



BUCKS COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Date: March 14, 2024

Time: 10:00 AM

Present:

Thomas Jennings, Chair
Richard Balukas, Ed.D, via Zoom
James Dancy
Broadus Davis, Ed.D. via Zoom
Blake Eisenhart, via Zoom
Frank Farry, via Zoom
Jamie Fazzalore
Elizabeth Fineburg
Ronni Fuchs

Shamsul Huda, via Zoom
Linda Mannherz
William Maeglin
Carol Mignoni-Ferguson
Carol Shelly, via Zoom
Philip Wursta, via Zoom

Mr. Jennings called the meeting to order at 10:05 A.M. He introduced Ms. Jenna Locke who led the pledge of allegiance. Jenna is in her final semester at Bucks and will be graduating with her degree in Business Administration before starting at Rider University in the fall. Last year, Jenna was one of the first leaders of the Epstein campus B.U.I.L.D. club, helping to plan events and activities at that campus, and is now here in Newtown working in the Student Life Office as a student worker. In addition to her hard work and contributions outside of the classroom to help the college, Jenna is taking 20 credits this semester. Ms. Locke thanked the board for all they do and for their dedication to the college.

Following the Roll Call, the Chair asked for a motion to approve the minutes of the February 8, 2024 board meeting.

Upon motion by Ms. Fineburg, seconded by Mr. Dancy, the Board approved the minutes of the February 8, 2024 meeting.

CHAIR'S REPORT

Chair Jennings reported that he attended two informative events recently: one session on voting rights held during Black History Month, and the other on human trafficking held during Women's History Month. He said he also attended the part-time faculty awards luncheon hosted by Provost Kelleway and that, on April 11, there will be an event at the Epstein Campus celebrating the College's relationship with Estee Lauder. He said, later that month, the College will also hold an event called Girls Ignite, where the trade unions will host 60 eighth grade girls, introducing them to the trades they practice.

Chair Jennings then gave an update on the Presidential Search process. He said the board met in Executive Session on 2/26, 3/3, 3/7 and today, 3/14 prior to the public meeting, and will have updates and information posted in the next week or so.

PROVOST'S REPORT

In Dr. Kelleway's absence, Mr. Seutter reported the following:

The College's Centurion Leadership Program began last month with 36 students registering to participate. These student leaders are learning more about what is necessary to effectively lead and will be planning service activities in our community in the month ahead.

On February 16, Benjamin Franklin Middle School Students visited the Epstein Campus for unique learning activities and a tour of the Center for Advanced Technologies. And, on February 8 and 29, Bensalem High School and Truman High School students participated in our annual Leadership and Financial Literacy Conferences, also on the Epstein campus.

Open Mic Nights have become a fun tradition here at the college over the last two years. We held one two weeks ago where 12 students performed and entertained the audience. Once again, it is amazing to witness how talented our students are.

As you may recall from last month's report, the Upper Bucks Campus was planning to hold its first ever Future Ready Conference on March 1. I am pleased to inform you that we had 160 high school students from the Central Bucks School District and Upper Bucks schools attend to learn about Bucks credit and alternative credit programs as well as career pathways.

On Saturday, March 9, the Collegiate Recovery Program hosted its first Recovery and Mental Health Fair. We had a great turnout of over 100 people which included Bucks students and community members. The CRP has gained amazing traction and support from students, and they now have a dedicated recovery lounge located in Student Services on the Newtown Campus, where they can connect with other students, access resources, and meet with our Recovery Specialist, Emily Sexton.

Also on March 9, The Business, Innovation, and Legal Studies Department, in partnership with the Bucks County Register of Wills and the Pennsylvania Bar Association Young Lawyers Division offered Wills for Heroes at the Epstein Campus. Under the direction of Professor Heather Costello, 9 paralegal students participated in preparing wills for 71 Pennsylvania Military Veterans and first responders.

Get ready to combine efforts in our Bucks+ Pro campus-wide initiative, "From Pantry to Plenty" Spring Food Drive to benefit the Bucks County Opportunity Council. As the flowers bloom and the warmth of spring fills the air, let's extend that warmth to those in need by contributing to our food drive from March 25 to April 5. No donation is too small; every contribution can

significantly impact those facing food insecurity in our community. Together, let's strive for an 80% participation rate across our campus – students, faculty, and staff.

On Monday, April 9, Career Services will host its annual Career Fair. The fair will be held in the Links Pavilion and will be from 11:30am – 1:30pm. While this is primarily for students, the event is open to the public.

The College is also hosting a 3D Printing and Additive Manufacturing Expo on April 18 & 19 in the Links Pavilion. The event brings together enthusiasts, experts, and industry leaders and promises to inspire and spark a passion for innovation. Registration for the event can be found on our website.

The Girls Ignite event is scheduled for Friday, April 26 at the Center for Advanced Technologies. This event will be an exciting day of exploration and hands-on projects in Firefighting, Construction, Electrical, & Welding for 8th grade girls.

In sports, The Eastern States Athletic Conference announced the Women's Basketball All-Conference Honors. Centurions Forward, Martina Fedor has been named Second Team All – Conference. The Men's Basketball All-Conference honors will be announced once their championship game is played next week.

Our baseball field has received a beautiful new outfield windscreen identifying the facility as the Brian Seibert Memorial Field. The Athletic Department would like to thank the Seibert Family for their generous donation and our Foundation and Marketing and Public Relations for creating the design and coordinating the installation. The next Baseball home game is a double header starting at 12pm on Sunday, March 17. The next Softball home game is a double header starting at 2 pm on Friday, March 22.

Last but certainly not least, Library & Learning Resources hosted an incredibly successful Oscars Party last Thursday – you may have even seen it on 6ABC during the afternoon news. Students and staff enjoyed popcorn, movie trivia, and walked the red carpet before giving acceptance speeches in front of our green screen.

PUBLIC COMMENT

Professor John Sheridan, President of the Faculty Federation, read a letter from faculty relating to the presidential search. The letter stated that faculty do not believe that any of the three finalists meet the criteria to successfully lead the college into the future. The letter went on to say that the faculty federation asks that the board appoint Dr. Kelly Kelleway, Provost, as the Interim President of the College. Chair Jennings noted that, when he received the letter, he immediately shared it with the entire Board.

REMEDICATION UPDATE – Mr. Eric Siddell

Mr. Siddell, Project Manager, gave an update on the remediation efforts for Grupp and Founders Halls. Mr. Siddell said they continue to move forward with the remediation items that were identified six to eight months ago. He said he is very pleased with the progress they have made. He said he holds bi-weekly meetings with the ad hoc building committee, to review the status of current items as well as to plan ahead. He said the goal is to make everyone at the college feel safe. A question was asked as to when the remediation for radon in Cottage 1 will be completed. Mr. Siddell said the results of the radon testing have been posted to the portal and that the levels are acceptable on the first and second levels of the building, which is where employees are located. Chair Jennings suggested that, perhaps at the June board meeting, Mr. Siddell come and give a progress report on all the remediation efforts, showing where we started and where we are now. A question was also asked if the College has a long-term plan for testing all the buildings on the campuses. Mr. Siddell said there is a government standard that each building be tested every five years.

WORKDAY SIS UPDATE – Mr. Brant Steen

Mr. Steen gave an update on the Workday Student project. He started with a chart showing the project governance and noted that each Bucks employee participant is paired with a Workday counterpart. He said all who are a part of this team are phenomenal. He shared a timeline of the project, with the goal of Workday Student going live in Spring of 2025 in preparation for the incoming class in the Fall of 2025. He said, overall, the project is on track, on target, and on budget. He said they have had some challenges, but nothing that has impacted the schedule.

STEM DEPARTMENT UPDATE– Dr. Shawn Wild

Dean Wild gave an update on the Department of Science, Technology, Engineering, and Mathematics (STEM). She reported that there are 14 transfer, six occupational, and five certificate programs within the department. For an enrollment overview, Dean Wild reported that the department's student headcount and credits enrolled make up 19% of the College's total, and that the average STEM student takes 16.01 credits, which is 1.1% higher than the average at the College. Highest enrollment in the department is in Computer Science, followed by Biology, Engineering, Cybersecurity, Biomedical Sciences, and Environmental Science. Dean Wild shared that, year to date, the department has a net income of \$5.7 million. She said the IT Academy, however, is currently functioning at an \$88,462 deficit. She said, with the Director retiring, the program is being moved to VP Timby's area in non-credit. Dr. Wild noted that STEM faculty are active grant writers, and they are also generous with their time in the community.

FINANCE & OPERATIONS COMMITTEE – Mr. Eisenhart & Mr. Christensen

Mr. Christensen reported that the Finance Committee met on February 15, where they received an update on the audit status, had a liquidity discussion, as well as received an initial, high-level overview of the budget.

HUMAN RESOURCES COMMITTEE – Ms. Mannherz

Ms. Mannherz reported that the next major project for HR is the roll out of the performance management process. She said HR plans to present this to the extended leadership group next week. She said she hopes all are seeing an increase in service from the HR department with the addition of the Herbein consultants.

GOVERNANCE COMMITTEE – Ms. Fineburg

Ms. Fineburg reported that the Governance Committee met and reviewed/approved the 24 revised policies that are on the consent agenda. She said the majority are just basic changes, nothing substantive. She also said the Clean Air Zone policy is being retired, due to the adoption of the Tobacco & Vape Free BCCC policy that was adopted in June of 2023.

CONSENT AGENDA – Mr. Jennings, Chair

The Chair announced that all action items would be considered on the Consent Agenda unless a Trustee requested an item be removed for specific discussion and individual action.

Upon motion by Mr. Maeglin and second by Ms. Fuchs, the Board of Trustees approved all items as set forth on the Consent Agenda.

- Parchment
- Zoom
- Revision of Policies:
 - 1.19 FERPA
 - 1.22 Tuition
 - 1.23 Non-Resident Tuition
 - 1.24 Tuition Waiver
 - 1.26 Public Safety Survivors Tuition Waiver
 - 1.27 Veterans' Course Scheduling Preference
 - 1.29 Student Complaint
 - 1.34 Anti-Hazing
 - 3.1 Admissions
 - 3.2 Auditing Credit Courses
 - 3.3 Shared Programs
 - 3.4 Course or Curricular Changes by Student

- 3.5 Withdrawal
- 3.6 Faculty-Initiated Withdrawal
- 3.7 Drugs and Alcohol
- 3.8 Custodians of Educational Records
- 3.9 Student Responsibilities for Conduct
- 3.10 Student Body Bill of Rights
- 3.11 Academic Integrity
- 3.12 Academic Standing
- 3.13 Academic Restart Program
- 3.14 Vendors on Campus
- 3.15 Tuition Refund Appeal
- 3.16 Class Attendance Related to College-Sponsored Activities
- 3.17 Alternative Proctor Request Deadline
- Retirement of Policy
 - 6.5 Clean Air Zone (retired due to adoption of Tobacco & Vape Free BCCC Policy in June 2023)

PUBLIC COMMENT

There was no public comment at this time.

BOARD COMMENT

Chair Jennings thanked Ms. Brower for her work on the presidential candidate visits. He also thanked Trustee Shelly for her help in creating a civics course at the College. He closed by reminding everyone that the April Board meeting will be held at the Epstein Campus @ Lower Bucks.

ADJOURN

Upon the motion to adjourn being duly made and seconded, the meeting was adjourned at 11:13 A.M. The next regularly scheduled meeting of the Board of Trustees will be held at the Epstein Campus @ Lower Bucks on April 11, 2024, at 10:00 A.M.

Elizabeth Fineburg, Secretary