PRESENT:

Elizabeth Graver, Presiding
Dr. Frederick Breitenfeld, Jr.
J. Peter Dominick
Blake Eisenhart
Frank Fazzalore
Elizabeth Fineburg
Otto Grupp III
Frederick Gudknecht

Madeline Kemper
Carol Mignoni Ferguson
Garney Morris
Bernie O’Neill
Thomas Skiffington
Dr. James J. Linksz
Jeffrey Garton, Esq.

ABSENT:  John Long, S.W. Calkins

The meeting was called to order at 1:40 PM by Ms. Graver, followed by the Pledge of Allegiance.

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 Mr. Eisenhart, seconded by Mr. Grupp, the minutes of the June meeting were approved.

STUDENT GOVERNMENT REPORT

John Skudris, Student Government Association (SGA) President, reported that two major projects for this year will be spearheading voter registration efforts and forming a Clubs & Organizations Council which will meet monthly. Clubs & Organizations held their annual membership fair last week and attracted new students wishing to become involved. Future SGA plans include co-sponsoring a 5K charitable run on campus in cooperation with “Contact Greater Philadelphia”. Union Program Board sponsored an ice cream social and musical performance during Welcome Week. The Lower Bucks Campus Program Board sponsored a very successful welcome back luau.
PRESIDENT’S REPORT

Dr. Linksz presented his report.

- President Linksz noted the achievements of faculty, staff and trustees. Staff member Liz Kulick was honored by the Palisades School Board for her work in bringing the Dual Enrollment Program to the school district. Board Chair Elizabeth Graver has been named the Pennridge Citizen of the Year and Trustee Representative Bernie O’Neill was recognized by the Pennsylvania School Counselors Association as Legislator of the Year. Rodney Altemose was featured in the local news media for his work on behalf of the Leadership Upper Bucks program and faculty member Alan Hoey has authored a new book of poetry entitled *Country Music*.

- Sandra Miller, our 2008 commencement speaker, wrote to express her appreciation for both the recognition extended to her as an honorary degree recipient and the privilege of addressing our graduating students.

- Summer marked several graduation ceremonies including those for the Licensed Practical Nursing Program, the firefighters of the Public Safety Training Center, and the Smart Start Program for youth held at the Lower Bucks Campus.

- The Music department recently celebrated the arrival of a Steinway piano on campus. The purchase was made possible through the generosity of the Presser Foundation and private donors. Faculty member Ed Ferdinand and other music faculty members worked closely with the Foundation to make the acquisition possible.

- Grant funding was obtained totaling $441,000 which represents the annual refunding of three programs designed to improve student success. Those programs are Goals, Keys, and Perkins Grant.

- The Historic Preservation program received the prestigious Peterson Prize for its excellent project work.

- The Newtown Campus hosted numerous events during the summer months including a Families First Conference and the County Commissioners’ Report to the Lower Bucks Chamber of Commerce. The Public Safety Training Center also celebrated the completion of its long awaited burn building.

- Finally, the design of the Lower Bucks Campus building has been honored by its selection for inclusion in the publication *Buildings of America*.

CHAIR’S REPORT

Ms. Graver made the following statement regarding the creation of smoking/non-smoking designated areas on campus.

“Based on the report we had last year, requests from student government and employees, the passage of legislation in the State regulating smoking in public areas which is effective today, and the clear trend towards designating public spaces as clean air or smoke free zones, the Trustees recommend an approach that is a middle ground between an absolute ban on our campuses and what we are currently doing. Hence we charge the administration to:

1. Immediately prohibit smoking from all door areas and all overhangs in keeping with the Pennsylvania State statute implementation guidelines.
2. Prohibit smoking/use of tobacco products in areas that non-users/non-smokers cannot avoid. Smoking will be allowed in private cars, and in open areas designated for the purpose and where ash receptacles are provided.

3. Adopt and implement appropriate signage and mark smoke free/clean air areas by October 1, 2008 at all campuses.

4. Designate a leadership team to plan appropriate communications with students, staff, guests, contractors and the community.

5. Adopt procedures for oversight/violations.

6. Assist students and staff who wish to quit smoking, by providing information and smoking/tobacco use cessation programs.

By creating clearly marked areas where smoking is permitted and areas that are designated as smoke free/clean air zones, the College will be acting proactively to create an environment that does not endanger others but will allow individual freedom to make decisions that have health consequences. This is consistent with recently enacted Pennsylvania legislation that prohibits smoking in public places including schools, hospitals and sports facilities. We believe that a rational, balanced, and phased approached will be best for all.”

FOUNDATION REPORT

Tobias Bruhn reported this year’s Golf Classic was the most successful to date, netting $42,000. Mr. Bruhn acknowledged the leadership of Trustee Garney Morris and alumnus Brett Diakon in co-chairing the sold out event.

Mr. Bruhn noted the addition of Trustee Tom Skiffington to the Foundation Board as the Trustee Liaison. Ending her service in that capacity will be Trustee Carol Mignoni-Ferguson, who played a vital role in the success of the Lower Bucks Campus Capital Campaign. Also joining the Board is Chuck Bender of Fox Rothschild LLP.

Several new scholarships have been funded. They include a legacy scholarship established through the generosity of faculty member Joan Weiss and a criminal justice scholarship made possible by the Bristol Borough Police Benevolent Association. Also available are new scholarships for associate degree nursing students and a math/science/technology scholarship funded by Arkema corporation located in Bristol. Finally, a Bucks alumnus has provided a major gift of $10,000 to fund Library acquisitions and improvements.

PUBLIC COMMENT

There was no public comment.
BOARD COMMITTEES

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

Vice President Karen Dawkins introduced two new Institutional Research staff members both of whom have extensive experience in the field. Barbara Yetman has been hired as the Executive Director, Research, Assessment & Planning. Dr. Christine Boyle joined the College staff as Director, Research.

Ms. Dawkins reviewed the proposed solicitation policy and noted that it is a formalization of the current practice. The policy is intended to control campus access for commercial vendors.

**Upon motion by Dr. Breitenfeld, seconded by Mr. Fazzalore, the Board of Trustees approved the Solicitation Policy 3.25.**

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Provost Annette Conn introduced the new faculty members who were in attendance at the meeting and provided vitae for each of the sixteen new full time faculty. Information was also provided regarding the week-long new faculty orientation program *New Faculty Boot Camp.*

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

Marta Kaufmann presented three new thirty second video clips which are currently airing on Comcast stations.

Karen Dawkins reviewed the enrollment report and noted that overall enrollments are 3.26% higher than Fall 2007 figures, with significant increases in Online Learning and at the Lower Bucks Campus. Ms. Dawkins noted that these are preliminary numbers; new statistics will be reported after the completion of third week drop activity.

FINANCE COMMITTEE – J. Peter Dominick, Chair

**Upon motion by Mr. Dominick, seconded by Dr. Breitenfeld, the Board of Trustees ratified the awards approved during the summer months by the Executive Committee:**
- Lower Bucks Campus Building Project – Change Order #1 Café
  - General Contractor to Walter Brucker for $41,344
  - Electrical Contractor to Dayspring Electric for $27,900
  - Mechanical Contractor to Integrity Mechanical for $25,338
- Plumbing Contractor to Integrity Mechanical for $28,300
- Architect Fees to KCBA for $10,000
- Cable television advertising to Comcast for $33,493
- Electronic & data conduit to Mercury Telecommunication for $11,250 and wiring replacement to Henkels & McCoy for $119,000
- Emergency elevator repairs to Thyssen & Krupp Elevator for $10,875
- Geospatial technology courseware, data, software and training to the sole source provider Digital Quest, Inc. for $19,726
- Learning management system servers to Hewlett Packard for $17,910
- Upper Bucks Campus elevator repairs to Thyssen Krupp Elevator for $72,807
- Upper Bucks Campus quality assurance for construction testing and inspection services to Pennoni Associates for a projected cost of $15-20,000

Upon motion by Mr. Dominick, seconded by Mr. Morris, the Board of Trustees approved the following bid awards:
- Network equipment for the Rollins Center to Heavy Water, Inc. for $84,030
- Password management software to Courion, Inc. for $38,400

Upon motion by Mr. Dominick, seconded by Ms. Fineburg, the Board of Trustees approved the following change orders:
- Financial Aid & Student Life renovation project to Dayspring Electric for $10,750
- Founders Hall & Rollins Center roofing projects to McMullen Roofing:
  - Change Order #1 Rollins Center drain work for $3,240
  - Change Order #2 Founder Hall duct work for $50,960

Upon motion by Mr. Dominick, seconded by Mr. Morris, the Board of Trustees approved the following other contracts:
- Architectural & engineering design services to Watkins Architects for $73,000
- Disaster recovery project plan & backup & recovery assessment to Mindtek for $40,000
- Remote monitoring services to Logicalis, Inc. for $36,280

Next, Mr. Dominick reviewed information regarding the fiscal year 2009 budget assumptions. Also included was notification of two change orders which were below the threshold requiring approval.

Vice President Dennis Matthews reported that independent audit for fiscal year 2008 has begun. Financial statements for June, July and August were provided for review. Of note in these was the acquisition of the additional land parcel at the Lower Bucks Campus and the continued low yield on investments.

HUMAN RESOURCES COMMITTEE—John Long, Chair

Ms. Fineburg chaired the meeting in Mr. Long’s absences. The College staffing report was 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 2:40 PM. The next meeting of the Board of Trustees will be on October 16, 2008 at 1:30 PM on the Newtown Campus.

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Frederick R. Gudknecht, Secretary