



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

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

PRESENT:

Elizabeth Fineburg, Presiding
Dr. Frederick Breitenfeld
S. W. Calkins
Frank Fazzalore
Dr. Ruth Frank
Frederick Gudknecht
Elizabeth Graver

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

ABSENT:

Blake Eisenhart
Madeline Kemper
Carol Mignoni Ferguson
Dr. Larry Newman

The meeting was called to order at 1:35 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. Gudknecht, seconded by Ms. Graver, the minutes of the February meeting were approved as corrected to reflect that Mr. O'Neill was in attendance. Mr. Long abstained as he was not present at the February meeting.

STUDENT GOVERNMENT REPORT

Megan Downey began by introducing Richard Yahn, Student Government Vice President. Megan reported that the Ski Club is on a trip at Hunter Mountain today and the BC3 Music Society recently sponsored another in the series of "Sounds & Grounds" concerts in the Café. The Frisbee Club recently met and prevailed over the Business Studies faculty in a game of ultimate frisbee. UPB is sponsoring Donut Night for evening students on March 20 at which time contributions will be solicited to sponsor participation in the "Live Strong" cycling competition. Sale of Valentine's Day roses netted \$229 which was donated to St. Jude's

Children Hospital Research. Student Government is sponsoring a raffle to award a three credit course registration, with winner to be chosen at Spring Fling and proceeds to benefit Hurricane Katrina Relief. SGA has also scheduled an outdoor movie event for April 27 and is working with SIFE to plan participation in a national Campbell Soup project to provide food for the homeless.

Students at the Lower Bucks Campus celebrated Black History Month by sponsoring poetry readings and conducting a mountain bike raffle which benefited the United Negro College Fund. Once again, students at the Upper Bucks Campus will travel to Statesville, NC during Spring break to participate in a Habitat for Humanity project.

PRESIDENT'S REPORT

Dr. Links presented his report.

- Dr. Links noted the passing of Trustee Betty Graver's mother and offered the condolences of the College community.
- The President encouraged the Trustees and the College community to take advantage of the many cultural activities planned on campus to mark Women's History Month.
- Dr. Links reported that he had the opportunity to attend the Phi Theta Kappa Middle Atlantic States Regional Conference recently held in Valley Forge and hosted by the Bucks chapter. Professor Charles Beem shared information regarding student activities during the weekend and also described awards which the College chapter received.
- The President commented on the planning session held recently with architects to identify the vision for the planned addition to the Upper Bucks Campus. College staff, trustees, students and community members participated in the activity which generated many exciting ideas and concepts.
- The College has recently received two new grant awards. One in the amount of \$16,160 from the Bucks County Office of Employment and Training to expand contract services to those seeking entry into the health services fields. Second, a matching equipment grant of \$47,000 from the PA Department of Labor will fund new equipment for the Nursing and Biotech programs.
- Professor Earl Arrowood was recently recognized in the Central Bucks Chamber of Commerce Newsletter for his work on the annual "Gourmet Getaway".
- Dr. Links recognized the accomplishments of the faculty involved in the *Writing to Learn* project. He noted that a recent event highlighted the innovative techniques being used at Bucks to integrate writing into the curriculum.

- Finally, Provost Annette Conn reported on her representation of the College on a panel at the national League for Innovation Conference. Bucks was chosen to participate as a community college representative of a result of its continued efforts to utilize CCSSE data to improve student engagement.

CHAIRMAN'S REPORT

Ms. Fineburg reported that she was pleased with the planning exercise for the Upper Bucks Campus. Ms Fineburg thanked all who attended for their involvement and enthusiasm.

FOUNDATION REPORT

Executive Director Tobias Bruhn announced that a \$15,000 pledge has been obtained from Verizon to fund a technology classroom at the Lower Bucks Campus. The Lower Bucks Capital Campaign Fund is approaching \$750,000 today, with the ultimate goal of reaching \$1,000,000 before the campus opens. The Annual Fund Campaign is ongoing and to date has surpassed last year's contributions.

Mr. Bruhn noted that the following have committed to major sponsorships for the Annual Golf Outing: Charon Planning, Fluehr Funeral Homes and Pickering, Courts & Summerson.

New scholarships have been obtained to benefit both nursing students and students with disabilities. A \$500 nursing scholarship has been funded by the family of Regina Hickey, a 1975 graduate of the program. Through the efforts of Marie Cooper, Director, Disability Services, five \$500 scholarships will be made available to our students by the Bucks County Council for Individuals with Disabilities.

Mr. Bruhn reminded the audience of the upcoming business seminar to be held on Monday, March 12, featuring nationally known author, Harry Paul.

Finally, Mr. Bruhn reported on accomplishments of the Tyler Restoration Committee, co-chaired by Trustee John Long and Foundation Board Member Faith Bertolet. Plexiglas panels have been obtained to cover and protect the ornamental cabinetry located in Tyler 142. Additionally, through the generosity of the Tyler family, the painting which hung in Tyler 142 has been returned and restored and will be re-hung in its original location above the mantle.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Madeline Kemper, Chair

The Committee had no report this month.

ACADEMIC AFFAIRS COMMITTEE—Ms. Carol Mignoni Ferguson, Chair

Dr. Breitenfeld chaired the meeting in the absence of Ms. Mignoni Ferguson. Dr. Conn noted that the deactivations recommended were based on continued low enrollments and lack of employment opportunities. Dr. Conn reported that the recommendations are the result of the program of study audits which are undertaken by the program faculty and departmental administration on a regular schedule.

Upon motion by Dr. Breitenfeld, seconded by Mr. Grupp, the Board of Trustees approved the following curricula for five years:

HMRI Hospitality Occupational Major #2022
HMRI Restaurant Management/Occupational Major #2101
HMRI Supervision Certificate #3073
Nursing/Occupational Major #2035
Information Technology Studies/Occupational Major #2164
Early Childhood Education/Occupational Major #2026

Upon motion by Dr. Breitenfeld, seconded by Mr. Grupp, the Board of Trustees approved the deactivation of the following curricula:

Desktop Publishing Certificate #3137
Entrepreneurship Certificate #3138
Legal Office Assistant Certificate #3163
Broadcast and Print Journalism Certificate #3157

Dr. Conn acknowledged the efforts of Claire Keane, Director, Associate Degree Nursing Program, for her efforts in identifying new clinical opportunities which would enable the College to increase its enrollments in the Nursing Program.

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

Mr. Grupp chaired the meeting and introduced Vice President Karen Dawkins and Carole Reese who provided an overview of the Middle States Periodic Review Report. Ms. Reese noted that the College is required to report on its progress in achieving each recommendation made as a result of its self study process. The PRR is designed to summarize this progress for reporting to the Middle States Organization. A staff team has worked on the project and the draft report provided today was compiled by Professor Bill Ford. Trustees and members of the College community are encouraged to review the report and offer feedback promptly to Ms. Dawkins or Reese.

FINANCE COMMITTEE—Elizabeth Graver, Chair

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

- General contractor for the Enrollment Services Renovation to Walter Brucker & Co. in the amount of \$270,500 with following rates for additional work: journeyman at \$77.70 per hour, foreman at \$83.00 per hour and 15% markup on materials.
- Electrical contractor for the Enrollment Services Renovation to Dayspring Electric, Inc. in the amount of \$121,775 with the following rates for additional work: journeyman at \$93.50 per hour, foreman at \$102 per hour and 15% markup on materials.
- HVAC contractor for the Enrollment Services Renovation to N. B. Rodgers, Inc. in the amount of \$110,000 with the following rates for additional work: journeyman and foreman at \$96.72 per hour and 15% markup on materials.
- Consulting services for Disaster Recovery/Business Continuity Project Phase I to Infotech Consulting in the amount of \$20,000.
- Exterior site lighting electrical renovations design project to Snyder Hoffman Associates in the amount of \$14,300.
- Gymnasium locker room, shower and restroom renovation project to Building Craft Associates in the amount of \$359,170.
- Network equipment replacement project to Graybar, Inc. in the amount of \$127,713.
- General contractor for Phase II Penn Hall ADA elevator retrofit and Library elevator installation project to John G. Moser & Sons, Inc. in the amount of \$219,376 with the following rates for additional work: journeyman at \$65 per hour, foreman at \$68 per hour and 15% markup on materials.
- Design for roof replacement projects to Watkins Architects in the amount of \$17,680.
- Steam line replacement and repair project to Air Control Technology, Inc. in the amount of \$85,200 with the following rates for additional work: journeyman at \$95 per hour and 15% markup on materials.
- Stair tread and walk off matting installation project to Donald E. Reisinger, Inc. in the amount of \$126,200 with a rate of \$68 per hour for additional labor and a 5% markup on materials.

Ms. Graver noted that the change order for PR/Marketing consulting services was tabled.

Upon motion by Ms. Graver, seconded by Mr. Fazzalore, the Board of Trustees approved Change Order #4 for the Lower Bucks Campus construction project for removal and replacement of unsuitable soil to Walter Brucker & Co. in the amount of \$14,261.

Upon motion by Ms. Graver, seconded by Mr. Gudknecht, the Board of Trustees authorized the College to extend the existing lease agreement for mailing machine with ITS/Hasler, Inc. for a period of sixty months with the first twelve months at \$793.46 per month and the remaining forty-eight months at \$997.79 per month and a total of \$57,415.44 for the term of sixty months.

Upon motion by Ms. Graver, seconded by Mr. O'Neill, the Board of Trustees approved the sole source purchase of the Datatel Accesslink Unidata license for \$9,500 (\$12,000 less

\$2,500 credit), plus recurring annual maintenance cost of \$1,800. The first year maintenance cost will be \$450.

Upon motion by Ms. Graver, seconded by Mr. Fazzalore, the Board of Trustees approved a two year extension to the contract with Parente & Randolph for the preparation of the annual audit report and management letter at a cost of:

Fiscal Year 2006-07 - \$62,000 College audit & \$12,500 agreed upon procedures audit

Fiscal Year 2007-08 - \$65,000 College audit & \$13,100 agreed upon procedures audit

Upon motion by Ms. Graver, seconded by Mr. Grupp, the Board of Trustees awarded the contract for the printing of the Summer 2007 all county non-credit course brochures to A.F.L. Web Printing Company, Inc. which submitted the firm, low bid of \$29,908 for a 68 page document with 250,000 copies.

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 and the net return rate on investments is 5.38%.

HUMAN RESOURCES COMMITTEE—Garney Morris, Chair

Mr. Morris noted that the committee had no recommendations this month. The staffing report was included for information.

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 April 12, 2007 at 1:30 PM on the Bristol Campus.

S. W. Calkins, Secretary