The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, December 17, 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; Francis Jeyaraj; Charles Kahn, Treasurer; Trudy Mann, Assistant Secretary; Ed Mullin; John Rotelle; Dennis Sharkey; Thaddeus Smith; Win Smith

Board of Trustees – Absent:
Dwight Dundore; Anthony DiSandro, Vice Chair

Also Present:
Karen Stout, President; Shannon Creamer, student member of Communication Arts Production Group; 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; Jim Guy, Purchasing Agent; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Steve Kovacs, Vice President for Administration and Finance; Ever Lyons, student member of Communicating Arts Production Group; 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; Celeste Schwartz, Vice President for Information Technology; 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
The 11/18/02 Minutes were unanimously approved.

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 five months.
The only comment was relative to a debt service payment to Chase Manhattan in the amount of $1,080,000 broken down as interest and principle. It was noted that this payment was on two different series of bonds; the first series was issued in 1994 and the second series was issued 1999.

On motion by Mr. Kahn and seconded by Mr. T. Smith, the recommendation to accept the Treasurer’s Reports for four months ending November 30, 2002, was unanimously approved.

**President’s Report**

- **Students**

  Dr. Stout introduced two students from the Communicating Arts Production Group (CAPG), Shannon Creamer and Ever Lyons. It was their cooperative initiative that led to the group’s appearance on the NBC morning program called, "10".

  - Shannon Creamer, a Communications Major, has been at MCCC since Spring 2001, is the chief editor for THE BUZZ, and is planning to transfer to Temple University with the goal of pursuing a career as a producer.

  - Ever Lyons, also a Communication Major, has been at MCCC since Summer 2000 and plans to transfer to Temple University where she will pursue a career in advertising and broadcast journalism.

  Dr. Stout showed the video clip produced by the students and the students answered questions regarding their project. She then encouraged the Trustees to attend the CAPG screening of the club’s work from the fall 2002 semester, including a play from the drama club, work done on the College radio station, and other film productions.

Dr. Stout reviewed some highlights of the President’s Report:

- **Faculty/Staff**

  Various faculty and staff presented at two national conferences: the League for Innovation for Community Colleges Conference and the College Board Conference.

- **Events of Note**

  - Dr. Stout thanked Elsa Rapp and the International Committee for their hard work in funding, obtaining, displaying, and organizing the inauguration of 21 new world flags in the Parkhouse Hall Courtyard on November 20, 2002, to celebrate the U.S. Department of Education’s International Education Week.

  - Dr. Stout then mentioned the formal dedication ceremony for Automation, Process Control and Graphics Design Laboratory, which took place on December 4, 2002.
- Legislative News

The House and Senate approved an amended version of the workforce development legislation under HB2778, which will increase reimbursement for noncredit workforce development courses from 70% to 90%, with the exception of public safety. Public safety courses will continue to receive reimbursement at the rate of 100% under a technical amendment also added to the legislation.

- Grants

  - Dr. Stout noted that a public announcement of the Verizon Grant will be made at the start of 2003. The Verizon Foundation has awarded the College $50,000 from the Verizon Foundation Make Progress Every Day Pennsylvania 2002 Workforce Development Competition. The competition, designed specifically for community colleges, resulted in eleven proposals and five awardees of the $200,000 total funds to be awarded. Our grant represents 25% of the total award. The grant will provide seed money for the creation of a Regional Center for Workforce Excellence at our West Campus in collaboration with the Montgomery County Workforce investment Board and the Tri-County Chamber of Commerce.

  - The Pennsylvania Department of Education’s Department of Community and Economic Development has awarded ICANNON Associates and the College a Customized Job Training Grant in the amount of $50,000. This grant acts as a rebate for ICANNON to provide proprietary, in-house training as well as utilize the College’s Business and Industry Training resources to train new and existing employees in order for the company to remain competitive in its market.

- Addendum

  Dr. Stout commented on spring enrollment numbers, noting that total headcount is up by almost 12% from the same time last year with an increase of 11% at the Central Campus and 15% at the West Campus. Distance Learning is up 29%. The College’s FTEs reflect the same growth rate of 12% for both full-time and part-time headcounts.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- New Programs

  Paraprofessional in Education AAS: This program was created to meet the needs of paraprofessionals in public schools. The newly enacted federal legislation, “No Child Left Behind,” requires all paraprofessionals working in public schools to have an associate’s degree or two years of college by the year 2006. Several paraprofessionals currently working in local schools have already begun to take courses at the College. There are approximate 6,000 support staff members working in Montgomery County schools.
Currently, MCCC offers all but two of the courses required to complete a paraprofessional degree. These courses, EDU 170 and EDU 270, are being developed and will be first offered in fall 2003. These courses will come before the Board in January. The program (AAS) is not designed for transfer.

Mr. W. Smith made a motion for this program to be approved. Mr. T. Smith seconded this motion and the Board approved it unanimously.

- Student Academic Code of Ethics

Mr. Smith reported that the proposed academic code has been reviewed and approved by the All-College Curriculum Committee, the President’s Leadership Council, the General Faculty, and the Student Life Committee and it has undergone legal review. The academic code states what is expected of all students, defines academic dishonesty and outlines the consequences of academic dishonesty. It is proposed that the academic code will replace the Academic Discipline statement that currently exists in the College Catalog. The new academic code will be published and distributed for spring 2003 implementation. It will also be published in the Student Handbook Calendar and the 2004-2006 College Catalog.

Mr. W. Smith made a motion for approval of the Student Academic Code of Ethics. Ms. Mann seconded the motion and the Board unanimously approved the academic code.

- Academic Program Review

The College’s academic program review process calls for each academic program to undergo an intensive and collaborative quality and outcomes review every five years. After the review, the Vice President of Academic Affairs and Provost makes a recommendation to the President who then makes a recommendation to the Curriculum Committee of the Board and, subsequently, to the full Board. Action is required to accept or not accept the recommendation.

Mr. W. Smith made a motion that the Computer Science, A.S., and the Computer and Information Systems, A.S., program reviews both be accepted.

Mr. T. Smith seconded the motion and the Board unanimously approved the recommendation.

- Curriculum Modification

Currently the Secondary Education, AA, program requires three courses in history. The modification calls for changing the history elective in the third semester to a free elective. The two history courses remaining fulfill the core requirements. The elective can be used for a student to take a course in his/her area of specialization. The change was made in consultation with transfer counselors and faculty and is consistent with the curricula of Temple University, Kutztown University and West Chester University. The modification will result in giving students more flexibility in transfer.
Mr. W. Smith made a motion that the curriculum modification be approved. Mr. Mullin seconded the motion and the Board unanimously approved the modification.

- New and Revised Courses

  Board policy requires that new courses within already approved academic programs come to the Board as information items. The Curriculum Committee has reviewed two proposed new courses. Elementary Chinese I (CHI 101) and Elementary Chinese II (CHI 102) are both 3-credit courses and were developed by a part-time faculty member. These will add to the College’s current list of language offerings.

Finance Committee

Mr. Kahn reported for the committee.

- College Investment Policy

  The Finance Committee has been conducting a review of the College’s investment policy. After lengthy discussion, the Finance Committee recommends that the current procedure of using in-house staff to achieve the greatest returns using conservative and full collateralized investment investments and formal State investment programs become the College’s formalized policy. Should there be significant changes in the fundamental funding sources for the College such as a drastic reduction of State Aid funding or local share funding, then this investment policy could be reviewed and changed as necessary.

  Mr. T. Smith made a motion that the policy be approved. Mr. Rotelle seconded the motion. The Board unanimously approved the motion.

- Auditor Fees for the 2001-02 Audit

  Because the College adopted the new GASB reporting formats in 2001-02, the College’s Accounting Department and the College’s independent audit firm put in significant effort to ensure a successful changeover. The Finance Committee recommends, as compensation for the auditor’s unexpected additional hours, an addition to their total contracted fee in the amount of $5,000.

  Mr. Kahn made a motion for approval. Ms. Bloss seconded the motion. The Board unanimously approved the motion.

- Information Items

  - Mr. Kahn noted that the Finance Committee reviewed in detail the College’s action plan to respond to recommendations in the auditor’s management letter.
• Mr. Kahn also noted that the Committee met with CBZ to review the College’s medical insurance rates. For FY02, the College has received a reimbursement due to its participation in the plan. The College has 63 employees under Personal Choice II, 96 traditional renewals and 49 renewals under Keystone (HMO).

Mr. W. Smith suggested establishing a designated fund to hold surpluses that will also cover years when there are deficits with regard to healthcare expenses. Mr. Kahn agreed to put this before the Finance Committee.

**Legislative Committee**

Mr. Sharkey reported for the Committee.

- Extension of Lobbying Services Contract

  In June 2002, the Board of Trustees approved the engagement of the firm Public Affairs Management to provide federal legislative relations support to the College, especially in gaining access to federal earmarked funding to support the College priorities such as the presently submitted request for $750,000 for fiscal year 2003 for the development of the Advanced Technology Center.

  The initial engagement ends on December 30, 2002. The Legislative Committee recommends that the College retain the services of Public Affairs Management from January 1, 2003 through December 30, 2003 at the current monthly fee of $5,000.

  Mr. Sharkey made a motion for the approval of this recommendation.

  Ms. Bloss asked about the College’s history with lobbyists, and the results produced by this relationship. Mr. Sharkey commented that it takes time to establish valuable relationships with the delegation and this is often most effectively achieved through lobbyists such as Public Affairs Management. Dr. Stout remarked that we are currently in line for funding we have not previously been privy to such as the $750,000 for FY03 and up to $2 million for FY04 that could be earmarked for the new Advanced Technology building. That degree of federal funding could provide the opportunity for a “matching challenge” for private and county funding.

  Ms. Bloss asked about whether the College could accomplish this internally. Dr. Stout clarified that the College is active internally in providing support to Public Affairs Management for these services. The College could mount an aggressive federal relations program with inside resources. However, the professional firm can often open doors and get access to legislators more quickly and effectively. She noted that the Legislative Committee is committed to monitoring the cost/benefits of the relationship often this first full year of service engagement. Dr. Stout did ask the College’s solicitor to review the contract and to add an amendment for a 30-day clause that would allow for termination of the contract should we not be satisfied with the firm’s performance.
Mr. Cantor seconded the motion for approval and the Board unanimously approved the recommendation.

- Pennsylvania Commission for Community Colleges Update

Mr. Sharkey commented that the Legislative Committee discussed the concept of the development of the Pennsylvania Board for Community Colleges (PBCC). A background sheet is in the packet of Board materials.

Mr. Kahn asked for clarification about how the PBCC would be funded. Dr. Stout noted that the current dollars allocated to the Department of Education for community college services would be shifted to fund the operation of the PBCC. Dr. Stout also stated that she supports the current principles that guided the drafting of the legislation. As it moves through the House and the Senate, the legislation may change and it will be important to keep a close eye on any changes.

Bids

Mr. Guy presented the bids for approval.

- Toshiba Projectors

It was recommended that the bid be awarded to CDW of Chicago, Illinois, for fourteen projectors in the amount of $40,530.00.

Mr. Cantor made a motion for approval. Ms. Mann seconded the motion. The Board unanimously approved the recommendation.

- Audio/Visual Equipment Supporting Smart Classrooms

This is a collection of 13 different pieces of equipment. The College has opted to select individual items from different bidders and this works in the best interest of the College. The total dollar amount for all of the items is $33,539.20. There were nine bidders and four bidders bid on the entire package. The lowest bid on the complete package was $37,565.00, which is the rationale for selecting individual items.

Mr. Cantor made a motion for approval.

Mr. Rotelle asked for confirmation that it was sensible to select individual items from various bidders. Mr. Guy confirmed that the benefit of this is evaluated on a case-by-case basis and, in this case, it was in the College’s best interest to do so.

Mr. Mullin seconded the motion for approval. The Board unanimously approved the recommendation.
- **Polycom Viewstations**

  This is a collection of four pieces of equipment that were bid as a package. It was recommended that the total bid be awarded to Visual Sound, Broomall, Pennsylvania, for the amount of $23,126.00.

  Ms. Mann made a motion for the approval of the recommendation.

  Mr. Rotelle asked whether the recommendation was always for the lowest bidder and whether quality was being sacrificed. Mr. Guy responded that the bid specifications are constructed in such a way that quality is built in to the bid.

  Ms. Bloss second the motion. The Board unanimously approved the recommendation.

**Nominating Committee**

Mr. W. Smith reported for the committee.

Elections will be held next month regarding the information from today’s meeting. The committee would like to nominate the following as Board Officers for 2003:

- Chairman: Mr. Paul “Mike” Bitner
- Vice Chairman: Mr. Tony DiSandro
- Secretary: Mr. Andy Cantor
- Assistant Secretary: Ms. Trudy Mann
- Treasurer: Mr. Charlie Kahn

All of the nominees have been contacted and they have consented to their nomination. Mr. Kahn commented that he feels that the Treasurer and Chairman of the Finance Committee should be separate individuals.

Mr. W. Smith noted that the recommended officers are the same as those that are serving presently. He commented that the present officers, in conjunction with Dr. Stout and her executive staff, have worked to move the College forward tremendously in the past year.

Mr. Bitner commented that other nominations may be made from the floor at the next Board meeting.

**Chair’s Report**

Mr. Bitner wished the Board well during the holidays and thanked them for a great year.

**Old Business**

No old business was reported.
**New Business**

Mr. Rotelle asked for help in selling the raffle tickets for the Foundation Ball. He also asked the Board to attend the ball on Saturday, March 8, 2003.

**Adjournment**

The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Tuesday, January 21, 2003, at 4:00 p.m. in the Board Room of the East House.

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Andy Cantor
Secretary