



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus  
Tyler 142

Date: December 11, 2008  
Time: 1:30 P.M.

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### PRESENT:

Elizabeth Graver, Presiding  
Dr. Frederick Breitenfeld, Jr.  
S. W. Calkins  
J. Peter Dominick  
Frank Fazzalore  
Elizabeth Fineburg  
Frederick Gudknecht

Otto Grupp III  
Madeline Kemper  
John Long, Jr.  
Garney Morris  
Bernie O'Neill  
Jeffrey Garton, Esq.  
Dr. James Links

ABSENT: Blake Eisenhart  
Carol Mignoni Ferguson  
Thomas Skiffington

The meeting was called to order at 1:45 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. Long, seconded by Mr. O'Neill, the minutes of the November meeting were approved.**

### STUDENT GOVERNMENT REPORT

There was no Student Government report.

### PRESIDENT'S REPORT

Dr. Links presented his report.

- With sadness, Dr. Links noted the sudden passing of Denise Gilbert, a member of our Language and Literature faculty for several years. Sympathy is extended to her family.
- Thanks are extended to Trustees Fred Gudknecht and Betsy Fineburg for their continued annual service on the Service Academy Selection Committee for West Point.

- Congratulations go out to Paula Raimondo, Bucks adjunct faculty member, who has been named the new Bucks County Poet Laureate. Arts faculty member Mark Sfirri is curating an exhibit at the Wayne Art Center.
- In the news, the Tyler Gardens and the recent accomplishments of the Historic Preservation program were featured on the first page of a recent edition of *Community College Times*. *American School and University*, a national publication featuring facilities of note, featured both the Lower and Upper Bucks Campuses as outstanding design projects.
- Several members of the staff including Jim Sell, Linda McCann, Marilyn Puchalski and Kelly Gredone participated in a project where video clips were produced highlighting compassionate IT leaders across the country.
- Faculty in the Associate Degree Nursing program recently shared their Sim Man expertise with the nursing staff at St. Mary Medical Center who has recently acquired the same technology.
- The members of the Arts faculty are to be commended for their efforts in the recent accreditation of the Cinema/Video transfer program.
- Campus news includes the acquisition of a new mini grant for the Biophilia project from the Pennsylvania Department of Environmental Protection. Also, the United Way campaign is currently under way under the leadership of Sue Clarke in Human Resources.
- The successful Three Tenors concert held in Newtown will fund scholarships for Italian language students. The event was sponsored by the Piazza Nuova Lodge of Yardley.
- On the economic front, Dr. Links and other community college presidents across the state have been carefully monitoring the finances of the state and the budget prospects for the next fiscal year for potential local impact. The President noted that we have been fortunate to have had consistent support from both the state and the County of Bucks. While there has been no effect to date on community college appropriations, the College will operate very conservatively for the remainder of 2009 and is budgeting conservatively for the upcoming fiscal year.

#### CHAIR'S REPORT

There was no report from the Chair. Mr. Garton, College solicitor, read a statement on the report of the Audit Committee regarding public allegations made by James Becker at the Trustee meeting of June 19, 2008.

#### FOUNDATION REPORT

Tobias Bruhn noted, with sadness, the death of Edgar Putnam, a founding member of the Foundation Board in the early 1980s.

Mr. Bruhn also reported the receipt of \$10,000 from the Verizon Foundation to develop a learning lab for reading and AESL students. Joseph Jingoli & Sons has also committed \$5,000 to sponsorship of the 2009 Golf Outing to be held at the Philmont Country Club.

The 2009 Alumni Directory, featuring updated contact information for 20,000 alumni, is now complete. The 2008-09 Annual Fund mailing is currently underway. Finally, Mr. Bruhn noted that the annual Foundation Holiday Reception is scheduled for Wednesday, December 17 at 4:30 PM in Tyler Hall.

#### PUBLIC COMMENT

There was no public comment.

#### BOARD COMMITTEES

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

There was no committee report this month.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Dr. Breitenfeld chaired the meeting in the absence of Ms. Mignoni Ferguson.

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

- **Computer & Information Science: Computer Science Emphasis/Transfer Program #1103**
- **Fine Arts/Transfer Program #1001**
- **Liberal Arts: Psychology Life Skills/Transfer Program #1067**
- **Liberal Arts: Psychology Pre-Professional/Transfer Program #1060**

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

Vice President Karen Dawkins introduced Marta Kaufmann, Executive Director, Marketing and Public Relations. Ms. Kaufmann presented the virtual tour of the Newtown Campuses. The tour is used to familiarize visitors to the Bucks Admissions web site with the features of the campus and was produced by Dan Magro, a recent Bucks alumnus.

Next, Barbara Yetman, Executive Director of Institutional Research, presented the results of the most recent CCSSE survey. The report indicated that the most significant barriers to persistence in their educational program for Bucks students are lack of finances and working full-time jobs. Overall, 87% of Bucks students rated their experience as Good-Excellent and 95% said that they would recommend Bucks to a family member or friend. The results of the survey are used to identify and plan for change in areas where improvement is needed.

FINANCE COMMITTEE – J. Peter Dominick, Chair

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

- **Cisco Router Equipment to ePlus Technology for \$38,900.**
- **Domain name system appliance to Heavy Water, LTD for \$14,791.**
- **Network equipment replacement to Heavy Water, LTD for \$33,572.**
- **Pemberton Hall HUB entrance vestibule renovations to Twining Construction for \$53,464.**

**Upon motion by Mr. Dominick, seconded by Mr. Grupp, the Board of Trustees approved the following change orders for increased bandwidth:**

- **To Magpi, Inc. for the remaining 19 month period for \$41,458.**
- **To Reliance Globalcom, Inc. for \$30,400 for the remaining 19 month period, plus \$500 in nonrecurring charges.**

**Upon motion by Mr. Dominick, seconded by Mr. Gudknecht, the Board of Trustees approved the contract, as approved by the County of Bucks, for the Doylestown Public Safety Training Center.**

**Upon motion by Mr. Dominick, seconded by Dr. Breitenfeld, the Board of Trustees approved the Resolution on Open Records Policy.**

Next Dennis Matthews reviewed the highlights of the Security & Safety report. The report details actions taken and contemplated to maximize the safety on the three campuses of the College.

Finally, Mr. Dominick reviewed the monthly financial statements and reported that the Board is, along with College staff, carefully monitoring cash flow and exploring alternatives to maximize return on investment income during the financial down turn.

HUMAN RESOURCES COMMITTEE—John Long, Chair

**Upon motion by Mr. Long, seconded by Dr. Breitenfeld, the Board of Trustees approved the adoption of the Bucks County Community College Retirement Plan effective January 1, 2009 to continue providing a contributory, College-funded retirement plan under Internal Revenue Code Section 403 (b) for eligible employees in compliance with current laws and regulations. This motion authorizes the Officers of the College to execute any and all documents and take any actions required in connection with the adoption, maintenance and ongoing funding of the Plan.**

**Upon motion by Mr. Long, seconded by Dr. Breitenfeld, the Board of Trustees approved the adoption of the Bucks County Community College Tax Deferred Annuity Plan effective January 1, 2009 to continue providing a vehicle for eligible employees to save for retirement under Internal Revenue Code Section 403 (b) in compliance with current laws and regulations. This motion authorizes the Officers of the College to execute any and all**

**documents and take any actions required in connection with the adoption, maintenance and ongoing funding of the Plan.**

**Upon motion by Mr. Long, seconded by Dr. Breitenfeld, the Board of Trustees approved the adoption of the Bucks County Community College Supplemental Savings Plan 457 (b) to provide eligible College executives with deferred compensation permitted under Internal Revenue Code Section 457 (b) in accordance with their employment contracts. This motion authorizes the Officers of the College to execute any and all documents and take any actions required in connection with the adoption, maintenance and ongoing funding of the Plan.**

**Upon motion by Mr. Long, seconded by Mr. Fazzalore, the Board of Trustees approved Policy 1.20, to institute tuition waivers for retraining individuals unemployed as a result of plant closings and/or layoffs, for a one year period from January 2009 through January 2010.**

**Upon motion by Mr. Long, seconded by Mr. Grupp, the Board of Trustees approved Policy 1.25 Ethics and the accompanying Conflict of Interest Disclosure Form.**

Next Sue Clarke introduced the 2008 winners of the Administrative Special Recognition Award who were in attendance: Adrienne Clark, Foundation and Sharon Dougherty, Human Resources. Also honored this year but not in attendance were Marian Colello, Perkins Vocational Educational Grant and Patricia O'Connell, Payroll.

Janet Puente reported on another successful influenza immunization program for staff and retirees. This year, through the generosity of Charon Planning, the cost was not increased for those receiving immunizations, although Independence Blue Cross changed its level of cost coverage for enrollees.

#### 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 January 8, 2009 at 1:30 PM on the Newtown Campus in Tyler 142.

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Frederick R. Gudknecht, Secretary