



BUCKS COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Date: June 13, 2024

Time: 10:00 AM

Present:

Thomas J. Jennings, Chair
Richard Balukas, via Zoom
James Dancy
Blake Eisenhart
Jamie Fazzalore
Carol Mignoni Ferguson

Elizabeth Fineburg
Ronni Fuchs
Shamsul Huda
Carol Shelly, via Zoom
Peter Amuso, Esq., Solicitor

Absent: Broadus Davis, Frank Farry, Linda Mannherz, Phil Wursta

Mr. Jennings called the meeting to order at 10:08 A.M. He introduced Ms. Liana Ivanchenko, who led the pledge of allegiance. Mr. Jennings reported that Liana is a recent graduate who was unable to attend the Commencement ceremonies but was gracious enough to come back and lead the pledge. Liana said her experience at the college was wonderful and she spoke about some of her favorite classes. Mr. Jennings congratulated Liana and presented her with a Bucks diploma cover.

Following the Roll Call, the Chair asked for a moment of silence for Mr. Otto Grupp, a longtime college trustee who recently passed away at the age of 94.

Mr. Jennings then introduced Mr. Sam Coleman, the College's new AVP of Student Affairs, and announced Dr. Jill Blanco's appointment as the College's first Chief Human Resources Officer effective August 1. Mr. Jennings noted that Dr. Blanco will report directly to the new President.

Following these announcements, Mr. Jennings asked for a motion to approve the minutes of the May 9, 2024 board meeting.

Upon motion by Mr. Dancy, seconded by Ms. Fuchs, the Board approved the minutes of the May 9, 2024 meeting.

CHAIR'S REPORT

Chair Jennings reported that the Board met in Executive Session on June 7 to receive information on the PA Legislative Proposal. He said they had a good representation of trustees

at the session, which was conducted by Dr. Kelleway and assisted by Dr. Jones. He said the board also met earlier that morning in Executive Session to hear from PACCC about this legislation. The board also spoke briefly about construction and some projects that will come for a vote at a later time.

Chair Jennings reported it was a pleasure to attend the Fire School Graduation, the Nursing Pinning Ceremony, and two Commencement ceremonies the week of May 13. He said what he liked about all of them was that several of the participants were students that he knew because of their involvement with the board, and from leading the pledge of allegiance at board meetings.

Mr. Jennings reported that Dr. Jones continues to meet with various constituents across the county. He said they also have a meeting scheduled for June 24 to review current labor agreements, and that Dr. Jones will attend the Bucks County Community College Authority meeting on July 15. Mr. Jennings also noted that Dr. Jones was appointed to the Blue Zone Steering Committee, and that he and Dr. Kelleway have made an outreach to former students from the University of the Arts to let them know we can assist them where possible.

Mr. Jennings closed by saying that the board will be voting later in the meeting to give the Executive Committee authority to approve actions over the summer, which will be ratified at the September meeting, and that some policies and construction projects will likely come to the committee over the summer.

PROVOST'S REPORT

In Dr. Kelleway's absence, Mr. Jody Seutter provided the Provost's Report. Mr. Seutter thanked all who helped make this year's Commencement ceremonies a huge success. He said it was truly one of the highlights of the year.

He also introduced the new Associate Vice President of Student Affairs, Dr. Samuel Coleman, who joined the College last month. Dr. Coleman spent the last 20 plus years serving two-year colleges in various capacities including Harcum College for two years and Community College of Philadelphia for nine years. Before coming to Bucks he served 11 years at Montgomery County Community College. Dr. Coleman holds a B.A. from Tuskegee University, an M.A from University of Phoenix, and an Ed.D. from Gwynedd Mercy University.

Mr. Seutter announced that the College's 2024-2025 Perkins Application was submitted for review by the PA Department of Education on Friday, May 31. In addition, the Transfer Agreement between Postsecondary and Secondary Career and Technical Programs of Study are being prepared for submission. There are fifteen approved programs.

He said the Financial Aid Office is hosting FAFSA completion workshops this summer. The dates are as follows: June 18 at the Newtown Campus, July 9 at the Epstein Campus @ Lower

Bucks, and July 10 at the Upper Bucks Campus. All sessions are from 5:00 to 8:00 p.m. Experts will be on hand to guide students through the process.

Mr. Seutter also reported that the Upper Bucks Campus will host a blood drive on July 24 from 10:00 a.m. to 3:00 p.m. Despite it being in the middle of the summer, he said this drive was fully booked last year, and we hope to do it again.

In addition, Upper Bucks will host a community Movie Night on July 26 at 8:00 p.m. Bring your blanket and chair for “Back to the Future”. Popcorn will be provided.

Mr. Seutter closed by announcing that the Medical Lab Technician/Diagnostic Medical Sonography Pinning Ceremony will take place on June 24 at 5:00 p.m., and that the Annual GED Graduation Ceremony will also be held on June 27 at 7:00 p.m. Both events will be in the Student Commons at the Epstein Campus @ Lower Bucks.

REMEDIATION REPORT – Mr. Eric Siddell

Mr. Siddell gave a remediation update for the year. He reported the following:

Radon:

- Grupp Hall: Radon Mitigation is complete.
- Cottage 1,2,3,4: Radon Mitigation is complete.
- ELC & IU to have a mitigation system installed tentatively in July 2024.
- Hicks Art Center: Next in line for Radon Testing & Mitigation.

Water Facilities:

- The College transitioned from Well Water to Public Water on November 18, 2023.
- Water Filtration has been installed in Grupp Hall, Founders Hall Culinary Kitchen, Tyler Hall Kitchen, Intermediate Unit, Early Learning Center Facility tentatively scheduled.
- New Hybrid Water Fountains installed in Grupp Hall. Drinking/Bottle Filling.

Founders Hall:

- Roofing Project to begin tentatively by end of June 2024 complete by August 9, 2024.
- Interior Renovation Project to begin tentatively by end of June 2024 complete by August 9, 2024.

Grupp Hall:

- Phase A Walk Off Carpet Removal and Replacement Project.
- Phase B Grupp Hall Flooring Replacement Project under construction June 3, 2024. Due for completion by August 2, 2024.

ELC “Early Learning Center”:

- Roof Replacement & Power Washing completed week of June 3rd to June 7th 2024.

- Phase A: Interior facility improvements began June 3, 2024. Due to be completed by June 13, 2024.
- Phase B: Main flooring replacement & carpet replacement tentatively scheduled for August 2024.

IU “Intermediate Unit”:

- Roof Replacement to begin June 13, 2024. Target completion by June 20, 2024.
- Power washing of the exterior completed week of June 3rd to June 7th.

Continued Efforts:

- Continued environmental testing throughout campus facilities & corrective measures to follow.
- Continue Building Safety Committee Meetings as scheduled.

Chair Jennings thanked Mr. Siddell for all he has done this past year and noted that this is a good blueprint for the future.

ANNUAL CURRICULUM REPORT – Mr. Jody Seutter

Interim Associate Provost Seutter reviewed the following programs which were recommended for five-year renewal: Fine Arts, Culinary Arts Certificate, Meeting, Convention, and Event Planning, Computed Tomography, Medical Laboratory Technician, Guided Studies, Computer Hardware Installation & Maintenance, Computer Networking Technology, Computer Networking Technology Certificate, Computer Science, Cybersecurity, Education – Paraprofessional Instructional Assistant, History, Psychology – Interpersonal Emphasis, Psychology – Pre-Professional Emphasis.

Programs recommended for addition were the following: Paramedic Occupational Certificate, Veterinary Technician, Holocaust and Genocide Studies.

Mr. Seutter recommended the following programs for deactivation: Fire Prevention & Investigation Certificate (Rationale – history of low enrollment & lack of demand for the certificate program).

CONTINUING EDUCATION DIVISION REPORT – Ms. Tracy Timby

Ms. Tracy Timby, Vice President, Workforce & Strategic Partnerships, gave an overview of the Continuing Education Division. She noted that the division covers Community Education and Professional Certification, Corporate College and Customized Training, Public Safety, and Workforce Development. Ms. Timby reported that the student headcount for FY23 was 57,168,

the FY24 revenue as of May 20, 2024 was \$4,728,337 (similar to credit tuition), and the projected revenue for FY24 was \$4,878,969.

Ms. Timby then reported that there was a 9% increase in alternative credit students, and a 12% increase in new alternative credits from FY22 to FY23, and that from FY22 to FY24 16 new programs were launched, five new strategic partnerships were created, over 12,700 industry certifications were issued, and there was a 93% job placement rate for grant funded career training programs. In addition, she said morale within the division has greatly improved, with 82% of staff reporting that they feel like they are part of a team, and 78% reporting that they feel their work is being recognized. She then shared some student success stories related to the Entrepreneurship program.

Ms. Timby noted some highlights of the division: Corporate College & Customized Training, led by Mr. Mike Reil, has 24 new employer partners, Public Safety, led by Mr. Matt Hatrak, this year surpassed their 2019 revenue amount, Workforce Development, led by Ms. Susan Herring, increased grant funding by 71% since FY21, there was a 198% increase in revenue for ESL from FY21, and Community Education, led by Ms. Donna Kirn, increased their revenue by 393% since FY21.

Ms. Timby showed the Continuing Education Division Income Statement. With tuition, FTE, County funds for PSTC, and grant offsets, less expenses and operating costs, the net income for the division for this year is \$656,922. She said the goal for next year is \$1 million. Ms. Timby then shared some goals for FY25, including law enforcement management training, \$250,000 grant to continue the Building and Construction Trades program, construction of an HVAC lab, construction of a Conrail railroad spur for a railroad safety program and transition of cybersecurity offerings from STEM to Continuing Education.

PUBLIC COMMENT

There was no public comment at this time.

EXECUTIVE COMMITTEE – Mr. Jennings

Mr. Jennings reported that the committee met on May 20 to approve two contracts which are on today's Consent Agenda related to projects noted in Mr. Siddell's report, and on June 5 to see if there was a way Bucks could present itself as an alternative to students from the University of the Arts and others. It was determined that the College has limited ability to discount tuition due to current statutes but has made targeted outreach to these students.

AUDIT COMMITTEE – Ms. Fuchs & Mr. Christensen

Mr. Christensen, CFO, reported that the FY23 audited financial statements were completed at the end of May, and they continue to work on the single audit. The goal is to complete it by the end of June. Ms. Fuchs noted that the preliminary field work for the FY24 audit will begin soon.

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

Mr. Eisenhart reported that the Finance Committee is recommending an \$84,439,587 balanced budget. He said there is a commitment to continuing with significant cost reductions, including within the trustee budget, which was reduced by eliminating a membership costing several thousands of dollars annually. Mr. Christensen noted that there is a fairly stable revenue picture for this year and that, as noted by Mr. Eisenhart, there are significant efforts around controlling expenses. Mr. Christensen also reported that there is a resolution on the Consent Agenda for the refinancing of 2014 bonds. He said, as of now, rates are conducive to some level of savings, and the resolution allows the College to continue with the process should the rates remain favorable.

GOVERNANCE COMMITTEE – Ms. Fineburg

Ms. Fineburg then presented the proposed slate of Board officers for 2024-25 as recommended by the Governance Committee.

Chair	Thomas J. Jennings
Vice-Chair	Dr. Broadus Davis
Secretary	Elizabeth Fineburg
Assistant Secretary	Shamsul Huda
Executive Committee	Carol Mignoni-Ferguson

Chair Jennings called for any nominations from the floor. There being none, Mr. Jennings motioned to close nominations. The motion was seconded by Ms. Fineburg with all voting affirmatively.

Upon motion by Ms. Fineburg, seconded by Ms. Shelly, the Board of Trustees voted unanimously to elect the slate of officers as presented.

Mr. Jennings thanked his fellow trustees for their support and participation in this process.

Ms. Fineburg also noted that the Governance Committee met to review two policies, which are on the Consent Agenda: a Security Awareness Training Policy, and an Endpoint Protection Policy.

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. Dancy, and second by Mr. Eisenhart, the Board of Trustees approved all items as set forth on the Consent Agenda.

- CAT Building HVAC Lab & Building Enhancement Project
- Ocelot Get Answers Chatbot
- Hyland Perceptive Content
- Barracuda
- TerminalFour Site Manager
- Turnitin
- Ratification of ELC Facilities Hygienic/Health Improvements Project
- Ratification of Grupp Hall Flooring Replacement Project
- Bond Refinancing Motion
- Bond Refinancing Resolution
- Endpoint Protection Policy
- Security Awareness Training Policy
- Annual Curricular Actions

OTHER ACTIONS – Mr. Jennings

Upon motion by Mr. Dancy, seconded by Ms. Fazzalore, the Board of Trustees voted unanimously to adopt the FY2025 Budget.

Upon motion by Ms. Fuchs, seconded by Mr. Eisenhart, the Board of Trustees voted unanimously to approve the FY2023 Audit.

Upon motion by Ms. Fineburg, seconded by Mr. Eisenhart, the Board of Trustees voted unanimously to approve Summer Action by the Executive Committee.

BOARD COMMENT

Chair Jennings noted that former College Solicitor, Jeff Garton will be joining the group after the meeting in the Orangery for a luncheon to thank him for his service to the College.

Mr. Jennings also noted that the Executive Committee anticipates meeting to approve some of the construction items that Mr. Siddell spoke of, as well as to approve a Responsible Contractor Policy, and to look at the current Political Events Policy.

ADJOURN

Board of Trustees
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Upon the motion to adjourn being duly made and seconded, the meeting was adjourned at 11:04 A.M. The next regularly scheduled meeting of the Board of Trustees will be held at the Newtown Campus on September 12, 2024, at 10:00 A.M.

Elizabeth Fineburg, Secretary