The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, September 17, 2002, at 4:00 p.m., in the James E. Mullen Community Room at West Campus.

**Board of Trustees – Present:**
Mike Bitner, Chairperson; Floriana Bloss; Andrew Cantor, Secretary; Michael D’Aniello; Anthony DiSandro, Vice Chair; Charles Kahn, Treasurer; Ed Mullin; John Rotelle; Dennis Sharkey; Thaddeus Smith; Win Smith

**Board of Trustees – Absent:**
Dwight Dundore; Francis Jeyaraj; Trudy Mann, Assistant Secretary; Tobie Schwebel Kessler

**Also Present:**
Karen Stout, President; Larry Arrington, Director of Learning Assistance Laboratory; Mike Billetta, Director of Administrative Services-West Campus; Marc Davis, College Solicitor; John Flynn, Vice President for Academic Affairs and Provost; Dean Foster, Dean of the West Campus; Jim Guy, Purchasing Agent; Steve Kovacs, Vice President for Administration and Finance; Michael Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; Patricia Nunan, Chair, Alumni Association; Deborah Rogers, Office Manager; Celeste Schwartz, Vice President for Information Technology; David Stewart, Vice President for Student Affairs and Enrollment Management; Marie Wolf, Guest; Darlene Yerkey, Interim Recording Secretary to the Board

**Call to Order**
Chairperson Bitner called the meeting to order at 4:00 p.m.

**Approval of Minutes**

There is a correction to the minutes of June 17, 2002. Marc Davis was in attendance, not Wendy Rothstein.

On motion by Mr. Mullin and seconded by Mr. W. Smith, the 06/17/02 Minutes were unanimously approved.

**Introduction of Guests**

Ms. Celeste Schwartz introduced the guests in attendance at the meeting.

**Treasurer’s Report**

Mr. Kahn reported there were no unusual transactions during the past two months.

On motion by Mr. Kahn and seconded by Ms. Bloss, the recommendation to accept the Treasurer’s Reports for the periods ending July 31, 2002 and August 31, 2002 was unanimously approved.
Recognition

Chairperson Bitner recognized Marie Wolf with a resolution commending her for exceptional service to Montgomery County Community College and its Board of Trustees for 18 years as the Executive Assistant to the President and the Recording Secretary to the Board of Trustees.

Marie Wolf thanked the Board and Dr. Stout for being invited to the meeting. She said it was an honor to serve Montgomery County Community College and wished them well.

President’s Report

Dr. Stout reported on the following information items.

- **Enrollment**

  Total College enrollment, as of this morning, is 10,227 students, another record for the College. This is almost six percent over last fall’s final enrollment. Most importantly, we are up over ten percent in FTEs compared to last fall.

- **Opening Day**

  The College community kicked off the opening of the fall semester with a daylong set of activities on September 3, 2002. Mike offered greetings on behalf of the Trustees and after the “State of the College” message, faculty and staff were able to attend two “Showcase Sessions” for professional development. These showcase sessions were organized and delivered by faculty and staff who led successful and extraordinary efforts over the past year in areas such as the Children’s Center, integrating technology into instruction, and the hosting of the College’s first ever Digital Media Festival last March.

- **Students**

  Our students continue to make us proud. Two of our students, Christine Zadlo and Monet Noreiga were awarded $1,000 scholarships from the Coca-Cola Scholars Foundation. They are two of 400 community college students across the country recognized as Coca-Cola Scholars.

  Our nursing students continue to outperform the National and Pennsylvania means with their NCLEX-RN test results. For the period of July 1, 2002 through June 30, 2002, 87.5 percent of our graduates passed the exam compared to 86 percent nationally and 83.5 percent in Pennsylvania.

- **Faculty**

  Our faculty continue to be recognized in regional and national forums.

  Bernie Mangiaracina, former Division Chair and Professor of Art is featured in the recently published book: “Artists of the River Towns: Their works and their stories” by Doris Brandes. An accomplished sculptor, Bernie is well known for his work in New Hope and Lambertville.
Professor of Art, Mike Smyser and his adjunct faculty member colleague, Gail Gosser, are the featured show in the College’s Multiple Choice Gallery through October 6, 2002. About 150 community members attended a reception on Sunday to open the exhibit.

Adjunct faculty member Chad Harp was recognized in an article in The Times Herald for the development of the course “Ethical Decision Making in Business.” The course started five years ago, when teaching ethics was not a fad. The course is considered a capstone for several of the degree options within our business administration program.

- Gifts and Grants

The College has been awarded a $150,000 Critical Job Training grant from the State’s Department of Labor. This grant will pay the tuition and related fees for 58 students pursuing degrees in areas where there are identified labor shortages. Today, we received notice that our submission of a Critical Job Training grant on behalf of Merck for $265,000 was approved. We have also received unofficial notice that our submission of a Critical Job Training grant on behalf of the Vanguard Group for $1.8 million to train 172 employees was funded. From the grant, the College receives funds to manage the project and we can compete to provide training services.

If you have not yet signed up, I encourage you to support the Foundation’s Third Annual Golf Outing on October 14, 2002 at Commonwealth Country Club. Response to date has been strong as the planning committee is close to reaching its goal of 96 golfers. Corporate event sponsors to date include Univest, CBIZ, Commerce Bank and Prudential Financial.

The annual Day at the Farm event, organized and hosted by the Allan C. Meyers family was held on August 25, 2002 and raised more than $30,000 for student scholarships.

- College Awards and Recognition

Tomorrow the College will serve as a destination for almost 30 trustees and presidents from community colleges across the country. Celeste Schwartz and John Flynn have organized the tour that will focus on showcasing our technology assets. Mike and Thaddeus will represent the Trustees in a Mock meeting as part of this week’s ACCT National Conference. Also, tomorrow, the Pennsylvania Commission for Community Colleges is hosting in Philadelphia, meetings between the trustees, presidents and the two candidates for Governor.

We are among the Top 50 community college producers of education degrees according to Community College Week. We are the fifth largest higher education institution in Philadelphia according to the Philadelphia Business Journal and Montgomery Newspapers recognized us as a first place finisher in the category of “Places to Take College Courses.”

The College was recognized in Harrisburg this week at the Pennsylvania 2002 Awards Banquet Sports Leadership Conference for our work with the Special Olympics. Brian Brendlinger attended the event. Villanova and Penn State were also recognized and we were the only community college honored.
- **Partnerships, Community Outreach and Upcoming Events**

Art Goon is representing me and the College on Commissioner Damsker’s recently formed Human Services System Improvement Collaborative Board. The College, through its Human Services and Workforce Development and Continuing Education divisions does extensive work with the County’s human and social services agencies. Through Art’s participation, we hope to build on these connections to help the County to improve the delivery of these vital services to County residents.

On September 5, 2002 the College signed a partnership with the Navy and the Northern Montgomery County Center for Technical Studies. In a first of its kind program, the College will award advanced placement credit to high school graduates from the technical school and the Navy will provide financial support to our students who pursue an Associate in Applied Science in Technical Studies degree.

On September 12, 2002 we signed a partnership agreement with Delaware Valley College. This summer, you may recall that we also signed an agreement with Cabrini College.

On October 12, 2002 the College will host the annual Montgomery County Women’s Conference. National Public Radio’s Terry Gross, host of the show “Fresh Air” will be the keynote speaker.

Dr. Stout invited Pat Nunan, Chair of the Alumni Association, to give the Board of an overview of the Alumni Board’s work over the past year.

Ms. Nunan expressed:

- that over the past year the Alumni Board has grown from nine members to 17 members and they are continuing to seek active members.
- recruitment of active members is done through an ongoing survey process that is distributed by the Alumni Association.
- the Alumni Board in conjunction with Student Services organized the first Career Awareness Day.
- at the Student Award Banquet two Alumni scholarships were awarded, $1000 to a full-time student and $500 to a part-time student.
- the Alumni Board participates at the Central and West Campus Community Days.
- the Alumni Board participates at the College Open Houses.
- with the assistance of Admissions an Ambassadors Program was initiated.
- Celeste Schwartz was chosen to receive the second distinguished Alumni Award.
- eight Alumni members attended the Foundation Ball in the spring.
- this year the Alumni Board provided a picnic on the patio for 250 graduates.

**Curriculum Committee**

Mr. W. Smith reported for the committee.
- **Summer Bridge Program**

A committee led by Art Goon and Larry Arrington was formed to evaluate the Summer Bridge Program and institute appropriate changes.

The program was established in 1990 and was designed to increase the number of African American, Native American and Hispanic students who will succeed in their study of mathematics, science and engineering and ultimately embark upon challenging and rewarding careers in these areas.

In recent years, the level of participation has steadily decreased. The program was subsequently expanded to include students outside of Montgomery County. However, this did not result in increased participation as the average enrollment for the program the previous three years was seven students.

Three college courses were added to the Summer Bridge Program. Students received college credit for the completion of an ORI 100 College Seminar Course, a college math course, and a fall semester English course. There was an increase in enrollment to 12 students, 10 of which enrolled at Montgomery County Community College for the fall semester.

Also, Harleysville Insurance joined Rohm and Haas, Unisys, and Verizon in providing scholarship support.

Future plans include consideration for additional changes in the program: an expansion of the number of Montgomery County students served, the range of courses offered, the amount of corporate sponsorship, and a goal of urging all participants to select Montgomery County Community College as college of choice.

Larry Arrington gave a PowerPoint presentation regarding the Summer Bridge Program. Mr. Arrington thanked the Board for their support of the program and thanked Dr. Stout for being able to share information about the Summer Bridge Program.

Dr. Stout mentioned that due to the changes in the program, students leave the Summer Bridge Program with up to seven college credits.

Chairperson Bitner suggested recruiting past Summer Bridge students who have succeeded to mentor current students.

- **Library Improvement Plan**

Jay Lucker, a retired Director of the Massachusetts Institute of Technology Libraries worked with the College to develop a plan to build the kind of twenty-first century library services and facilities that will support academic excellence at both campuses and for distance learners. Mr. Lucker submitted his report in March 2002 and a small Library Strategic Planning Committee was formed in April 2002 to develop a five-year plan for implementing the report’s recommendations. The Planning Committee is expected to complete the final draft this month. In addition, the committee developed a list of short range recommendations, most of which have already been completed or are in the process.
Personnel Committee

Mr. DiSandro reported for the committee.

- Personnel Actions – June through August 2002

There are six new faculty appointments for fall 2002:
  • Joanne Clark – Instructor, Reading and Study Skills
  • Cheryl Gelover – Instructor, Fine Arts/Digital Design
  • Chidi Ukazim – Instructor, English as a Second Language
  • Andrew T. Kosciesza – Instructor of Music
  • Maureen Rose – Human Services Instructor
  • Ruth Godin – Counselor/Advisor, Student Development Center, West Campus

There are five new administrative appointments:
  • Donna Richemond – Director of Student Affairs, West Campus
  • Jennifer Gronsky – Assistant Director of Student Affairs, West Campus
  • Suzanne Holloman – Dean of Workforce Development and Continuing Education
  • Richard Holland – Executive Director of Human Resources
  • Alana Mauger – Coordinator of Media and Public Relations

On motion by Mr. DiSandro and seconded by Mr. Rotelle, the faculty and administrative appointments were unanimously approved.

During the period of June 2002 through August 2002, the following separations occurred.

Faculty:
  • Ruthe McGuigan – Associate Professor of English

Administrative:
  • Judith McNeal – Director, Alumni/College Relations
  • Joan Leaver – Office Manager for Admissions/Records
  • Jessica Black – Admissions Officer
  • Anders Back – Director of College Relations

On motion by Mr. DiSandro and seconded by Mr. W. Smith, the faculty and administrative separations were unanimously approved.

Mr. Bitner shared a letter from Andy Back expressing his gratitude for working at Montgomery County Community College and thanking the Board for their support throughout the years.

- ACCT Standards of Good Practice

The College is an active member of the American Association for Community College Trustees (ACCT), a national association to support the professional development and policy governance needs of community college trustees from across the country. Several of our Board members will attend ACCT’s National Conference in Philadelphia this month.
ACCT encourages its member Boards to adopt the “Standards of Good Practice” statement to guide it in effecting strong governance.

On motion by Mr. DiSandro and seconded by Mr. T. Smith, the adoption of the ACCT “Standards of Good Practice” was unanimously approved.

**Finance Committee**

Mr. Kahn reported for the committee.

The Finance Committee has confirmed the employment of the accounting firm of Hege Kramer Connell Murphy and Goldkamp for the audit year ending June 30, 2002. They are doing the College audit for $23,000.00, which includes out of pocket expenses. In addition, there is the federal required single audit, which is an additional $5,750.00, which also includes out of pocket expenses. Both of these costs are approximately a three percent increase over last year. The audit will be presented to the Board at the October meeting.

- **Technology Fee Budget for 2002-2003**

  The Board approves annual budgets for efforts supported by fees. The technology fee as approved by the Board for 2002-2003 is $6 per credit hour. The proposed budget supports 19 software licenses, servers, computers and other technology supplies.

  On motion by Mr. Kahn and seconded by Mr. T. Smith, the Technology Fee Budget for 2002-2003 was unanimously approved.

- **Investment Management Options**

  The College contacted the investment department of a commercial bank and one of the largest and most respected major not-for-profit educational investors. Also, the College coordinated with the County on its investment policy as well as contacted a representative from the State Treasurer’s Invest Program. Information is now being gathered to allow a comparison of the rate of returns, level of risk and potential savings of time and effort for the College financial staff.

**Physical Plant Committee**

Mr. Mullin reported for the committee.

- **Morris and Cathcart Update**

  There is a hazardous condition that exists at the intersection of Morris Road and Cathcart Road. The southern portion of Cathcart Road does not align properly with the northern section. Whitpain Township is currently finalizing plans to correct this situation. The plan calls for moving the southern portion of Cathcart Road in a westerly direction so that both sides of Cathcart are directly aligned. After the realignment, the intersection will be signalized. To facilitate the westerly move of Cathcart road, approximately 0.42-acre of College property will have to be used.
Since the College is giving up a portion of its property, it would be appropriate to request some type of compensation from the Township. The Township does require that the College pay for various permit fees associated with renovation and construction projects. The Township also has a fee for “capital contributions” on any major building project. The College is requesting a waiver of such fees as a form of compensation for the land used by the Township.

The College should also request a credit from Whitpain Township to compensate for the loss of the 0.42-acre. This compensation could be in the form of a waiver of the capital contribution fee for the new Technology Center or other related impact fees.

On motion by Mr. Mullin and seconded by Mr. Rotelle, the dedication of the 0.42-acre parcel to Whitpain Township in compensation for a future waiver of a portion of the traffic impact fee for the construction of the Advanced Technology Center pending legal review was unanimously approved.

- **Campus Security Enhancements**

  Over the past few months, the College has significantly enhanced the physical security of all technology equipment creating a multi-layered security environment. During this effort the College has been in close contact with our insurance broker and has hosted campus visits from our insurance carriers and insurance loss investigators. All have been satisfied with the aggressive steps taken by the College to eliminate future thefts.

- **Summer Facilities Improvements**

  Phase I of the installation of the foundation and the Clock Tower is complete. The speed bumps were removed and the SEPTA buses are currently traveling the loop road of the College.

**Bids**

Mr. James Guy reported on the bids.

- **Printing of the Lively Arts Brochure and Poster**

  On motion by Mr. Mullin and seconded by Mr. W. Smith, the recommendation to award Triune Color Corporation, Cinnaminson, NJ in the amount of $21,601.00 as the lowest acceptable bidder was unanimously approved.

- **Art Software**

  On motion by Mr. DiSandro and seconded by Ms. Bloss, the recommendation to award Software House International, Somerset, NJ for the “Adobe” package with maintenance in the amount of $29,652.85 and TRC, Inc., West Dundee, IL for the “Macromedia” package without maintenance in the amount of $19,391.40 as the lowest acceptable bidders were unanimously approved.

**Chair’s Report**

Mr. Bitner reported the following:
He is pleased with the representation of the College and the Trustees at the American Association for Community College Trustees National Convention in Philadelphia. He thanked Celeste Schwartz and John Flynn for organizing the tour for guests from across the country.

Mr. Bitner also reported on his attendance at the All-Trustees Assembly in June and an August lunch with the Commission’s new Executive Director to offer some ideas on how the Commission can improve its work on behalf of the state’s 14 community colleges. He also noted his intent to make a motion that we create regional and more convenient opportunities for the Trustees to meet to discuss state-wide policy issues. He wants Montgomery County Community College to take a lead role in convening a meeting of the Trustees from Bucks, Delaware, Community College of Philadelphia and Montgomery sometime in November. He noted several priority needs for the colleges as we enter the 2003-2004 budget and legislative sessions. In addition to ensuring full funding of the FTEs generated by our colleges, the Commission, with our leadership, has drafted legislation that would change the audit process. In addition, the Commission is working on new legislation that would place the community colleges as the primary provider of workforce development for the State. Finally, the Commission has drafted legislation to form a Pennsylvania Community College Board and is working through the legal implications of moving out from under the Department of Education.

Mr. Bitner commended our students and staff for the work they did to make Congressman Hoeffel’s visit on September 9, 2002 a short but fruitful one. We are working with the Congressman to get federal funding for the Advanced Technology Center on the Central Campus.

Adjournment

The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Monday, October 21, 2002 at 4:00 p.m. in the Board Room of the East House.

____________________________________
Andy Cantor
Secretary