The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 18, 2002, at 4:00 p.m., in the East House Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Floriana Bloss; Lea Bramnick; Andrew Cantor, Secretary; Michael D’Aniello; Dwight Dundore; Anthony DiSandro, Vice Chair; Francis Jeyaraj; Charles Kahn, Treasurer; Trudy Mann, Assistant Secretary; Ed Mullin; John Rotelle; Dennis Sharkey; Thaddeus Smith; Win Smith

Also Present:
Karen Stout, President; Marc Davis, College Solicitor; John Flynn, Vice President for Academic Affairs and Provost; Dean Foster, Dean of the West Campus; Art Goon, Vice President of College Advancement and College Relations; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Steve Kovacs, Vice President for Administration and Finance; Amanda Mandia, Executive Associate to the President; Michael Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; Rhoda McFadden, Professor of History and President of Faculty Union; David Stewart, Vice President for Student Affairs and Enrollment Management

**Call to Order**

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

**Approval of Minutes**

On motion by Mr. Rotelle and seconded by Mr. T. Smith, the 10/21/02 Minutes were unanimously approved.

**Introduction of New Trustees and College Staff**

Chairperson Bitner introduced Lea S. Bramnick as the new member of the Montgomery County Community College Board of Trustees.

Dr. Stout introduced Amanda Mandia as the new Executive Associate to the President who will be recording Board minutes.

**Introduction of Guests**

Mr. Art Goon introduced the guests in attendance.
**Treasurer’s Report**

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

Mr. Kahn addressed the CD investment strategy put forth by the Finance Committee.

Mr. Steve Kovacs clarified the policy on investments of $100,000 at Dr. Stout’s request. For any deposit in excess of $100,000 we ask for either a Surety Bond or Complete Collateralization (usually a third party), which means that our funds are protected. Therefore, although the Auxiliary Bond listed in the summary of CD Investments is over the recommended $100,000 limit, the total amount of the bond is protected through Collateralization.

On motion by Mr. Kahn and seconded by Mr. T. Smith, the recommendation to accept the Treasurer’s Reports for four months ending October 31, 2002, was unanimously approved.

**President’s Report**

- **Students**

  The College’s Phi Theta Kappa Chapter, our honor society, held successful fall induction ceremonies this month at both the West and Central campuses. More than 100 students were inducted in the ceremonies.

  Our Nursing department recently received a report on the performance of 34 of its 37 May 2002 graduates. These 34 graduates have a first-time pass rate of 94.12%. The first time success rate of our graduates continues to climb from 84% in December 2000 to 89% in May 2001 to 91% in December 2001 to 94% in May 2002. These pass rates are important as the ADN continues to be under siege by some in our State legislature and by some nationally as well.

  Sudanese refugee and MCCC full-time engineering student Joseph Deng will be part of a documentary being prepared by Philadelphia Public TV, WYBE. Joseph is one of five Sudanese refugees in this area. Joseph will actually be filming the documentary, as he is equipped with a video camera and will be capturing his life as a student here over the next 10 months.

- **Recognition**

  The College’s Lively Arts publication, “Crossroads” received the National Council for Marketing and Public Relations’ Gold Medallion Award at the October annual meeting of the regional group. Helen Haynes, our Director of Cultural Affairs, developed the brochure theme and copy.

  Ben Franklin Technology Partners of Southeastern Pennsylvania (BFTP/SEP) announced that it has received a $600,000 U.S. Department of Education grant to support workforce development and education activities of the Nanotechnology Institute (NTI). Specifically, the $600,000 grant will support the development of an Associate Degree program involving
Drexel University, The University of Pennsylvania, Bucks County, Delaware County, Montgomery County, and Philadelphia County community colleges. The Associate Degree in Nanobiotechnology consists of several components including: intensive summer institutes (beginning in 2003) involving University of Pennsylvania and Drexel University professors and their community college peers for the purpose of developing nanotechnology and nano/biotechnology R&D curriculum tracks; and virtual classrooms, educational applications and tele-experimentation activities supported by a high-bandwidth computing infrastructure.

- **PA Commission and Legislative Update**

Our Board hosted the first-ever regional meeting of Trustees last Thursday evening (November 12). Diane Bosak, Executive Director of the Commission, presented an overview of the drafted Community College Board legislation, the audit legislation, and the workforce development legislation. Both the audit legislation and the workforce development legislation have a chance to be passed before the end of this month’s lame duck session. The audit legislation was introduced on the Senate side by Ted Erickson of Delaware County and has been co-sponsored by Allison Schwartz and Stu Greenleaf. Now we are working the House side and we have the full support of Representative Bunt who, you may remember, worked with us last spring to try to resolve our outstanding audit issue. The Workforce Development legislation has passed the House with the leadership of Representative Leida Cohen and we are now working with our Senators. This bill increases funding reimbursement for Workforce Development courses from 70% to 100%.

On the Federal front, Congress has passed another continuing resolution that extends all appropriation bills funding at FY2002 levels until mid-January. The new Congress is expected to act on the FY2003 budget (which really started on October 1) early this winter. Our requested appropriation hangs in the balance and we are working with Public Affairs Management to build our request for FY2004 for submission in early February.

- **Faculty**

Professor Roseanne Hoffman has been named by the Council for the Advancement and Support of Education and the Carnegie Foundation for the Advancement of Teaching as the Pennsylvania Faculty Member of the Year. Roseanne will be honored at a luncheon on Thursday at the National Press Club in Washington and at a Congressional Reception that evening in the Rayburn House Office Building.

Jeffrey Horwitz, a part-time faculty member in CIS, recently published a book: *UNIX System Management Primer Plus (SAMS)*.

Charlie Reilly, Professor of English, had his article, "Conversation with John Updike" published in the summer edition of *Contemporary Literature*.

Diane Horan, Associate Professor of English, won first place in the Teaching for Success yearly contest. Her article on mid-term assessment, "Objective Check Day Builds Confidence" was featured as the Quick Tip winner in August 2002.

- **College Planning/Self-Study**

  We are beginning to mobilize for our very important Middle States Accreditation process and self-study team visit in Spring 2005. Steve Baron, Assistant Professor of Psychology and Sociology, and John Mastroni, Director of Distance Learning, have agreed to co-chair the soon to be appointed Steering Committee. Steve and John just returned from the Middle States Self-Study Institute and a team from MCCC, including myself, will attend the Middle States annual conference in December to develop our time line and plan for completion of the review. The Trustees will be deeply involved in this effort.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **Graduate Survey**

  Mr. Smith reported that Leon Hill, Director of Institutional Research, presented an Executive Summary of the Graduate Survey 2001 to the Curriculum Committee for input on improving the survey instrument for future use and for information on student outcomes.

  Data from the 2001 Graduate Survey shows that our graduates view the quality of their education and their overall College experience very positively. However, the data also suggests that it may prove well for the College to review all transfer programs to be sure that the program objectives listed in the College catalogue are appropriate. Also, it was recommended by the data results that the General Studies program be re-evaluated to ascertain if it is meeting students’ educational goals adequately.

  No action was required.

- **New and Revised Courses**

  Two new courses have been added to the College’s curriculum:

  1. *Health Insurance and Professional Billing* (CAO/HCP 225) is a 3-credit elective course for Computer Applications/Office Procedures. The course will address processing health insurance claims/forms, which are becoming increasingly complicated and specialized.

  2. *Psychological Anthropology* (ANT 240) is a 3-credit elective course that can be used in any curriculum that calls for a free or social science elective such as Liberal Studies or
Social Science. The course explores the intersection of anthropology and psychology and where culture affects human behavior.

One course has been revised:

1. *Math for Elementary Education Majors* (MAT 103) is having its title changed to *Foundations of Math*. The content of the course satisfies state requirements for college level mathematics for elementary education majors and this name change eliminates some confusion that may arise from the current title. Transfer is unaffected by the title change.

No action was required.

**Finance Committee**

Mr. Kahn reported for the committee.

Mr. Kahn read the following from the minutes of the Finance Committee meeting:

“It was noted that the County Commissioners indicated publicly that they expected to receive budget requests reflecting no increase in funding although the College requirements are driven by increasing enrollment. After discussion, the Committee agreed that the proposed operating budget should reflect the assumption that the County should provide sufficient funds to maintain the same percentage of total funding as the 2002-03 budget.”

- **2003-04 Operating and Capital Budget Requests**

The total Operational Budget proposed for 2003-04 is $45,428,276.

A number of important assumptions were in made in the creation of the Operating Budget:

- The State will provide full funding to match the growth in enrollment with the funding rate remaining unchanged at $1,500 per FTE, and other rates for special programs (stipend, Public Safety programs).
- The current charge per credit hour at $77 per credit hour will be maintained.
- The County will increase its share of funding by $1,260,047 to $12,153,192. This amount keeps the County’s share of funding at 26.8%, the same percentage of funding as 2002-03.

The total Capital Budget proposed for 2003-04 is $3,911,577. The Capital Budget request shows a balanced increase in expenditures and revenue of 4.0% or $151,651. The increased revenue assumes a 0.7% increase in State funding and a 4.7% increase in County funding from 2002-2003. The most notable shift in the Capital request from the 02-03 budgets is an increase in *Personal Property Leasing* as the College looks to take advantage of State funding of 50% for approved leases after the first year of the lease. These requests are now
being presented to the Commissioners as they begin to build their calendar year 2004 budget at the start of next year.

A number of important assumptions were made in the creation of the Capital Budget:

- The College will continue to have substantial growth in FTEs for the coming year and this growth will be appropriately a 7.5% increase over 2002-03.

- The State will continue to meet the mandated portion of the Capital Budget as will the County. This portion of the budget deals with debt service and approved leasing contracts.

- There will be no non-mandated capital funds provided by the State. There were no non-mandated capital funds in 2001-02 or 2002-03.

- The County will increase its share of funding by $100,000 to $2,211,666. The County increased its share by $100,000 in 2002-03.

On motion by Mr. Kahn and seconded by Ms. Mann, the 2003-04 Capital and Operational Budget requests were unanimously approved.

**Personnel Actions**

Mr. DiSandro reported for the committee.

- Administrative Appointments for November 2002

  There were two administrative appointments during November 2002:

  - Mary Washington – Manager, Admissions and Records/Assistant Registrar (11/4/02)
  - Amanda Mandia – Executive Associate to the President (11/1/02)

- Separations for October 2002

  - Dr. Dee Ann Wilcox – Chair, Academic Affairs, West Campus (10/4/02)

On motion by Mr. DiSandro and seconded by Ms. Mann, the administrative appointments for November 2002 and separation for October 2002 were unanimously approved.

- Proposed New Policy: *Teaching Preferences Given to Retired College Administrators and Faculty and Emeritus Faculty*

  Effective with the Spring 2003 semester, any retired administrator, retired faculty or emeritus faculty will be allowed to apply the courses previously taught in determining their
individual teaching seniority, provided they have taught within the past five years. Individuals who have not taught courses within the past five years will receive no credit for courses previously taught in determining teaching seniority and teaching preference.

Mike D’Aniello asked for clarification of meaning of the policy. Dr. Flynn offered clarification. Ms. McFadden, President of Faculty Union, offered her support of the Policy. Mr. Davis offered that this policy mirrors the faculty policy.

On motion by Mr. DiSandro and seconded by Ms Mann, the proposed policy on Teaching Preferences Given to Retired College Administrators and Faculty and Emeritus Faculty was unanimously approved.

**Physical Plant**

Mr. Mullin reported that the committee toured the new Automation Lab in the Science Center and that they were impressed by the new facility. He also encouraged the Board to attend the dedication ceremony on December 4, 2002, from 2:00 p.m. to 4:00 p.m.

- **Proposed New Policy: Naming College Facilities**

  **Purpose**
  This policy sets forth criteria and procedures for naming or changing the name of Montgomery County Community College facilities or significant portions of facilities. The term “facilities” includes buildings, rooms, interior spaces, streets (including landscape materials and associated exterior furnishing which will be marked by a tablet or plaque), courts, athletic fields, open spaces, and all areas owned, operated or controlled by Montgomery County Community College.

  **Policy**
  Except where an honorary name for a facility has been approved by the Board of Trustees, College facilities will ordinarily be given functional names that are reasonably descriptive of and will identify the principal activity or purpose of the facility.

  **Procedures**
  
  A. **Functional Names.** Upon recommendation of the President, the Board of Trustees may assign a functional name to a facility or change the existing functional name.

     1. A written proposal, including supportive reasons, to name or change the functional name of a facility should be submitted to the appropriate vice president.

     2. After considering all relevant information, the President may recommend approval of the functional name or functional name change to the Board of Trustees.

     3. If the Board of Trustees approves the recommendation, the Vice President for Administration and Finance will facilitate actions necessary to establish the newly designated name in consultation with the Vice President for College Relations and Advancement.
B. Honorary Names. A College facility may be given an honorary name to recognize an individual, family, corporation, or foundation having made a distinguished contribution of service, research, teaching or support to the College. It is the responsibility of the President to propose an honorary name to the Board of Trustees for its approval.

1. Honorary names will be based in the following criteria:
   a. To recognize families, individuals, corporations or foundations having attained achievements of extraordinary and lasting distinction or to recognize the historical significance of a College facility. Generally, these will be families, individuals, corporations or foundations that have made a direct and substantial contribution to the College.
   b. To recognize benefactors who have made substantial contributions to the College. For financial contributions toward new construction or significant renovation of an existing building, “substantial contribution” shall mean one-half of the total project cost or amount agreed upon by the President and the Board of Trustees.
   c. Facilities will not be named for members of the College faculty, staff, trustees, or elected officials concerned with the functions or control of the College, so long as the relationship exists.

2. Process for Honorary Naming:
   a. A formal proposal to name a facility in honor of an individual, family, corporation, or foundation, may be initiated in writing and directed to the appropriate vice president. The written recommendation shall include: (1) biographical summary; (2) description of the facility to be named; (3) reasons the contributions or the historical significance to the College merit the designation.
   b. The vice president receiving the proposal shall consult with the President. If approved, the recommendation will be forwarded to the Physical Plant Committee of the Board of Trustees for further consideration and recommendation to the full Board of Trustees.
   c. If the Board of Trustees approves the recommendation, the Vice President for Administration and Finance will facilitate actions necessary to establish the newly designated name in consultation with the Vice President for College Relations and Advancement.

On motion by Mr. DiSandro and seconded by Ms. Mann, the proposed policy for Naming College Facilities was unanimously approved.

- Cathcart Road Improvement

The previously Board authorized proposal with Whitpain Township was generated by Mr. Davis with Whitpain Township and is in accordance with established Board wishes. Montgomery County Community College will formally enter into the agreement with Whitpain Township with the completion of all Trustee signatures on the agreement.
Chair’s Report

Mr. Bitner reported the following:

- Encouraged the Trustees to RSVP to three events:
  1. Automation Lab Dedication: December 4, 2002, 2 – 4:00 pm
  2. Second Annual Founder’s Day Recognition, December 5, 2002, 4 – 6:00 pm
  3. Annual Joint Trustees/Foundation Board Dinner: December 12, 2002, 6:00 pm

- In preparation for the annual nomination of the slate of officers as required by the Board by-laws, Chairperson Bitner appointed the Nominating Committee:
  
  Mr. Win Smith, Chair  
  Mr. John Rotelle  
  Mr. Anthony DiSandro

Old Business

Mr. Kahn asked about the first regional Trustees meeting. Dr. Stout reported on the discussion generated about the Community College Board at the dinner and offered to reproduce and disseminate the check-sheet of the proposed Board of Community Colleges’ roles and objectives.

New Business

No new business was reported.

Adjournment

The meeting was unanimously adjourned at 4:55 p.m. The next meeting is scheduled for Tuesday, December 17, 2002, at 4:00 p.m. in the Board Room of the East House.

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Andy Cantor  
Secretary