



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

**Lower Bucks Campus
Room 204**

Date: September 6, 2007
Time: 1:30 P.M.

PRESENT:

Elizabeth Fineburg, Presiding
Dr. Frederick Breitenfeld, Jr.
S. W. Calkins
Blake Eisenhart
Frank Fazzalore
Frederick Gudknecht
Elizabeth Graver

Madeline Kemper
John Long, Jr.
Carol Mignoni Ferguson
Garney Morris
Thomas Skiffington
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT:

Otto Grupp III
Bernie O'Neill

The meeting was called to order at 1:40 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. Morris, seconded by Mr. Eisenhart, the minutes of the June meeting were approved.

STUDENT GOVERNMENT REPORT

Matt Cipriano, Director, Student Life Programs, presented the report in the absence of Juli Donlen, Student Government Association President. Mr. Cipriano reported that back to school activities have occurred on all campuses. Newtown campus hosted a hot dog roast, while the Lower Bucks Campus sponsored a karaoke contest and offered free pizza. The annual Clubs & Organizations Fair was well attended on the Newtown campus. Community Day is scheduled for Saturday, September 7 at the Lower Bucks Campus. Student groups are actively involved in planning for Constitution Day.

PRESIDENT'S REPORT

Dr. Links presented his report.

- Dr. Links welcomed everyone to the new Lower Bucks Campus and acknowledged the efforts of the many staff who worked to make the campus a reality. He introduced James Sell, Executive Director, Lower Bucks Campus, who played a major role in coordinating events leading up to this day and also interacted frequently with the press to promote the campus. Mr. Sell expressed the pride and gratitude felt by the students for the new facility and the opportunity it presents to the neighboring communities. He expressed thanks to all college teams who contributed to the work effort including Physical Plant, Mailroom, Technology staff and many others. Finally, Mr. Sell introduced a new staff member Danielle DiProspero, Lower Bucks Campus Student Services Coordinator who joined the College team recently. Danielle gained extensive enrollment management and admissions experience while working at Thomas Jefferson University for the past 8 years.
- Dr. Links acknowledged the extensive press coverage provided by the local media for the opening of the new campus. In particular, he noted that the Courier Times Editorial Board commended the Board of Trustees for their vision and persistence in bringing the project to life.

CHAIRMAN'S REPORT

Ms. Fineburg acknowledged the sense of accomplishment felt by the Board today with the opening of the Lower Bucks Campus. The new campus represents the attainment of a goal which has long been shared by current and former trustees. Ms. Fineburg acknowledged the contributions of the many individuals involved in the project, and in particular, Dr. James Links who provided the leadership to move the project from vision to reality.

Ms. Fineburg recognized the departure of Dr. Larry Newman from the Board with the presentation of a commendation and a framed print of Tyler Hall commemorating his seventeen years of service at the College. Ms. Fineburg reviewed Dr. Newman's long record of service to the College and highlighted his accomplishments. Dr. Newman reflected on his time as a trustee and the progress that the College has made over the years.

Finally, Ms. Fineburg introduced a new trustee recently appointed by the Bucks County Board of Commissioners, Mr. Thomas Skiffington. Mr. Skiffington is a realtor in Upper Bucks County and has a strong record of his service to his local community.

FOUNDATION REPORT

In the absence of Executive Director Tobias Bruhn, Adrienne Clark presented the report. With the commitment of \$25,000 by Bristol based Dunmore Corporation, pledges to the Lower Bucks Campus Capital Campaign now exceed \$800,000. In conjunction with the campus opening, the Foundation conducted private tours for numerous donors to the capital campaign. Ms. Clark noted that the new "Bridge to Higher Education" Scholarships established by Gene Epstein benefit the students of the lower county directly. Mr. Epstein funded ten scholarships for a total of \$15,000 and has pledged to match ten additional scholarships funded by other donors. To date, three additional scholarships have been funded.

Foundation staff is currently finalizing details for the Annual Golf Outing on September 24 which promises to be well attended. The Tyler Tasting Committee has also initiated planning for the annual fundraiser held in June.

Finally, the Foundation Board has added two members and the Alumni Council will welcome four new participants.

PUBLIC COMMENTS

There were no public comments.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Dr. Rick Breitenfeld Jr., Chair

Dr. Breitenfeld asked Vice President Karen Dawkins to introduce Marlene Barlow, Director, Adult & Multicultural Student Services. Ms. Barlow presented a report on the second *Smart Start* Program. Thirty-five students from five schools participated in the summer activities designed to develop essential skills in college bound students with potential to succeed. The program's success was evident by intellectual and social growth in the enrollees.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Ms. Mignoni Ferguson chaired the meeting and introduced Dr. Conn who reviewed the highlights of the report on New Faculty Boot Camp. For the first time this year new faculty participated in a week long orientation program to assist them in assuming their duties at the College. In previous years orientation activities were spread out over the academic year. The program participants indicated that the offerings were meaningful and of value to them in their

adjustment. The program was developed and coordinated by Rebecca Stevenson, Executive Assistant to the Provost.

Dr. Conn also thanked John Mathews, Assistant Academic Dean, The Arts, for his donation of the sculpture, entitled “Timeless”, which hangs above the fireplace at the new Lower Bucks Campus.

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

In Mr. Grupp’s absence, Mr. Gudknecht chaired the meeting and introduced Vice President Karen Dawkins who summarized the Fall 2007 enrollment report. Overall FTE count is up 2.88% from Fall 2006 to Fall 2007. Slight decreases in part time and evening students continue at Newtown while enrollment growth occurred at both Lower and Upper Bucks Campuses.

Marta Kaufmann, Executive Director, Marketing & Public Relations, reviewed the highlights and a summary of the key recommendations of the market survey recently completed by the Clarus Corporation. Ms. Kaufmann indicated that the Project Management Team is in the process of reviewing the extensive full report. When that review is completed, an action plan will be developed to address the key recommendations of the survey.

FINANCE COMMITTEE—Elizabeth Graver, Chair

Upon motion by Ms. Graver, seconded by Mr. Eisenhart, the Board of Trustees ratified the approval by the Board of Trustees’ Executive Committee of the appointment of Keystone Heritage Group as project managers for the Lower Bucks Fire School project at a fee of 3% of costs not including professional services and also their fee for assisting in Phase One of the project involving application for the congressional set aside put in place by Congressman Fitzpatrick and other due diligence matters.

Upon motion by Ms. Graver, seconded by Mr. Long, the Board of Trustees ratified the approval by the Board of Trustees’ Executive Committee of the following bid awards:

- **Apogee building automation systems software maintenance & repair contract to Siemens Building Technologies for \$33,607.**
- **Lower Bucks Campus printers to Hewlett Packard Company for \$12,201.**
- **Lower Bucks Campus construction site security services contract six month extension to Tri County Security Agency for \$61,683.12.**

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

- **Tyler Hall copper rain gutters and downspouts replacement to Building Craft Associates for \$178,000.**

- **Rollins Center serving area lighting and ceiling replacement to ACS Building Service for \$24,862.**

Upon motion by Ms. Graver, seconded by Mr. Fazzalore, the Board of Trustees approved the following change orders:

- **Change order #4 for additional design and construction drawing services in support of the Student Services Center project to Hayden Architecture & Urban Design for \$61,270**
- **Change order #1 for installation of 1" PVC conduit where needed during the Exterior Site Lighting project to Carr & Duff for \$18 per foot.**
- **Change order #24 to export stockpiled fill material, load and haul concrete, and grade, rake, seed and mulch on disturbed area to Walter Brucker, Inc. for \$80,400. This amount represents the College's responsibility to pay 50% of costs, with the First Federal Bank of Bucks County paying the balance.**

Upon motion by Ms. Graver, seconded by Mr. Calkins, the Board of Trustees approved the purchase of outdoor advertising as follows:

- **Upper County billboards for November/December 2007, as well as April/May and July/August 2008 from Adams Outdoor at total campaign cost of \$17,800.**
- **Central and Lower County billboards for the period of one year beginning October 2007 from Steen Advertising at a total campaign cost of \$21,510.**

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

- **Construction drawing and design services for Penn and Founders Hall rear entryway renovations to Watkins Architecture for \$10,132.**
- **User and system role management consulting to InfoTech Consulting, Inc. for \$15,000.**

Vice President Dennis Matthews reviewed the Preliminary 2008-09 Budget Preparation Chronology as well as the Preliminary Budget Planning Assumptions. Mr. Matthews noted that the most recent financial statements were provided for Board review. Mr. Matthews also discussed a change in revenue reporting chosen to reflect more clearly the months over which the revenue was earned. In lieu of reporting a payment from the Commonwealth in one month, that payment will be reported over the months in which the revenue generation occurred. Mr. Matthews indicated that he would note, in future financial statements, those line items in which this manner of reporting is utilized. Finally, Mr. Matthews reported on current investment income.

HUMAN RESOURCES COMMITTEE—John Long, Chair

Upon motion by Mr. Long, seconded by Ms. Graver, the Board of Trustees ratified the action taken by the Executive Committee which approved the award for Long Term Disability Insurance coverage for the period of September 1, 2007 through August 31, 2010,

to Assurant (Union Security Insurance Company) at a rate of \$.32 per \$100 of covered payroll for an estimated 2007-08 premium of \$72,238.

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 2:35 PM. The next meeting of the Board of Trustees will be on October 11, 2007 at 1:30 PM on the Newtown Campus.

S. Willis Calkins, Secretary