



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

**Newtown Campus
Allied Health Building**

Date: December 14, 2006
Time: 1:30 P.M.

PRESENT:

Elizabeth Fineburg, Presiding
Dr. Frederick Breitenfeld
S. Willis Calkins
Blake Eisenhart
Frank Fazzalore
Carol Mignoni-Ferguson
Dr. Ruth Frank
Frederick Gudknecht

Elizabeth Graver
Otto Grupp
Madelyn Kemper
Garney Morris
Bernie O'Neill
Dr. James J. Links
Jeffrey Garton, Esq.

ABSENT:

John Long
Dr. Larry Newman

The meeting was called to order at 1:35 PM by Ms. Fineburg, followed by the Pledge of Allegiance.

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

STUDENT GOVERNMENT REPORT

Stephanie Bunner reported that all three campuses are showing their holiday and community spirit. Lower Bucks Campus activities are built around the theme "It's a Wonderful Time of the Year". The campus is decorated to reflect the theme and events planned include a mini job fair, participation in a community toy drive, and themed entertainment. In Upper Bucks the campus is sharing through their traditional 'Garland of Giving' tree and participating in both toy and food drives to benefit the needy in the Penridge-Quakertown area.

On the Newtown campus, a benefit concert was held to raise funds to support a family sponsored by the Bucks County Opportunity Council. The concert raised \$1177 which enabled SGA to

adopt two families and provide them with lovely gifts. Union Program Board held their annual holiday complete with bingo and prizes. Future Teachers' Organization will be traveling into center city tomorrow to appear on the live NBC 10 taping featuring the 'Stockings for Kids' fundraiser. Hillel is concluding a successful clothing drive and will hold a Winter Semiformal Ball on December 22 in Tyler Hall. The Dance Squad will be performing at the basketball game tonight and the Ultimate Frisbee Club held a pretzel sale which benefited the Sunshine Foundation. Faith, Hope & Charity conducted a holiday raffle with proceeds going to the Delong Adult Center. Both the Library and the Black Student Union are sponsoring food drives to benefit food pantries throughout the county. Finally, SIFE is once again participating in its annual gift wrapping fundraiser at the mall and many campus clubs are participating.

PRESIDENT'S REPORT

Dr. Links presented his report.

- President Links noted the artistic accomplishments of Mark Sfirri and John Mathews and reported that the annual faculty art exhibition is ongoing in the Hicks Arts Center. The Poet Laureate Competition recently concluded and was noted in the local press.
- Dr. Links commended faculty member Shelly Milhous for her outstanding work with the campus choral groups and also reported that Shelly has recently written music to accompany the Bucks alma mater which the choir sang today. The Bucks Symphonic Orchestra is also excelling under the new leadership of Professor Russell Hoffman.
- President Links congratulated Dr. Lou Woodruff, Director, Testing & Retention, on his selection as President Elect of the National College Testing Association. Retired Professor Lyle Rosenberger was also honored recently with a lifetime achievement award for his work in historic preservation.
- Dr. Links recognized faculty member Blaine Greenfield and the Continuing Education Department for their work in coordinating a successful campus smoking cessation program.
- President Links announced that Claire Keane, Director, Associate Degree Nursing Program, and several Bucks nursing students assisted in the county-wide pandemic flu distribution drill held on November 18.
- Professors Joan Weiss and Blaine Greenfield brought the real world to the classroom recently when they introduced marketing students to the Bristol Riverside Theatre. The work of Bucks students and faculty produced a new marketing plan for the nonprofit community theatre venue.
- On November 21 Dr. Links presided at the Annual College Recognition Ceremony which offers the opportunity to honor numerous members of the faculty and staff who have had long and successful careers at the College.

- President Linkszt recently received a letter from the Philadelphia Fire Academy thanking the College for the assistance provided to them by the staff at the Public Safety Training Center. The Bucks Center has 33 national and international certifications and as such is willing and able to share their expertise with other agencies seeking various certifications. Additionally, the review process recently conducted at the PSTC by the Pro Board accreditation team was very successful. The team members were impressed with the professional expertise and organizational skills demonstrated by the Fire School staff.
- Dr. Linkszt thanked Skip Goodnoe for his imagination and generosity in designating the proceeds of Goodnoe Restaurant Commemorative Bricks to the Lower Bucks Capital Campaign. The bricks have been in much demand and have generated significant funds.
- President Linkszt also mentioned the “Paper Prayers” exhibit in the Library which commemorated World Aids Day; donations collected were donated to the Family Service Association of Bucks County.
- Finally, the President recognized the efforts of the many individuals which resulted in the opening of the Allied Health Building today. He also commended Vice President Miller and her staff for the excellent work they do in preparing residents of the county for careers in healthcare. In a recent communication from the State Board of Nursing, the College was congratulated on the 100% pass rate achieved by recent program graduates on the LPN licensure exam.

CHAIRMAN’S REPORT

Ms. Fineburg announced that she felt privileged today to present a motion extending the employment contract of Dr. James Linkszt. Ms. Fineburg noted that Dr. Linkszt is the longest serving community college president in the Commonwealth. As such, he has provided leadership not only to the College, but also to numerous civic organizations in the county, as well as to statewide educational initiatives. The President has played an integral part in molding Bucks into an organization in which every citizen of the county can take pride of ownership. The Board of Trustees is pleased to have the opportunity to work with Dr. Linkszt and to continue his association with the College through this contract extension.

Upon motion by Ms. Fineburg, seconded by Mr. Fazzalore, the Board of Trustees unanimously approved the extension of Dr. Linkszt’ employment with the College an additional two years, so as to end on June 30, 2009, with an increase in his salary of \$10,000 per year.

FOUNDATION REPORT

Executive Director Tobias Bruhn introduced Adrienne Clark, the newly hired Development Coordinator, who joins the College with ten years of fundraising experience.

Mr. Bruhn provided a reminder of upcoming event dates:

December 20	Foundation Holiday Reception
March 12	Meet the Author Business Series with Harry Paul
September 24	Golf Outing at Indian Valley Country Club

Mr. Bruhn reported that the funds pledged to date by the Lower Bucks Campus Capital Committee, led by Carol Mignoni Ferguson and Peter Dominick, are approaching \$650,000, with recent pledges from Commerce Bank and Delaware Valley Packaging Group. The seminar led by Marjorie Brody also netted \$12,000 for the Lower Bucks fund raising initiative. Mr. Bruhn also commented that the Goodnoe Commemorative Brick sale has been very successful and is expected to yield in excess of \$6,000.

The Bucks County Foundation has once again been generous to the College in providing \$20,000 via the Happ-Grover Scholarship Fund. Two new legacy scholarships have been established - one by Dean Catherine McElroy and her family to benefit a business student, and one funded by Trustee Bill Calkins and Jim and Betsy Sell to benefit a needy Lower Bucks student.

Finally, Mr. Bruhn announced that the Annual Fund Campaign is kicking off with a mail announcement and the support of all is appreciated.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Madelyn Kemper, Chair

There was no committee report this month.

ACADEMIC AFFAIRS COMMITTEE—Ms. Carol Mignoni Ferguson, Chair

Ms. Mignoni Ferguson chaired the meeting and introduced Provost Conn who reviewed the recently completed Program of Study Audits. Provost Conn remarked that a five year program approval is not automatic and that often programs are approved for shorter periods of time in order to monitor such factors as market demand and cost.

Upon motion by Ms. Mignoni Ferguson, seconded by Mr. Gudknecht, the Board of Trustees approved the following curricula for five years:

Communications General Transfer Program #1120
Information Science Emphasis Transfer Program #1102
Health & Physical Education Transfer Program #1031
Women's Studies Emphasis Transfer Program #1160
Women's Studies Emphasis Certificate Program #3163
American Studies Transfer Program #1107

Police Administration Transfer Program #1020
Correctional Administration Transfer Program #1021

Next, Vice President Miller provided a review of the ten year enrollment data for the Continuing Education/Workforce Development/Public Safety Division. The increase in enrollment has been dramatic over this period, particularly in Public Safety, where Bucks has been the trainer of choice for most of the Commonwealth. Bob Grunmeier and his team currently provide training in 65/67 Pennsylvania counties, as well as doing work internationally and for the Department of Defense. Ms. Miller also noted that the new Allied Health Building will be an important addition by providing space for the programs of the division to grow.

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

Mr. Grupp introduced Vice President Karen Dawkins who played and commented on a promotional DVD which was used at a Bucks/Temple information night to highlight the benefits of the degree completion partnership. The DVD features Steve Capus, Bucks alumnus and President of NBC News, discussing his perspectives on the value of the education provided to him via his affiliation with Bucks and Temple.

FINANCE COMMITTEE—Elizabeth Graver, Chair

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

- **Fire alarm panel replacement to Standard Systems Services Corporation in the amount of \$26,916.**
- **Founders Hall blackboard resurfacing to Widener Inc. in the amount of \$17,740.**
- **Security camera system to Intervid Inc. in the amount of \$19,997.**
- **Voicemail system replacement to Shared Technologies Inc. in the amount of \$95,429.**

Upon motion by Ms. Graver, seconded by Mr. Morris, the Board of Trustees accepted the 2005-2006 Audit Report and Management Letter as prepared by Parente & Randolph LLP.

Upon motion by Ms. Graver, seconded by Dr. Frank, the Board of Trustees ratified the approval by the Executive Committee of a one year agreement to lease space at the Pearl S. Buck House located at 520 Dublin Road, Perkasio, PA, to conduct educational programming as offered and administered by the Continuing Education program at Bucks County Community College. The annual cost of this lease is \$19,800.

Mr. Fazzalore questioned whether Trustee John Long, Chairman of the Pearl S. Buck Board, recused himself during the Pearl S. Buck Board vote on this lease. President Links, also a member of the Pearl S. Buck Board, clarified that the decision was an administrative one that was not submitted to the Board for vote.

Upon motion by Ms. Graver, seconded by Mr. Grupp, the Board of Trustees approved the appointment of the Schrader Group for architectural services at the Upper Bucks Campus for a fee of 7% of construction cost to be fixed during the construction document phase.

Upon motion by Ms. Graver, seconded by Mr. Morris, the Board of Trustees approved the appointment of Joseph Jingoli and Son Inc. for construction management services for Phase II Lower Bucks Campus at a project fee of \$252,000

Upon motion by Ms. Graver, seconded by Mr. Gudknecht, the Board of Trustees approved the contact award for Lower Bucks Campus Construction Site Security Services to Tri-County Security Agency Inc. which submitted the firm, low quote of \$12.37 per hour for a six month total of \$37,860.64

Ms. Graver noted that current financial statements were included as an information item and turned the floor over to Vice President Dennis Matthews. Mr. Matthews reported that the College remains on budget to date and that investment interest rates have increased slightly.

HUMAN RESOURCES COMMITTEE—Garney Morris, Chair

Upon motion by Mr. Morris, seconded by Mr. Fazzalore, the Board of Trustees approved the Local 2238, American Federation of Teachers Agreement, July 1, 2006 – June 30, 2010. All Trustees in attendance voted in favor of the motion with the exception of Mr. O'Neill who recused himself.

Next Sue Clarke, Executive Director, Human Resources, introduced the 2006 Special Recognition Awards for Administrative Employees. Those honored for exemplary service during the previous year are: Lisa Angelo, Rebecca Axe, Tobias Bruhn, Elizabeth Sell and Marjorie Zipin.

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 January 11, 2007 at the Newtown Campus.

S. W. Calkins, Secretary