



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: February 8, 2007
Time: 1:30 P.M.

PRESENT:

Elizabeth Fineburg, Presiding
Dr. Frederick Breitenfeld
S. W. Calkins
Blake Eisenhart
Frank Fazzalore
Carol Mignoni Ferguson
Dr. Ruth Frank
Frederick Gudknecht

Elizabeth Graver
Otto Grupp
Madelyn Kemper
Bernie O'Neill
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT:

John Long
Garney Morris
Dr. Larry Newman

The meeting was called to order at 1:30 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. Fazzalore, seconded by Mr. Gudknecht, the minutes of the January meeting were approved.

STUDENT GOVERNMENT REPORT

Matt Cipriano, Director, Student Life Programs, reported that Megan Downey has assumed the responsibilities of Student Government Association President. Stephanie Bunner, who did a fine job during the Fall Semester, found it necessary to resign her position because of personal commitments. Megan reported on programming at the Lower Bucks Campus where several events were held to mark Black History Month and Valentine festivities are planned. Clubs on the Newtown Campus have been busy with the Ski Club sponsoring both day and weekend trips and the Future Teachers' Organization participating in a Boscov's children's activity benefiting

the American Heart Association. Valentine's Day will be recognized by both the Print Club who will offer handmade valentine cards and SGA who will be selling roses. Music will fill the campus as the Music Society brings back its popular 'Sounds & Grounds' series of lunch concerts and the Union Program Board sponsors several vocal and instrumental performances. The Social Science Club was recently recognized when it donated \$3,000 to the Bucks County Housing Authority. The 4 C's Club will be sponsoring a climbing activity for youth and SGA will host a Mardi Gras celebration benefiting Katrina relief efforts.

PRESIDENT'S REPORT

Dr. Links presented his report.

- Dr. Links reported that the Future Teachers' Organization prepared 100 Christmas stockings which were presented during a visit to the NBC 10 TV studios in December.
- Dr. Links noted the passing of Wallace Appelson, the first academic dean at Bucks, and Sam Ballardo, a retired faculty member. Both Dr. Appelson and Professor Ballardo were held in high esteem by their colleagues.
- Dr. Links also commented that Professor Tom Goldman has collaborated on a new paralegal textbook.
- President Links encouraged all to visit the Hicks Arts Center to enjoy the new exhibit 'microBIOPHILIA'.
- Recognition was given to Trustee Garney Morris for his participation on an economic development panel and to the Upper Bucks Campus Habitat for Humanity Group for their continuing work to bring better housing to struggling individuals.
- Provost Annette Conn was quoted extensively in "Community College Week" regarding ongoing efforts at Bucks to improve opportunities for student engagement.
- Dr. Links and Fran Orlando, Director, Artmobile, have participated in the revival of the Arts and Culture Council of Bucks County (ACCBC). ACCBC recently published an arts and culture directory for the county.
- President Links reported that College staff has collaborated with Rider University and submitted a grant proposal to study changes in the information technology arena as well as the use of technology across the curriculum.
- Finally Dr. Links noted that the College is preparing for its fifth Faculty of the Future Conference, which will feature 'Learning Spaces' as the theme. College staff members will also present on the topic at the annual meeting of Pennsylvania Commission for Community Colleges in April.

CHAIRMAN'S REPORT

Ms. Fineburg called on Trustee Bernie O'Neill to report on his service on the House Select Committee on Academic Freedom. Representative O'Neill served on this committee which was formed to investigate the current student academic freedom environment in Commonwealth funded institutions of higher learning. The Committee first assessed and reviewed current policies at each institution, as well as any records available on complaint history. Next, public hearings were held throughout the state. The work of the committee was concluded by the issuance of non-binding recommendations which require that all public institutions of higher learning take the following steps: review and/or establish academic freedom policies for both students and faculty, communicate these policies broadly to students, provide a confidential complaint mechanism, establish a recording keeping procedure for complaints, and report their actions back to the Chairman of the House Committee on Higher Education.

FOUNDATION REPORT

Executive Director Tobias Bruhn announced that funds raised to date by the Lower Bucks Campus Capital Committee, led by Carol Mignoni Ferguson and Peter Dominick, are approaching \$700,000, with a recent \$15,000 pledge received from Aqua America.

The Early Learning Center will benefit from a \$15,000 donation from the PNC Foundation. The contribution will fund improvements, described in a proposal written by ELC Director Dee Short, in the science and creative arts curriculum offered to our preschool students.

Mr. Bruhn noted that Premier Bank Fulton Division has agreed to be the major event sponsor for the Harry Paul Business Seminar on March 12. The Bucks County Courier Times will participate as an advertising sponsor and support has once again been provided by BCCC American Federation of Teachers.

Finally, Mr. Bruhn noted the first edition of the Foundation newsletter has been published. The newsletter will be published twice annually and will highlight the activities and projects of the Foundation and its community and business partners.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Madelyn Kemper, Chair

Ms. Kemper announced that the Committee had no report this month.

ACADEMIC AFFAIRS COMMITTEE—Ms. Carol Mignoni Ferguson, Chair

Ms. Mignoni Ferguson chaired the meeting and introduced Provost Conn who presented a report on the organizational structure of the Academic Affairs Division. Data was provided on the size, programs of study, and other information pertinent and individual to each of the academic departments. Dr. Conn also reviewed the Technology Day report which summarized the program offerings and attendance at this annual event. Dr. Conn thanked the event organizers Liz Sette, Arta Szathmary and Rebecca Stevenson.

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

Mr. Grupp chaired the meeting and introduced Vice President Karen Dawkins who provided an enrollment update prior to the close of the 3rd week reporting deadline. Ms. Dawkins noted that the difference between total budget projected FTEs and actual FTEs should be eliminated after the enrollment figures for the modular courses are included. Vice President Dawkins also reported that the number of full time students has increased and both the Newtown Campus and Lower Bucks campuses are showing increases. Efforts are ongoing to address the slight declines shown in Upper Bucks Campus enrollments. E learning continues to thrive and dual enrollment efforts are resulting in increased enrollments. Mr. Fazzalore requested that the report include seats available at each campus if the reporting tool permits.

A member of the audience questioned how Bucks enrollments compared to other colleges throughout the state. While community college enrollments are not typically compared to those of 4 year institutions, Vice President Dawkins confirmed that Bucks ranks 4th in enrollment among community colleges in the state.

Vice President Dawkins concluded with a brief recap of the recent campus visit by the Clarus marketing consultants and provided an overview of future projects activities. Surveys will be conducted by Clarus to determine how the College is perceived by county residents, high school students and currently enrolled students. Following analysis of information obtained, Clarus will make recommendations to the College to improve its marketing effectiveness.

FINANCE COMMITTEE—Elizabeth Graver, Chair

Upon motion by Ms. Graver, seconded by Mr. Breitenfeld, the Board of Trustees approved the following revised motion to represent more clearly the cost of the five year copier leases:

- **Replacement 5 year lease for a copier for the Public Safety Training Center to Canon Business Solutions in the amount of \$842.78 per month or \$10,113.36 per year and \$50,566.80 for the 5 year term.**
- **Replacement 5 year leases for 5 copiers for various departments in the amount of \$530.75 per month or \$6,369 each per year and \$31,845.00 for the 5 year term.**

Upon motion by Ms. Graver, seconded by Mr. Breitenfeld, the Board of Trustees approved Change Order #1 to the Bookstore Electrical Project to ETK Electrical Contractors which submitted the firm price of \$23,682.

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

- **Internet access expansion to Yipes, Inc. in the amount of \$1800 per month for a total of \$79,200 for 44 months.**
- **Lower Bucks Campus network connection to Yipes, Inc. in the amount of \$1,000 for installation costs and recurring costs of \$3,900 per month for a total of \$140,400 for 3 years.**

Upon motion by Ms. Graver, seconded by Mr. Breitenfeld, the Board of Trustees approved a sole source contract for an Apple computer replacement lease, for student laboratories and administrative office use, to Apple Education Finance, Inc. for a monthly cost of \$1,643.57. Annual lease cost is \$19,722.84 and total lease cost for 3 years is \$59,168.52.

Upon motion by Ms. Graver, seconded by Mr. Breitenfeld, the Board of Trustees approved an increase in tuition of \$1.00 per semester credit hour and an increase in technology fee of \$2.00 per semester credit hour effective for the Fall Semester 2007.

Upon motion by Ms. Graver, seconded by Mr. Breitenfeld, the Board of Trustees approved the following projects in order to seek matching funds from the Pennsylvania Department of Education:

- 1. Enrollment Services: secure contractor services in the area of General Contractor, Electrical Contractor and HVAC Contractor to complete the Student One-Stop area.**
- 2. ADA Projects: secure bids to move forward and complete Phase II of the ADA priority report.**

Ms. Graver 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, restricted cash is being drawn down reflecting payments for construction at the Lower Bucks Campus, and the net return rate on investments is 5.1%.

HUMAN RESOURCES COMMITTEE—Garney Morris, Chair

In Mr. Morris' absence Mr. Eisenhart chaired the meeting and noted that there were no recommendations. Mr. Eisenhart introduced Janet Puente who reported on the successful enrollment of 92 employees in the new voluntary life insurance program offered by Prudential Life Insurance Company of America. As a result of the College offering this program to staff, the annual basic life insurance premium was reduced by \$10,780 per year and \$32,340 over the term of the three year contract. Information was also provided on College staffing levels.

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BOARD COMMENTS: There were no Board 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 2:20 PM. The next meeting of the Board of Trustees will be on March 8, 2007 at 1:30 PM on the Newtown Campus.

S. W. Calkins, Secretary