



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: January 12, 2012
Time: 1:30 P.M.

PRESENT:

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

Frederick Gudknecht
Otto Grupp III
Carol Mignoni-Ferguson
Garney Morris
Thomas Skiffington
Jeffrey Garton, Esq
Dr. James Links

ABSENT: S. W. Calkins, Bernard O'Neill; Ms. Graver was not present during Finance and Human Resources Committees.

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 executive session.

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

PRESIDENT'S REPORT

Dr. Links welcomed everyone back for the new year and the new semester. Students are registering for courses beginning on January 18 and the campus is active with several major construction projects including the Library, Café and Gym Deck Commons. Dr. Links expressed his appreciation to the Trustees for their continued commitment to the College and its mission.

CHAIR'S REPORT

Upon motion by Mr. Dominick, seconded by Dr. Breitenfeld, the Board of Trustees approved and adopted the revised criteria for space naming opportunities as recommended by the Foundation and included as information with this motion.

Next, Mr. Dominick turned the floor over to Mr. Eisenhart. Mr. Eisenhart acknowledged both the significant responsibility of the Trustees to appoint a successor to Dr. Links and the fact that the Board takes this responsibility very seriously. The Board recognizes that they need support to ensure that the final candidate chosen represents the best choice for the entire institution. The Trustees have established a search organizational structure to ensure that they obtain the help and feedback necessary to bring an excellent new leader to campus. Accordingly, the Board has created a Search Oversight Panel to oversee the search process. This group will consist of the full Board of Trustees, as well representatives from the employee groups and the Foundation. A second group, the Search Task Force, includes Trustees Eisenhart, Breitenfeld, Dancy, Fineburg, Graver and Skiffington, along with representatives of all campus constituencies and the county at large. This group will work with the search firm to identify a pool of candidates who possess the skills and attributes required in the position. Finally, cognizant that they want a proactive search where the best candidates are made aware of the opportunity, the Trustees have conducted a selection process and identified a highly qualified national firm with excellent resources to assist with the search.

Upon motion by Mr. Dominick, seconded by Mr. Morris, the Board of Trustees authorized the Executive Committee to approve the appointment of Greenwood Asher & Associates to provide professional search and recruitment services in support of the upcoming presidential search pending finalization of contract language.

Mr. Dominick echoed the comments of Mr. Eisenhart and the desire of the Board to fulfill its highest responsibility by selecting the best candidate to continue the legacy of Dr. Links. Finally, Mr. Dominick noted that Mr. Eisenhart will serve as the Chair of the Search Task Force and expressed thanks and confidence on behalf of the full Board.

FOUNDATION REPORT

Tobias Bruhn, Executive Director, Foundation, reported that contributions for the 2011 calendar year increased by 26% over those in 2010. These added resources will allow the Foundation to offer 13 more scholarships and fund additional projects on campus.

The Tyler family has donated a self-portrait of Stella Elkins Tyler to the College and it should be available at the March meeting. Independence Blue Cross has once again provided an \$11,000 grant to benefit students enrolled in the Licensed Practical Nursing program.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Thomas Skiffington, Chair

The committee had not report this month.

ACADEMIC AFFAIRS COMMITTEE – Dr. Frederick Breitenfeld, Chair

Assistant Dean Catherine McElroy reported on the recent grant award to the College of \$1.2 million as part of the \$20 million award to a consortium of the fourteen Pennsylvania community colleges. The TAACCCT (Trade Adjustment Assistance Community College and Career Training) grant is intended to develop programs and offer assistance to workers impacted by changes in foreign trade. The Bucks initiative will focus on the healthcare technology, advanced manufacturing and energy production and development areas and will help students find employment in high wage/high skill jobs. The College effort on this grant is being lead by Ms. McElroy and Assistant Vice President Christine Gillespie in Workforce Development.

Next, Vice President Barbara Miller provided an overview on the contracted services provided by the Public Safety Training Center. This program, led by Robert Grunmeier, capitalizes on the forty-six national certifications held by the PSTC to offer training in the state, the nation and on Department of Defense bases world-wide. This business line is experiencing rapid growth and it is anticipated that the volume will double by 2015.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Blake Eisenhart, Chair

Mr. Eisenhart thanked the Middle States Self Study Steering Committee for their collaborative efforts which resulted in the completion and documentation of the Self Study process.

Upon motion by Mr. Eisenhart, seconded by Mr. Skiffington, the Board of Trustees endorsed the 2012 Middle States Self Study Report as prepared by staff and included with this motion.

Vice President Barbara Yetman acknowledged the excellent work done by both the Steering Committee and her co-chairs Dr. William Ford and Professor Bill Hemmig. The team spent most of December and January to date fine-tuning the report to respond to the excellent feedback given by the Visiting Team Chair, Dr. Steve Rose, when he visited the campus in November. The work remaining is to finish compiling the appendices.

Next Ms. Yetman provided an overview of the latest Noel Levitz Student Satisfaction Survey results. This survey is administered every two years. After the last survey administration staff

focused their attention on improving communication with students and increasing student awareness of College services available to them. These efforts resulted in an improvement in every major scale item. Part of this success is attributed to the opening of the Contact Center, the hiring of additional staff and process improvements in Financial Aid, and increased outreach to students. The College scored at or above the benchmark in 10/12 scale items and will seek to improve that performance at the next administration in 2013.

FINANCE COMMITTEE – James M. Dancy, Chair

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

Bid Awards

- **Tyler Hall walk-in refrigeration to Todd Devin Food Equipment, Inc. for \$28,644.**
- **Wayfaring signage for the Newtown Campus to John G. Moser & Son, Inc. for \$198,000.**

Other Contracts

- **Nursing mobile network system to Kb Port, LLC for \$10,450.**

Change Order

- **Tyler Hall restroom renovations to Craft Source, Inc. for \$15,152.**

Other Actions

- **Three year extension of contract with Parente Beard LLC for audit services for \$266,045.**
- **Change in check signatory authority to add Barbara Yetman and delete Deborah Noble.**

Upon motion by Mr. Dancy, seconded by Mr. Morris, the Board of Trustees approved a six month contract for information technology support with the Ferilli Group for \$73,440.

Upon motion by Mr. Dancy, seconded by Ms. Fineburg, the Board of Trustees approved the revision of the College purchasing policy to increase bid threshold limits to conform with recently adopted State and County changes.

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

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

Upon motion by Ms. Fineburg, seconded by Dr. Breitenfeld, the Board of Trustees approved the addition of eleven new investment funds to the options available under the Bucks County Community College Retirement Plan and the Tax Deferred Annuity Plan funded through the College's annuity contracts with TIAA-CREF. This motion authorizes

the Officers of the College to execute any and all documents and take any actions required to adopt and maintain these new investment funds.

Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved the adoption of a new policy Child Abuse Reporting.

One information item was provided on mammogram services for employees provided through the Fox Chase Cancer Center mobile van.

BOARD COMMENTS

Upon the motion being duly made and seconded, the meeting was adjourned at 2:30 PM. The next regularly scheduled meeting of the Board of Trustees will be on February 9 at 1:30 PM on the Newtown Campus.

James Dancy, Secretary