



BUCKS COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Date: September 12, 2024

Time: 10:00 AM

Present:

Thomas J. Jennings, Chair
Richard Balukas
James Dancy
Broadus Davis, via Zoom
Tabitha Dell'Angelo
Blake Eisenhart
Jamie Fazzalore
Carol Mignoni Ferguson

Adrienne King
Vincent Magyar, via Zoom
John Murray
Ed Tokmajian
Phil Wursta
Lauren Gallagher, Esq., Solicitor
Patrick M. Jones, Ph.D., President & CEO

Absent: Ronni Fuchs, Shamsul Huda

Mr. Jennings called the meeting to order at 10:14 A.M. He introduced Mr. Benjamin Armagost, who led the pledge of allegiance. Ben is beginning his fourth and final year at Bucks and was elected by his peers to serve as this year's Student Government Association President. Ben thanked the Board for inviting him to lead the pledge, and said he is honored to work on behalf of the students.

Following the Roll Call, the Chair introduced five new trustees; Tabitha Dell'Angelo, Adrienne King, Vincent Magyar, John Murray, and Ed Tokmajian, who were appointed on July 10. He announced that there will be a reception after the October 10th board meeting to thank the five trustees whose terms had expired. Chair Jennings then noted that the board met in Executive Session earlier in the day to receive audit information from the MaherDuessel audit partner and to receive information regarding personnel.

Mr. Jennings asked for a motion to approve the minutes of the June 13, 2024 board meeting.

Upon motion by Ms. Mignoni Ferguson, seconded by Mr. Dancy, the Board approved the minutes of the June 13, 2024 meeting.

CHAIR'S REPORT

Chair Jennings reported that it was a busy summer and that, although Dr. Jones officially began his Presidency on July 1, he attended many meetings prior to that, such as a Foundation board meeting, an Executive Committee meeting, a BCHIP long-term care summit, and meetings

regarding possible partnerships. Mr. Jennings said, in July, he visited facilities, security, physical plant, and procurement offices with Dr. Jones, as well as the facilities at the Upper and Lower Bucks campuses. He noted that Dr. Jones plans to spend at least one day per week at either the Upper or Lower campuses.

Mr. Jennings reported that he and Dr. Jones attended the Bucks County Community College Authority meeting in July regarding the bond refinancing. Mr. Jennings also reported that the Executive Committee also met in July to fill the Secretary and Assistant Secretary positions on the Committee. These were filled by Shamsul Huda as Secretary, succeeding former Trustee Fineburg and Ronni Fuchs, succeeding Trustee Huda who had served in that position. He noted that a New Trustee Orientation meeting was conducted in August, following a briefing on media relations. The Chair noted and thanked the Governance Committee for conducting a meeting on short notice in August.

Chair Jennings closed by noting that the Board's role going forward will be to lend expertise to Dr. Jones, as well as to help him make connections where possible. He said the day-to-day management of the College will be in good hands with Dr. Jones.

PRESIDENT & CEO'S REPORT

President Jones thanked the Board for the opportunity to steward and lead the College, and for the trust they have placed in him. He noted that Bucks County Community College changes lives every day, and that those in the room work hard and lead teams that make that happen.

Dr. Jones noted that, like all colleges in the Northeast, Bucks faces strong headwinds in a shrinking market. He said we must address our business processes and evolve our operations. He said the College's mission is too important and too crucial, and that failure is not an option.

President Jones shared some comments he made during the opening in-service meeting:

- We will be bold and brave. The time to act is now. We won't kick our problems down the road.
- We will face outward, meeting community and business needs; and developing partnerships and collaborations.
- We will make tough decisions about policies, procedures, staffing, technology, physical spaces and staffing schedules.
- We won't chase fads, but we will innovate and be entrepreneurial while retaining the high-quality academics for which we are known, providing the services needed by a new generation of students, and meeting regional and economic needs.

He then shared some of what has taken place in his first two months as President:

- A two-day cabinet retreat was held at the Upper Bucks Campus where leaders from business, healthcare, county and state government, and school districts from Upper Bucks joined to discuss their needs and how the College can be of service.
- A new Strategic Plan will be adopted that the Board has actively provided input on. This plan will be dynamic and adaptable. It will be voted on by the Board at the October meeting.
- Internally, Dr. Jones has charged a working group to look at ideas that came out of a Culture of Care document. These are ways we can meet the needs of our employees. It is being aligned with Senator Santarsiero's initiative on Blue Zones.
- Dr. Jones has initiated a strategic hiring freeze, so that the College can wisely steward its limited resources, shape the workforce for current and future needs, and anticipate a potentially smaller workforce.
- A new Flexible Work Arrangements Policy for staff will be going to board committees in the coming weeks and will come to the full board in October.

Dr. Jones reported that enrollment is stable. He said, as of the second day of the September modulars, we are up 0.6% in headcount, and 1.5% in credits.

He then reported that the College is being aggressive with admissions events. Upcoming events include:

- On September 19, at the Lower Bucks Campus, Admissions will join Karen Gatewood, Director of the Medical Laboratory Technician program, to recruit for medical programs that can be completed at the Epstein Campus.
- At the Upper Bucks Campus, there will be a Health Sciences Day for area high schools on October 11, an Information Session for homeschoolers on October 15, and a Dual Enrollment/High School Enrichment Night on November 14.
- At the Newtown Campus, there will be a Fall Open House on October 19, and an ESL Open House on October 29.

On the topic of philanthropy, Dr. Jones reported that:

- A new sculpture by Stella Elkins Tyler has been added to our collection as a gift of the Tyler family.
 - *Joan of Arc at Orleans* (circa 1941) is now on display in the Tyler Hall foyer.

- So far, this fiscal year, the revenue from philanthropy, rentals, events, and grants managed by the advancement and foundation office is \$256,750.
- The 2024 *Foundation Awards Breakfast* will be held on Wednesday, September 18, at 8:00 a.m. in the Zlock Performing Arts Center.
- The 2024 *Celebrating Student Success Gala* will be held on Nov 16, beginning at 6:00 p.m. Proceeds will support the Bucks Student Emergency Fund. The evening will include dinner, drinks, and dancing in the Tyler Formal Gardens and the event tent. Tickets and sponsorship are available.

Dr. Jones reported the following with regard to the physical plant:

- The radon remediation and flooring replacement in Grupp Hall is 100% complete.
- The Founders Hall exterior roof replacement is 80% finished and is anticipated to be completed by October 1. The interior renovation is expected to begin once the roof is complete.
- Assessment and mediation efforts will be ongoing as necessary. Monthly building safety meetings with the ADHOC Building Committee are scheduled to continue this semester.

President Jones gave updates on the following initiatives:

- We recently signed an articulation agreement with Thomas Jefferson University. Students who earn an associate degree in Business Administration will be able to seamlessly transfer into one of five different business majors at Jefferson. With this agreement, we now have more than 125 transfer agreements with 56 colleges and universities.
- Our libraries completed a complex multi-year project to transition our catalog to a new integrated library system called World Share Management System (WMS) on July 1. To do this, a physical inventory of over 100,000 items on three campuses was conducted and data entered. The result of this enormous effort is a better user experience for our students and savings of \$30,000 per year to the College.
- Workday for HR, Finance, and Payroll are all live. For SIS, a full report will be given at the October board meeting. Currently we are on time and on budget.
- Many of our faculty members have been embracing the use of what are called Open Educational Resources (OER) instead of textbooks. Because these resources are free, this initiative helped our students avoid paying over \$1 MIL in textbook costs last academic year.

Dr. Jones gave the following updates on Workforce Development:

- The Center for Workforce Development was awarded a \$2,000,000 grant from the US Department of Energy to support Clean Energy Manufacturing Workforce Training. We will be partnering with Lehigh University to scale our advanced manufacturing training programs to include clean energy efficiency training. In total, this grant will provide training and job placement for:
 - 124 unemployed/underemployed individuals to enter the manufacturing or HVAC industries
 - upskilling for 60 incumbent workers at small-to-medium sized manufacturers
 - energy efficiency training at Lehigh University to 174 students
- This semester, we are expanding our English as a Second Language and Pharmacy Technician programs to the Epstein Campus @ Lower Bucks.
- The PA Department of Community & Economic Development recently provided \$700,000 in funding to support our Metalwork and Industrial Maintenance programs and make them free to students. They will be having a press event at the CAT on October 2 at 11:00 a.m. to highlight this initiative. Gwen Ross, Director of Workforce Development Initiatives, from the PA Department of Community & Economic Development will be in attendance.

The President gave the following updates on student services and student life:

- Our Collegiate Recovery Program was awarded \$25,000 by the Bucks County Drug and Alcohol Commission, which is allowing us to expand this program to the Epstein and Upper Bucks Campuses.
- Our Student Involvement Fairs featured more than 50 organizations. We had just over 1,000 club sign-ups during the two days of the Involvement Fair. That compares to 400 last year.
- We have had over 4,000 completions in Bucks+ just from New Student Orientations through the end of Welcome Week. We are excited about this level of engagement of our students.

In athletics,

- The Men's Soccer team has a lot of new additions to the roster and a current record of 2–2, having beaten Penn State Scranton and Manor College, but falling to Rowan College South Jersey–Gloucester and Patrick Henry College. The next home game is this Saturday, September 14, at 12:00 p.m. against conference rival Central Penn College.

- Club Sports continue to grow. These are student organized programs that compete against club teams from other colleges.

The President then reported on the following art exhibitions:

- The *Dreams of Flora & Fauna* and *Endless Summer* exhibitions in the Hicks Gallery and Art Building on the Newtown Campus will close this Saturday, September 14. There will be a poetry reading today at 12:15 p.m. in the gallery with Nathan Spoon in conjunction with *Dreams of Flora & Fauna*, and from 4:00 to 7:00 p.m. we will host a closing reception for the two exhibitions.
- On September 20, The *World Outside the Window* art show opening reception will be held at The Gallery at Lower Bucks Campus from 6:00 to 8:00 p.m. The show will run from September 16 to November 14, and features things that are viewed outside the window or beyond into the great outdoors.
- On September 27, there will be an opening reception for *Show of Shows* art show at the Fickes Gallery at the Upper Bucks Campus from 6:00 to 8:00 p.m. The show will run from September 23 to November 1 and there is still time to submit a piece.
- On October 4, there will be an opening reception for the *2024 Bucks County Wine and Art Trail Exhibition* at the Hicks Gallery and Art Building on the Newtown Campus from 4:00 to 7:00 p.m. The show will run from September 27 - October 27. This exhibition is in partnership with the *Arts and Cultural Council of Bucks County and Visit Bucks County*.

In closing, President Jones reported the following regarding voter registration and polling places:

- Voter registration drives will be held on all three campuses on September 17 which is Constitution Day. There will be a Constitution Day event at the Epstein Campus @ Lower Bucks that day. On the Newtown Campus, the drive will continue through September 19.
- On election day, both the Upper Bucks and Epstein Campuses will serve as polling places.

NEW FACULTY INTRODUCTIONS

Provost Kelleway introduced the following newly hired full-time faculty members: AnnaMaria Georgousis – Counseling Services, Kara Groschopp - STC Library/Learning Resources, and Debbie Zeiger, Counseling Services. She also introduced Kelly Deasy as the new Director of the Accessibility Office.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE COMMITTEE – Mr. Jennings

Mr. Jennings reported that the Committee met twice; in June to review contracts requiring action by July 1st. The Committee met in July to appoint a Board Secretary and Assistant Secretary. He said these actions will be considered for ratification at today's meeting.

FINANCE & OPERATIONS COMMITTEE – Mr. Christensen

Mr. Christensen reported that, since the June meeting, the single audit has been filed, and they have been working on refinancing the 2014 bonds. He said this will save the college \$600,000 or more over several years and the closing is scheduled for September 25.

GOVERNANCE COMMITTEE – Ms. Fazzalore

Ms. Fazzalore reported that the committee met to review the Responsible Contractor Policy, and the Facility Use – Elected Officials & Political Activities Policy. The Committee recommended adoption. She noted that both are on today's agenda for vote by the full board. The Committee's next meeting is scheduled for September 24.

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. There were no requests.

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

Ratification of Summer 2024 Executive Committee Approvals

- *Insurance Renewal Award 2024-2025*
- *Ever On Fire Alarm Monitoring Service*
- *Bias Training – Arch of Self*
- *Lightcast Alumni Pathways*
- *Bristol Campus Sign – Compass Sign Company*
- *ELC Facilities Hygienic/Health Floor Replacement – Dane & Son Construction*
- *Founders Hall Roof Replacement – Metal Alliance, Inc.*
- *Founders Hall Interior Classroom Improvements – Dane & Son Construction*
- *BOT Secretary Appointment*
- *BOT Assistant Secretary Appointment*

ACTION ITEMS – Mr. Jennings

Upon motion by Mr. Dancy, seconded by Mr. Murray, the Board of Trustees voted unanimously to approve the E-Signature Resolution for Patrick M. Jones, Ph.D.

Upon motion by Ms. Fazzalore, seconded by Mr. Eisenhart, the Board of Trustees voted unanimously to approve the Responsible Contractor Policy.

Upon motion by Mr. Eisenhart, seconded by Ms. Fazzalore, the Board of Trustees voted unanimously to approve Policy 1.30 Facility Use – Elected Officials & Political Activities.

Upon motion by Mr. Murray, seconded by Mr. Dancy, the Board of Trustees voted unanimously to approve the Crowd Strike Endpoint Protection Software contract.

Upon motion by Mr. Eisenhart, seconded by Ms. Fazzalore, the Board of Trustees voted unanimously to approve the Maher Duessel Engagement letters.

BOARD COMMENT

Trustee Wursta welcomed Dr. Jones and commended him on his outreach since July, and even before that. He thanked Chair Jennings for his work over the last two years, in challenging times, and congratulated Trustee Balukas on his wedding, which took place over the summer.

ADJOURN

Upon the motion to adjourn being duly made and seconded, the meeting was adjourned at 11:07 A.M. The next regularly scheduled meeting of the Board of Trustees will be held at the Newtown Campus on October 10, 2024, at 10:00 A.M.

Shamsul Huda, Secretary