BUCKS COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: September 16, 2010
Time: 1:30 P.M.

PRESENT:

J. Peter Dominick, Presiding
Dr. Frederick Breitenfeld, Jr.
James M. Dancy
Elizabeth Fineburg
Elizabeth Graver
Otto Grupp III

Frederick Gudknecht
Garney Morris
Bernard O’Neill
Thomas Skiffington
Jeffrey Garton, Esq.
Dr. James Linksz

ABSENT: S. W. Calkins, Blake Eisenhart, Frank Fazzalore, Carol Mignoni-Ferguson, Madeline Kemper

The meeting was called to order at 1:30 PM by Mr. Dominick.

Mr. Dominick 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. Breitenfeld, seconded by Ms. Graver, the minutes of the June meeting were approved. Rep. O’Neill abstained as he was not in attendance at the June meeting.

STUDENT GOVERNMENT REPORT

SGA President Joe Sawa noted that students on all three campuses have been collaborating using Internet 2 to video chat and discuss programming ideas. The Clubs and Organizations Fair was held recently to inform and recruit students. Three new student clubs have been formed including Student Philanthropy, UBC Thrive and Night Owls. Recent campus events include a hot dog lunch sponsored by Newtown Intervarsity Christian Fellowship and welcome back activities at the LBC featuring meatball sandwiches. In the next few weeks students will be able
to join in celebrating Constitution Day, as well as enjoy ice cream socials and traditional Philly food at the LBC 2nd Annual Philadelphia Day. LBC is also recruiting volunteers for its 7th Del Haas Woods/Cassalia Pond Cleanup on October 3.

PRESIDENT’S REPORT

Dr. Linksz requested that their managers introduce new finance and student services administrative staff members. The following new employees were introduced: Michael Vardaro, Director, Budget & Internal Audit, Linda Wilder, Director, Prior Learning Assessment and June Rogers, Coordinator, KEYS Program.

The President also noted the following graduation ceremonies held on campus during the summer months: PSTC Fire Academy, LPN and GED. The Lower Bucks Chamber of Commerce also held their annual meeting on campus in July at which time the County Commissioners presented a report on the state of the county. More recently, a county-sponsored animal hoarding conference, spearheaded by Commissioner Diane Marseglia, was held in the Gateway Auditorium.

Dr. Linksz announced that the Associate Degree Nursing Program received the maximum accreditation of eight years following their recent program review by the National League for Nursing Accreditation Commission.

The Veterans Green Jobs Academy recently graduated its first class of individuals who met the requirements for pre-apprenticeship in electrical and solar applications. The VGJA has been highlighted in publications of the American Association of Community Colleges as well as the Central PA Business Journal.

Faculty accomplishments include the work of Mark Sfirri and also Bucks students featured in Wood Art Today. Librarians Bill Hemming and Margaret Montet coauthored an article on E-librarians featured in the Journal of Library Administration.

President Obama announced a White House Conference on Community Colleges to be held October 5 and chaired by Dr. Jill Biden, wife of Vice President Biden and a community college professor. Community colleges, as well as proprietary schools, are likely to be challenged by the anticipated new federal regulations which will address the relationship between likelihood of gainful employment and student loan indebtedness.

CHAIR’S REPORT
Upon motion by Mr. Dominick, seconded by Ms. Graver, the Board of Trustees approved a contract extending the employment of President James J. Linksz through June 2012.

FOUNDATION REPORT

Tobi Bruhn, Executive Director, BCCC Foundation, thanked outgoing trustee liaison Thomas Skiffington for his two year service on behalf of the Foundation and reminded attendees of the Foundation sponsored event *Artists of Bristol & Yardley* scheduled for September 24 at the LBC. Mr. Bruhn also acknowledged the return of First National Bank & Trust Company of Newtown as major sponsor, for the tenth consecutive year for Tyler Tasting Party 2011. Finally, Mr. Bruhn presented a check representing the $41,500 net proceeds of the Foundation Golf Outing to trustee Garney Morris, current trustee liaison to the Foundation and outgoing chairman of the Golf Committee.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Carol Mignoni-Ferguson, Chair

There was no committee report.

ACADEMIC AFFAIRS COMMITTEE – Dr. Frederick Breitenfeld, Chair

Provost Annette Conn asked the Assistant Academic Deans to introduce the new full time faculty in their departments. The following faculty members were in attendance:

- Gail Donegan, Business Studies
- Kyle Harris, Health, Physical Education & Nursing
- Kelly Recupero, Health, Physical Education & Nursing
- Paul Proces, Learning Resources
- Robert Welsh, Mathematics, Science & Technology
- Patricia Fisher-Olsen, Social & Behavioral Science
Sarah Jakub    Social & Behavioral Science

The following faculty members were unable to attend as they were in class:

- Michael Kabbash    Arts
- Constance Goldman    Health, Physical Education & Nursing
- Dr. Keri Barber    Language & Literature
- Dr. Ethel Rackin    Language & Literature
- Donna Acquavella    Mathematics, Science & Technology
- Christine Delahanty    Mathematics, Science & Technology
- Dr. Stephen Goshorn    Mathematics, Science & Technology
- Dr. Linda Rehfuss    Mathematics, Science & Technology
- James LeNoir    Mathematics, Science & Technology
- Adrienne Morelli    Mathematics, Science & Technology

Next, Vice President Barbara Miller introduced Joan Christianson and Rick Snyder who presented a report on the summer camps for children offered by the Continuing Education Department. The report highlighted new camps offered this year, rebound in registrations from recession related declines of 2009, and achievement of accreditation by the American Camping Association.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Blake Eisenhart, Chair

In Mr. Eisenhart’s absence Mr. Skiffington chaired the meeting. Vice President Karen Dawkins presented the final report on the Strategic Plan for 2006-2010. Her report enumerated the goals set out in the plan and the key outcomes achieved relative to each goal.

Next, Assistant Vice President Barbara Yetman presented the Fall 2010 enrollment statistics after completion of add/drop. Overall enrollments for the semester showed no increase, however increases were noted at the Upper Bucks Campus and in E-learning. The third week enrollment report will be presented at the October trustee meeting.

FINANCE COMMITTEE – James M. Dancy, Chair

Upon motion by Mr. Dancy, seconded by Dr. Breitenfeld, the Board of Trustees ratified the approval by the Board of Trustees Executive Committee of the following awards:

- Internet 2 contract renewal to Magpi, Inc. for $72,600.
- Wireless Network System, Phase II Newtown to Comm Solutions, Inc. for $51,525.
- Lower Bucks Campus security camera system change order to Access Systems Integration, Inc. for $3,750.
- Upper Bucks Campus construction change order to A.H. Cornell, Inc. for $ 17,850.
Upon motion by Mr. Dancy, seconded by Mr. Morris, the Board of Trustees approved the following other contracts:

- Email archival, discovery and message security services to Google, Inc. for two years at $16,600 per year and a total of $33,200.
- Network equipment maintenance contract to Heavy Water, LTD for $24,506 year 1, $51,373 year 2, $53,903 year 3, and a total of $129,782.
- Outdoor advertising contract for Northern Bucks County to Adams Outdoor Advertising for $17,480 and for Southern Bucks County to Steen Outdoor Advertising for $21,600.

Upon motion by Mr. Dancy, seconded by Ms. Fineburg, the Board of Trustees approved the initiation of the following HRIM/Chef Apprenticeship course fees effective at the discretion of President Linksz and College administration.

- HRIM134 - Ice Cream and Frozen Desserts $ 25.00
- HRIM136 - Modern Plated Desserts $ 25.00
- HRIM137 - Wedding Cake Assembly $ 25.00
- HRIM155 – Chocolate - Essential Skills $ 25.00
- HRIM150 - Bread Fabrication – Basic $ 50.00
- HRIM120 - Basic Food Preparation & Management $ 75.00
- HRIM121 - Advanced Food Preparation & Management $ 75.00
- HRIM130 - Baking & Decorating Techniques & Procedures $ 75.00
- HRIM131 - Buffet Planning & Preparation Basic $ 75.00
- HRIM132 - Buffet Planning & Preparation Advanced $ 75.00
- HRIM133 - International Pastries $ 75.00
- HRIM135 - Baking II – Advanced $ 75.00

Upon motion by Mr. Dancy, seconded by Dr. Breitenfeld, the Board of Trustees approved the initiation of the following Medical Assistant course fees effective at the discretion of President Linksz and College administration.

- MEDA200 - Clinical Procedures I $ 5.00
- MEDA201 - Clinical Procedures II $ 5.00
- MEDA203 - Laboratory Procedures $ 30.00
- MEDA204 - Phlebotomy Procedures $ 70.00

Upon motion by Mr. Dancy, seconded by Dr. Breitenfeld, the Board of Trustees approved the initiation of the following Music Instruction course fees effective at the discretion of President Linksz and College administration.

- MUSL111 - Principal Applied Lessons, Level I $ 37.00
- MUSL112 - Principal Applied Lessons, Level II $ 37.00
- MUSL100 - Preparatory Lessons $ 44.00
- MUSL101 - Secondary Lessons $ 44.00
- MUSL211 - Principal Applied Lessons, Level III $ 44.00
- MUSL212 – Principal Applied Lessons, Level IV $ 44.00
Upon motion by Mr. Dancy, seconded by Dr. Breitenfeld, the Board of Trustees approved the initiation of the following Science course fees effective at the discretion of President Links and College administration.

- Chemistry – Average Chemistry cost per student $25.00
- BIOL101 - Biological Science I $12.00
- BIOL102 - Biological Science II $18.00
- BIOL110 - Field Biology $10.00
- BIOL121 - Biological Principles I $15.00
- BIOL122 - Biological Principles II $28.00
- BIOL181 - Human Anatomy & Physiology I $30.00
- BIOL182 - Human Anatomy & Physiology II $21.00
- BIOL228 - Microbiology $38.50
- BIOT125 - Biotechnology Methods & Techniques $52.50
- BIOT205 - Cell & Tissue Culture $60.00

Financial statements through August 31, 2010 were provided as an information item.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the award of a contract for benefit broker services to RSI Gallagher Benefits, Inc., for a period of three years at $100,000 per year.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the revised Policy 2.1.7 Travel Expense Reimbursement.

The College staffing report was provided as an information item.

BOARD COMMENTS

Dr. Linksz brought the new storm windows and doors in Tyler 142 to the attention of the audience. The new products are being tested to determine if they can meet technical needs while satisfying the historic preservation requirements associated with Tyler Hall.

Dr. Linksz encouraged all trustees and staff to take a walking tour of the Newtown campus to view the newly renovated Gallagher Room and adjacent dining room.

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 14, 2010 at 1:30 PM on the Newtown Campus.