



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

**Lower Bucks Campus
Room 204-205**

Date: April 10, 2008
Time: 1:30 P.M.

PRESENT:

Elizabeth Fineburg, Presiding
Dr. Frederick Breitenfeld, Jr.
S. W. Calkins
J. Peter Dominick
Frank Fazzalore
Elizabeth Graver
Frederick Gudknecht
Otto Grupp III
Madeline Kemper

John Long
Carol Mignoni Ferguson
Garney Morris
Bernie O'Neill
Thomas Skiffington
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT:

Blake Eisenhart

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 Dr. Breitenfeld, seconded by Mr. Fazzalore, the minutes of the March meeting were approved.

STUDENT GOVERNMENT REPORT

Jay Adams reported that student government elections are ongoing through April 14 with students having the option of voting online. Union Program Board has planned Spring Fling this year with the educational theme of "Going Green"; activities will be held in the quad on April 24. Clubs and Organizations Day is scheduled for April 16 and serves as a recruiting tool for the Fall semester. Activities to increase awareness of alcohol abuse and wildlife conservation have also been held recently.

Recent events on the Lower Bucks Campus included a Saint Patrick's Day celebration as well as a visit to the Early Learning Center on the Newtown Campus where LBC students entertained

their younger counterparts with an Easter egg hunt and other bunny themed entertainment. A successful blood drive attracted a record 39 donors and a screening of the film “Killing Me Softly” increased awareness of the role that advertising plays in shaping female self image.

On the Upper Bucks Campus, the Habitat for Humanity group has returned from a successful trip to Valdosta, Georgia. Activities held on campus included a voluntary alcohol screening, a student talent competition and a program to increase understanding of the mental health issues facing our nation today.

PRESIDENT’S REPORT

Dr. Links presented his report.

- President Links reported on the Pennsylvania All Academic Team Dinner at which two of our students, Amy Baringer and Lauren George were honored for their achievements. Senior staff and trustees Elizabeth Graver, Garney Morris and Frank Fazzalore attended the event and the two day meeting of state community colleges. The conference also provided an opportunity to meet with state legislators and communicate with them regarding the capital and operating funding needs of community colleges.
- Dr. Links reported on numerous faculty and staff achievements. Susan Clarke, Human Resources, will present on compensation programs at a conference and the work of author and faculty member Jim Freeman was featured in local magazine. Workforce Development was featured in the news for its innovative training offerings in the railroad industry, as was Public Safety for its role in training fire fighters across the state. The Math department recently sponsored a forum on math learning labs which attracted attendees from colleges throughout the region and the Arts department has launched a newsletter highlighting the accomplishments of its faculty who are actively exhibiting their works on the East Coast. New in the Library is the Early Learning Center photo exhibit made possible through grant funding. Also interesting is the Learning Resources Newsletter featuring photos of a recent student art exhibit “Paper Prayers”.
- Finally Dr. Links reminded the audience of the event scheduled for April 24 at the Lower Bucks Campus to showcase the new building to the business community.

CHAIR’S REPORT

Chair Betsy Fineburg appointed the following as members of the Nominating Committee: Chair Madeline Kemper, Frederick Gudknecht, and Bernie O’Neill.

Chair Fineburg also appointed the following as members of the Presidential Evaluation Committee: Chair Elizabeth Graver, John Long, and Dr. Frederick Breitenfeld.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the award of an honorary degree of Doctor of Public Service to Sandra A. Miller, to be awarded to her at the Commencement ceremonies on May 22, 2008.

Ms. Fineburg reported that President Links was recognized on Friday, April 4, at a dinner in Philadelphia honoring recipients of the prestigious Shirley B. Gordon Award of Distinction. College presidents and CEOs, after nomination by their chapters, are selected for this award based on their outstanding support of Phi Theta Kappa. Ms. Fineburg congratulated Dr. Links and thanked him for all of his efforts on behalf of our students.

FOUNDATION REPORT

Tobias Bruhn recognized Independence Blue Cross for their recent, generous pledge of support for the upcoming August 25 Golf Outing. Mr. Bruhn reported that the scholarship application and award process is in high gear and this year \$150,000 in scholarships will be awarded through the efforts of the Foundation. Looking forward to Tyler Tasting Party on June 6, thirty restaurants have already committed to participate, setting the stage for another successful event.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

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

Vice President Karen Dawkins introduced Lizanne Watts, Admissions Representative, who reviewed the Veterans Affairs Report. Ms. Watts explained the services which are provided to Bucks veterans through the efforts of the Veterans Coordinator in the Admissions Office. On average 90 veteran students are enrolled each year at Bucks utilizing their GI Bill benefits.

Next, Donna Wilkoski, Director, Financial Aid, updated the trustees on recent developments in the student financial aid markets. Ms. Wilkoski reported that following the withdrawal of PHEAA from the student loan arena, the College took the necessary steps to ensure that students needing assistance in the form of loans were informed of alternative lenders,

Vice President Dawkins introduced two new staff members: Steve Bacher who was hired as Director, E Marketing and Amy Campbell who joined the College as Director, Admissions. Ms. Dawkins also noted that Admissions staff members Nancy Korn, Bob Maley and Liz Kulick presented at a national conference in Orlando. Ms. Kulick also presented at the AACC national meeting which was recently held in Philadelphia.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Catherine McElroy, Dean, Academic & Curricular Services, reviewed the Lower Bucks Campus enrollment report, highlighting the growing upward trend. Next, Jim Sell, Executive Director,

Lower Bucks Campus, detailed the programming enhancements which have resulted in more diverse course offerings. New course offerings, along with more innovative scheduling options, have contributed to the growth. In particular, the ability to offer science courses such as biology, anatomy and physiology, microbiology and chemistry have made it possible for education and criminal justice majors to complete their degrees onsite in Bristol. Nursing majors are also able to complete all course requirements with the exception of the major clinical nursing courses. The move of Continuing Education and Workforce Development to the new campus has also allowed additional students to enjoy the new campus. Students are extremely comfortable in the new building and faculty members are enjoying the technology available in each classroom.

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

Marta Kaufmann, Executive Director, Marketing & Public Relations, presented an update on progress made in addressing the recommendations made by the Clarus Corporation in the market assessment completed last spring. Three project teams were formed to address the unique issues represented in the distinct market segments. The report listed the action taken to date on each of the recommendations. Some recommendations have been fully implemented, while others which require more development and lead time are in progress. Ms. Kaufmann will update the Board again in the Fall.

FINANCE COMMITTEE - Elizabeth Graver, Chair

Upon motion by Ms. Graver, seconded by Mr. Long, the Board of Trustees approved the rescission of the motion approved by the Board of Trustees on March 13, 2008, for the contract with Entrinsik, Inc. for an enterprise reporting solution.

Upon motion by Ms. Graver, seconded by Dr. Breitenfeld, the Board of Trustees approved the following projects for Fiscal Year 2008-2009 in order to seek matching funds from the Pennsylvania Department of Education:

Emergency generator	\$275,000
Founders/Penn Hall: elevator & related access projects	535,000
Founders Hall lab side HVAC	225,000
Founders Hall ceiling replacement	265,000
Gateway Center access & signage/lighting enhancements	250,000
Gym deck roofing, enclosure; Hub signage/enclosure	1,305,000
Library renovations	905,625
Maintenance/custodial storage facility construction	950,000
Linden Lane resurfacing	350,000
Rollins Center elevator, ramps & renovations	615,000

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

- **Acquisition of personal computers to Hewlett-Packard Company in the amount of \$737,428 for a 36 month lease.**
- **Audiovisual equipment to Advanced Audio Visual, Inc. in the amount of \$94,632.**

- **Tyler Hall flagstone replacement to John G. Moser & Son in the amount of \$75,804.**
- **Videoconferencing equipment to Centre Business Products, Inc. in the amount of \$20,880.**
- **Wireless panic alarm installation on Newtown Campus to Simplex-Grinnell, Inc. in the amount of \$13,985.**

Upon motion by Ms. Graver, seconded by Mr. Grupp, the Board of Trustees approved the contract, responding to the RFP, for Enterprise Reporting Solution Phase I to Entrinsik, Inc. for initial software purchase of \$17,500, annual maintenance of \$3,500, training costs of \$2,800, and consulting at \$175 per hour.

Action was deferred on the motion to award the contract for construction management services for the Upper Bucks Campus Phase II project.

Vice President Dennis Matthews reported on change orders for the Lower Bucks Campus construction project. Mr. Matthews noted that the College enrollments are in line with projections resulting in a balanced budget; he also reported on downward investment income trends.

HUMAN RESOURCES COMMITTEE—John Long, Chair

Upon motion by Mr. Long, seconded by Mr. Fazzalore, the Board of Trustees approved the release and settlement agreement relating to the EEOC case #530-2007-00095, claim #114371, in the amount of \$4,000.

Susan Clarke, Executive Director, Human Resources, introduced administrative staff members who recently attended a leadership conference sponsored by the American Association of Community Colleges. Attendees were: Elizabeth Kulick, Admissions, Dr. William Ford, Faculty, Dr. Rodney Altemose, Upper Bucks Campus, Nancy Pruskowski, Budget & Internal Audit, and Christine Hagedorn, Advising & Counseling. These individuals will also participate in a College based leadership development during the next year.

Ms. Clarke also provided background information on the tobacco-free campus initiative. The impetus for the initiative originated with a Student Government Association proposal which was followed up with an employee survey. The majority of employees surveyed desired a more restrictive smoking environment than is now in place on the campus. Ms. Clarke has also contacted other regional community colleges to obtain feedback on their experience in going smoke-free.

Mr. Long thanked Ms. Clarke for her comments and indicated that the trustees would consider this item more fully at a later date.

The College staffing report was provided as an information item.

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BOARD COMMENTS

Ms. Graver remarked on the beauty of the new Lower Bucks Campus and thanked all who had a role in making it a reality. The trustees are pleased to have been involved in the planning and execution of this project which will bring tremendous benefits to the residents of the lower part of the county.

There being no further business to come before the Board, and upon the motion being duly made and seconded, the meeting was adjourned at 2:40 PM. The next meeting of the Board of Trustees will be on May 8, 2008 at 1:30 PM on the Upper Bucks Campus.

S. Willis Calkins, Secretary