



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Upper Bucks Campus
Library Learning Studio

Date: November 8, 2012
Time: 1:30 P.M.

PRESENT:

Blake Eisenhart, Presiding
Dr. Frederick Breitenfeld, Jr
James M. Dancy
Frank Fazzalore
Elizabeth Fineburg
Elizabeth A. Graver
Frederick Gudknecht

Otto Grupp III
Madeline Kemper
Garney Morris.
Bernard O'Neill
Thomas Skiffington
Jeffrey Garton, Esq.
Dr. Stephanie Shanblatt

ABSENT: J. Peter Dominick, S. W. Calkins, Carol Mignoni-Ferguson

Mr. Eisenhart called the meeting to order at 1:30 PM. Mr. Eisenhart announced that earlier in the day the Board of Trustees met in executive session.

Upon motion by Dr. Breitenfeld, seconded by Mr. Gudknecht, the minutes of the October meeting were approved.

CHAIR'S REPORT

Upon motion by Mr. Eisenhart, seconded by Ms. Fineburg, the Board of Trustees awarded the title of President Emeritus Dr. James Links in recognition of his long and distinguished service to the College.

PRESIDENT'S REPORT

Dr. Shanblatt described the work of our paralegal students, in an effort led by Business Studies faculty member Tracey Timby, who participated in the *Wills for Heroes* program in partnership with the Pennsylvania Bar Association Young Lawyers Division. The paralegal students, accompanied by volunteer lawyers, met with PA First Responders at the Trevoise Fire Company on Saturday, October 20, and drafted wills and living wills for first responders and their spouses/partners.

The President congratulated the Testing Center for achieving National College Testing Association Test Center Certification. This certification indicates that our Testing Services are

“exemplary.” Bucks is among the few testing centers to receive this distinction from NCTA. The certification comes as the result of a thorough review of our application and a site visit. Congratulations to Aaron Krassner and the staff of the Testing Center.

Dr. Shanblatt noted that Bob Grunmeier and staff of the PSTC were cited for their expertise in planning and executing a structural collapse class for the Navy Fire & Emergency Service in Corpus Christi, Texas. The course trained 15 Navy firefighters and posed a huge logistical challenge in moving and placing tons of concrete at the training site. The article cited the long term relationship with the Bucks training staff which enables the Navy to provide this and other specialized training.

Dr. Shanblatt recognized the activities of the following faculty members of the Department of the Arts: Jack Byer – article published in ICON magazine, Richard Gabriele – curated exhibit in NYC, Tom Lawton – performances at local jazz concerts, John Mathews – sculptures exhibited in New Hope, Mark Sfirri – works acquired for permanent collection in the Columbus Museum and Kimberly Witham – featured exhibit in Philly Open Studio Tours

President Shanblatt concluded her remarks by thanking all who participated in the recovery of the campuses from the recent Hurricane Sandy emergency closing. She extended particular thanks to the Physical Plant and Security departments for their work and also acknowledged the efforts of Vice President Dennis Matthews and Director, Security & Safety, Dennis McCauley. The ITS and Payroll departments were also commended for their extraordinary efforts to process the College payroll during the emergency. At the suggestion of Trustees Eisenhart and O’Neill the College opened on a limited basis to allow faculty, staff and students to shower and check emails; 36 people took advantage of the opportunity.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Elizabeth Graver, Chair

There was no committee report this month.

ACADEMIC AFFAIRS COMMITTEE – James M. Dancy, Chair

Mr. Dancy introduced Dean Catherine McElroy and Vice President Barbara Miller who presented a report describing the many partnerships in which the academic and non-credit departments and programs participate. Included among the partners are small and large

businesses, healthcare facilities, cultural organizations and community service agencies. The partnerships benefit students by deepening academic engagement, providing exposure to professional environments and opportunities, expanding extracurricular options and encouraging community service. The partners are offered the opportunity to share their resources and impact curriculum development, enhance their community visibility and gain exposure to a potential pool of trained staff for future employment. Through these many and varied partnerships the College is able to position itself as a true partner in higher education and workforce development, increase its outreach to all population groups and parts of the county, and encourage community input into the life of the College.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – J. Peter Dominick, Chair

In Mr. Dominick's absence Ms. Graver chaired the committee and introduced Vice President Barbara Yetman. Ms. Yetman reviewed highlights of the Fall 2012 enrollment statistics which indicated a 4% increase in total credits above the budgeted level. This performance was the best year to year among the 14 Pennsylvania community colleges. Campus enrollment trends remain unchanged with the slight decline on the Newtown Campus countered by increases in other locations and online. Average seats per section remained at 19, reflecting good seat/section management by academic administration. The trend to increased part time students continued and the College drew 18% of the county high school graduates as students. Program growth varied with STEM experiencing rising enrollments and education suffering declines.

Ms. Yetman described some of the new initiatives believed to play a role in the positive enrollment picture. They included on-site testing advising and registration at high schools, change in venue for open house, more opportunities for early registration and special outreach from Contact Center staff. Also factoring in were unique programs with Truman and Palisades High Schools. In addition, the Dual Enrollment program grew dramatically despite the discontinuation of state funding.

In conclusion Ms. Yetman reviewed the types of marketing outreach used to interest students in the College. These include web advertising as well as various types of social media tools. Part of the challenge going forward is to determine which type of electronic outreach gets the best results and allocate dollars appropriately in the rapidly changing world of technology and communication.

FINANCE COMMITTEE – Dr. Frederick Breitenfeld, Chair

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

- **Library furniture for Phase III Renovations to Education Furniture Solutions, Inc. for \$26,044.**
- **Network appliance to iSecure, LLC for \$38,369.**

- **Spring 2013 non-credit course brochure to Engle Printing & Publishing Co., Inc. for \$31,000.**
- **Fleet vehicle replacement to Winner Ford of Cherry Hill, Inc. for \$32,632 over 3 years.**

Upon motion by Dr. Breitenfeld, seconded by Mr. Grupp, the Board of Trustees approved the following other contract:

- **Ethernet port service agreement to KINBER (Keystone Initiative for Network Based Education & Research) for \$53,275 over 2 years.**

Upon motion by Dr. Breitenfeld, seconded by Mr. Morris, the Board of Trustees approved the following other action:

- **Change banking service provider to PNC Bank effective July 1, 2013.**

Financial statements for the period ending October 2012 were provided for review.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

There was no committee report this month.

BOARD COMMENTS

Mr. Fazzalore requested that in the future the Upper Bucks Campus trustee meeting be scheduled in October when the weather is more favorable. Mr. O'Neill suggested that trustee meetings be made available to all campuses electronically regardless of the meeting site. Dr. Shanblatt indicated that staff would address these issues.

Upon the motion being duly made and seconded, the meeting was adjourned at 2:10 PM. The next regularly scheduled meeting of the Board of Trustees will be on December 13 at 1:30 PM on the Newtown Campus.

Thomas Skiffington, Secretary