



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

**Newtown Campus  
Tyler 142**

Date: May 14, 2009  
Time: 1:30 P.M.

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### PRESENT:

Elizabeth Graver, Presiding  
Dr. Frederick Breitenfeld, Jr.  
S. W. Calkins  
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  
Jeffrey Garton, Esq.  
Dr. James Links

ABSENT: none

The meeting was called to order at 1:40 PM by Ms. Graver at which time she noted the recent unexpected death of Trustee John Long. Ms. Graver recalled Mr. Long's outstanding personal traits as well as his many accomplishments as a member of boards at Bucks and numerous other organizations throughout Bucks County. A moment of silence in his memory was 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. Morris, seconded by Mr. Grupp, the minutes of the April meeting were approved with Mr. Fazzalore abstaining.**

### STUDENT GOVERNMENT REPORT

Kyle VanHart, newly elected SGA President, reported that students on all three campuses celebrated Earth Week with fun and educational activities. Newtown students enjoyed Spring Fling with a Hollywood theme and welcomed students from both LBC and UBC to recognize individual student and club achievements at the Annual Student Awards luncheon.

Students at the UBC enjoyed a last day of class outdoor party which featured food and fun. The UBC Gay Straight Alliance was also represented at the Walk for Equality in Philadelphia on May 2.

Forty five LBC students and staff participated in the Del Haas Woods cleanup and students also raised \$319 in support of the March for Babies Walk. Cinco de Mayo was celebrated with great food and music. Additionally, the LBC Program Board is cooperating with Habitat for Humanity to participate in a home building project based in Bristol.

Finally, blood drives are scheduled for mid June on both the Newtown and LBC campuses.

#### PRESIDENT'S REPORT

Dr. Links presented his report.

- Dr. Links congratulated Kyle VanHart on his election as SGA President and also congratulated the students honored at the recent Student Awards Luncheon. Dr. Links also noted the many other celebratory events held on campus during May including the Athletic Awards Luncheon, Radiography Graduation, Campus-Wide Retirement Celebration, Arts at Bucks, Adjunct Faculty Recognition Reception and Tyler Gardens Lecture.
- In recognizing the accomplishments of staff President Links reported that Chris Gillespie, Workforce Development, has completed the leadership program sponsored by the Lower Bucks Chamber of Commerce. Dean Maureen McCreadie and Provost Annette Conn were highlighted by the League for Innovation for their initiation of a collaborative technology team with Montgomery County Community College.
- The activities of other faculty members included a lecture at the Intermediate Unit by Dr. Eric Lifson, article publication by Caryn Babaian, Sarah Cooper and Robert Welch, new book release by Dr. Steve doCarmo, as well as Mark Sfirri's woodworking talents featured in a new book. Faculty member Dr. Steve Bresnen premiered his original composition "Gloria Dei" during the Art at Bucks celebration and faculty colleague Rochelle Milhous conducted the performance in cooperation with the Chorus and Youth Orchestra of Bucks County.
- Dr. Links acknowledged the receipt of \$196,000 in earmark funds, obtained through the efforts of Congressman Murphy, to establish a Green Jobs Academy. Vice President Barbara Miller is coordinating the effort in conjunction with community partners.
- LPN students worked with staff at St. Mary Medical Center to sponsor a program on stroke awareness. Training of US Army reservists at the Public Safety Training Center was featured in the *Intelligencer*.

- President Linksz thanked Trustee Bernie O'Neill for welcoming and hosting the Bucks students who attended Lobby Day in Harrisburg. Representative O'Neill's participation in the activities greatly enhanced the experience for our students.

#### CHAIR'S REPORT

**Upon motion by Ms. Graver, seconded by Ms. Fineburg, the Board of Trustees ratified the Executive Committee approval of the award of an honorary degree of Doctor of Public Service to Janet L. Mintzer and the awarding of this degree to her at the Commencement ceremonies on May 21.**

Next, Chair Elizabeth Graver requested a report from the Nominating Committee Chair Madeline Kemper.

**Upon motion by Ms. Kemper, seconded by Mr. Grupp, the Board of Trustees accepted the recommendation of the Nominating Committee for the slate of officers for 2009-10: Elizabeth Graver – Chair, J. Peter Dominick – Vice Chair, Frederick Gudknecht - Secretary, S. Willis Calkins - Assistant Secretary and Elizabeth Fineburg – Executive Committee.**

#### FOUNDATION REPORT

Tobi Bruhn reported on the successful Financial Planning Seminar held on campus for retirees and staff. Fifty people were in attendance to hear presentations by Foundation Board members and community volunteers. Mr. Bruhn reminded those in attendance of the annual Honors Convocation scheduled for May 21 at 2 PM.

The Foundation Office has completed the conversion to new software which should improve reporting and donor stewardship. Foundation staff will be travelling throughout the county in coming months making presentations to numerous civic organizations and sharing information regarding the UBC expansion project and scholarship opportunities. The Foundation will also be featured on Comcast Newsmakers in June.

Tyler Tasting, scheduled for June 5, is fully subscribed with a total of forty-four restaurants participating. Mr. Bruhn also recognized the support of Begley, Carlin & Mandio as 2009 Golf Outing Sponsors.

#### PUBLIC COMMENT

There was no public comment.

#### BOARD COMMITTEES

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

Dr. Breitenfeld introduced Vice President Karen Dawkins who presented reports on both Earth Week activities and Career Center programs. Fifteen activities were offered during Earth Week in sites ranging from Tyler Park to Lake Nockamixon State Park. April activities with a career focus included such diverse topics as *Interview and Resume Frenzy* and dress for success advice offered at *Meet the Budget Fashionista*.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Provost Annette Conn turned the program over to Assistant Academic Dean John Petito who introduced Patricia Fisher-Olsen, Program Coordinator, and Kathryn Auerbach, Program Faculty, for the Historic Preservation Program. Students of the Bucks Historic Preservation Program won the coveted Charles E. Peterson Prize for their submission to the Historic American Buildings Survey (HABS) nationwide competition. This achievement by a community college is significant and worth noting. The students prepared measured drawings of Best Farm Stone Barn at Monocacy National Battlefield in Frederick, MD. Bruce Lafferty, a representative of the Athenaeum and the HABS board presented the award to Chair Elizabeth Graver.

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

Mr. Grupp introduced Vice President Karen Dawkins. Ms. Dawkins introduced Barbara Yetman, Executive Director, Planning, Research & Assessment, who presented a report on the Survey of Degree & Certificate Applicants for 2008 Graduates. The survey was very positive and staff is working to improve the survey prior to the next administration to gather additional information. Next Steve Bacher presented information on the use of *Twitter* to communicate information regarding current events and programs on campus. Tweets are brief messages which are both sendable and receivable on both computes and hand held devices.

FINANCE COMMITTEE – J. Peter Dominick, Chair

**Upon motion by Mr. Dominick, seconded by Mr. Gudknecht, the Board of Trustees approved the following thirteen bid awards, totaling \$945,921:**

<u>Item</u>	<u>Vendor</u>	<u>Amount</u>
1. A.D.A. Construction Projects		
• Project #1	S&H Landscaping Contractors, Inc.	\$160,693
• Project #2	Donato Spaventa & Sons, Inc.	\$ 43,192

2. Adobe Software Maintenance	School World Software, Inc.	\$ 29,510
3. Digital Microscopes	I. Miller Optical, Inc.	\$ 11,800
4. Fall 2009 Non-Credit Brochures	Evergreen Printing, Inc.	\$ 23,370
5. FY 2009-2010 Credit Brochures	Evergreen Printing, Inc.	
	Fall 2009	\$ 32,227
	Spring 2010	\$ 32,227
	Summer 2010	\$ 25,360
6. Founders Bio Lab Renovations		
• General Contractor	John G. Moser & Son, Inc.	\$103,946
• Electrical Contractor	High Peak Electrical, Inc.	\$ 30,000
• HVAC/Mechanical Contractor	General Asphalt & Paving, Inc. DBA John Meehan & Sons Mech., Inc.	\$ 91,321
7. Gym Lighting Renovations	Ammann & Son, Inc.	\$ 40,890
8. IT Dept. Cubicle Furniture	Office Service Company, Inc.	\$ 26,536
9. IT Department Renovations		
• Project A Electrical Contractor	Ammann & Son, Inc.	\$ 17,975
• Project B HVAC Contractor	American Steel Mechanical, Inc.	\$ 17,075
10. Network Monitoring Appliance	Atrion Communications	\$ 28,111
11. Network Equipment Replacement Founders Hall	Heavy Water, LTD.	\$ 41,789
12. Parking Lot Retaining Wall	S&H Landscaping Contractors, Inc.	\$ 86,878
13. Tyler Hall Exterior Stone Renovations	Elite Restoration, Inc.	\$103,021

**Upon motion by Mr. Dominick, seconded by Mr. Morris, the Board of Trustees approved the following bid awards:**

- 1. Data Video Projection Equipment to Advanced Audio Visual, Inc, for \$95,106.**
- 2. Linden Lane Paving Project to Haines Paving & Landscaping, Inc. for \$93,584.**
- 3. Office and Library Open Access furniture to Tri-R, Inc. for \$13,904.**

**Upon motion by Mr. Dominic, seconded by Dr. Breitenfeld, the Board of Trustees approved the following eleven capital projects for Fiscal Year 2009-10 in order to seek matching funds from the Pennsylvania Department of Education:**

- 1. Energy Efficiency:** This project will provide a geothermal HVAC system for Tyler Hall, provide an ice storage cooling system to lower our electric rates, and replace over 15,000 square feet of single pane glass on campus with energy efficient insulated glass.  
( \$2,328,114 including interest over five years.)
- 2. Founders Hall and Penn Hall Lecture Hall Upgrades, Etc.:** This project will upgrade three Founders Hall lecture rooms and four Penn Hall lecture rooms with more energy efficient lighting, refurbished seating, new teaching technologies, new HVAC systems, new carpeting, and new paint; replace and relocate twelve Founders Hall fan coil units;

and convert existing lab space into a working Biotech Laboratory. (\$2,395,236.60 including interest over five years.)

3. **Roof Replacements:** This project will allow for the roof replacement of two academic buildings – Hicks Art Center and Penn Hall, and also the replacement of five tile roofs on other campus buildings. (\$1,330,351.20 including interest over five years.)
4. **Maintenance/Custodial Storage Facility:** This project will provide for the construction of a new storage facility to house Grounds Department equipment, Maintenance Department supplies and equipment, and Custodial Department supplies and equipment. It will also allow for the elimination of seven rented storage containers. (\$965,000)
5. **Library Renovations:** This project will “co-locate” services within the three levels of the library to increase access, convenience and awareness of these services for students. (\$905,600)
6. **Upgrade Security and Fire Systems:** This project will upgrade the old security system by installing cameras, and provide for the installation of a new central fire alarm system. (\$750,000)
7. **Emergency Generator:** This generator will provide emergency power for lighting and heating equipment to the four cottages, Hicks Art Center, Music & Multimedia, Allied Health Building, and the 3D Arts Building. (\$550,000)
8. **Cafeteria Serving Area Renovations:** This project will renovate the cafeteria serving area that is in need of a total transformation. (\$500,000)
9. **Athletic Fields Upgrade:** This project will upgrade our baseball field, soccer field, and tennis courts used in our Physical Education program. (\$450,000)
10. **Additional Parking Spaces & Lighting at Lower Bucks Campus:** This project will add eighty additional parking spaces and lighting at the Lower Bucks Campus. (\$440,000)
11. **Gateway Main Entrance, Walkways and Outdoor Teaching Area:** This project will provide installation of ADA compatible walkways from the main road and adjacent parking areas to Gateway, the Auditorium, the Wellness Center and Gym deck; provide a safer paved connection from the main road bus stop and adjacent parking areas to campus buildings; upgrade the signage and lighting at the Gateway Center entrance; and provide for an outdoor teaching area adjacent to the Gateway Center. (\$250,000)

**Upon motion by Mr. Dominick, seconded by Mr. Breitenfeld, the Board of Trustees approved Change Order #1 for Bid 2008-1204 – Digital Signage System Phase II to Advanced Audio Visual Sales, Inc. of West Chester, PA, who submitted the firm price of \$16, 055.**

**Upon motion by Mr. Dominick, seconded by Mr. Calkins, the Board of Trustees awarded the contract for FRx Reporting Software to Datatel, Inc., the sole source provider for maintenance and related installation costs in the amount of \$30,600.**

Information items presented included April 2009 Financial Statements, Investment Report and historical cash fluctuations. Vice President Dennis Matthews reported that a balanced budget for FY 08-09 is anticipated.

HUMAN RESOURCES COMMITTEE—John Long, Chair (Ms. Fineburg)

**Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the renewal of the medical and dental insurance contracts, as described in the motion documents and totaling \$7,301,250, for College employees and retirees for the 2009-2010 contract year.**

The monthly College staffing report was provided 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 PM. The next meeting of the Board of Trustees will be on June 18 2009 at 1:30 PM on the Newtown Campus in Tyler 142.

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Frederick R. Gudknecht, Secretary