BUCKS COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: January 10, 2008
Time: 1:30 P.M.

PRESENT:

Elizabeth Fineburg, Presiding
Dr. Frederick Breitenfeld, Jr.
S. W. Calkins
J. Peter Dominick
Blake Eisenhart
Frank Fazzalore
Carol Mignoni Ferguson
Elizabeth Graver

Frederick Gudknecht
Madeline Kemper
John Long
Garney Morris
Bernie O’Neill
Thomas Skiffington
Dr. James J. Linksz
Jeffrey Garton, Esq.

ABSENT:

Otto Grupp III

The meeting was called to order at 1:35 PM by Ms. Fineburg, followed by the Pledge of Allegiance.

Ms. Fineburg 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 Dr. Breitenfeld, seconded by Ms. Graver, the minutes of the December meeting were approved.

STUDENT GOVERNMENT REPORT

Juli Donlen, SGA President, reported that the student initiated proposal to create a smoke free campus was completed and forwarded to College administration for consideration and action. The next project for the SGA will be to determine if the student body supports a change in mascot from the current symbol of a Centurion. The Lower Bucks Campus organized successful food and toy drives for the holiday season and also offered seasonal entertainment for students. The Newtown Campus Union Program Board has planned back to school events for later this month, including a Make Your Own Sundae Party and a Movie Day.
PRESIDENT’S REPORT

Dr. Links presented his report.

- Dr. Links informed the trustees that the College continues to pursue favorable transfer and articulation agreements with four year colleges. The staff members who are most knowledgeable in the details of these agreements are Christine Hagedorn and Catherine McElroy. Dr. Links reminded the Board of Dean McElroy’s earlier report on the activities of the articulation coordinating body working with the state universities.
- The College continues to benefit from positive publicity in many areas including new program developments such as computer forensics, student art exhibitions promoting AIDS awareness and the popularity of Bucks as a learning opportunity for senior citizens in the county.
- Several faculty members have recently published including Judy Toland and Bernie Bieg who co-authored a payroll accounting text, as well as Jim Freeman and Alan Hoey who have both recently completed new novels.
- President Links shared information about college costs which has appeared in local newspapers. Bucks tuition was considerably lower than that of state and private institutions. Both articles promoted community colleges as an outstanding option for the first two years, while noting that community college tuition in Pennsylvania is among the highest in the nation. Community college representatives use this information to lobby our legislators and increase their awareness of the need for funding community colleges.

CHAIR’S REPORT

Ms. Fineburg congratulated Trustee Thomas Skiffington on his induction as the President of the Bucks County Board of Realtors. Ms. Fineburg also shared her observations on the College Recognition Ceremony which she attended in November. The event is held annually to recognize faculty and staff who reach five year milestones in their employment at Bucks. Ms. Fineburg was impressed by the years of service and accomplishments represented by those in attendance. Finally, Ms. Fineburg welcomed Trustee J. Peter Dominick back to the Board, following his recent reappointment by the County Commissioners.

FOUNDATION REPORT

There was no Foundation report.

PUBLIC COMMENT

There was no public comment.
BOARD COMMITTEES

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

Presenting the Online Job Board report was Monica Flint, Coordinator, Experiential Learning. Ms. Flint reviewed the options offered by the online service to employers, students and the community at large. By attempting to match job seeker and employer needs, the online tool streamlines the job search and recruitment process for users.

Next, Dr. Lou Woodruff presented an overview of the Testing Services department, providing both annual test volumes and net revenue figures for the past three years. Dr. Woodruff emphasized the wide array of testing products administered by the College, in addition to the core service of placement testing which represents approximately half of the annual volume.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Upon motion by Ms. Mignoni Ferguson, seconded by Mr. Long, the Board of Trustees approved the continuation of the following curriculum for two years: Communication-Performance/Transfer #1121.

Upon motion by Ms. Mignoni Ferguson, seconded by Mr. Morris, the Board of Trustees approved the continuation of the following curricula for five years: Music/Transfer #1019, Business Administration/Transfer #1009, Mathematics/Transfer #1006, Pre-Allied Health/Transfer #1105, Secondary Education-Biology/Transfer #1169, Secondary Education-Chemistry/Transfer #1170, Journalism/Transfer #1045, Liberal Arts-General/Transfer #1002, Liberal Arts-Humanities/Transfer #1058, Liberal Arts-Social Science Emphasis/Transfer #1059 and Education/Transfer #1061.

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

There was no committee report.

FINANCE COMMITTEE - Elizabeth Graver, Chair

Upon motion by Ms. Graver, seconded by Mr. Gudknecht, the Board of Trustees rescinded the motion to approve a contract with Canon Business Solutions, Inc. for Copier Replacement Lease that was approved in December 2007.

Responding to a question from Trustee Fazzalore, Vice President Dennis Matthews, clarified that the bid was rescinded because of an error in cost determination.
Upon motion by Ms. Graver, seconded by Mr. Morris, the Board of Trustees approved the following bid awards:

- Copier replacement lease to Fraser Advanced Info Systems for $51,840 over the five year lease term.
- Multipurpose tractor/backhoe to Histand’s Trucks & Equipment for $50,242 over a five year term.
- Network equipment replacement to Heavy Water, LTD for $118,453.

Upon motion by Ms. Graver, seconded by Mr. Morris, the Board of Trustees ratified the approval by the Executive Committee of a change order to the contract for the Lower Bucks Campus Building Project at an estimated cost of $45,000 for conversion of vending area for café use.

Upon motion by Ms. Graver, seconded by Mr. Fazzalore, the Board of Trustees approved Change Order #1, Gymnasium Locker Room, Shower and Restroom Renovation Project to Building Craft Associates for $12,650.

Ms. Graver reported that action on the recommendation for debt financing was deferred to a later date.

Vice President Dennis Matthews commented that the College remains on target to achieve a balanced budget for the academic year. Mr. Matthews also introduced Wei Chen, the newly appointed Senior Accountant.

Next Mr. Matthews introduced the Physical Plant management staff and commended them for their efforts in creating and maintaining a remarkably beautiful campus. Recently the group has been managing numerous projects to update the Newtown Campus. In attendance were Mark Grisi, Gary Ryan, Martin Snyder, Terri Lowery and Ed Aja. Dr. Linksz and Trustee John Long, Chair of the Foundation Restoration Committee, echoed Mr. Matthews’ accolades. Trustee Graver also thanked the group on behalf of the entire board.

**HUMAN RESOURCES COMMITTEE—John Long, Chair**

Vice President Dennis Matthews introduced the five individuals who were honored this year with the Administrative Special Recognition Award. Selected as winners for 2007 were: Janet Baker, Director, Allied Health, Susan Clarke, Executive Director, Human Resources, Barbara Ford, Director, Transfer Services, Martin Sutton, former Assistant Academic Dean, Social & Behavioral Science and Dr. Lou Woodruff, Director, Testing & Retention.

Susan Clarke reviewed the new TIAA-CREF Lifecycle Fund option which will be rolled out as an option for employees in the near future. The Lifecycle Funds invest in a range of mutual funds and offer a single, convenient way for employees to have their retirement savings and allocations professionally managed and coordinated with their likely retirement dates.

The College staffing report was also provided as an information item.
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 2:15 PM. The next meeting of the Board of Trustees will be on February 14, 2008 at 1:30 PM on the Newtown Campus.

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S. Willis Calkins, Secretary