



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: January 14, 2010
Time: 1:30 P.M.

PRESENT:

Elizabeth Graver, Presiding
Dr. Frederick Breitenfeld, Jr.
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
Bernie O'Neill
Jeffrey Garton, Esq.
Dr. James Links

ABSENT: Thomas Skiffington

The meeting was called to order at 1:30 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. Grupp, the minutes of the December meeting were approved.

STUDENT GOVERNMENT REPORT

Kyle VanHart reported that new student orientation programs are scheduled on all three campuses over the next few days. The Newtown Campus will host a Clubs and Organizations Fair on January 21 and plans are being finalized for a number of activities during February which is Black History month. Staff, faculty and students at the UBC are busily planning for grand opening activities scheduled for April 8. Activities on the LBC include the formation of two

new clubs, Book Club and Black & Hispanic Club. The LBC community also provided strong support for Salvation Army holiday food and toy drives as well as raising funds for Habitat for Humanity.

PRESIDENT'S REPORT

Dr. Links presented his report:

- The College continues to experience a significant enrollment surge evident in Intersession and Spring enrollments. Dr. Links acknowledged the work of Student Services staff in meeting the increased service levels accompanying the enrollment growth, particularly in Financial Aid where applications have grown sizably.
- State Audits have been completed for FY 2003-04 and 2004-05. No significant issues were identified in College reporting and some funds will be returned to Bucks as a result of the audit findings.
- The County budget has been finalized and the College appropriation will be maintained at the 2009 funding level. The College is grateful for this support from the County when other municipalities are decreasing their support of educational institutions.
- Tobias Bruhn was recognized in the Upper Bucks Chamber of Commerce newsletter for his achievement of the Certified Fundraising Executive credential.
- The President recently attended the graduation ceremony for firefighters trained at the PSTC which represented one of the largest classes so honored.
- During the recent Bucks County Eagle Scout Breakfast, Dr. Links offered the College as a potential site for future Eagle Scout projects as evidence of Bucks' commitment to the community at large.
- Trustees are looking forward to a visit to the Bridge Business Center prior to the February trustee meeting. This will afford them the opportunity to tour the new Green Jobs Academy, Chemistry lab facilities, and the site of the new Lower Bucks Fire Training facility.

CHAIR'S REPORT

There was no report from Ms. Graver.

FOUNDATION REPORT

Tobi Bruhn noted that the Foundation has more than \$170,000 available to award to Bucks students in scholarships this year. New scholarships have been funded by: the Keane Family in memory of former faculty member Paul Keane, Northampton Township for the Historic Preservation program, and a gift from an anonymous donor. Once again Foundation staff will be

coordinating the Lindback Award selection process which honors an outstanding faculty member through the generosity of funding provided by the Lindback Foundation. Other Foundation activities include conducting several Hard Hat Tours at the UBC construction site and hosting a breakfast on February 17 for community and business leaders.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

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

Vice President Karen Dawkins presented a report on community services activities completed by student organizations funded by the College. Dr. Links remarked that all student organizations are required to complete service activities and as a result many excellent projects are undertaken which benefit the community at large and reflect favorably on the College.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Upon motion by Ms. Mignoni Ferguson, seconded by Mr. Gudknecht, the Board of Trustees approved the following Sabbatical Leave requests for the 2010-2011 Academic Year as recommended:

Half Year Leave

Professor David Brahinsky (Spring 2011)

Professor Mary Lannetti (Spring 2011)

Professor Denise May (Spring 2011)

Professor Ellen Pratofiorito (Fall 2010)

Full Year Leave

Professor Henrik Booraem (2010-2011)

Professor Erik Lifson (2010-2011)

Also on the agenda was a sabbatical report prepared by Dr. Roberta Mayer on her travels, presentations and other activities undertaken during her recent sabbatical.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Thomas Skiffington, Chair

There was no report from the committee.

FINANCE COMMITTEE – J. Peter Dominick, Chair

Upon motion by Mr. Dominick, seconded by Mr. Fazzalore, the Board of Trustees ratified the approved of the Fiscal Year 2008-2009 Financial Audit by the Board of Trustees Executive Committee.

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

- **Fireside Lounge furniture to Educational Furniture Solutions, Inc., for \$37,224.**
- **Penn Hall seating to Educational Furniture Solutions, Inc. for \$208,320.**
- **Tyler Hall windows and doors to Marvic Supply Company, Inc. for \$20,314.**
- **UBC AV equipment to Xerox Audio Visual Solutions, Inc. for \$134,188.**
- **UBC expansion furniture to Educational Furniture Solutions, Inc. for \$315,777.**

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

- **UBC Cisco router to Cisco Systems, Inc. for \$14,257.**
- **Environmental engineering consulting to USA Environmental Management, Inc. for \$14,975.**

Upon motion by Mr. Dominick, seconded by Mr. Grupp, the Board of Trustees approved a sole source contract for Read & Write Gold software to Test Help Systems, Inc. for \$12,190.

Upon motion by Mr. Dominick, seconded by Mr. Calkins, the Board of Trustees approved Change Order #1 to Elite Restorations, Inc., for Gym deck repairs in the amount of \$9,750.

Upon motion by Mr. Dominick, seconded by Mr. Gutknecht, the Board of Trustees authorized the execution of a promissory note in favor of the Bucks County Community College Authority in the amount of six million dollars (\$6,000,000) related to the repayment of the Authority's obligation to PNC Bank and further approving the execution of other necessary documents and authorizing other necessary actions by the Board of Trustees Executive Committee.

Upon motion by Mr. Dominick, seconded by Mr. Morris, the Board of Trustees authorized the College to proceed with emergency repairs to the Orangery telecommunications and data line conduit with Dayspring Electric, Inc., of Richboro, PA which submitted the firm, low quote in the amount of \$14,250.

Vice President Deborah Noble presented a report which addressed the current projects, technical capabilities and staffing in the Information Technology Services department. Expenditures in this department are responsible for a significant portion of non-construction capital expenditures and the College is increasingly dependent upon technology to drive its operations. Aligning the activities of ITS with the strategic planning process allows the development of infrastructure, systems and staffing to plan, execute and maintain new integrated systems which support teaching and learning as well as administrative efficiency. The department supports more than 2000 computers, extensive classroom technology, underground and wireless cabling, telecommunications, and web presence. Ms. Noble introduced the members of the management staff and acknowledged their contributions to the work and accomplishments of the department.

Information items presented included November Financial Statements. Dennis Matthews reviewed the status of the College budget.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

An information item was presented regarding College staffing levels.

BOARD COMMENTS

There were no 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 2:20 PM. The next meeting of the Board of Trustees will be on February 11, 2010 at 1:30 PM on the Newtown Campus.

Frederick R. Gudknecht, Secretary