



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Room 110, Bristol Center

Date: April 14, 2005

Time: 1:30 P.M.

Approved by the Board of Trustees May 12, 2005

PRESENT:

Frederick R. Gudknecht, Presiding
Dr. Frederick Breitenfeld, Jr.
S. Willis Calkins
Frank Fazzalore
Carol Mignoni Ferguson
Elizabeth Fineburg
Dr. Ruth E. Frank

Elizabeth Graver
Madeline Kemper
John E. Long
Dr. Larry Newman
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT: James F. Cawley, Esq., Blake H. Eisenhart, Otto Grupp III,
Garney Morris.

The meeting was called to order at 1:30 p.m. by Mr. Gudknecht followed by the Pledge of Allegiance.

Mr. Gudknecht 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. Long, seconded by Dr. Breitenfeld, the minutes of the March meeting were approved.

STUDENT GOVERNMENT ASSOCIATION REPORT

Brooke Leibowitz, President of the Student Government Association, gave the report.

- Ms. Leibowitz noted that this is her last Board meeting as Student Government President and acknowledged the ongoing support of the Board for student activities.
- Annual SGA elections, using online voting, are scheduled for April 18-25.
- Spring Fling will be held on April 28 in the Quad from 10 AM – 2 PM. The Upper County Campus will also host a celebration.
- The Future Teachers Organization is sponsoring a campus event, “Reading Around the World”, on Sunday, April 17, from 3-5 PM. The goal is to promote

reading among children and prominent members of the Bucks community will serve as guest readers.

- Clubs and Organizations Day was held March 29 and numerous student organizations were on hand to recruit members for next year.
- Student Awards Luncheon is scheduled for May 5 at 12:15 PM in the Gallagher Room.
- The Human Rights Club sponsored a series of events to focus attention on the plight of the hungry and homeless in Bucks County. A total of \$2,000 was raised to support those in need.
- The Open Door Club participated in a national “Day of Silence” on April 13 to raise awareness about hate crimes.
- The Drama Club sponsored their annual “Actor’s Showcase” on Tuesday, April 12. The Tyler Literary Society magazine, featuring student writing, will be published next week.

Dean Dawkins commended Ms. Leibowitz for her service and accomplishments during her leadership tenure and wished her well in her future endeavors.

PRESIDENT’S REPORT

Dr. Links presented his report.

- Dr. Links noted, with sadness, the deaths of Anita Parente, Social Science Faculty, and Peg Zimmerman, Emeritus Faculty in Business Studies. Both made significant contributions to the campus community and will be missed.
- Dr. Links reported that two faculty members, Jerry Nowak and Hendrik Booram, have been recognized in Who’s Who in America. The work of another faculty member, Caryn Babiian, was featured in Bucks County Town & Country magazine, for her contributions in scientific illustration.
- Dr. Links related the success of Media Day which was held April 13. The program on sports reporting was coordinated by Professor Tony Rogers.
- Dr. Links reported on the success of the “All Pennsylvania Academic Team” events which were recently held in Harrisburg and attended by the President, members of the Board, and Deans. Bucks students, Zoe Kostis and Nick Orrison, were recognized. James Bennett, Bucks class of ’83 and a renowned illustrator, did an outstanding job as the keynote speaker for the awards dinner.
- Dr. Links commented that the SIFE team is once again the Middle Atlantic Region Champion and will compete next at nationals. This student group, with advisors Joan Weiss and Liz Kulick, have a track record of success reflective of their continued hard work and commitment.
- Dr. Links reported that the RN Nursing Program is the recipient of a \$10,000 scholarship from the Temple University School of Nursing Alumni Association. The funds will be distributed beginning in 2006 at the rate of \$1,000 per year.

- Dr. Links noted that the CD presentation on Adaptive Technology is available for anyone who wishes to view it. Previous attempts to present the program at Board meetings were unsuccessful because of technical difficulties.
- Finally, Dr. Links gave a progress report on campus construction activities. Several projects will be initiated over the next few months including a 12,000 square foot addition to the Music & Multimedia Building. This addition will house Continuing Education LPN and radiography programs. Other projects include repairs to the Gym roof deck for which bids will be solicited and ADA site improvements which are ongoing.

CHAIRMAN'S REPORT

Mr. Gudknecht presented his report:

- Mr. Gudknecht announced the following appointments to the Nominating Committee for 05/06 Board Officers: Carol Mignoni Ferguson, Betty Graver, and Garney Morris.

FOUNDATION REPORT

Mr. Dominick presented his report.

- Mr. Dominick recognized the commitment of Trustee Carole Mignoni Ferguson to chair the Lower Bucks County Campus Capital Campaign and Development Committee. Trustee Betty Graver has also committed to serve as chair for the Upper County Campus Advisory Committee which is being reactivated to assist in fund raising and planning efforts for future expansion at that site.
- Trustee John Long is serving as chair of the Foundation Restoration Committee, which has recently completed the process of enclosing the bookcases in Tyler 128 to permit the secure and enhanced display of works of art. Mr. Dominick acknowledged the work done by Mark Grisi and the Physical Plant staff.
- A reception honoring College staff, who contribute to the Foundation via payroll deduction, will be held April 20, following the Foundation Board meeting. Trustee Bill Calkins has been instrumental in promoting this initiative, which has resulted in 13% increase in payroll deduction contributions.
- Foundation staff is actively working on Honors Convocation, Tyler Tasting and the Golf Outing.

PUBLIC COMMENTS: None

BOARD COMMITTEES

STUDENT-COMMUNITY RELATIONS COMMITTEE—Madeline Kemper, Chair.

Ms. Kemper called on Dean Dawkins to present the committee information items. Dean Dawkins introduced Marta Kaufmann who reported that the College had won a silver award for its “Save Your Skin” single advertisement that was used last summer. The ad had a dual message and was promoted on campus using custom sun screen samples donated by Clinique.

Dean Dawkins reported on the plans for the Student Services Renovation Project. The goal of the project is to create a centralized student services center that provides ease of use, good service, and support for students. The center will provide ready access to testing, admissions, financial aid, advising, counseling and cashiering functions. Dean Dawkins highlighted the key moves that will be part of the renovation and provided floor plans illustrating the configuration of the renovated space. Dr. Newman commended the College for undertaking this project to improve service to students.

ACADEMIC AFFAIRS COMMITTEE—Larry Newman, Chair

Dr. Newman called on Dean Conn to present the committee information items. Dean Conn introduced Dean John Schweizer to present a report on the Bristol Center. Clare Doyle, Director of Evening and Off-Campus Programs, and Pete Gallagher, Coordinator of the Bristol Center, assisted in the preparation of the report.

Dean Schweizer noted that the enrollment growth trend is continuing at the Bristol Center and that recently day enrollments have increased significantly. This growth reflects the addition of day sections in response to student requests for more day classes and more upper level courses. Student Service departments including Disability Services, Advising, Registration and Financial Aid are available to Bristol students. Recent additions to the service mix include computer training and assistance for faculty and students. Plans for the new campus include more space for student activities as well as the capacity to offer science lab courses,

Mr. Gallagher introduced three Bristol Center students: Lisa Roman, Ed Croftcheck, and Damian VanHart. The students spoke about the role of the Bristol Center and its faculty in allowing them to achieve their educational goals. Mr. Gallagher also thanked the Foundation for funding the new reception desk in the Bristol Center Lobby.

STRATEGIC PLANNING, ASSESSMENT & MARKETING COMMITTEE—Otto Grupp III, Chair

Mrs. Graver, who chaired the meeting in Mr. Grupp’s absence, asked Dean Dawkins to present the Environmental Scan developed by the Planning Advisory Group. This group of 15

researched and developed the Environmental Scan with input from their various constituencies on the campus and other stakeholders in the community. This document is used to identify trends and determine their possible implications for the community and the College. The information gained from this activity is used to develop strategic goals that address these forces of change.

FINANCE COMMITTEE—Betsy Fineburg, Chair

Mr. Fazzalore chaired the committee in Ms. Fineburg's absence.

Upon motion by Mr. Fazzalore, seconded by Mrs. Graver, the Board of Trustees ratified the approval by the Executive Committee of the following awards:

- *Personal computers for student labs and administrative offices awarded to Gateway Companies as a 36 month lease at \$25,517.94 per month.**
- *Cooling tower replacement awarded to Surety Mechanical Services in the amount of \$169,504.00.**
- *Financing for leased personal computers awarded to CG Funding Corporation as a 36 month lease at \$25,517.94 per month.**

Upon motion by Mr. Fazzalore, seconded by Mr. Calkins, the Board of Trustees approved the purchase of Symantec Antivirus Enterprise Edition 9.0 Software from Software House International which submitted the firm low bid of \$31,362.50.

Upon motion by Ms. Fazzalore, seconded by Mr. Calkins, the Board of Trustees approved the contract renewal with Parente Randolph, LLC, to provide professional auditing services to the College as follows:

FY 2005	\$54,500 plus \$2,500 (NTE) out of pocket expenses for a total of \$57,000
FY 2006	\$58,000 plus \$2,500 (NTE) out of pocket expenses for a total of \$60,500

Upon motion by Mr. Fazzalore, seconded by Mr. Long, the Board of Trustees approved the purchase of radio advertising from Harmelin Media Services in the amount of \$10,005.55

Upon motion by Mr. Fazzalore, seconded by Dr. Frank, the Board of Trustees approved the purchase of code review services and construction documentation from Hayden Architecture and Urban Design in the amount of \$80,184.

Upon motion by Mr. Fazzalore, seconded by Mrs. Graver, the Board of Trustees approved the contract for Workers' Compensation Insurance coverage required by the Defense Base Act of 1941 for the period April 2005 through April 2006 with Global Underwriters, Inc., for the annual premium of \$15,000.

Mr. Fazzalore noted that the financial statements were provided as an information item.

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HUMAN RESOURCES COMMITTEE—Betty Graver, Chair

Mrs. Graver noted that the staffing report for the month of March was included as information.

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 2:30 p.m. The next meeting of the Board of Trustees will be on May 12 at 1:30 p.m.

Elizabeth A. Graver, Secretary