



BUCKS COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Date: April 13, 2023

Time: 10:15 AM

Present:

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

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

Absent: Frank Farry, Shamsul Huda

Mr. Jennings called the meeting to order at 10:20 AM. He asked all to stand for a moment of silence for Victoria Ashton who recently passed away. He then introduced Catherine Cabrera-Bravo to lead the pledge of allegiance. Catherine is a criminal justice major who holds two jobs and has a high GPA. Catherine welcomed the board to the Epstein campus and thanked them for inviting her.

Following the Roll Call, the Chair announced that the Board met prior to the meeting, in Executive Session with Solicitor Garton and President Ganther to discuss matters of litigation, contract matters, and to receive new information on projects.

Upon motion by Mr. Eisenhart, seconded by Mr. Dancy, the Board approved the minutes of the March 9, 2023 meeting.

Upon motion by Mr. Eisenhart, seconded by Ms. Mannherz, the Board approved the minutes of the March 23 , 2023 meeting.

CHAIR'S REPORT

Chair Jennings reported that the Audit Committee met on March 31, and the HR Committee met on April 7 and will meet on the fourth Tuesday of each month going forward. He said the Student Affairs & Student Engagement Committee will meet later in the day, and that the Finance and Operations Committee met on March 23 and will again on April 20. The Governance Committee will meet on a date to be determined in the next couple of weeks with the purpose of recommending the board slate of officers in May. Mr. Jennings noted that anyone interested in serving as a board officer should let Betsy Fineburg know so that the committee can

consider all who are interested in participating. Mr. Jennings reported that, as everyone will hear later in the meeting, the federal audit and corrective action plan were filed ahead of the deadline, and he thanked Mr. Christensen for that. He said our current auditor commended us for our efforts to respond to the December audit letter. Mr. Jennings reported that, as part of renewed vigilance on the part of the board, the BCCC Contract Signing Policy will be voted on later in the meeting. He then reported that he and President Ganther recently met with all three County Commissioners, and that he recently attended the Annual PACCC Conference, where our students received recognition. At that conference, he, Dr. Ganther and AVP Antoine met with five members of the House and Senate Appropriations Committees. He then reported that the College held a legislative breakfast on Tuesday, which was well attended. Chair Jennings noted that there will be a trustee only workshop sometime in the middle of May. Lastly, he said to please complete the financial interest and conflict of interest forms and send them to Beth Brower.

PRESIDENT'S REPORT

President's Corner

- The PA Ready to Succeed Scholarship Program, funded by the PA General Assembly, provides awards to high-achieving students whose annual family income does not exceed \$126,000. Students must be in their 2nd year and have at least a 3.25 GPA to be nominated. In the 22-23 award year we have 180 students receiving awards in the amount of \$175,868, almost an 83% increase to the dollar volume, and 77% increase to applicants. Thank you to PHEAA our state agency and the generous folks in Harrisburg for providing the funding to assist these students.
- Per approval of the Department of Education application, Bucks will receive \$582,000 from the Appropriations Bill FY23 grant award (Congressionally Directed Community Project Funding). Funds will be available by June 1, 2023, at the latest. The College will be assigned a project manager from the Department of Education to guide us through the process of drawing down funds and reporting.
- We are excited to announce that our first cohort of Building & Construction Trades Program started on April 10, in the new Center for Advanced Technologies. We hope to see you all at the CAT building ribbon cutting ceremony which will take place following this meeting at 12:15 p.m.
- Speaking of the CAT building, we recently launched a CAT awareness campaign, including 30 second commercials, 3-minute videos, website and brochure. The campaign was developed under Strategic Initiative funding. Commercials are now playing on Comcast channels.

- We received confirmation of an award for a new round of the In-School Youth grant through the Bucks County Department of Workforce & Economic Development. The renewed grant will span FY 2024 – 2026 with the opportunity for a two-year rollover.
- Bucks started the first drone class at the Upper Bucks Campus. The class will conclude April 14-15-16.
- The Advising Center has started visiting local high schools to assist high school graduates with course registration. School visits include Bensalem, Truman, Pennridge, and Quakertown.
- In addition, Bucks Day for William Tennet High School is on May 24. Students and their parents will visit and tour the Lower Bucks and CAT center then transition to the Newtown Campus for tours and a celebration of our auto-admit partnership with Centennial School District. To prep the students for the day, a panel of Enrollment, Non-Credit, Career and Academic Deans will host an assembly for the students on May 2.
- We are in Career Fair Season. This month, in partnership with PA CareerLink, Bucks hosted three successful career fairs. For the first time this year, Career Services hosted career fairs at the Epstein and Upper Bucks campuses. In the fall, we plan to host a Health Care Career Fair.
- Bucks Homecoming will be held on Saturday, April 29 at the Newtown Campus. Athletic events, a beer garden, live comedy show, and fireworks are part of the schedule for the day. We hope to see you all there!

Student Corner

- The student climate survey has closed, with 1,430 students participating. We are compiling results and will have a report in May. The employee survey is being administered this month.
- Bucks student and singer/songwriter Gabby Esguerra performed during our SOUPerstar Tuesday event on April 4. Soup was served while dozens of students and staff listened to Gabby sing original songs and a few covers while playing the guitar and keyboard. We are proud to have such talented students with us at Bucks!
- Speaking of talent, our monthly Open Mic Night series continued last Tuesday evening. We are so excited to have seen these events grow throughout the year and so grateful that our students have been participating in such large numbers.!

- Softball also continues to grow as a program with a roster of 15 women. They have a very competitive schedule this season and have a record of 2 wins and 9 losses but are improving with each game. The next home game at the Newtown campus is a double header against Salem Community College on Sunday, April 16 starting at 12 p.m.
- On Tuesday, April 18, your Centurions Baseball team will play at Arm & Hammer Park, home of the Trenton Thunder, against the Vikings of Mercer County Community College. The game is at 6:00 p.m. and is free to attend. The next home game at the Newtown campus will be Sunday, April 23 for a double header against Delaware Technical Community College, starting at 12 p.m.
- The Athletic Department will host an end of season reception and celebration in Links Pavilion on May 3 at 5 p.m. This fun and relaxed event gives teams the opportunity to reflect on the season, have some laughs, give awards, and recognize athlete and team accomplishments.
- Also on May 3, our Drama Club is putting on a production for the first time since before the pandemic. “A Night of One Acts” will take place in the Zlock Performing Arts Center at 7:30 p.m. Come out and see the talents of our students as they return to the stage here at Bucks!
- Our Student Awards Celebration will be taking place during the evening of May 8 from 5:00 to 9:00. Dinner and awards will be followed by dancing for our students and staff in attendance. This is a wonderful time to celebrate all the achievements of our student organizations and our engaged students. All trustees are invited and welcome to attend!

PUBLIC COMMENT

There was no public comment at this time.

COMMITTEE REPORTS

AUDIT COMMITTEE – Blake Eisenhart, Chair

Mr. Eisenhart reported that the Audit Committee met on March 31. He asked Mr. Niels Christensen, Interim CFO, to provide an update on relevant matters. Mr. Christensen reported that the FY2022 single audit was filed, along with a corrective action plan to address the material weakness finding, with the federal audit clearinghouse and the U.S. Department of Education. He reported that they are currently assessing the capabilities of the accounting and finance staff and aligning folks around supporting monthly reconciliations, account analysis and facilitating financial statement preparation. He said they are in the process of adding some interim resources to support completion of the efforts to address some accounting issues that need to be resolved

and to support grant accounting. The need for interim resources is due to staff turnover, but the view is this will be short-term. Mr. Christensen said they are also in the process of developing financial statement reporting capabilities in Workday and are working through the configuration, so it flows effectively. They are also developing a financial reporting template which will be provided to college management and the board. He said they are evaluating different alternatives, based on what makes the most sense and is most informative.

Trustee Eisenhart noted that, on today's Consent Agenda, there is a Contract Signing Policy, which he said is critical to ensure the effective implementation of internal controls across the institution. He said the primary reason for the policy is to identify and establish those individuals on the campus with signing authority. He said the Audit Committee discussed the policy and recommends its adoption. He noted that the current purchasing policy requires Board approval for all transactions in excess of \$21,000. This Contract Signing Policy also gives the Board an approval threshold of a \$100,000 contract value to ensure all significant and financially material contracts are reviewed by the Board prior to being signed. Lastly, Trustee Eisenhart said a continuing priority of the Audit Committee is to review financial risks around significant contracts and identify opportunities for enhancements to improve controls and reporting.

ACADEMIC AFFAIRS & WORKFORCE DEVELOPMENT COMMITTEE – Phil Wursta,
Chair

Mr. Wursta introduced Ms. Rose Cooper, Director of the Epstein Campus. Ms. Cooper welcomed the Board and gave a presentation on the campus. She said staff and faculty want students to feel a sense of belonging and offer a variety of events and activities so they can have fun, give back to the community and get to know their fellow classmates. She reported that the campus holds regularly scheduled political power hours, along with other notable events such as voter registration drives, TMA Bucks/Septa travel training and the Medical Lab Technician Program Accreditation. Ms. Cooper reported that the campus connects with the community at events such as historic Bristol Day and Bristol Township Fall Festival, and holds three art shows each year at the Gallery at Lower Bucks.

Ms. Cooper said staff and faculty are committed to promoting a culture of care for students, offering a ZIP kitchen, food pantry, career closet, work study opportunities, scholarship information day, counseling resources and therapy dogs. She then listed the campus' high school recruitment initiatives as well as events and training programs in the new CAT building. Ms. Cooper then noted our campus partners and introduced the Epstein Campus staff.

GOVERNANCE COMMITTEE UPDATE – Betsy Fineburg

Ms. Fineburg reported that the Governance Committee will be meeting next month before the next board meeting. She said anyone who is interested in a specific position on the Executive Committee should notify her, as well as anyone who is interested in continuing with their current

position. She said the committee will meet and consider all requests and will get back to the board at the next public meeting.

HUMAN RESOURCES COMMITTEE UPDATE – Linda Mannherz

Ms. Mannherz reported that the committee met last Friday and has committed to meeting once a month, the fourth Tuesday of each month. She said, at the first meeting, the group went through the committee charter and had a wonderful presentation on HR department goals, details on ensuring operational efficiency as well as creating and sustaining a culture of care and excellence. She said the next meeting will focus on performance management.

CONSENT AGENDA – Mr. Maeglin, Finance & Operation Committee Chair

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

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

Finance & Operations Committee:

Other Contracts

- Independence Blue Cross 2023 Insurance Rate Renewal
- Public Safety Training Center – Pavilion Project – John G. Moser & Son, Inc.

Audit Committee:

- BCCC Contract Signing Policy

BOARD COMMENT

Trustee Mannherz asked if those in the room could introduce themselves and note their area of responsibility. After doing so, Dean Hemmig reported that, once again, Bucks was named the #1 online community college in Pennsylvania. Ms. Kahmar then reminded trustees that the CAT building ribbon cutting would take place at noon, followed by tours of the building and lunch.

ADJOURN

Upon the motion to adjourn being duly made and seconded, the meeting was adjourned at 11:00 A.M. The next regularly scheduled meeting of the Board of Trustees will be held at the Newtown Campus on May 11, 2023, at 10:15 AM.

William Maeglin, Secretary