



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Lower Bucks Campus
Room 204-205

Date: December 8, 2011
Time: 1:30 P.M.

PRESENT:

J. Peter Dominick, Presiding
Dr. Frederick Breitenfeld, Jr.
S. W. Calkins
James M. Dancy
Blake Eisenhart
Frank Fazzalore
Elizabeth Fineburg
Elizabeth Graver

Frederick Gudknecht
Otto Grupp III
Garney Morris
Bernard O'Neill
Thomas Skiffington
Jeffrey Garton, Esq
Dr. James Links

ABSENT: Blake Eisenhart, Carol Mignoni-Ferguson, Madeline Kemper

The meeting was called to order at 1:40 PM by Mr. Dominick. Mr. Dominick announced that earlier in the day the Board of Trustees met in two executive sessions. The first was to discuss personnel and human resources issues and the second to discuss personnel, labor relations, and real estate matters.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the minutes of the November meeting were approved.

STUDENT GOVERNMENT REPORT

Matt Cipriano, Director, Student Life, presented the report in the absence of Katelynn Coffman, Student Government President. On the Upper Bucks Campus two new clubs are forming in the Spring, Astronomy and Drama. The Habitat for Humanity club will travel to New Rochelle, New York for its annual Spring project. A number of campus groups are involved in community service projects for the holidays and the entire campus is participating in the annual *Garland of Giving* which benefits A Woman's Place. The Lower Bucks Campus hosted a pancake breakfast at Applebee's whose proceeds benefited the Lower Bucks Homeless Shelter. Several other student clubs also hosted events to benefit community organizations with outreach to the needy.

The Newtown Veterans Club hosted an interesting speaker who discussed benefits available to veterans. Student representatives from all three campuses participated, via Internet 2 in their largest collaborative meeting to date, and benefitted from the networking. Student Programming

Board hosted a Winter Fest and the Student Government Association is offering healthy food and stress busting tips to help student fend off end of the semester anxieties.

PRESIDENT'S REPORT

Dr. Linkszt thanked all of the trustees who took the time to meet with Dr. Steven Rose on November 16 to discuss our upcoming Middle States Accreditation visit scheduled for March 2012. The trustees will review and approve the final Self Study Report before mailing to the Middle States Commission in January.

Highlights on campus recently included two firefighter graduations and the recognition of our *Kids on Kampus* program as one of the Best of Bucks. Vice President Barbara Miller and Dr. Linkszt joined the staff of Gamesa in renaming the portion of the Green Jobs Academy space used by that corporation as the *Rick Hamell Professional Development Center*, in recognition of Mr. Hamell's service and role in advancing that program.

The annual College Recognition Ceremony was held on November 29 at which eighty-seven faculty and staff members were honored for reaching milestones in their service to the College. Among those were five individuals with forty years of service and four with thirty-five years. Also recognized were the winners of the 2011 Administrative Special Recognition Award and those who earned new academic degrees in the past year.

Dr. Linkszt also acknowledged the service provided each year by trustees Fred Gudknecht and Betsy Fineburg in interviewing candidates for appointment to the service academies.

CHAIR'S REPORT

Mr. Dominick, on behalf of the entire board, wished everyone in the College community a happy and healthy holiday season and thanked them for their outstanding work during the past year.

FOUNDATION REPORT

Tobias Bruhn, Executive Director, Foundation, reported that the audit for the Foundation was completed with a clean opinion issued; an RFP will be issued for audit services. Annual Fund contributions are strong with encouraging increased participation from the alumni population.

Three performances of the *Snowman* will be staged this weekend in the Gateway Auditorium with a portion of the proceeds benefitting Foundation scholarships. Mr. Bruhn thanked Jon Lee

and Barbara Miller for their assistance and support in bringing this production to campus. All were invited to attend the Foundation holiday reception scheduled for today at 4:30 PM in Tyler Hall.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Thomas Skiffington, Chair

June Rogers, KEYS Program manager, presented a report on the grant-funded program which offers families receiving temporary public assistance the opportunity to enroll in Pennsylvania community colleges. The enrollment has been 30-45 students during the past two academic years. As program manager, Ms. Rogers works closely with students to help them succeed in their academic careers. The KEYS program is audited annually by the state and the most recent audit concluded that the program achieved the programmatic goals for the period 2009-2011.

ACADEMIC AFFAIRS COMMITTEE – Dr. Frederick Breitenfeld, Chair

Dean Maureen McCreadie and Gene Kovalchik, Executive Director, Information Technology Services, presented a report on the history of technology development at the College during the time period 1992-2012. This period has seen an explosion in the use of technology which was obvious on the campus in both teaching and administrative operations.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Blake Eisenhart, Chair

There was no committee report this month.

FINANCE COMMITTEE – James M. Dancy, Chair

Upon motion by Mr. Dancy, seconded by Mr. Fazzalore, the Board of Trustees approved the bid awards, other contracts and change orders:

Bid Awards

- **Domain name system appliance to Heavy Water, Inc. for \$10,600.**
- **Lower Bucks Public Safety Training Center furniture to Educational Furniture Systems, Inc. for \$52,387.**

Other Contracts

- **Apple software maintenance contract renewal to Apple for \$23,754.**
- **Tractor lease-purchase to Paul W. Histan for \$22,553 over 48 month term.**

Change Order

- **Additional accounting auditing services to Parente Beard LLC for \$13,000.**

Upon motion by Mr. Dancy, seconded by Ms. Fineburg, the Board of Trustees approved the report of the independent auditors, Parente Beard, for fiscal year 2011.

Mr. Fazzalore, Chair of the Audit Committee, reported that the Board received a favorable report on the financial position of the College from the auditors.

Information was provided regarding change orders for telecommunication services for the Lower Bucks Fire Training Center project. These change orders did not require board action.

Financial statements for the period ending November 30, 2011 were provided for review.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the adoption of amendments to the Bucks County Community College Retirement Plan and the Tax Deferred Annuity Plan effective January 1, 2009 to comply with the requirements of the Worker, Retiree and Employer Recovery Act of 2008 (WREA). This approval authorizes the Officers of the College to execute any and all documents and take any actions required in connection with the adoption, maintenance and ongoing funding of the Plans.

Upon motion by Ms. Fineburg, seconded by Dr. Breitenfeld, the Board of Trustees approved the extension of the President's contract through December 31, 2012.

Two information items were included, staffing graphic and MetLife program descriptions.

BOARD COMMENTS

Dr. Links announced the resignation of Dr. Deborah Noble, Vice President, Information Technology Services, to accept the position of Chief Information Officer at Northampton County Community College. Dr. Links joined the audience in expressing appreciation to Dr. Noble for her many accomplishments during her long and successful career at the College.

Upon the motion being duly made and seconded, the meeting was adjourned at 2:25 PM. The next regularly scheduled meeting of the Board of Trustees will be on January 12 at 1:30 PM on the Newtown Campus.

James Dancy, Secretary