



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Lower Bucks Campus  
Room 204-205

Date: November 10, 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  
Frederick Gudknecht

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

ABSENT: Carol Mignoni-Ferguson, Elizabeth Graver

The meeting was called to order at 1:35 PM by Mr. Dominick, followed by a moment of silence in remembrance of the active members and veterans of the armed services.

Mr. Dominick 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 Ms. Fineburg, seconded by Mr. Eisenhart, the minutes of the October meeting were approved.

### STUDENT GOVERNMENT REPORT

Katelynn Coffman, Student Government President, announced that the Student Government Association identified four goals for the year: increase community involvement, increase student organization collaboration, increase student organization membership and improve student leader skills. Ms. Coffman identified the means by which achievement of the goals would be pursued.

Ms. Coffman reported that active student clubs number 47 with more than 1000 student participants. The following list includes new or recently reactivated clubs: Ski & Snowboard, Muslim, Chess, Glee, Dance-Dance-Dance, Community Volunteer Corps, Anime and Fitness.

## PRESIDENT'S REPORT

Dr. Links thanked Robin Scott for her efforts in organizing today's activities to recognize the veterans both on campus and in the community. The Green Jobs Academy is also hosting an event today at 3 PM to mark the opening of their newly refreshed trailhead. Another Lower Bucks event was the October 22 ribbon-cutting for the Fire Training Center on State Road; the center should be complete in time for classes in Spring 2012.

Student successes include a pass rate of 92% on the national nursing registry exam for recent graduates of the associate degree nursing program. Graduating LPNs, using the career ladder established by the College, also scored highly with a 93% pass rate. On a lighter note, the Student Improv broke new ground by becoming the first community college entrant to win at a regional improv competition in Chicago.

Faculty achieving recognition include two members of the Department of the Arts – John Mathews and Caryn Babaian. Mr. Mathews had several works included in the juried exhibition "Works in Wood" in New Hope and Ms. Babaian was honored as teacher of the year for her unique approach to teaching science through the inclusion of art.

The Disability Services department and its Director, Marie Cooper, were mentioned in a newspaper article for their good work, in conjunction with the Bristol Lions, in supporting those with disabilities. The College Library was recognized for its entrepreneurial nature and ebrarian program in a research report prepared by the Advisory Board which highlighted academic libraries contributions. The Historic Preservation program received favorable mention in a national publication specific to that field of study.

Thank you letters were received from the Pittsburg International Airport for the fire training work done by our PSTC staff and from Albright College for the participation of Professor Bill Ford and Rebecca Stevenson in a conference on their campus.

Staff from Bucks and Delaware Valley College recently gathered to mark the signing of a new articulation agreement between the two institutions which will facilitate the transfer of Bucks students to the four year college in Doylestown. The agreement was developed through the efforts of Barbara Ford and the assistant academic deans.

On a personal note, Dr. Links announced that he informed the Board of Trustees of his intention to retire during 2012. Dr. Links thanked the Board for their significant support of his presidency as he concludes his 20<sup>th</sup> year at the College. The President also expressed his appreciation to the faculty and staff for their support and acknowledged that he was thankful for having had the opportunity to work with so many outstanding people during his tenure. Dr. Links noted that he will work to complete his term successfully and to plan for the upcoming leadership transition.

### CHAIR'S REPORT

Mr. Dominick announced that the Board of Trustees had accepted with deep regret Dr. Links' notice of his retirement and noted that Dr. Links has had a profound impact not just on the College but on life in the county at large through his leadership in community and business organizations. Mr. Dominick remarked that President Links has taken an outstanding institution and raised it to another level and for that the Board is grateful. The Board of Trustees has begun planning, in conjunction with Dr. Links, for the presidential transition. A national search will be conducted with the assistance of a search firm to assist the Board of Trustees in its responsibility to select and hire the next president of the College. While the search process will be trustee driven with the final selection made by the Board, the search activities will be inclusive of both the campus community and the community at large in order to ensure that the best candidate is chosen to continue the tradition of outstanding leadership at the College.

### FOUNDATION REPORT

Trustee Garney Morris reported that the Show Some Heart event, held in conjunction with the Grundy Foundation, on October 14 at the Lower Bucks Campus, raised almost \$500 and increased community awareness of the campus and College programs.

Mr. Morris announced that the College has benefitted from several generous contributions to the Foundation via the Commonwealth Education Tax Credit Program. Benefactors utilizing this vehicle include First Priority Bank \$5,000, Republic Bank \$10,000, Customers Bank \$20,000, Milestone Bank \$10,000 and Waste Management \$10,000. Thanks to trustees Tom Skiffington and Jim Dancy for their assistance in obtaining these gifts.

Finally, Mr. Morris noted "The Snowman" will be on the Gateway Auditorium stage on December 10 with all proceeds benefitting Foundation scholarship programs.

### PUBLIC COMMENT

There was no public comment.

### BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Thomas Skiffington, Chair

There was no committee meeting this month.

ACADEMIC AFFAIRS COMMITTEE – Dr. Frederick Breitenfeld, Chair

Provost Annette Conn reviewed the history of the academic audit process and noted that it was mandated in the enabling legislation for community colleges through a requirement that trustees review the academic curriculum on a regular basis. The College accomplishes this via an audit schedule which ensures that each program of study is reviewed every five years. Three possible actions may be taken following the review. The first is five year approval which indicates that the program is in good health. Programs with some areas of concern, which may include enrollment or transferability, are given three year approval and time to address the unfavorable trends. The final option is deactivation which is an indication that the program no longer provides a viable/desirable educational option for the student population.

**Upon motion by Dr. Breitenfeld, seconded by Mr. O'Neill, the Board of Trustees approved the following curricular actions for programs of study:**

**Five year approval:**

**Communication Studies Transfer Program #1120**

**Health & Physical Education Transfer Program #1031**

**Information Science & Technology Transfer Program #1102**

**Secondary Education Mathematics Transfer Program #1177**

**Three year approval:**

**Liberal Arts: American Studies Transfer Program #1107**

**Liberal Arts: Women's Studies Emphasis Transfer Program #1160**

**Deactivation:**

**Women's Studies Certificate Program #3161**

James Sell, Executive Director, Lower Bucks Campus, presented a report which described the manner in which the campus is focusing on its goal to improve connectivity with the community at large. Relationship building with surrounding school districts, offering programs open to the public, participation in local community organizations, and establishing targeted campus clubs are some of the mechanisms used by campus staff to increase the outreach to residents in the communities in closest geographic proximity to the Bristol campus.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Blake Eisenhart, Chair

Vice President Barbara Yetman reported that the full text of the draft Self-Study Report is available for review on the trustee portal. The campus is preparing for the next milestone in the Middle States Accreditation process which is the preliminary visit by the team chair on November 16.

FINANCE COMMITTEE – James M. Dancy, Chair

Upon motion by Mr. Dancy, seconded by Mr. Morris, the Board of Trustees approved the following ratifications, bid awards and other contracts:

Ratifications

- Construction manager for Newtown Commons/Gym project to Hill International, Inc. for \$233,000.
- Emergency network fiber replacement to Comstar Technologies, Inc. for \$20,571.

Bid Awards

- Exterior lighting Newtown Campus to John G. Moser & Son, Inc. for \$17,367.
- Lower Bucks Public Safety Training Center wireless network Item A to Heavy Water, Inc. for \$10,833.
- Lower Bucks Public Safety Training Center wireless network Item B to Comm Solutions, Inc. for \$28,282.
- Library, classroom and lab furniture to Educational Furniture Solutions, Inc. for \$72,137.
- Server equipment to Logicalis, Inc. for \$13,586.
- Spring 2012 non-credit course brochure to Engle Printing & Publishing Company, Inc. for \$34,583.
- Swimming pool renovations, electrical contractor, to McGoldrick Electric, Inc. for \$102,379.
- Tape drive equipment to Logicalis, Inc. for \$11,258.
- TV studio equipment to G&G Technologies, Inc. for \$12,989.
- Tyler Hall parking lot and courtyard drainage repairs to Associated Paving Contractors, Inc. for \$48,250.

Other Contracts

- Copier lease replacement to Sharp Electronics, Inc. for \$51,840 for 60 months.

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 October 31, 2011 were provided for review.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

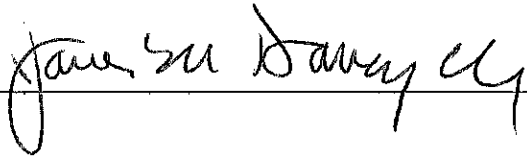
Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the release and settlement for case #11-557 (E. D. PA) in the amount of \$75,175.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved a 1.8% salary increase for President James J. Links, consistent with the percentage increase for faculty and administrative staff at the College, for the fiscal year July 1, 2011 through June 30, 2012.

Information on College sponsored wellness programs and current staffing was provided in report format.

BOARD COMMENTS

Upon the motion being duly made and seconded, the meeting was adjourned at 2:20 PM. The next regularly scheduled meeting of the Board of Trustees will be on December 8 at 1:30 PM on the Newtown Campus.

 \_\_\_\_\_ James Dancy, Secretary