



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: June 18, 2009
Time: 1:30 P.M.

PRESENT:

Elizabeth Graver, Presiding
Dr. Frederick Breitenfeld, Jr.
J. Peter Dominick
Blake Eisenhart
Frank Fazzalore
Elizabeth Fineburg
Otto Grupp III

Frederick Gudknecht
Carol Mignoni Ferguson
Garney Morris
Bernie O'Neill
Thomas Skiffington
Jeffrey Garton, Esq.
Dr. James Links

ABSENT: S. W. Calkins
Madeline Kemper

The meeting was called to order at 1:35 PM by Ms. Graver.

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. O'Neill, seconded by Dr. Breitenfeld, the minutes of the May meeting were approved.

PRESIDENT'S REPORT

Dr. Links presented his report.

- Dr. Links reported that the collaboration of Bucks students, staff and faculty resulted in the receipt of the Judge's Choice Award for a student produced "Video Mash-Up" at the New Media Consortium Conference. Jim Sell, Marilyn Puchalski, and Kelly Gredone represented Bucks at the meeting.

- The Foundation has received an anonymous grant to fund the \$11,950 purchase of a water monitoring unit for use in Environmental Science classes.
- The program “Women in Technology” is being planned for Fall by Perkins Academic Support Services to acquaint students with nontraditional occupations.
- Dr. Linksz recently participated in an Economic Summit sponsored by the Central Bucks Chamber of Commerce where participants from both the public and private sectors came together to discuss the impact of the current economic downturn on the county.
- Dr. Linksz noted that the enrollment trends at the College demonstrate the key role that community colleges play during recessions to provide access for education and retraining. Enrollments for the first summer session are up 21% and enrollments for Fall are tracking 8% ahead of same period numbers for last year.
- Green technology continues to be prominent and the College has applied for a matching grant from the Commonwealth Renewable Energy Program. If successful, the funds will be used to match expenditures for geothermal energy at the Upper Bucks Campus expansion project. The College also continues to explore ways in which the Newtown campus may be retrofitted to be more energy efficient.
- Faculty member Roberta Mayer is continuing her scholarly work in the Arts and has published an article in the magazine *19th Century Victorian* on the glass tile work of Louis Comfort Tiffany.
- Finally, Dr. Linksz noted that he participated in a meeting which brought together the presidents of both community colleges and the Commonwealth universities to explore ways in which the two systems might work together to enhance service levels to students and citizens across the state.

CHAIR’S REPORT

Ms. Graver remarked on the success of the Topping Off Ceremony held at the Upper Bucks Campus to mark the placement of the highest steel beam used in the construction.

Ms. Graver presented the following recommendations for approval.

Upon motion by Ms. Graver, seconded by Mr. Fazzalore, the Board of Trustees authorized the Executive Committee to act on behalf of the Board of Trustees during the summer months of 2009, except those outlined in the Bylaws (Article IV-1). Further, that any such action, shall result in mail notification to all Trustees in advance of any Executive Committee action.

Upon motion by Ms. Graver, seconded by Mr. Eisenhart, the Board of Trustees authorized the Executive Committee to act on behalf of the Board of Trustees, in reviewing and approving final recommendations for professional services contracts for architecture, engineering and construction, during the summer months of 2009. Further, that such action shall result in mail notification to all Trustees in advance of any Executive Committee action.

Upon motion by Ms. Graver, seconded by Mr. Grupp, the Board of Trustees approved a 3.6% salary increase for Dr. James J. Links, consistent with the percentage increase for the faculty and administrative staff at the College, for the fiscal year July 1, 2009 through June 30, 2010.

Upon motion by Ms. Graver, seconded by Ms. Fineburg, the Board of Trustees acknowledged and approved donations to the Bucks County Community College Foundation for capital purposes that resulted in the naming opportunities detailed in the capital campaign documents.

Ms. Graver recognized Mr. Skiffington, who acted on behalf of the Nominating Committee Chair, Ms. Kemper. Mr. Skiffington presented the slate of officers recommended by the Nominating Committee: Elizabeth Graver – Chair, J. Peter Dominick – Vice Chair, Frederick Gudknecht - Secretary, S. Willis Calkins - Assistant Secretary and Elizabeth Fineburg – Executive Committee.

Ms. Graver requested that any nominations from the floor be offered at this time, and there being none, she moved to close nominations.

Upon motion by Ms. Graver, seconded by Mr. Eisenhart, the Board of Trustees voted unanimously to close nominations.

Upon recommendation by Mr. Skiffington, seconded by Dr. Breitenfeld, the Board of Trustees unanimously elected the slate of officers as presented.

FOUNDATION REPORT

Tobias Bruhn noted that there were many in attendance at the Topping Off Ceremony in Perkasi which marked another milestone in the progress toward the completion of the Upper Bucks Campus expansion project.

Tyler Tasting, despite the rain and decreased attendance, was enjoyed by all present and successfully raised \$43,000 which will be used to fund improvements and ongoing maintenance to Tyler Hall.

A new endowed scholarship for a student being served by the Disability Services Office has been established by the family of Debra Dougherty, a recently deceased Bucks staff member in that office.

Mr. Bruhn provided a reminder of the Golf Outing scheduled for August 24 at the Philmont County Club in Huntington Valley.

PUBLIC COMMENT

John Strauss, President of the Faculty Federation, questioned what progress the Board of Trustees had made in their deliberations regarding same sex partner health benefits. Mr. Garton replied that, considering the cost implications for the proposed coverage, the matter will be part of future contract negotiations.

BOARD COMMITTEES

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

The Student and Community Relations Committee had no report this month.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Upon motion by Ms. Mignoni Ferguson, seconded by Mr. Gudknecht, the Board of Trustees approved the addition of the following programs of study: Applied Photography Certificate #3185 and Biotechnology Cell and Tissue Culture Certificate #3186.

Upon motion by Ms. Mignoni Ferguson, seconded by Ms. Fineburg, the Board of Trustees approved the deactivation of the following programs of study: Cinema Video Occupational Program #2132, Cinema Certificate Program #3151 and Video Production Certificate #3153.

Dean Catherine McElroy reviewed the curriculum report and noted the activity of the academic departments in reviewing courses and creating new programs to meet emerging student needs. The course syllabus used in all courses was revised to ensure adequate treatment of assessment of learning objectives; course syllabi are standardized and used by all faculty members teaching a course. The course format template was also revised; the course format is individualized by each faculty member to reflect guidelines and grading criteria for the course.

Dean Maureen McCreadie introduced Gregory McGraw, the student who produced the winning video mash-up recognized by Dr. Links earlier in the meeting. The winning entry was viewed by the audience. Dean McCreadie also noted several College activities for which the College was recognized by Educause. These included a technology collaboration with Montgomery County Community College, the Library Learning Studio and programs to encourage faculty to innovate with technology in their classes.

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

Mr. Grupp introduced Vice President Karen Dawkins. Ms. Dawkins reviewed the information provided regarding College vision, mission and goals, noting that the feedback provided by the Board members has been incorporated in the documents. Ms. Dawkins also noted that the term accessibility generally refers to the open admissions process common to community colleges, while the term convenience refers to campus locations, class scheduling and mode of instruction.

Ms. Dawkins also drew the Board's attention to the Financial Aid report which demonstrates the trends in Financial Aid awards over the past few years.

FINANCE COMMITTEE – J. Peter Dominick, Chair

Upon motion by Mr. Dominick, seconded by Mr. Grupp, the Board of Trustees approved the following 6 bid awards which are in excess of \$10,000 each:

<u>Item</u>	<u>Vendor</u>	<u>Amount</u>
1. A.D.A. Construction Projects	Graybar, Inc.	\$12,942
2. Acquisition of Personal Computers		
• Desktop Systems (186)	Dell Corporation, Inc.	\$141,947
• Notebook Systems (86)	Dell Corporation, Inc.	\$103,439
• Tower Systems (68)	Hewlett-Packard Co., Inc.	\$ 54,400
• iMac (28) & Macbook (3)	Apple Computer Corp.	\$ 8,019
3. Duplicating Paper	RIS Paper Company, Inc.	\$2.544/ ream
4. Electric Utility Vehicles		
Lease/Purchase (2)	Golf Cars, Inc.	\$414/ month \$4,968/year \$24,840/5 yrs
5. Fourier-Transform Infrared Spectrophotometer	Perkin Elmer Corporation	\$20,580
6. Mower Lease/Purchase	Robert E. Little, Inc.	\$208/month \$2,496/year \$12,484/5 yrs
7. Biotech Lab Equipment	VWR International, Inc.	\$14,754

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

- 1. Chiller Maintenance Service Contract, 5 year term, to Johnson Controls, Inc. for a total of \$134,385.**
- 2. Elevator Maintenance Service Contract, 5 year term, to Otis Elevator Company for a total of \$113,488.**

Upon motion by Mr. Dominick, seconded by Mr. Fazzalore, the Board of Trustees approved the sole source contract for Fire Trainer MST Live Fire Training System Maintenance and Support Service Contract to Kidde Fire Trainers, Inc. of Fair Lawn, NJ in the amount of \$34,584 for year #1 and \$36,313 for year #2 for a total contract of \$70,897.

Upon motion by Mr. Dominick, seconded by Mr. Fazzalore, the Board of Trustees adopted the fiscal year 2009-2010 balanced budget of \$77,013,097 and also the balanced budget for the Emergency Services Training Center of \$1,691,703.

Upon motion by Mr. Dominick, seconded by Mr. Grupp, the Board of Trustees awarded the contract for RFP-2009-0501A, Engineering Services, for the Lower Bucks Public Safety Training Center to Pennoni Associates, Inc., which submitted a fixed fee bid in the amount of \$65,805.

Upon motion by Mr. Dominick, seconded by Mr. Grupp, the Board of Trustees awarded the contract for RFP-2009-0501B, Architectural Services, for the Lower Bucks Public Safety Training Center to KCBA Architects, which submitted a fixed fee bid of \$256,800.

Upon motion by Mr. Dominick, seconded by Ms. Fineburg, the Board of Trustees approved the award for Property and Casualty insurance coverage for the period July 1, 2009 through June 30, 2010 to Paist & Noe for the estimated renewal premium of \$458,734.

Upon motion by Mr. Dominick, seconded by Mr. Grupp, the Board of Trustees awarded a contract extension to CulinArt, Inc. for a period of one year starting July 1, 2009 through June 30, 2010.

Upon motion by Mr. Dominick, seconded by Mr. O'Neill, the Board of Trustees awarded the contract for the Document Imaging System expansion project to MetaSource Inc. of Bristol, PA, with total first year costs of \$27,225 and ongoing annual software license and maintenance fees of \$4,725.

Upon motion by Mr. Dominick, seconded by Dr. Breitenfeld, the Board of Trustees approved the revisions to Policy 1.23, Responsible Use of Electronic Resources.

Upon motion by Mr. Dominick, seconded by Ms. Fineburg, the Board of Trustees approved Record Retention Policy 1.27.

Information items presented included May 2009 Financial Statements, Investment Report and historical cash fluctuations. Vice President Dennis Matthews reported that a balanced budget for FY 08-09 is anticipated.

HUMAN RESOURCES COMMITTEE—John Long, Chair (Ms. Fineburg)

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the 2009-2010 Administrative Salary Scale effective July 1, 2009 as presented.

Vice President Dennis Matthews introduced the newly elected officers of the Administrative Employees Executive Committee who were in attendance: Denise McCardle, Linda McCann and Jennie DiPrimio. Also elected but not in attendance was Deb Bergen.

The monthly College staffing report was provided as information.

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 September 10, 2009 at 1:30 PM on the Newtown Campus in Tyler 142.

Frederick R. Gudknecht, Secretary