



BUCKS COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Date: December 14, 2023

Time: 10:00 AM

Present:

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

Linda Mannherz
William Maeglin, via Zoom
Carol Shelly, via Zoom
Philip Wursta
Felicia L. Ganther, J.D., Ph.D., President, via Zoom
Jeffrey Garton, Esq., Solicitor

Absent: Frank Farry, Shamsul Huda, Carol Mignoni-Ferguson

Mr. Jennings called the meeting to order at 10:22 A.M. and led the pledge of allegiance. Roll Call was taken,

Following the Roll Call, the Chair asked for a motion to approve the minutes of the November 9, 2023 board meeting.

Upon motion by Ms. Fineburg, seconded by Ms. Mannherz, the Board approved the minutes of the November 9, 2023 meeting.

Chair Jennings announced that the Board met prior to the meeting, in Executive Session, to receive information on the Welcome Center bond and related contractual issues.

CHAIR'S REPORT

Chair Jennings reported that the Presidential Search Committee has met weekly with the consultant, and there are approximately 30 applications thus far for the position. He said interviews will begin in early January. He noted that, on the Consent Agenda, is a Management Plan drafted by senior staff and the Chair which designates the Provost as the Chief Academic Officer, the Provost and Board Chair as College Signatories and the Provost as the College's Representative to PACCC until a President is in place. He also reported that there will be a handful of Strategic Plan Working Sessions for the Board in the new year. The first will be held on January 18. Mr. Jennings then thanked the IT Department for handling the migration to the new board website and the distribution of new laptops to trustees. He noted that IT will set up a time to meet with trustees who could not attend today's meeting. Mr. Jennings closed by noting several recent events he attended at the College; the Public Safety School Graduation on 11/16, the Town Hall Meeting on 12/6, and the Waste Management photo opportunity on Tuesday with

Jim Dancy. He said Waste Management donated \$10,000 to the EITC program, and a total of \$138,000 over the years for the benefit of the College.

PRESIDENT'S REPORT

Dr. Ganther reported the following:

- This fall's Student Research Conference hosted 65 students across the College who presented their research papers and projects virtually during panel sessions on December 1. We thank all who were in attendance for their support of our students. The next conference will be held at the Newtown Campus in late April.
 - On November 8, at the National Conference of the College Reading & Learning Association, Academic Success Center Director Lauren Humphries was awarded the prestigious Robert Griffin Award for Long and Outstanding Service. Congratulations to Lauren.
 - On December 7, STEM hosted five scientists from Merck who spoke to about 50 of our students about job opportunities for associate degree students, paths to careers at Merck, and the broad range of careers in the pharmaceutical industry.
 - On December 1, STEM also hosted 80 students from William Tennent High School with the help of representatives from Admissions, Arts & Communications, Health Sciences, Student Life, and Dual Enrollment.
 - We are happy to announce that we received Initial Accreditation for our Ultrasound program (5-year accreditation). Congratulations to the Ultrasound team.
 - The Eastern States Athletic Conference announced the fall season All-Conference honors.
 - Centurions **Women's Soccer**: First Team All-Conference:
 - Paola Palomino, Forward
 - Taylor Kaufmann, Goalkeeper
 - Centurions **Men's Soccer**: First Team All-Conference:
 - Chase Ralston, Defender
 - Jordi Ronal, Goalkeeper
- Second Team All-Conference:
- Aiden Perry, Midfielder
 - Ernest Dobson, Jr. Midfielder

- The United States Collegiate Athletic Association has announced the fall season honors in both USCAA All-American and USCAA National All-Academic Award. Centurions Men's Soccer Goalkeeper, Jordi Ronal has been named USCAA 2nd Team All-American.
- The USCAA also announced the following Centurions as recipients of the USCAA National All-Academic Award. This recognition is for merit and excellence in the classroom as a student-athlete within the United States Collegiate Athletic Association.
 - Taylor Kaufmann - Women's Soccer
 - Jennaviere Logue- Women's Soccer
 - Ashlynne Crain- Women's Soccer
 - Juan Descotte- Men's Soccer
 - Carlos Hernandez- Men's Soccer
- Our student organizations also hosted some great events during the past month:
 - Phi Theta Kappa hosted a “Be the Match” event where 30 students and staff members stopped to see if they could become a bone marrow donor to someone in need.
 - The Dance Club hosted a “Just Dance” party before Thanksgiving, and the Gaming Club hosted a fundraiser that raised \$250 by selling games and consoles.
 - The Psychology Club hosted a Suicide Awareness and Memorial event in November where students and staff were able to honor and light a candle to remember those lost to suicide.
 - The Catholic Club and InterVarsity Christian Fellowship group co-sponsored a “Christmas Prayer for Peace” event last week.
 - The Honors@Bucks organization ran a bake sale that raised \$250 for the local SPCA.
- Other highlights from the last month include:
 - Forty students went to Gettysburg the day before Veteran’s Day to tour the battlefield and museum.
 - Friendsgiving was hosted at all three campuses for students to gather before Thanksgiving break.
 - Links Pavilion was turned into a festive Holiday Village where students enjoyed making ornaments, drinking hot chocolate, and listening to holiday favorites.
 - Holiday Open Mic is a popular event that took place last Thursday, where students shared their talents on stage.

Dr. Ganther closed by saying it has been an honor to serve the College in her first Presidency. She said it was an opportunity to grow, and that Bucks will always hold a special place in her heart. She said the students will always be her first love and she wishes them well. Chair Jennings extended the Board's best wishes and blessings for the holiday season to Dr. Ganther.

REMEDIATION UPDATE – Mr. Eric Siddell

Eric Siddell, Project Manager, gave an update on the remediation efforts for Grupp and Founders Halls. He said the College has contracted with a radon mitigation specialist for Grupp Hall, and they will install the system over winter break. He said radon testing is also complete for the cottages and those results will be posted on the shared portal. He said next week the radon mitigation systems will be installed in Cottages 1, 2, 3 and 4. He also reported that a vendor has been selected for the Grupp Hall walk off carpet replacement and that this work will also be done over winter break. Mr. Siddell reported that the College has fully switched over to public water and has also selected an architect for the Founders Hall dormer project. He closed by reporting that final coordination of the water filtration systems is underway for Founders, Grupp, the Intermediate Unit and EOC. Chair Jennings thanked Mr. Siddell, Mr. Andrews, Mr. Taylor and Mr. Christensen for their great effort in turning things around.

DUAL ENROLLMENT PROGRAM ADJUSTMENTS – Dr. Kelly Kelleway

Dr. Kelleway reported that the College is considering a different strategy for dual enrollment tuition (modest reduction) due to an increase in competitive peer and four-year institutions. The College is proposing \$115 per credit for in county dual enrollment students, \$130 per credit for out-of-county dual enrollment students, and \$70 per credit for the Junior/Senior Experience dual enrollment students (high school students taking courses on our campus). Dr. Kelleway reported that this pricing would be more in line with our peers. Trustee Davis will arrange for Dr. Kelleway to meet with the 13 county superintendents to hear their feedback before the adjustments come before the board for a vote.

COURSE FEES ADJUSTMENTS – Dr. Kelly Kelleway

Dr. Kelleway then reported on the proposed course fees adjustments. She said the most notable increases are in the Arts and Communication Department due to associated labor costs and materials. The Technology Support Fee recommended increase is from \$35 to \$37 per semester credit hour. This increase covers the cost of ProctorU remote test proctoring service for all students. Dr. Kelleway reported that these fee adjustments were presented to and approved by the Finance & Operations Committee and is on the Consent Agenda.

NEW ACADEMIC PROGRAM – Dr. Kelly

Dr. Kelleway reported on a new Paramedic Occupational Certificate. She said this program is starting out as a certification but may develop into a degree program. She also noted that the County supports this program.

BUSINESS, INNOVATION & LEGAL STUDIES DEPARTMENT UPDATE – Mr. Greg Luce

Dean Greg Luce reported that there are 22 Business, Innovation and Legal Studies degree and certificate programs taught by 11 full-time and 36 part-time faculty members. He said several are accredited by different agencies. He reported that, for Academic Year 22-23, the student headcount and credits enrolled were a little over 20% of the total college enrollment. Mr. Luce reported that net revenue after expenses totaled \$2.3 million. Trustee Eisenhart noted this was a great overview and he thanked Dean Luce for including financial reporting.

AUDIT COMMITTEE – Ms. Fuchs & Mr. Christensen

As was reported last month, Ms. Fuchs noted that the material weakness finding from last year will not be cleared this year. She said as the department has been doing the remedial work, they realized that they will not make the end-of-the-year deadline to submit the audited financials to PDE. She reported that the College received a 30-day extension from PDE. She noted that the single audit will make the March deadline, and that the College will be in a better position next year.

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

Mr. Eisenhart and Mr. Christensen reported that the Finance Committee met to review the adjusted course fees, dual enrollment tuition strategy, audit, and Welcome Center bond defeasement. The bond defeasement could be completed in several weeks and it appears that any costs to the College will be minimal. An official resolution prepared by bond counsel will be considered at a subsequent meeting of the Executive Committee which will act as needed prior to the Board's next regular meeting on February 8, 2024.

GOVERNANCE COMMITTEE – Ms. Fineburg

Ms. Fineburg reported that the Governance Committee met on December 6 to discuss updated College policies and received a strategic planning update. Dr. McCarthy reported that they have been gathering information related to strategic planning through a number of events. She said community and employee surveys have gone out and the student survey is being analyzed. Trustee Jennings noted that the final draft of the Strategic Plan will be voted on by the Board in November 2024. The Board will have a handful of Strategic Planning tutorials throughout the new year.

HUMAN RESOURCES COMMITTEE – Ms. Mannherz

Ms. Mannherz reported that the Committee engaged an outside consultant, Herbein & Associates to assess the College's Human Resources department. She said Herbein completed their assessment and that there is quite a bit of work to do. The proposal will provide leadership to the current department and will focus on fully utilizing Workday. She said the Committee is excited to have them come in and work with our dedicated employees to improve functions.

STUDENT AFFAIRS & STUDENT ENGAGEMENT COMMITTEE – Dr. Balukas

Dr. Balukas reported that the Student Affairs and Student Engagement Committee met on November 30 and discussed enrollment and revenue implications. He said they also discussed the five-year program audit process, taking a look at the senior citizen discount, and the Arts & Communication department initiatives.

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

- Management Plan & Designation of Provost as Chief Academic Officer;
Designation of Provost & Board Chair as Presidential Signatories;
Designation of Provost as Representative to PACCC
- Concourse Syllabus - \$12,750/year for three years
- Ratification of Contract with Barb-Lin – for Grupp Hall Walk Off Carpet Replacement, \$92,610
- Revised Policies – Administration
- Revised Policies – Governance & Compliance
- Revised Policies – Academic
- New Academic Programs
- Course Fees
- Draft Audit Fiscal Year 2022-2023 Extension
- Welcome Center Bond Defeasance – Executive Committee Authorization
- Herbein Proposal

PUBLIC COMMENT

There was no public comment at this time.

BOARD COMMENT

ADJOURN

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Upon the motion to adjourn being duly made and seconded, the meeting was adjourned at 11:10 A.M. The next regularly scheduled meeting of the Board of Trustees will be held at the Newtown Campus on February 8, 2023, at 10:00 A.M.

Shamsul Huda, Assistant Secretary