The meeting of the Montgomery County Community College Board of Trustees was held on Monday, April 21, 2003, 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; Charles Kahn, Treasurer; Trudy Mann, Assistant Secretary; John Rotelle; Dennis Sharkey; Thaddeus Smith; Win Smith

Board of Trustees – Absent:
Anthony DiSandro, Vice Chair; Lynne Lechter; Ed Mullin; Joseph Palmer

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Victoria Bastecki-Perez, Dean of Allied Health and Physical Education; Marc Davis, College Solicitor; John Flynn, Vice President for Academic Affairs and Provost; Dean Foster, Dean of the West Campus; 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

Call to Order

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

Approval of Minutes

The 03/24/03 Minutes were unanimously approved.

Introduction of Guests

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

President’s Report

Dr. Stout reviewed highlights of the President’s Report distributed in the Board Packet:

- Accreditation
The College enjoyed a successful and productive visit with Jean Avnet Morse, Executive Director of the Middle States Commission for Higher Education, on April 3. Ms. Morse met with members of the Board of Trustees, students, faculty, and staff to assess the College’s readiness to begin Self-Study. She was impressed with the College’s readiness to begin the process of Self-study, which officially began in December 2002 with a kick-off meeting and appointment of the Steering Committee. The Self-study will culminate in spring of 2005 when the visiting team comes to evaluate the College and our candidacy for re-accreditation. This will be our ten-year visit. The entire college community is engaged in this process to help support the Self-study.

The nursing program is also actively involved in a re-accreditation process of its own and there will be a visiting team here in October 2003. They will be meeting with faculty, administrators and staff to ensure the quality of our program.

- **Students**

Student Government Officers, Benjamin Root, Central Campus President; Ryan Sacks, West Campus President; Jackie Gruber, Central Campus Secretary; and Sierra Seaman, Central Campus Senate Chair, attended the American Student Association of Community College’s Annual Advocacy Conference in Washington, D.C. on March 22 – 24. The students, along with community college student government leaders from across the country, attended advocacy workshops and collectively developed a priority list of issues which they brought to the attention of their Congressmen and Senators during legislative visits on Capitol Hill.

- **Faculty/Staff**

Brian Brendlinger, Director of Student Activities, published his article, “How Do You Know if Your Noontime Programs Are Successful?” in the April 2003 edition of *Campus Activities Programming*.

Celeste Schwartz, Vice President of Information Technology, was appointed to the Current Issues Committee for EDUCAUSE and will serve an 18-month term.

- **Program News**

The International Fire Service Accreditation Congress (IFSAC) has granted Montgomery County Community College's Fire Science Degree Program admission to voting membership in the accrediting body's Degree Assembly. The College is the first Fire Science degree-granting institution in Pennsylvania to be granted membership in the IFSAC Degree Assembly. This is an important competitive advantage over our neighbors who are also offering Fire Science programs.

Forty-six TEACH students and their respective childcare center Director Sponsors were congratulated for their academic achievement at an April 3 reception hosted by the
College. TEACH students pursue early childhood education degrees, work in local day care facilities, and receive financial support from the state supported TEACH initiative.

- **Community Outreach**

The College hosted the 10th Criminal Justice Career Day on April 2nd. At least 40 federal, state and local law enforcement agencies and other institutions participated in the event.

On March 26th, the College hosted a panel entitled "Reconciling Homeland Security & Civil Liberties."

West Campus hosted their spring Open House April 5, 2002, which was very successful.

- **Legislative Update**

The Pennsylvania State Education Committee unanimously passed amendments to community college audit legislation on April 9, 2003. Representative Raymond Bunt, Jr., has been working with us on this legislation for about 18 months. He introduced the legislation and presented it to the Education Committee. It will now go to the House floor. We have written and thanked Representative Bunt for his work on behalf of all the State’s community colleges.

- **Events of Note**

The Choral Society is getting ready to perform at the Kimmel Center on May 3. Tickets are available if any Trustee would like to attend.

- **Gifts and Grants**

Helen Haynes, Director of Cultural Affairs, and her staff successfully secured a one-year grant of $23,500 from the Philadelphia Music Project (PMP). This is a very competitive grant competition. Other awardees included organizations like the Annenberg Theater, Curtis Institute of Music, The Mann, Philadelphia Orchestra, and Philadelphia Museum of Art.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **New Curriculum: Surgical Technology AAS and Certificate Programs**

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. Research further indicates that no Surgical Technology programs, AAS or
certificate, exist in Montgomery County, thus providing an opportunity for the College to fill this void.

The 62-63 credit AAS program will be offered on a continuous basis thus allowing students to complete the program in 16 months. The 37-credit certificate can be completed in one year. The development of the curricula for these selective admissions programs required the introduction of four new courses. The College is currently offering the remaining courses.

The development of the curriculum and supporting facility is supported by a Health Careers Expansion grant through the Pennsylvania Department of Labor and Industry. A surgical technology laboratory will be constructed in the former Daycare Center at the West Campus to enhance the teaching-learning process. It is anticipated that the Commission on Accreditation of Allied Health Education Programs will accredit this program and will take approximately 18 to 24 months to complete, which will be concurrent with the implementation of the programs. Graduates will be prepared to seek entry-level employment at hospitals and surgical centers and be eligible to take the national certifying examination administered by the Association of Surgical Technologists.

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 $75,000 and by $80,000 in the second.

On motion by Mr. W. Smith and seconded by Mr. D’Aniello, the recommendation to approve the new Surgical Technology AAS and Certificate programs were unanimously approved.

**Physical Plant Committee**

Mr. Rotelle reported for the committee.

- **West Campus Expansion**

  Three options for expansion at the West Campus were presented in detail by Dean Foster, Dean of the West Campus, to the Physical Plant Committee. The Committee has asked staff to collect more information prior to bringing an action item to the full Board of Trustees. It is expected that an action item will be brought to the May Board meeting.

- **Art Barn Renovation and Advanced Technologies Center**

  At this point, precise costs for the building as reflected in the conceptual designs are being refined. Funding for the projects has not yet been secured so there are no action items at this point.
Mr. Rotelle asked for questions based on the information provided in the Board Packet, hearing none, the information item was closed.

**Legislative Committee**

Mr. Sharkey reported for the committee. The committee remains active on the State and Federal level, despite not having met formally as a committee.

- **State**

  Representative Ray Bunt presented the community college audit legislation (HB564) to the Education committee in early April. The committee unanimously approved the bill and it moved to the House floor. A parallel bill was introduced in the Senate.

  As follow-up to the March 4 meeting with the House delegation, Dr. Stout has been meeting one-on-one with freshman legislators.

  Representative Kate Harper was made the Co-Chair of the Community College Caucus. They are interested in proposing legislation that will facilitate the transfer of community college credits to state-supported four-year colleges and universities.

- **Federal**

  We have applied for a second year of earmarked funding from the Federal government for the Advanced Technologies Center. We have been getting support for this initiative from Congressman Hoeffel and expect support from Senator Specter, as well.

  Dr. Stout and I met with Representative Jim Gerlach on April 16 at the West Campus about our plans for expanding that campus. We asked for his help in working to secure earmarked funding to support these efforts.

**Personnel Committee**

Dr. Stout reported for the committee.

- **New Appointments**

  The following are full-time professional hires between March 4, 2003 and April 7, 2003:

  - John Byrne – Director, Automotive Technology Program

  On motion by Mr. Cantor and seconded by Ms. Mann, the administrative employee appointment was unanimously approved.
Bids

Mr. Guy reported on the following bid.

- **Microsoft Volume License**
  This is the renewal of the annual Microsoft products licensing program especially created to address the unique needs of higher education institutions. The price has increased over the past three years due to additional products that have been added and the product is single source so there is no competition to drive the price down. The College is investigating multiple-year licensing as a means of discounting the prices in the future. The 12-month package, based on counting full time Equivalents (FTE’s) instead of machines, includes numerous software packages.

  On motion by Mr. Palmer and seconded by Ms. Mann, the recommendation to award the bid for to Bits ‘n Bytes America, Inc, in the amount of $29,299.34, as the lowest acceptable bidder was unanimously approved.

Finance Committee

Dr. Stout and Mr. Kovacs began the report for the committee and were later joined by Mr. Kahn.

- **Operational Budget 2003-2004 Revision**

  The County plans to provide an increase of $800,000 to the College (this increase comes from CY2004 County dollars). The College initially requested an increase of $1,260,047 to maintain the County’s funding share at its current level. For 2003-04 there are indications that the State will provide the College with a flat dollar amount for State Reimbursement in 2003-04 versus the current reimbursement practice of providing $1,500 for each FTE generated during the year. This estimated flat amount is $343,350 less than the amount included in November’s 03-04 budget draft.

  Given these gaps in funding, the line item for Other Expenses was adjusted downward from the initial draft budget. The College reassessed that, with continued, very careful management of expenses, the basic operational needs for items other than salaries and benefits could be met with less (-2.4%) than initially projected.

  Despite these adjustments in expenses, the shortfalls in County and State support require that we adjust tuition and fees. The proposed budget includes a modest increase in tuition of $2.00 per credit hour (from $77 to $79 or 2.6 percent) and a $1.00 per credit hour increase in the comprehensive fee (from $2 to $3). These increases will help the College to meet its goal of a balanced budget for 2003-04. These proposed increases, as compared to like institutions, are fair and recognize that the County’s funding has enabled our increase to be relatively low.
On motion by Ms. Bloss and seconded by Mr. Rotelle, the proposed Operating Budget for 2003-04 was unanimously approved.

- **Capital Budget 2003-2004 Revision**

  This revision is necessary as the original Capital Budget was presented to the County in February and, since that time, new information has become available that impacts the budget in the amount of $100,000 less the original budgeted amount. This new projection includes the following adjustments and continued assumptions:

  - 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 01-02 or 02-03.

  On a motion by Ms. Mann and seconded by Ms. Bloss, the recommended revisions to the Capital Budget 2003-04 were unanimously approved.

- **Extension of Food Service Contract**

  The College continues to work very closely with the management of Williamson to ensure that manual food service improves and losses are kept to a minimum. Through February 2003, the manual food service sales showed a 16 percent increase over the prior year. In addition, an internal audit performed during the year resulted in the recovery of an additional $1,362 in profit sharing. FY 2003/2004 will be the fifth year of the original 5-year food service contract. After monitoring the management fee and profit sharing arrangement during the past two years, the College concludes that it would maximize revenue from food service operations by continuing the contract addendum as is. However, during fiscal year 2003/2004, the College plans to prepare an RFP for a new 5-year food service contract.

  On a motion by Ms. Bloss and seconded by Mr. Rotelle, the extension of the food service contract addendum into its fifth year for fiscal year 2003/2004 was unanimously approved.

**Treasurer’s Report**

Mr. Kahn reported for the committee.

There were no unusual transactions for the nine months ending March 31, 2003. Mr. Kahn pointed out the last page of the report to review the summary of the College’s investments. He noted that the average rate of return is 1.66%. The total investment is $26 million with the bulk of the funds invested ($17 million) in CD’s. State statutes and the College’s Investment Policy limit what the College can invest in. Most of the funds in the CD’s are Board restricted for specific purposes. Dr. Stout added that some of these
funds are also operating funds that the College has invested in order to gain returns until the funds are needed.

Mr. Rotelle asked about whether the College could find CD’s with higher rates of interest. Mr. Davis clarified that the College’s investments are highly restricted because the investment vehicle needs to be fully (100%) collateralized by the State. Dr. Stout added that the Finance Committee has checked the College’s investment policy against the vehicles in which we are able to invest. Because they are so restricted, the College has a very conservative policy with regard to investments. Mike Mandrachia, Director of Accounting, competitively shops the CD rates on a regular basis and works with our partner banks to ensure that we have the best rates. The College has investigated longer terms for the CD’s in order to get a better rate. The average length is 160 days.

Mr. Rotelle made a motion to approve the Treasurer’s Report Ms. Bloss seconded the recommendation to accept the Treasurer’s Report for the period ending March 31, 2003 and it was unanimously approved.

Chair’s Report

Mr. Bitner reported the following:
- Pennsylvania Commission for Community Colleges’ Annual Meeting

  Mr. Bitner represented the College and the Trustees at the Pennsylvania Commission for Community Colleges’ Annual meeting in Harrisburg on April 14 and 15. Four of the College’s students were named to the Pennsylvania All-Academic Team. In addition, several of our local legislators attended a Tuesday morning legislative breakfast—Larry Curry, Ellen Bard, and Kate Harper. Dr. Stout, Mr. Bitner and three of the four All-Academic Team students visited with the staff members of Senators Greenleaf, Williams, and Wonderling.

- College Events

  Please note that the following events are coming up. Dr. Stout will forward additional information as these dates approach:
  - May 19 – Board of Trustees meeting at West Campus, 4:00 p.m.
  - May 20 – Commencement begins at 7:00 p.m. but robing begins at 6:00 p.m.

- Retirees

  Congratulations to our five retirees and thank you for your dedicated service to the College. Cynthia Love, Elizabeth Mancini, Lillian Miller, Ruthe McGuigan, and Eleanor
Schiller were all recognized at a reception in College Hall prior to today’s Board meeting.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, May 19, 2003 at 4:00 p.m. in the Community Room at the West Campus.

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Andy Cantor
Secretary