The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 24, 2003, at 4:00 p.m., in the East House Board Room.

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

Board of Trustees – Absent:
Andrew Cantor, Secretary; Dwight Dundore; Trudy Mann, Assistant Secretary; Joseph Palmer

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Victoria Bastecki-Perez, Dean of Allied Health and Physical Education; Lee Bender, Dean of Business and Computer Science; Marc Davis, College Solicitor; John Flynn, Vice President for Academic Affairs and Provost; Dean Foster, Dean of the West Campus; Phyllis Gabage, Librarian and Co-chair Support Staff Union; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Steve Kovacs, Vice President for Administration and Finance; Michael Mandrachia, Director of Accounting; Rhoda McFadden, Professor of History and President of Faculty Union; Jeff McGonigle, Help Desk and Computer Operations and Co-chair Support Staff Union; Celeste Schwartz, Vice President for Information Technology; David Stewart, Vice President for Student Affairs and Enrollment Management; 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

The 01/21/03 Minutes were unanimously approved.

Introduction of Guests

Ms. Celeste Schwartz introduced the guests in attendance at the meeting. Chairperson Bitner asked the Board to introduce themselves.

Public Comment

There were no public comments.
Treasurer’s Report

Mr. Kahn reported there were no unusual transactions for the seven months ending January 31, 2003 and for the eight months ending February 28, 2003.

On motion by Mr. T. Smith and seconded by Mr. Rotelle, the recommendation to accept the Treasurer’s Report for the period ending February 28, 2003 was unanimously approved.

On motion by Mr. Mullin and seconded by Ms. Bloss, the recommendation to accept the Treasurer’s Report for the period ending January 31, 2003 was unanimously approved.

President’s Report

Dr. Stout touched on items mentioned in her President’s Reports that were distributed in the February and March packets.

- Enrollment

The demand for College services remains strong with a 7.9 percent growth trend in total headcount. Central Campus reflects a seven percent increase and the West Campus reflects an 18 percent increase in headcount. Distance Learning headcounts are up by 30 percent. The number of full-time equivalents shows a total increase of 11 percent over this point last year.

- Accreditation

The College is busy preparing for its 2004-2005 Self-Study Visit and re-affirmation of its accreditation by the Middle States Commission on Higher Education. In December, an 18 member Steering Committee was appointed, co-chaired by John Mastroni, Director of Distance Learning and Steve Baron, Associate Professor of Psychology. The group is meeting twice per month and is now determining the approach the College will use to guide the 18-month self-study process. Win Smith has agreed to represent the Board of Trustees on the Steering Committee.

Jean Avnet Morse, Executive Director of the Commission, is the Middle States liaison for this process. She will visit the Central Campus on April 3 to assess our readiness to move forward with the process. On that day, she will meet with the Board of Trustees as well as students, faculty, the Steering Committee, and the Steering Committee leadership.

- Students

Rod A. Risley, Executive Director, Phi Theta Kappa International Honors Society for Two-Year Colleges, will be Montgomery County Community College’s Commencement speaker for 2003. That is quite appropriate, because this year Phi Theta Kappa will celebrate achieving Five Star Status. Phi Theta Kappa is an honor’s society club at the Central and West. They have been working for two years to qualify for Five Star Status.
- Faculty/Staff

Faculty continue to extend the College’s reach through conference presentations and journal publications.

- Legislative News

Board of Trustee members Andy Cantor, Dennis Sharkey and the President, presented an update of the College and our legislative priorities to ten members of the State House delegation on March 4, 2003. The presentation was well received and discussion led to the legislators showing a keen interest in how PHEAA regulations affect our students and examining ways of facilitating full transfer of the State’s community college students to State colleges.

On March 11, Dr. Stout attended the Southeast [Pennsylvania] Economic Development Summit that featured as panel members Governor Rendell, Congressman Hoeffel, and Senator Williams. In many of the discussions, community colleges were raised as a solution to the region’s economic development issues.

- Events of Note

The New College logo will be unveiled March 25 at Central and March 26 at West. A brief ceremony on each campus at 12:30 p.m. will officially mark the unveiling of the College’s new logo. The new logo will be pervasive after April 1, 2003. The updated look, paired with the College’s commitment to presenting a unified, identifiable image, is a visible symbol of the College’s efforts to continue its positive momentum as a forward looking, innovative educational resource for the community.

- President’s Outreach

Dr. Stout was appointed to serve a three-year term on the Board of Directors of the Datatel Scholars Foundation. The Foundation Board is comprised of two and four-year college and university presidents from across the country. The Board selects students to receive scholarships funded by the Datatel Corporation.

- Gifts/Grants

The eleventh annual Foundation Ball was hosted at Presidential Caterers on March 8. The Foundation Ball raised $55,000 scholarships and academic support. Trudy and Joseph Mann were co-chairs of the Ball along with Montgomery County Commissioners Michael D. Marino, Esq., James R. Matthews, and Ruth S. Damsker who served as honorary Ball co-chairs. Monet Noriega, president of Phi Theta Kappa, spoke to the attendees, reminding all of how important the work of the College is. I’d like to thank all who volunteered before, during, and after the event to ensure its success.
A Title III application was submitted for a grant that would begin in October 2003. Tom Mellon, Director of Grant Development, and John Mastroni, Director of Distance Learning, spearheaded the completion of this year’s Title III grant application to the United States Department of Education. If fully funded, an award of $1,563,854 over a five-year period beginning in October 2003 would provide funds to significantly enhance services to students who place into Developmental or ESL courses. The objective is to help these traditionally under-prepared students to be more successful in completing college-level, freshman and sophomore courses and in graduating with an associates degree.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **New Curriculum: Radiography AAS Program**

  In response to the clear, well-documented labor shortage for skilled health care workers, Montgomery County Community College is developing programs to address the critical shortage of qualified health care workers in Montgomery County and the surrounding region.

  As the first initiative, the College proposes a Radiography Program (AAS) at West Campus beginning fall 2003. The 24-month, 70-credit program of study provides a comprehensive curriculum and educational experiences for students who wish to work in the high demand field of diagnostic radiography.

  This new program will qualify for advanced stipend FTE reimbursement from the State. Furthermore, a fiscal analysis of the program shows that in the first full year of implementation revenue will exceed expenses by approximately $62,000 and by $166,000 in the second.

  On motion by Mr. W. Smith and seconded by Ms. Bramnick, the recommendation to approve the new Radiography AAS program was unanimously approved.

- **Program Review**

  The Office of Institutional Research with the relevant discipline faculty review each academic program every five years. The committee recommends that the Digital Design: Computer Graphics and Multimedia Design Options AAS continue with no modifications.

  On motion by Mr. W. Smith and seconded by Mr. Mullin, the recommendation to approve the Digital Design: Computer Graphics and Multimedia Design Options AAS was unanimously approved.
- **Sabbaticals**
  The committee reviewed the applications of five staff members for sabbatical leave and their projects.

  On motion by Mr. W. Smith and seconded by Mr. Mullin, the recommendation to approve the sabbatical leaves for Richard Greenwood, Joan McClintock, Christopher Harendza, Roseanne Hofmann, and Joseph Speakman was unanimously approved.

- **New Curriculum: Chef Apprenticeship AAS Program**

  A new Chef Apprenticeship AAS program with both Food and Pastry options is proposed to meet the growing demand of the restaurant, hotel and institutional industries for chefs, cooks and food preparation workers.

  A unique feature of this program for the College is that it will be the first U.S. Department of Labor registered apprenticeship program. Upon completion of the program, students will be certified by the Commonwealth of Pennsylvania as a Journeyperson Cook. Another unique aspect of this program is that it is a purposefully designed part-time program that takes three years to complete. This is unique to the College because of the need to incorporate the apprenticeship training, which consists of 6,000 hours of practical training. This is the typical model for Chef Apprenticeship programs.

  This new program will qualify for occupational stipend FTE reimbursement from the State. Furthermore a fiscal analysis of the program shows that by the second full year of implementation a net revenue in excess of $30,000 is realized. There is a modest investment required to seed first year operational costs.

  On motion by Mr. W. Smith and seconded by Mr. Rotelle, the recommendation to approve the new Chef Apprenticeship-Food Option and Pastry Option AAS Program was unanimously approved.

- **New and Revised Courses**

  The Curriculum Committee reviewed eleven new courses to support the two newly approved programs, as well as a new proposed course titled “Terrorism and Counter-terrorism.” This is a three-credit elective that will be cross listed in the criminal justice and social science programs. It is designed to provide a comprehensive and interdisciplinary survey of the history, theory and modern-day political manifestation of terrorism and counter-terrorism.

  **Finance Committee**

  Mr. Kahn reported for the Finance Committee.
- **Adjustment of the 2002-2003 Operating Budget (Mid-Year)**

The normal State budget process calls for a mid-year re-budget submission in February each year to reflect the most accurate enrollment activity for the current budget year.

The proposed adjusted budget reflects the best judgment as to the revenue and expenses for the 2002-2003 budget year.

On motion by Mr. Mullin and seconded by Mr. D’Aniello the recommendation to approve the enclosed 2002-2003 adjusted operating budget as of March 5, 2003 for $41,778,894 was unanimously approved.

- **Five-year Revolving Loan for Capital Projects**

The Pennsylvania Department of Education has approved a list of five capital projects for a total of $1,441,850. Based upon the Pennsylvania Department of Education approval, the State will pay 50 percent of the annual loan expenses for years two through five. The College must pay the expense of the loan for year one. The College share over five years will be $919,634.52; the State share will be $613,089.68.

In order to proceed with the loan application, a Board of Trustees resolution is required.

On motion by Mr. DiSandro and seconded by Mr. T. Smith the recommendation to approve the proposed resolution to secure the five-year revolving loan was unanimously approved.

- **Student Deferred Payment Plan**

The College started a Student Deferred Payment Plan in 1998. The intention of the plan is to help students pay for their tuition and fee expenses over a semester period. The student pays a set-up fee of $30 to enter the plan.

For Fall 2002 the Deferred Payment Program closed on October 17, 2002. The number of enrollees was 1,230, two percent over Fall 2001, deferring $687,262 of tuition and fees. Deferred Payment set-up fees collected were $36,900 and late fees charged were $20,865 for a total revenue amount collected of $57,765.

Delinquency rates, at this point, seem consistent with historical trends.

- **College Financial Aid Program**

The Montgomery County Community College Financial Aid Office administers over 24 different types of financial aid programs with funding from Federal, State, Institutional, and external programs. The College processed 5,212 awards for students in 2002-2003 totaling over $7.4 million from these programs.
- **Auditor’s Response to College Letter on Management Letter**

As part of the independent auditor’s audit of the College, the auditor prepares a Management Letter intended for the Board’s use. This Letter is not part of the formal audit report, however the issues outlined in the letter normally guide the College in future improvements. The College responded to the Management Letter, outlining planned improvements, which the auditor’s greatly appreciated. The independent auditor supports the proposed actions planned by the College.

- **Update on Fire Science Training Agreement**

The College and the Pennsylvania Department of Education resolved a long-standing disagreement over audit findings on the claim for State Aid for two programs – Fire Science and Emergency Medical Training. A basic issue was the degree of control the College and the County each exerted over the instruction offered. The disagreement with the Pennsylvania Department of Education was eventually resolved when a legally binding agreement was reached last year. By the end of January 2003, a general agreement was finally signed by the College and the County that was acceptable to both Pennsylvania Department of Education and the State Auditors.

**Physical Plant Committee**

Mr. Mullin said there are a lot of on going projects, however there is nothing to report.

**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Support Staff Contract Extension**

The current contract will expire on June 30, 2003. Both the College and the Support Staff entered into a two-year contract extension conversations in late fall.

Mr. DiSandro on behalf of the Personnel Committee complimented the union representatives and senior administrative for doing a good job negotiating a very positive contract.

On motion by Mr. DiSandro and seconded by Ms. Bloss, to approve the proposed two-year extension of the Support Staff Contract from July 1, 2003 to June 30, 2005 was unanimously approved.

- **New Appointments**

The following are full-time professional hires between January 7, 2003 and February 12, 2003:
The following is a full-time professional hire between February 13, 2003 and March 3, 2003:

- William Nasir Smallwood – Manager of Workforce Development/Continuing Education, West Campus
- Alonna M. Brown – Admissions Officer/Coordinator of Minority Recruitment

The following employees separated from the College:

- Douglas Will – Automotive Program Director
- Karen Guilmette – Director of Foundation
- Arthur Goon – Vice President for College Relations and Advancement

On motion by Mr. DiSandro and seconded by Mr. Mullin, to approve the full-time professional hires and employee separations was unanimously approved.

- Update to Hay Job Evaluation System

The College has used the Hay job evaluation system to manage compensation since approximately 1988. The Hay system is a recognized system used to evaluate jobs considering a number of standard job components. The evaluation results in a numerical score, which is then tied to a salary range. To allow the College to effectively manage compensation using the Hay, it is very important that any changes in position responsibilities are recognized and re-evaluated, and that College hiring salaries are sensitive to the salaries available for like positions in our regional market place. The College has not updated its Hay process in 15 years.

The expense for this project is approximately $42,000.

On motion by Mr. Sharkey and seconded by Ms. Bloss, the recommendation that the proposed Hay Review be approved with the purpose of updating the Hay evaluation system now used for administrative employees was unanimously approved.

Legislative Committee

Mr. Sharkey reported for the committee.

- Legislative Updates

The Committee met with Representative Ray Bunt on January 31, 2003 in his district office and with most members of Montgomery County’s House delegation in Harrisburg on March 4, 2003.
Next on the legislative agenda will be the scheduling of one-on-one sessions at the College with our Senate and House members between April 1 and June 15. In addition, the College is preparing to participate in the Commission-sponsored Lobby Day event on April 15 in Harrisburg.

At the March 4 meeting Dr. Stout mentioned the issue of difficulty of transfer for state supporting institutions; the delegation did listen. We have been following up with them through the commission to get them some language to possibly introduce another piece of legislation that would guarantee transfer for a community college student who holds an Associate in Arts degree. This is a degree that is designed to transfer.

**Bids**

Mr. Kovacs reported on the bids.

- **Public Safety Vehicle – 2003 Ford Expedition**

  On motion by Mr. DiSandro and seconded by Mr. Mullin, the recommendation to award Bergey’s Ford, Ambler, Pennsylvania in the purchase amount of $20,398.00, or Bergey’s Ford, Ambler, Pennsylvania in the lease amount of $287.00/month for 36 months was unanimously approved.

- **Network Technology Equipment**

  On motion by Mr. DiSandro and seconded Mr. Rotelle, to award NRI, Morrisville, Pennsylvania in the amount of $14,102.00 as the lowest responsive bidder was unanimously approved.

- **Software License – Symantec Antivirus Enterprise Edition**

  On motion by Mr. Mullin and seconded by Mr. DiSandro, to award Custom Computer Specialists, Inc., Hauppauge, NY in the amount of $15,483.00 as the lowest responsive bidder was unanimously approved.

- **Video System Equipment**

  On motion by Mr. DiSandro and seconded by Ms. Bloss, to award Visual Sound, Broomall, Pennsylvania in the amount of $39,816.80 as the lowest responsive bidder was unanimously approved.

  If a company does not withdrawal their bid by the deadline, they can be held to their quote.

  Mr. Mullin asked that Mr. Davis look into the bid procedure for future reference.
Chair’s Report

Mr. Bitner reported the following:

Dr. Stout was nominated as Vice President of the Pennsylvania Commission for Community Colleges. Steve Curtis from Community College of Philadelphia will be the President.

United States Congressman Joe Hoeffel will be on campus Friday, March 28 to present a check in the amount of $375,000 to Dr. Stout for the Technology Center.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting was unanimously adjourned at 5:10 p.m. The next meeting is scheduled for Monday, April 21, 2003 at 4:00 p.m. in the Board Room of the East House.

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Andy Cantor
Secretary