The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, January 21, 2003, at 4:00 p.m., in the East House Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Floriana Bloss; Andrew Cantor, Secretary; Michael D’Aniello; Anthony DiSandro, Vice Chairperson; Charles Kahn, Treasurer; Lynne Lechter; Trudy Mann, Assistant Secretary; Ed Mullin; Joseph Palmer; Thaddeus Smith; Win Smith

Board of Trustees – Absent:
Lea Bramnick; John Rotelle; Dennis Sharkey

Also Present:
Karen Stout, President; Peter Bachman, Dean of Math/Science/Technology; 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 Relations and Advancement; Jim Guy, Purchasing Agent; Roseanne Hofmann, Professor of Mathematics and Coordinator of Technology in Mathematics and Science; 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; Celeste Schwartz, Vice President for Information Technology; David Stewart, Vice President for Student Affairs and Enrollment Management; Sam Whyte, Professor of English.

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

Election of Board of Trustees Officers
Mr. Marc Davis, Solicitor, facilitated the election by first explaining the formal procedure and then asking for the slate of nominations from the Nominating Committee. Mr. W. Smith, Chairperson of the Nominating Committee, presented the slate of nominees. There were no other nominees brought to the floor. Mr. Mullin made a motion for the approval of the proposed slate. Mr. Palmer seconded the motion. The officers were unanimously approved. The officers for the year 2003 are as follows:

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

Mr. Bitner expressed his thanks for the Board’s confidence in him and that he was looking forward to a productive year.
Mr. Bitner introduced and welcomed the newly appointed Trustees, Ms. Lynne Lechter and Mr. Joseph J. Palmer.

**Introduction of Guests**
Mr. Art Goon introduced the guests in attendance.

**Approval of Minutes**
The 12/17/02 minutes were unanimously approved.

**Chair’s Report**
Mr. Bitner introduced Dr. Roseanne S. Hofmann, Professor of Mathematics and Coordinator of Technology in Mathematics and Science, and presented her with a resolution from the Trustees in honor of her being named the CASE and Carnegie Foundation for the Advancement of Teaching's 2002 Pennsylvania Professor of the Year. Mr. Bitner read the resolution aloud. Dr. Stout presented Dr. Hofmann with a framed, official certificate from CASE and the Carnegie Foundation recognizing her award. Dr. Stout acknowledged that out of the 50 colleges recognized at this event, Montgomery County Community College was one of only five community colleges recognized.

**Treasurer’s Report**
Mr. Kahn reported there were no unusual transactions during the past six months.

Mr. Kahn brought the Board’s attention to the summary of the College’s investments. He noted that these investments are monitored each month by the Finance Committee.

Also, Mr. Kahn offered information in answer to a question from last meeting with regard to remaining indebtedness of the 1994 and the 1999 bond issues. As of December 31, 2002, the remaining amount being carried by the College is $15,650,000 of indebtedness that will be paid in full by 2014.

Ms. Bloss made a motion that the Treasurer’s report be approved. Mr. T. Smith seconded the motion.

Mr. Cantor raised a question as to whether the bonds could be paid off early. Mr. Kahn responded that we could pay them off early and, in the past, have paid other bonds off early and have also refinanced bonds to a lower rate of interest. Dr. Stout clarified that these bonds were reviewed by the Finance Committee through Mr. DiSandro and Mr. Michael Mandrachia approximately ten months ago and there was no benefit to refinancing at that point. However this may be a good time to re-look at refinancing given the rate climate. Mr. Davis offered that the 1999 bond may have a 5-year call period and would not be eligible for refinancing, however the 1994 bond is eligible. Mr. Kahn explained that a low finance rate is not the only factor to be examined when considering refinancing.

Mr. Palmer made a motion to accept the Treasurer’s Report for the six months ending December 31, 2002, and the Trustees unanimously approved the report.

**President’s Report**
Dr. Stout presented highlights from the “In the News” press clipping packet. She mentioned that the scholarship luncheon received a good number of “hits”. Also, the *Philadelphia Inquirer*
featured a large article with a color photo on the front-page of the local section about the new Automation and Design Laboratory. However, while the article represented a good presence in the media for the College, the content of the article skewed the real mission of community colleges. Dr. Stout responded to the article with a letter to the editor that appeared in the December 27, 2002, edition; this is also included in the press clipping packet.

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

- **Students**
  Enrollment numbers continue to show that the demand for College services is unprecedented with 12% growth in FTE’s and 9% growth in total headcount as of January 10, 2003.

  On January 7, 2003, thirty students graduated from the College’s Municipal Police Academy. Outgoing legislator, Representative Lita Cohen, was the keynote speaker.

- **Faculty/Staff**
  Debbie Ravacon, director of the College’s Children’s Center, was recently selected to be among a national group of 16 facilitators of the newly established Trainers As Leaders (TAL) Initiative in the Early Care and Education (ECE) field, which was created by the Wheelock College Institute in Boston, with partial funding from the W.K. Kellogg Foundation.

  Joe Mancini, Director of Networking Services, was recognized in December for his outstanding performance as one of the longest standing certified instructors in the Cisco Networking Academy Program.

  Art Goon, Vice President of College Relations and Advancement, has been appointed to serve on the North Penn Chamber of Commerce’s Board of Directors.

  R. Dean Foster, Dean of the West Campus, has been appointed to the United Way Board of Directors of Pottstown and Upper Perkiomen Valley Areas. He will be formally elected to the Board at the annual dinner, Thursday, January 30, 2003. Also, the West Campus faculty and staff's contributions set an all time high this year. With over $3,000 in pledges and with nearly a 100% contribution rate, they qualified as a Diamond Member.

- **New Programs/Partnerships**
  The College developed a new agreement with Souderton Area High School. This new agreement focuses on three types of students: Advanced Placement students, distance learning students, and students attending Souderton’s Alternative School. Students who earn an “A” in any Advanced Placement course taught at Souderton Area High School will receive college credit in the corresponding college course at the College after the student has completed six (6) additional college credits at the College. These Souderton students will not need to take the Advanced Placement Exam in order to receive the college credits.
- **Community Outreach**
  With funds from a Pew Foundation Grant, Gateways (a program that facilitates professional career development in child care) will award Montgomery County Community College $2,500 for the creation of a course for childcare directors. The course will be offered as a three-credit college course and/or as a series of modules (totaling 45 hours) that can also be taken for continuing education.

  Along with the Western Region School-to-Career Committee, the Tri-County Chamber of Commerce, the Spring Ford Chamber of Commerce, and Uniform Tubes Inc., the West Campus co-sponsored and hosted the fourth Annual 8th Grade Student Career and Leadership Conference on Thursday, January 14, 2003. During the day, 200 8th graders from ten different schools, accompanied by their teachers and guidance counselors, attended a variety of career information workshops and a motivational address by Robb Armstrong, a syndicated cartoonist.

- **Events of Note**
  The College played host to more than 300 students from thirteen Montgomery County high schools for the annual Future Business Leaders of America Leadership Conference on January 10, 2003. MCCC professor, Alice Miller, has helped to support this FBLA event for several years. Professors Carl Essig and Bill Zimmer and Dr. Karen Stout served as judges for the event.

  Dr. Stout mentioned the following events to the Trustees and invited them to attend.

  The West Campus will host a press conference on January 28, 2003, at 11:00 am to announce the *Verizon Foundation Make Progress Every Day Pennsylvania 2002 Workforce Development Competition* award of $50,000 to Montgomery County Community College.

  The second annual Service Recognition Reception has been rescheduled for Thursday, January 30, 2003, from 4:00 p.m. to 6:00 p.m. in the Student Cafeteria. The event was originally set for December 5 but was postponed due to snow. This is an important event focused on recognizing the accomplishments of dedication and service to the College and its community.

- **Addendum to the written President’s Report**
  Dr. David Stewart, Vice President for Student Affairs and Enrollment Management, and Brian Brendlinger, Director of Student Activities, and several students volunteered in honor of the Martin Luther King service day, January 21, 2003, at Manna on Main Street. The group worked to clean and paint the facility; they also served dinner.

  The State’s Department of Community and Economic Development has awarded Montgomery County Community College $300,000 through the *Workforce Leadership 2+2+2 Challenge Grant* program. This funding will further an existing “2+2+2” articulation agreement between the College, North Montco Technical Career Center, Thomas Jefferson University, and Cabrini College by expanding programs for students from high school to potential bachelor’s degree with academic and career skills development to meet the rapidly evolving needs of the Biotechnology, Automated Processing, and Nanotechnology industries. Congratulations to Dean Peter Bachman, Tom Mellon and others who put a lot of work into getting this done. This award acknowledges the in-roads the College is making as a player in Biotechnology and
Nanotechnology. These factors underscore the importance of building the Advanced Technology Center.

Dr. Stout brought an action item to the Board for approval.

The Personnel Committee, although unable to meet this month, did receive an agenda and action items for consideration. One of those action items was the establishing of a Board of Trustees Emeritus Policy. In December 2002, the Commissioners granted Mr. Dwight Dundore Emeritus status because of his active, valuable involvement as a founding Board member. The Personnel Committee felt that the College should have an established set of selection criteria for such a status so that other members may be appropriately recognized with this status in the future.

**Board of Trustees Emeritus Policy**

**Objectives:**
1. To recognize extraordinary and significant contributions to Montgomery County Community College by Board of Trustee members.
2. To offer privileges to former Board members as a means of keeping them affiliated with the College.

**Criteria for Selection:**
A trustee who has served a minimum of 12 years (two terms) and who has achieved a record of distinction may be designated by the County Commissioners and/or conferred upon by the Board of Trustees the status of Trustee Emeritus. This status shall be granted for life.

**Emeritus Privileges:**
A. Recognition by a Commissioner or Board of Trustees resolution of emeritus status.
B. Receive notices of all meetings of the Board and invited to attend meetings as a NON-VOTING member of the Board;
C. The Trustee Emeritus is not counted as a member of the Board because of the non-voting privilege;
D. Invitations to College activities and special events.

Mr. Mullin made a motion for the approval of the policy. Ms. Mann seconded the motion.

Mr. Cantor suggested clarifying of the language in the *Criteria for Selection* to read: “recognition by Montgomery County Board of Commissioners”. Mr. Bitner confirmed that this change satisfies any other questions.

The Board unanimously approved the policy.

Mr. Mullin made a motion for the Board to recognize Mr. Dundore’s service by granting him Emeritus status in tandem with the County Commissioner’s recognition. In keeping with the policy, Mr. Dundore will be presented with a resolution from the Board of Trustees. Ms. Mann seconded this motion. The motion was carried unanimously.

Mr. Kahn made a motion that a letter be sent to Dr. Francis Jeyaraj thanking him for his service to the Board. The Board carried this motion unanimously.
Dr. Stout noted that Dr. Jeyaraj sent a letter of thanks to her, expressing his pleasure in serving the College for ten years.

**Curriculum Committee**  
Mr. W. Smith reported for the Committee.

- **Honors Program**  
  A specific program for Honors students is recommended consisting of a minimum 21 earned credits from Honors-designated courses. In the past the “program” consisted of scattered honors courses that were not a coherent program. This is a true program in that a specified curriculum is provided for the students to follow.

To be accepted into the program requires new students to have any two of the following:
  - High School GPA of 3.5 or higher
  - Top 15% of graduating class
  - Top 15% scorer in College Placement Testing

Current students must meet the following criteria:
  - Have a GPA of 3.2 or higher based on 12 credits
  - Top 15% scorer in College Placement Testing
  - Interview with the Honors Coordinator

Part of the problem of the current “program” is that it is not appealing to students. Thus it is proposed to give scholarships (tuition only) to qualified students who elect to enroll in the Honors program. The scholarship is based in part on the students remaining in the program during their time at MCCC, taking a minimum of 15 credits per semester and exhausting other financial aid possibilities.

It is also recommended that MCCC’s Honors Program be linked formally with our partner institutions. This will be an added incentive to students.

Mr. W. Smith moved for approval of this proposal. Ms. Mann seconded this motion.

Mr. Palmer asked a question about redundancy of program enrollment criteria for new students: 3.5 high school GPA or the top 15% of high school class requirements. Mr. Whyte, Professor of English, responded that the size of the high school could impact whether or not a student with a 3.5 GPA is part of the top 15% of a class, so although there may be cases when these criteria are redundant, it is not always so.

Ms. Lechter asked about the required maintenance of a 3.2 GPA through the Honors Program to stay enrolled in the program and whether this was a high enough standard given the need for a 3.5 GPA for automatic transfer into the program at Cornell. Dr. Stout clarified that the 3.2 was in line with the requirements of most all of the transfer programs and that this standard will be closely watched to ensure that our standards are in-line with our transfer agreements.

The motion was carried unanimously. Mr. Bitner congratulated Mr. Whyte and the honors committee on their comprehensive work.
Dr. Stout commended Mr. Whyte and Dr. Flynn on their work with this program and emphasized the importance of such programs in establishing and maintaining a reputation of offering high quality, higher education to the community.

- **New Courses**
  Mr. Smith presented two new courses that complete the docket of courses for the newly developed Paraprofessional in Education AAS program.

  **Issues for the Paraprofessional in Education, EDU 170**, is a required course in the new Paraprofessional in Education AAS program. The course is designed to focus students on understanding their role as paraprofessionals in education. Students will study, analyze and evaluate topics relevant to their program. The course will be offered for the first time in fall of 2003.

  **Field Experience for Paraprofessional in Education, EDU 270**, is a required course in the new Paraprofessional in Education AAS program. This course will enable students to work with a teacher in an educational environment while being supervised by an MCCC faculty member. The course will be offered for the first time in fall of 2003.

  No action was required.

**Finance Committee**
Mr. Kahn reported for the Finance Committee.

Mr. Kahn brought to the Board’s attention the purchasing of Terrorism Insurance. Because of the strict time restrictions between the offering of the insurance and the required response, Mr. Kovacs, Vice President for Administration and Finance, made the decision to add Terrorism Insurance to the College’s policy. For an additional $3,140 the Central and West Campus will be covered for one year. The U.S. Government will carry 90% of any loss due to an act of terrorism.

In order to ratify this decision, it was decided that Board action should be taken. Mr. W. Smith made a motion for ratification. Mr. Mullin seconded the motion. The motion was unanimously approved.

- **Single Audit Report**
  As part of the annual audit process, the College is required to certify compliance of its major federal programs in accordance with generally accepted auditing standards and the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement. Our Independent Auditors –Hege Kramer Connell Murphy & Goldkamp, P.C. – performed this audit and have expressed an unqualified opinion for the major federal award programs administered by Montgomery County Community College. The most significant are the College’s Loan and Pell Programs, which represent 88% of the College’s Total Federal Assistance.

  Mr. Kahn moved that the report should be approved. Mr. DiSandro seconded the motion. The motion was carried unanimously.
Foundation Audit
The College’s Foundation, as a separate incorporated entity, undergoes an annual audit. The Foundation’s Budget/Investment Committee reviews the annual audit in detail, similar to the review conducted by the Finance Committee of the Trustees of the College’s annual audit. The Foundation audit is then forwarded to the full Foundation Board for approval. Next year, per GASB guidelines, the Foundation audit will be included in the College’s audit. The Foundation maintains its 501 (3c) status and will continue with an independent audit process; however, from an accounting standards perspective the Foundation audit will become a component unit of the College’s audit.

No action was required.

Joint Physical Plant and Finance Committee
Mr. Mullin reported for the committees.

2002 – 2003 Capital Spending Plan
The College is now half way through the 2002-03 fiscal year and has a clearer priority for those capital needs not yet met. There are essentially two sources available to meet the outstanding capital needs of the College for the remainder of the year: 1) the existing designated plant fund balance, and 2) the State’s 5-year revolving loan program administrated by the PA State Public School Building Authority.

The Trustee-approved designated plant fund balance is $1,400,000 but, in addition, the College has just received a State reimbursement of $435,472 for the Science Center roof replacement. Also, the College has explored the availability of short-term borrowing to meet its capital fund requirements from the PA State Public School Building Authority, as have many other community colleges. The normal loan amounts range from $1 million to $1.5 million. A proposed loan schedule from the PA State Public School Building Authority indicates the terms of a loan for $1,500,000 would be: an interest rate of 2.75%, for 5 years with annual payments of $323,153. Total interest paid would be $115,764 for a fully drawn loan. If projects costs are less than the maximum loan amount, then the Agency will recalculate payments with adjustments to the final payments.

The Finance and Physical Plant Committees recommended the approval of the designation of $728,155 for capital items from the designated plant fund balance; and approval of the submission of a loan request for $1,500,000 for capital items under the PA Higher Education Facilities Agency 5-year loan program. The Finance Committee will advise the Board of the feasibility of accepting the loan when the terms and conditions are clarified.

Mr. Mullin made a motion to approve the 2002-2003 Capital Spending Plan. Ms. Mann seconded the motion. The Board carried the motion unanimously.

Working Session on Capital Funding Plans
In June of 2002, the Board dedicated its retreat session to the review and acceptance of a $52 million facilities master plan through 2010. The plan’s first phase requires $31.6 million in funding. In a joint meeting of the Finance and Physical Plant Committees the groups discussed options for funding Phase I projects.
Personnel Committee

- Administrative Appointments
  Barbara Lontz
  Acting Associate Dean, Academic Affairs, West Campus
  Salary: $50,000/annually, 5-month appointment
  Effective: January 2, 2003

  Carol Messer
  Assessment Administrator/Academic Advisor, West Campus
  Salary: $37,646
  Effective: January 6, 2003

- Faculty Appointment
  Cory Bank
  Psychology Instructor
  Salary: $38,000
  Effective: January 22, 2003

Bids
Mr. Guy presented the bids for approval.

- Hewlett Packard Printers
  The printers in computer classrooms are scheduled for placement. Eight prospective bidders picked up bid specifications and eight submitted bids. It was recommended that the bid in the amount of $10,387.00 be awarded to SHI Warehouse as the lowest acceptable bid.

  Mr. T. Smith made a motion to approve this recommendation. Ms. Bloss seconded the motion. The Board carried the motion unanimously.

- Printing of Letterhead and Envelopes
  In support of the College’s strategic plan to emphasize the importance of developing our institutional identity, specifications for updated letterhead and envelopes were developed by Mr. Art Goon, Vice President for College Relations and Advancement. Designs were developed by Art270 Corporation and approved by Mr. Goon. This requirement includes printing nine letterhead versions totaling 263,000 copies and four styles of envelopes totaling 376,000 copies.

  The prices, consistent with expectations considering the high volume, are lower than the current product yet are considered fair and reasonable. The level of competition and pricing spread support this evaluation. It was recommended that the bid be awarded to Dupli Graphics for the amount of $22,062.00.

  Mr. Mullin made a motion to approve this recommendation. Ms. Lechter seconded the motion. The Board carried the motion unanimously.
Old Business
No old business was reported.

New Business
No new business was reported.

Executive Session
An Executive Session was held at the close of the Board Meeting to discuss a personnel related issue. No action was taken during the session.

Adjournment
The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Monday, March 24, 2003, at 4:00 p.m. in the Board Room of the East House.

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Andy Cantor
Secretary