



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

**Newtown Campus
Tyler 142**

Date: May 13, 2010
Time: 1:30 P.M.

PRESENT:

Elizabeth Graver, Presiding
Dr. Frederick Breitenfeld, Jr.
James M. Dancy
J. Peter Dominick
Blake Eisenhart
Frank Fazzalore
Elizabeth Fineburg

Otto Grupp III
Frederick Gudknecht
Garney Morris
Bernie O'Neill
Jeffrey Garton, Esq.
Dr. James Linksz

ABSENT: S. W. Calkins, Thomas Skiffington

The meeting was called to order at 1:50 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 April meeting were approved.

STUDENT GOVERNMENT REPORT

Outgoing SGA President Kyle VanHart introduced the newly elected president, Joe Sawo. In his final report Mr. VanHart noted that the Gay Straight Alliance Club at UBC recently sponsored a successful dance on campus. The GSA Club is also collaborating with the Newtown Campus Women's Studies Club to participate in the New Hope Gay Pride Parade. Students on the LBC enjoyed a concert by the Neshaminy High School Jazz Band and held an Earth Day recycle swap event. Students on all campuses enjoyed Spring Fling activities and Bucks Olympics events.

PRESIDENT'S REPORT

Dr. Linksz presented his report:

- Congratulations were offered to Vice President Deb Noble upon completion of her doctoral degree.
- Numerous faculty activities were noted including Professor Mark Sfirri's exhibition in New Jersey, the recent Student Research Conference sponsored by the Language & Literature Department, a series of poetry workshops and readings planned by Professor Chris Bursk, and another very successful *Arts at Bucks* event where a new mass composition by Professor Steve Bresnen debuted.
- Staff accomplishments include the participation of Tobi Bruhn, Executive Director, BCCC Foundation as a panelist in a webinar on alumni involvement sponsored by the Council for Resource Development. Robin Scott of the LBC was part of the new class graduating from the LBCC leadership development program. Anne Geddes, Administrative Assistant, MaST, was the College honoree at the YWCA "Women Who Make a Difference Event" honoring women who extend themselves through community service contributions.
- Numerous activities are ongoing to ensure that the legislature is aware of both the contributions and financial needs of community colleges across the state. A new marketing campaign *Advance PA* is being undertaken to strengthen the message that community colleges are vital to the economy and prosperity of our communities. Faculty representatives John Strauss and John Sheridan organized a trip to Harrisburg and participated in Lobby Day where they advocated for increased community college funding. Finally, the Trustees hosted a Legislative Breakfast to acquaint local legislators with funding issues and enrollment increases facing community colleges.
- College programs receiving notice of accreditation include the Associate Degree Nursing and the Early Learning Center.
- The annual Student Awards Luncheon once again highlighted the many ways in which our student clubs give back to the community at large. Radiography graduation marked the first of many celebratory events which will occur on campus in the coming week.
- Thanks to the efforts of the Physical Plant department Bucks has been extremely successful in its recycling efforts. The College placed first in the state and 27/267 nationwide in the *Recylemania* competition.

CHAIR'S REPORT

Upon motion by Ms. Graver, seconded by Mr. Morris, the Board of Trustees approved the award of an honorary degree of Doctor of Public Service to Roger Collins and that this degree be conferred upon him at Commencement ceremonies on May 20, 2010.

Ms. Graver called upon Mr. Gudknecht to give a report from the Nominating Committee. Mr. Gudknecht presented the slate of officers for 2010-2011 as recommended by the committee:

J. Peter Dominick, Chair
Blake Eisenhart, Vice Chair
James Dancy, Secretary
Thomas Skiffington, Assistant Secretary
Elizabeth Graver, Executive Committee

Upon motion by Mr. Gudknecht, seconded by Ms. Fineburg, the Board of Trustees voted to accept the slate of officers as presented.

FOUNDATION REPORT

Tobi Bruhn, Executive Director, BCCC Foundation , recognized Otto Grupp and his wife Jean for their support of the capital campaign by naming the Upper Bucks Campus Café in support of the capital campaign. In addition, Modern Group and Quakertown National Bank (QNB) both made major gifts to the campaign. Mr. Bruhn extended an invitation to Tyler Tasting Party and Honors Convocation where scholarships exceeding \$180,000 will be awarded. This year the Annual Fund has reached nearly \$18,000, the large amount ever raised partly as a result of a significant increase in alumni giving. Mr. Bruhn also encouraged the Board to visit the new donor wall in the Gateway Atrium. Finally, Mr. Bruhn recognized trustee Frank Fazzalore and the Sons of Italy, Yardley Chapter, for conducting another fundraiser for the College. One of its members wrote an Italian cookbook and all proceeds benefit the Culinary Program.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

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

There was no committee report.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Representatives from the Association of College and Research Libraries were in attendance to honor the College with the *2010 Excellence in Academic Libraries Award*. The award is presented annually to the outstanding community college library nationally and includes a \$3,000 cash award. Lori Goetsch, President, Association of College and Research Libraries, and Danielle Miller, representative for the award sponsor YBP Library Services, presented the award to Board Chair Elizabeth Graver. The award recognized the innovation, integration and collaboration achieved by library staff in serving students. Dean Maureen McCreadie introduced members of the Learning Resources team and acknowledged their contributions to the recognition received by the Library.

Provost Annette Conn reported to the Board that the sabbatical leave provisionally granted to Dr. Eric Lifson will be withdrawn as Dr. Lifson was unable to meet the conditions established for the granting of the sabbatical.

Finally, Dr. Conn announced that the Associate Degree Nursing Program recently received notification from the National League of Nursing of its decision to award full and unconditional eight year accreditation to the College program. Dr. Conn commended Claire Keane, Director, and her staff for their excellent work in achieving this accreditation.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Thomas Skiffington, Chair

Mr. Eisenhart chaired the meeting in Mr. Skiffington's absence.

Barbara Yetman, Executive Director, Planning Research and Assessment, reviewed the five Strategic Initiatives totaling \$85,500 presented today for Board approval. Ms. Yetman also described the manner in which each initiative supports and links to an element in the Strategic Plan.

Upon motion by Mr. Eisenhart, seconded by Mr. Morris, the Board of Trustees approved the Strategic Initiatives for 2010-11.

Next Ms. Yetman presented the Institutional Effectiveness and Assessment Plan for the College. Her overview highlighted the manner in which plan components measure outcomes related to the achievement of mission and goals. A concept map demonstrated the linkages between steps in the process as well as the manner in which a continuous loop cycle from assessment to planning and implementation and back to assessment is realized.

Finally, Marta Kaufmann, Executive Director, Public Relations & Marketing, reviewed the highlights of the 2010-14 Marketing Communication Plan. Drawing on state and county trends, the plan targets specific market segments and utilizes both positioning and key market messages to communicate with the public. While supporting the goals of the Strategic Plan and promoting College programs, the plan also seeks to inform regarding the larger role of community colleges in offering educational opportunities to a diverse population of learners.

FINANCE COMMITTEE – J. Peter Dominick, Chair

Upon motion by Mr. Dominick, seconded by Ms. Fineburg, the Board of Trustees approved the following as capital projects for Fiscal Year 2010-11 in order to seek matching funds from the Pennsylvania Department of Education:

Founders Hall Building Addition: The construction of a new academic building will increase space available for instruction by replacing existing modular classroom space, increasing the availability of healthcare and science labs, and providing additional computer labs. The addition will consist of a 51,000 square foot building costing \$17,574,000 (\$22,567,580 including interest over twenty years).

Gym Deck Renovation Increase: This project was approved by PDE for an estimated project budget of \$1,411,000 on November 30, 2009. Subsequent architectural designs and structural reviews have revealed a greater cost than originally anticipated. Additional funding of \$1,160,760 is being requested (\$1,237,285 including interest over five years).

Library Renovations: This project will “co-locate” services within the three levels of the library to increase access, convenience and awareness of these services for students. The College is proposing a one year cash project (\$700,000).

Cafeteria Serving Area Renovations: This project will renovate the cafeteria serving area that is in need of a total transformation. The College is proposing a one year cash project (\$500,000).

Additional Parking Spaces & Lighting at Lower Bucks Campus: This project will add eighty additional parking spaces and lighting at the Lower Bucks Campus. The College is proposing a one year cash project (\$440,000).

Gym Terrace Renovation: The Gym was built in 1968 and has neither an elevator to the main level nor ADA compliant men’s and women’s bathrooms. This project provides for an ADA compliant elevator to access the Gym terrace and men’s and women’s bathrooms in the Gym lobby. The College is proposing a one year cash project (\$640,000).

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

- Personal computers to Dell Corporation, Inc. at prices and quantities indicated:

- **All in One systems (340) for \$285,260**
- **Tower systems (48) for \$37,965**
- **Notebook systems (165) for \$173,085**
- **Tower systems (49) with removable drives for \$47,625**
- **Tablet notebook systems (14) to Hewlett Packard, Inc. for \$27,524**
- **Audio-visual equipment to Xerox Audio Visual Solutions, Inc. for \$63,914**
- **Library self checkout system to SirsiDynix, Inc. \$20,097**
- **LBC security cameras (32) to Access Systems Integration, LLC for \$37,495**
- **UBC security cameras (24) to Optimum Controls Corporation for \$46,336**
- **HVAC contract for Rollins Center Cafeteria dining area renovation to B & E Boiler Works, Inc. for \$177,500**
- **Server equipment for Datatel Active Campus Portal to Logicalis, Inc. for \$14,286**
- **Symantec Antivirus Enterprise Edition software license renewal to Dell, Inc. for \$27,065**
- **Videoconferencing equipment to Xerox Audio Visual Solutions, Inc. for \$88,050**

Upon motion by Mr. Dominick, seconded by Mr. Morris, the Board of Trustees approved a change order for LBC motorized shade to M. Cramer & Associates, Inc. for \$7,974.

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

- **Computer equipment lease financing to Hewlett Packard Financial Services, Inc. for a total of \$510,199 for 36 months**
- **Extension of foodservice contract to CulinArt, Inc. for five years**

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

- **Autodesk CAD software license to Synergis Engineering Design Solutions, Inc. for \$17,425**
- **Datatel Active Campus Portal to Datatel Corporation for \$113,890**
- **SPSS statistical software to SPSS, Inc. for \$10,665**

Vice President Dennis Matthews reported that the College expects to end the fiscal year in a balanced budget position with both revenues and expenses increased as a result of the enrollment surge experienced this year. Mr. Dominick commented that the College continues to seek higher interest rate opportunities for its funds while maintaining liquidity.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

Upon motion by Ms. Fineburg, seconded by Dr. Breitenfeld, the Board of Trustees approved the 2010-2011 Administrative Salary Scale as presented.

Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved a 1% salary increase, along with a merit pool of 1.8%, for Administrative employees effective July 1, 2010.

Upon motion by Ms. Fineburg, seconded by Dr. Breitenfeld, the Board of Trustees approved the renewal of medical and dental insurance contracts and premiums as presented for College employees and retirees for the 2010-2011 contract year.

Sharon Dougherty, Director, Compensation, presented an overview of the processes and outcomes for the recently completed College-wide job evaluation project.

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 3:10 PM. The next meeting of the Board of Trustees will be on June 17, 2010 at 1:30 PM on the Newtown Campus.

Frederick R. Gudknecht, Secretary