



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus  
Tyler 128

Date: September 10, 2009  
Time: 1:30 P.M.

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### PRESENT:

Elizabeth Graver, Presiding  
S. W. Calkins  
James M. Dancy  
J. Peter Dominick  
Blake Eisenhart  
Frank Fazzalore  
Elizabeth Fineburg  
Otto Grupp III

Frederick Gudknecht  
Madeline Kemper  
Carol Mignoni Ferguson  
Garney Morris  
Thomas Skiffington  
Jeffrey Garton, Esq.  
Dr. James Links

ABSENT: Dr. Frederick Breitenfeld, Jr., Bernie O'Neill

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

### STUDENT GOVERNMENT REPORT

Kyle VanHart presented his report which highlighted Welcome Back Week activities. At LBC the students were treated to food, prize opportunities and a barbeque. On the Newtown campus students enjoyed a screening of the new Star Trek movie along with plenty of popcorn. The Clubs and Organizations Fair held last week was very successful in generating student interest in

clubs. Constitution Day events are scheduled for both Newtown and LBC featuring a faculty member and a nationally known author-cartoonist.

Plans for future events include Philadelphia Day at LBC featuring cheese steaks, soft pretzels and music courtesy of a string band. Newtown students will be remembering those who lost their lives on 9/11 with a moment of silence. STAND, the genocide awareness student club, will sponsor both a bake sale and a car wash. Nationally recognized poet, Nikki Giovanni will entertain on campus on September 25. UBC will host transfer events in early October along with a Mental Health Awareness Fair.

### PRESIDENT'S REPORT

Dennis Matthews, Vice President for Administration & CFO, introduced two new staff members: Tracey Donaldson, Executive Director, Human Resources and Dennis McCauley, Director, Security and Safety.

Dr. Links presented his report.

- Dr. Links reported that College staff has received several letters of thanks from county residents who have been helped by the free tuition program approved by the Board of Trustees in 2008.
- The College has been recognized for the work done by Matt Cipriano, Director, Student Life, and his team in preventing alcohol related incidents among young adults.
- Trustee Tom Skiffington was recently featured on the cover of *Bucks Living* magazine.
- President Links commented on the state budget impasse and noted that Bucks is currently in a good cash position thanks to the revenue received as a result of enrollment increases. Some difficult decisions have been made regarding state sponsored programs which will not be funded in the future.
- Several members of the Learning Resources staff have been active in making presentations on topics including learning strategies/theory and online pedagogy. Dean Maureen McCreadie authored an Educause article on learning spaces.
- Dr. Links noted that the College is actively involved in the development of a 21<sup>st</sup> Century Workforce Center, promoting green jobs, in cooperation with industry partners and Congressman Murphy.
- New faculty publications include a volume of poetry by Alan Hooey and an article by Bill Hemming on information seeking behavior.
- As will be reported later in the meeting, the enrollment increase for Fall semester has been significant. Adequate parking at UBC has been problematic as some spaces were lost during construction. A staff team has been working to identify alternatives and make additional parking available.
- Construction planning for the new fire training academy in Lower Bucks is progressing. The project is made possible through county, state and federal funding.

- Dr. Links received a publication from Tulane University acknowledging the role Bucks played in hosting several Tulane students, part of the 'Katrina' graduating class of 2009, who enrolled at Bucks until the New Orleans campus was able to reopen.
- The Bucks County Commissioners have established a partnership with a South Korean province. BCCC Public Safety Training Center has been training staff on US military bases in the same region. Dr. Links shared information regarding College contacts with Commissioner Cawley who will visit South Korea in October.
- The arts scene at Bucks promises to be an active one this year as promoted in the recently mailed arts brochure and event calendar. Fran Orlando, Director, Exhibitions & Artmobile, was featured in an article promoting the arts which appeared in *Bucks County Woman* magazine. The Department of the Arts is anxiously awaiting the unveiling of the new Artmobile 'wrap' design.
- Staff involved in community organizations includes Rodney Altemose who serves on the Upper Bucks Chamber of Commerce leadership board, Tobi Bruhn who was honored by the Lower Bucks Chamber of Commerce for his contributions and Jim Sell who was installed as the President of the Bristol Rotary Club. Natalie Kaye was the subject of a Courier Times article spotlighting her success in starting a new career in her '3<sup>rd</sup> age'.
- Dr. Links reported that the College has been active in planning strategies and developing communications regarding Swine Flu specific to students, faculty and staff. Equipment and supplies have been purchased to ensure the campus environment is maintained hygienically to hamper spread of the virus.
- Finally, President Links noted with sadness the death of Audrey Rollins, the wife of many years of Dr. Charles Rollins, President Emeritus of the College. Condolences are conveyed to the Rollins family on behalf of the entire campus community.

#### CHAIR'S REPORT

Ms. Graver had no report this month.

#### FOUNDATION REPORT

Tobias Bruhn noted that the Foundation Board has several new members and is gearing up for a busy season of fundraising. Mr. Bruhn noted the contributions of Brett Diakon, Bucks alum, and Garney Morris, Bucks trustee, who co-chaired the annual Golf Outing held in late August. The event netted \$38,000 which will be invested in College projects through the yearly process which considers funding proposals from College departments. Finally, approximately \$18,000 in new scholarship funding has been obtained which will benefit students in several academic majors.

#### PUBLIC COMMENT

Steve Cickay, Newtown, PA, alerted the Board to the perceived public safety issued related to the proposed deer archery hunt in Tyler Park during the Fall.

### BOARD COMMITTEES

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

Mr. Eisenhart chaired the meeting in Dr. Breitenfeld's absence.

Vice President Karen Dawkins discussed the most significant changes made during the revision of the Student Code of Conduct which include: addition of student responsibilities, reordering of the document, and differentiation of resolution processes for incidents occurring in the classroom versus non-classroom episodes.

**Upon motion by Mr. Eisenhart, seconded by Mr. Gudknecht, the Board of Trustees ratified the approval by the Executive Committee of the revision to Policy 3.18 Student Code of Conduct.**

Next Vice President Dawkins reported on the success of the free tuition program for unemployed Bucks County residents and shared details regarding enrollment and academic achievement. For the Fall semester participants were asked to recertify their continued financial eligibility and take advantage of any need based financial aid packages for which they qualified.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Provost Annette Conn introduced the following new full time faculty members who were in attendance: Wendy Tuminello, Gail Donegan, Bruce Imber, Patricia Cianni, Sharon Estes, Jacqueline Fritz, Matthew Seibert, Adrienne Morelli, Andre Wehner, Kathleen D'Auria and Max Probst. New faculty unable to attend include: Shelli Pentimall, Gregory Luce, Dipavali Bhaya, Evelyn Grace, Christine Delahanty, Stephen Goshorn and Patricia Fisher-Olsen.

Dean Maureen McCreddie presented the Online Learning report which reviewed enrollment trends, student persistence, course offerings, alternative scheduling and faculty development. Enrollments in e Learning have increased significantly over the past several years and are indicative of the popularity of this teaching modality with students trying to balance their busy lives with their academic endeavors.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Thomas Skiffington, Chair

Mr. Skiffington introduced Vice President Karen Dawkins. Ms. Dawkins reviewed the information provided regarding College vision, mission and goals, noting that the feedback provided previously by the Board members has been incorporated into the documents. Trustees are being afforded a final opportunity for review and comment before the final document is presented to the Board for approval.

Next Ms. Dawkins discussed the preliminary enrollment report which indicated that FTEs increased by 11.98% overall. All campuses experienced significant enrollment growth; such trends are characteristics of community colleges during periods of economic hardship.

FINANCE COMMITTEE – J. Peter Dominick, Chair

**Upon motion by Mr. Dominick, seconded by Mr. Skiffington, the Board of Trustees ratified the Executive Committee approval of the following awards:**

<u>Item</u>	<u>Vendor</u>	<u>Amount</u>
<b>1. Change Orders</b>		
Founders Hall Biotechnology Lab Renovations	John J. Moser & Son, Inc.	\$29,801
Tyler Hall Balustrade Renovation Project	Elite Restorations, Inc.	\$14,482
<b>2. Geothermal Grant</b>		
UBC Phase II Project	Commonwealth of PA	N/A
<b>3. Insurance Renewal</b>		
Employee Life Insurance	Aetna Life Insurance Co.	\$128,206 annual \$384,618 for 3 yrs
<b>4. Policy Revision</b>		
Record Retention	To lower the offsite hosted retention period for email to one year.	
<b>5. Sole Source</b>		
Universal Patient Simulator	Laerdal Medical Corporation	\$58,385

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

- 1. Printing of 2010-2012 College catalog to Darby Printing Company, Inc. for \$19,655.**
- 2. UBC classroom furniture to Educational Furniture Solutions, Inc. for \$55,470.**

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

- 1. Cable television advertising campaign 2009-2010 to Comcast Corporation for \$28,250.**
- 2. Email archival and message security services to Google, Inc. for \$17,600.**
- 3. Network equipment maintenance contract to Heavy Water, LTD for \$24,505 for one year with option to renew for years two and three at \$32,685 each.**

**Upon motion by Mr. Dominick, seconded by Mr. Morris, the Board of Trustees approved the award of a sole source contract for purchase of a water sampling device to In-Situ, Inc. for \$12,315.**

**Upon motion by Mr. Dominick, seconded by Mr. Skiffington, the Board of Trustees approved the following change orders:**

- 1. ADA construction projects to S&H Landscaping for \$27,515.**
- 2. Increase in internet bandwidth to Reliance Global Com, Inc. for \$19,200.**

Information items presented included change order notifications, June and July 2009 Financial Statements, Investment Report and historical cash fluctuations. Vice President Dennis Matthews reported that the College has realigned expenses and is conserving cash to adapt to lack of payment by the State as a result of failure to adopt a budget.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

**Upon motion by Ms. Fineburg, seconded by Ms. Kemper, the Board of Trustees ratified the approval by the Executive Committee of the adoption of the Bucks County Community College 457(f) Supplemental Executive Retirement Plan to provide eligible College executives with deferred compensation permitted under Internal Revenue Code 457(f) 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 Ms. Fineburg, seconded by Mr. Skiffington, the Board of Trustees approved the Agreement as presented, between Local 506, International Union, Security, Police and Fire Professionals of America (SPSFA) and Bucks County Community College covering the period July 1, 2009 through June 30, 2014.**

The monthly College staffing report was provided as information along with a report on the results of offering College employees a new health insurance plan choice during the June open enrollment period.

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

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Frederick R. Gudknecht, Secretary