELATIONS COMMITTEE – Madelyn Kemper, Chair

In Ms. Kemper's absence, Dr. Breitenfeld chaired the meeting and introduced Vice President Karen Dawkins. Ms. Dawkins presented the Voter Registration Report which summarized the recent project of the SGA to encourage Bucks students to vote. The effort was part of a nationwide non-partisan effort to register voters in 2006. SGA efforts resulted in 260 students registering to vote.

Dr. Rodney Altemose, Executive Director, Upper Bucks Campus, introduced three students to represent the campus student body. Dawn Fretz, Adam Schultz and Erin Reinhart shared their experiences at the Perkasio campus. All spoke highly of the friendly, helpful staff and faculty, and described the numerous ways in which Bucks has contributed to their personal and educational success.

ACADEMIC AFFAIRS COMMITTEE—Ms. Carol Mignoni Ferguson, Chair

Ms. Mignoni Ferguson chaired the meeting and introduced Provost Conn, who asked Dean Catherine McElroy and Dr. Rodney Altemose to present the Upper Bucks Campus Report. The report included results of the student satisfaction survey, a campus activity and service update, and a recap of enrollment history.

Highlights of Dean McElroy's comments included a discussion on enrollment statistics and an explanation for the slight decrease in students and FTEs. Also noted were attempts to respond to student requests for additional course offerings. Physical Education courses available in Spring 2007 will include bowling and golf, with discussions ongoing regarding use of local facilities to allow even more options. If a pilot hybrid Chemistry course is successful on the Lower Bucks Campus, Chemistry will also be offered on the Perkasio campus in the same format. New programs at Upper Bucks which have been well received include Criminal Justice and Paralegal. Finally, while more Art History has been offered, providing studio art courses is difficult as specialized facilities and equipment are required.

In his report Dr. Altemose noted that the four most popular majors at Perkasio are Liberal Arts, Education, Business Administration and Communications, all of which can be completed on site. Overall the results of the annual student survey were very positive and staff work diligently to address areas of concern which are identified. Dr. Altemose and Jim Fillman have been concentrating on community outreach by strengthening relationships with local high schools. Faculty development has also been a priority with both lecture series and open discussion forums offered for campus faculty, most of whom are adjunct and live close to campus. Faculty is pleased with recent technology enhancements which have improved the teaching environment.

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

Mr. Grupp introduced Vice President Dawkins who described the anticipated outcomes from the proposed public relations and marketing contract. The project will assist the College by providing the following information: efficiency in reaching target markets, review of marketing materials, assessment of reputation in the community, evaluation of customer service, and assessment of future needs expressed by the community. This type of activity is common in the academic environment as colleges strive to maximize their enrollment potential. Clarus has provided similar service to several neighboring community colleges who have expressed a high degree of satisfaction with the level and quality of service provided.

**Upon motion by Mr. Grupp, seconded by Mr. Fazzalore, the Board of Trustees approved the contract for Public Relations & Marketing Consulting Services with Clarus for the specified deliverables in the amount of \$38,200 plus travel costs.**

Vice President Dawkins reviewed the enrollment report and noted that the report updates the interim figures provided in September. Overall FTEs have increased 1.89% over enrollments in Fall 2005. Total FTEs of 6917 exceeded the budgeted figure of 6901. Programatically 70% of our students are enrolled in transfer program and demographically 60% are of traditional age. In response to Mr. Fazzalore's question regarding the slight decline in enrollments at Upper Bucks, Ms. Dawkins noted that plans to provide science labs and to relocate the LPN program to Upper Bucks should provide enrollment boosts to the campus. Opportunities also exist to expand Continuing Education certificate programs and the Associate Degree nursing programs at Perkasio.

FINANCE COMMITTEE—Elizabeth Graver, Chair

In Ms. Graver's absence, Mr. Fazzalore chaired the meeting.

**Upon motion by Mr. Fazzalore, seconded by Mr. Morris, the Board of Trustees approved the following bid awards:**

- **Bookstore Lighting Fixtures & Equipment to Rumsey Electric in the amount of \$22,072.**
- **Mobile Parking Ticket Management System to AMT Systems in the amount of \$21,795.**

Presented as discussion items were the Preliminary 2007-08 Budget Preparation Chronology, 2007-08 Preliminary Planning Assumptions and the Audit Update.

Mr. Fazzalore noted that current financial statements were included as an information item and turned the floor over to Vice President Dennis Matthews. Mr. Matthews reported that the College is on budget to date and that investment interest rates have flattened at about 5%.

HUMAN RESOURCES COMMITTEE—Garney Morris, Chair

Mr. Morris reported that action on the recommendation regarding the American Federation of Teachers Agreement was deferred until December.

**Upon motion by Mr. Morris, seconded by Mr. Grupp, the Board of Trustees approved the Classified Employees Association Handbook, July 1, 2006 through June 30, 2010.**

**Upon motion by Mr. Morris, seconded by Mr. Calkins, the Board of Trustees approved an amendment to Policy 1.5, Legal Holidays, as presented. The proposed amendment removes Good Friday from the list of Legal Holidays effective January 1, 2007.**

BOARD COMMENTS

President Linkszy congratulated Representative O'Neill on his reelection during the recently concluded election.

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 December 14, 2006 at 1:30 PM at the Newtown Campus.

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S. W. Calkins, Secretary