



## **BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING**

**Newtown Campus  
Tyler 142**

Date: October 16, 2008  
Time: 1:30 P.M.

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### **PRESENT:**

Elizabeth Graver, Presiding	Frederick Gudknecht
Dr. Frederick Breitenfeld, Jr.	Madeline Kemper
S. W. Calkins	Bernie O'Neill
J. Peter Dominick	Thomas Skiffington
Blake Eisenhart	Dr. Annette Conn
Frank Fazzalore	Jeffrey Garton, Esq.
Elizabeth Fineburg	

**ABSENT:**      Otto Grupp III  
                  John Long  
                  Carol Mignoni Ferguson  
                  Garney Morris  
                  Dr. James Linksz

The meeting was called to order at 1:40 PM by Ms. Graver, followed by the Pledge of Allegiance.

Ms. Graver 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. Eisenhart, seconded by Mr. Fazzalore, the minutes of the September meeting were approved.**

### **STUDENT GOVERNMENT REPORT**

Matthew Cipriano, Director, Student Life, noted a few of the many activities which took place recently on the Newtown Campus including a voter registration drive, a club leadership

luncheon, co-sponsorship of a 5K race to benefit a local crisis line and a very successful blood drive. Planned for the coming weeks are support of International Children's Day to be held on campus, a bake sale sponsored by the Future Teachers Club and a Halloween celebration. The Lower Bucks Campus also sponsored a voter registration drive as well as a pond cleanup and Octoberfest celebration. At the Upper Bucks Campus the Environmental Club planted a tree at the groundbreaking, a voter registration event was held and several interesting speakers are scheduled to appear on campus.

#### PRESIDENT'S REPORT

In Dr. Linksz' absence, Dr. Conn presented the report.

- With sadness, Dr. Conn noted the passing of Joan Weiss, a popular and productive member of our Business faculty for many years. A legacy scholarship has been established in Joan's name and donations may be made through the Foundation.
- Next Provost Conn noted that the Associate Degree Nursing Program received a \$32,000 grant in support of its program from the Bucks County Workforce Investment Board.
- Dr. Conn read an excerpt from a letter written by a recipient of the Bristol Rotary Scholarship describing how the scholarship enabled him to continue his education. The letter was illustrative of the difference made by the many scholarship opportunities at Bucks.
- Dr. Steve Bresnen has authored an applied music text intended for use in the first two years of collegiate music programs.
- Finally, Provost Conn noted that the Clean Air Zone initiative is off to a good start on campus but there is still some work to be done in spreading the message to all campus constituents.

#### CHAIR'S REPORT

There was no report from the Chair.

#### FOUNDATION REPORT

Tobias Bruhn noted that the Joan Weiss Legacy Scholarship has been endowed and will be awarded for the first time at Honors Convocation in May 2010.

The Groundbreaking event held at the Upper Bucks Campus was a success with more than 100 persons in attendance from the College and the community at large. Once again First National Bank of Newtown will be the major sponsor for the annual Tyler Tasting Party. The continued support of First National and other local banks is much appreciated.

Upcoming events include a luncheon on November 7 to honor the Bucks County Foundation which has provided more than \$500,000 in scholarships to Bucks students over the course of its relationship with the College.

The Associate Degree Nursing Program recently held a surprise party for the Foundation to celebrate 100% participation and raising \$2100 through the generosity of departmental staff in pledging support for Foundation nursing scholarships.

#### PUBLIC COMMENT

Michael Gale, a Bucks student, addressed issues relative to handicapped parking and computer facilities. Mr. Gale would like to see more handicapped parking spaces close to the main classroom buildings. He also requested changes in student log in and file sharing procedures.

Barbara Pearl, President of Deer Friends, and Vernon Smith, Vice President of Deer Friends, requested that the Trustees consider taking a position against the annual deer hunt in Tyler Park. Using available non-violent methods of deer control, it is no longer necessary to expose the campus and the students to the hunting activity in the park. In response to her question, Mr. Garton assured Ms. Pearl that the College receives no funding from DCNR and has no relationship with them other than sharing a common border. Chair Graver noted that President Linksz has met with park officials and assured the audience that the Trustees will remain vigilant regarding activities adjacent to the campus particularly as it impacts safety.

#### BOARD COMMITTEES

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

Vice President Karen Dawkins introduced James Sell, Executive Director, Lower Bucks Campus, who offered a presentation on the Civility Initiative which is ongoing on all three campuses. The initiative, which was funded by a Strategic Initiative, has as its goals building community, raising social and civil consciousness and reducing the incidence of unacceptable behavior. In addition to Mr. Sell the following staff members worked on the project: Dr. Rodney Altemose, Matthew Cipriano, Natalie Kaye, Marianne Kepler and Maureen Seibert.

##### ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Dr. Breitenfeld chaired the meeting in Ms. Mignoni's absence. Walt Puchalski, Conference Coordinator for the annual Faculty of the Future Conference, provided a report on the success of the Faculty of the Future one day conference held at Bucks. In its sixth year, the conference once again attracted faculty from a wide range of colleges in the region and the program was extremely well received by the attendees.

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

In Mr. Grupp's absence, Ms. Fineburg chaired the meeting. Vice President Karen Dawkins reviewed the third week enrollment report which highlighted a 3.64% overall increase in FTEs, with significant enrollment increases both in Online Learning and at the Lower Bucks Campus.

Barbara Yetman, Executive Director, Planning, Research & Assessment presented the results of the Noel Levitz Student Satisfaction Survey which tracks student ratings of items that contribute to overall student satisfaction with the campus experience. In her remarks Ms. Yetman highlighted the areas of greatest concern and greatest satisfaction to Bucks students as well as providing a strategic planning overview indicating the areas in which improvement efforts will be focused.

**FINANCE COMMITTEE** – J. Peter Dominick, Chair

**Upon motion by Mr. Dominick, seconded by Dr. Breitenfeld, the Board of Trustees approved the following bid awards:**

- Penn Hall ceiling tiling to American Interior Construction & Blinds for \$24,500
- Penn Hall flooring to Kieran McKenna Flooring for \$114,494
- Penn Hall lighting fixtures to Rumsey Electric for \$21,563
- Penn Hall furniture to Educational Furniture Solutions for \$37,265
- Penn Hall whiteboards to Builders Specialty Service for \$13,198
- Student Service door replacement to Liberty Door for \$12,990

**Upon motion by Mr. Dominick, seconded by Mr. Calkins, the Board of Trustees approved the following other contracts:**

- Duplicating Services equipment replacement lease to Xerox on the State Contract for a total of \$1,037,100 for 60 months.
- Learning Management System to Drexel University for two years; \$118,000 for the first year and \$130,000 for the second year.
- Outdoor Advertising to Adams Outdoor for \$19,351 and to Steen Outdoor for \$20,940.
- Upper Bucks Campus classroom trailer rental to ModSpace, Inc. for \$15,178.

**Upon motion by Mr. Dominick, seconded by Dr. Breitenfeld, the Board of Trustees approved the sole source contract for live fire training simulators training system**

**maintenance and support contract with Kidde Fire Trainers for \$31,369 for a one year term.**

**Upon motion by Mr. Dominick, seconded by Mr. Eisenhart, the Board of Trustees approved the annual license renewal for broadcast email services with Target X for \$10,000.**

**Upon motion by Mr. Dominick, seconded by Mr. Fazzalore, the Board of Trustees approved the attached contract for the Lower Bucks Public Training Center subject to the College's agreement to any modifications put forth by the County of Bucks and subject to approval by the County of Bucks.**

Next, Mr. Dominick noted that there was an information item regarding three change orders which did not require Trustee approval. Vice President Dennis Matthews reported that the FY 2008 financial audit has been completed and the compliance audit will begin shortly.

**HUMAN RESOURCES COMMITTEE**—John Long, Chair

Mr. Gudknecht chaired the meeting in Mr. Long's absence. Susan Clarke, Executive Director, Human Resources, provided an overview of the steps taken to familiarize the campus community with the new Clear Air Zone policy. She also noted that smoking cessation educational opportunities will be planned for both staff and students.

**Upon motion by Mr. Gudknecht, seconded by Mr. Breitenfeld, the Board of Trustees approved the following revision to the College's Smoke-Free Policy: There shall be no smoking or use of tobacco permitted in any campus building or designated Clean Air zone whatsoever. The College subscribes to a tobacco free environment.**

Sharon Dougherty, Director, Compensation, outlined the philosophy of the new classification system and the planning activities which contributed to the development of the new process.

**Upon motion by Mr. Gudknecht, seconded by Mr. Eisenhart, the Board of Trustees approved the following revision to the Position Classification Policy: The Board of Trustees approves a review and maintenance process for Administrative and Classified positions. Position reviews are conducted by the Human Resources Department under the leadership of the Executive Director, Human Resources. Members of the Administrative Executive Committee and the Classified Employees Executive Committee participate as members of the appeal process.**

Susan Clarke introduced the new officers for the Administrative Executive Committee: Denise McCardle, Chair, Linda McCann, Vice Chair, Jenny DiPrimio, Secretary and Debora Bergen, Parliamentarian.

The College staffing report was provided as an information item.

**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 2:40 PM. The next meeting of the Board of Trustees will be on November 13, 2008 at 1:30 PM on the Upper Bucks Campus in Perkasie.

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Frederick R. Gudknecht, Secretary