The meeting of the Montgomery County Community College Board of Trustees was held on Monday, May 19, 2003, at 4:00 p.m., in the West Campus Community Room.

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

Board of Trustees – Absent:
Andrew Cantor, Secretary; Trudy Mann, Assistant Secretary; Ed Mullin; Dennis Sharkey

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Angela Ambers-Henderson, Director of Equity and Diversity Initiatives; 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 Mandrichia, Director of Accounting; Dorothy Marrero, All-Pennsylvania Academic Team Member; John Mastroni, Director of Distance Learning; Alana Mauger, Coordinator of Media and Public Relations; Rhoda McFadden, Professor of History and President of Faculty Union; Kristin Myers, All-Pennsylvania Academic Team Member; Monet Noriega, All-Pennsylvania Academic Team Member; Debbie Rogers, Office Manager to the President; 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 04/21/03 Minutes were unanimously approved.

Introduction of Guests

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

Treasurer’s Report

Mr. Kahn reported for the committee.

There were no unusual transactions for the ten months ending April 30, 2003.

Mr. T. Smith made a motion to approve the Treasurer’s Report Ms. Bloss seconded the recommendation to accept the Treasurer's Report for the period ending April 30, 2003 and it was unanimously approved.
President’s Report

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

- **Enrollment**

  Overall summer enrollment looks strong. At the time the President’s Report was written, the total FTEs were almost 12 percent higher than the same time last year. West Campus headcount is up 16 percent compared to last year same time and enrollment in distance learning has more that doubled as compared to summer 2002.

- **Students**

  It is a very busy time of the year as we wrap-up spring semester activities culminating with graduation.

  The annual Student Awards Banquet was held on April 25 at the Lakeside Inn in Limerick. The student club leaders talked about their accomplishments over the year, primarily their community service events.

  The ACT 101 Awards were held on May 2 and Larry Arrington, Director of the Learning Assistance Lab, was the keynote speaker.

  The West Campus Graduation Dinner was held on May 7.

  Phi Theta Kappa inducted forty-one West Campus students into the College’s Alpha Kappa Zeta chapter of the International Honors Society on April 27.

  On May 19, 170 students were honored for being accepted into Who’s Who Among Students in American Junior Colleges for the 2002-2003 academic year.

- **Faculty/Staff**

  Jim Serabian, Professor of Reading, Study Sills, and Education, was recognized at the ACT 101 Annual Awards Ceremony with the Special Service Award for his work with ACT 101 students.

  Grace Spena, Director of Health Services and College Nurse, was presented with the All-Club Service Award by the students at the annual Student Activities Banquet on April 25 for her work with students.

  Sam Whyte, Professor of English, was inducted into the College’s Alpha Kappa Zeta chapter of Phi Theta Kappa by the students as an honorary member.
- **Program News**

The pass rate of first-time candidates successfully completing the National Council Licensure Examination for Registered Nurses for the College this January through May is 88%, with 29 of 33 students passing.

- **Community Outreach**

The College hosted, Iris Chang, author of *Rape of Nanking*, as the keynote speaker at a multi-topic seminar sponsored by the Organization of Chinese Americans and the Social Sciences Division of the College on May 4.

- **Legislative Update**

Audit legislation was unanimously passed by the House without any amendments. The success of this is due in large part to Representative Ray Bunt who presented the legislation to the Education Committee and acted as a strong advocate for its purpose. There is parallel legislation in the Senate and we are working hard to get this passed on the Senate side as well. This new legislation would require enrollment audits to be completed within one year of the close of the fiscal year. If they can not be completed the audit in this time, the College is not responsible for findings. This will be effective July 1, 2003 if it is passed by the Senate.

- **Events of Note**

The Choral Society performed at the Kimmel Center on May 3 with the Philadelphia Youth Orchestra. The same concert was performed on May 17 in the Central Campus auditorium.

- **Gifts and Grants**

Two grants from the Pennsylvania Performing Arts on Tour will help fund program costs for next year's Lively Arts series. A $3,300 grant will underwrite one of next year's performances. The second grant of $1,350 will underwrite a separate program. Both are part of the 2003-2004 Lively Arts series.

The newly formed Biagas Foundation has gifted the College $10,000 for support of scholarships for automotive technology students.

Dr. Stout encouraged the Board to attend the dedication of the State Historical Marker honoring The Betzwood Motion Picture Studio on June 3 at 10:00 a.m.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **Academic Calendar 2003 - 2004**

Mr. W. Smith made a motion for the approval of the calendar 2003/2004 Academic Calendar.
Mr. Rotelle seconded the motion and the Academic Calendar for 2003/2003 was unanimously approved.

- **Bulletin Board Policy**

Mr. W. Smith made a motion for the approval of the Bulletin Board Policy. Mr. Palmer seconded the motion.

Mr. Palmer asked how the policy would be enforced with regard to the person responsible for posting the information on the boards. Dr. Stewart clarified that all materials posted on the bulletin boards should be approved by the responsible department.

Mr. Bitner asked if there were any other questions. Hearing none, the Board voted unanimously to approve the Bulletin Board Policy.

- **Academic Program Reviews**

The Office of Institutional Research and the discipline faculty review each academic program every five years. Two programs, Accounting A.A.S. and Business Administration A.S., were reviewed most recently. Mr. W. Smith noted that a full copy of each of these reviews was included in this month’s Board materials.

Mr. W. Smith made a motion that the program reviews and recommendations be approved. Mr. Rotelle seconded the motion and the program reviews for Accounting A.A.S. and Business Administration A.S. were unanimously approved.

- **Curriculum Modifications**

Curriculum reviews were performed and modifications recommended for the Certificate in UNIX Operating Systems, Certificate in Software Engineering, Computer Systems A.A.S—UNIX Option, Computer Science A.S., and Computer and Information Systems A.S. Mr. W. Smith noted that a full copy of the recommended modifications was included in this month’s Board materials.

Mr. W. Smith made a motion that the curriculum modifications be approved. Mr. Palmer seconded the motion and the curriculum modifications for Certificate in UNIX Operating Systems, Certificate in Software Engineering, Computer Systems A.A.S—UNIX Option, Computer Science A.S., and Computer and Information Systems A.S. were unanimously approved.

- **Middle States Presentation**

Mr. John Mastroni, Director of Distance Learning and Co-chair of the Middle States Steering Committee, presented an informational report to the Board regarding the College’s self-study process. This process will result in the College’s accreditation for another ten years. Mr. Mastroni discussed the time line, the process, the Board’s involvement and the importance of this review.

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

- **Purchasing Policy Revision**

  As per the distributed outline of concerns with the current policy, the committee recommended modifications to the purchasing policy.

  Mr. Kahn made a motion for the approval of the policy
  Mr. Rotelle seconded the motion.

  Mr. D'Aniello asked whether the new policy adheres to the County Code. Mr. Davis clarified that the policy has had legal review and stays within the statutes which dictate the county code of purchasing.

  Upon hearing no more questions, the Board unanimously approved the revised Purchasing Policy.

- **Collegiate Consortium for Workforce Development Membership**

  The College had, on two separate occasions, chosen not to become part of the Collegiate Consortium for Workforce Development Membership. The College was invited to be an inaugural member of the Consortium (at no cost) in 1994 when it was asked to partner on the successful NSF grant. The College declined to participate believing that it would not benefit from the Consortium’s retraining efforts which, at that time, were geared to provide training for displaced workers at the old Naval Shipyard. MCCC declined the invitation for membership in 1998, a second time, for a reason that is unclear.

  Consortium projects generated revenue of over $2,000,000 in 2002. After expenses were paid, the members received an annual equity payment based on the amount of surplus generated from the projects. The equity payment for each of the colleges in 2002 was $105,000.

  It was recommended that the College become an owner in the Consortium at an equity investment level of up to $450,000. The College will look to the annual equity payments and course revenues to pay-off the investment within a three-year period or less.

  Mr. Palmer made a motion for the approval of the College becoming a member of the Consortium. Mr. T. Smith seconded the motion.

  Mr. Palmer asked about how the plan to pay the buy-in amount and then repay the investment will work. Mr. Kahn clarified that the negotiated amount can be paid over two-years. The Finance Committee discussed using funds from the fund balance over the next two years. An account would be established as an investment account so that all equity share funds and/or profits from increased enrollment would be captured in that account and then be used to pay the fund balance back with interest. The details need to be worked out by the Finance Committee. Mr. Kahn noted that this $450,000 equity share would be viewed as an investment.
Mr. Palmer also asked about the trend of the equity payments over the past few years and if the $105,000 is a fair representation of expected funds to be received.

Dr. Stout confirmed that this is indeed a fair representation of the funds generated by the Consortium.

Ms. Lechter asked if there is a breakout of the revenue generated by Consortium and how much of that revenue was generated by buy-in by another member. Dr. Stout and Mr. Kahn confirmed that there is a breakout and that the revenue noted does not include equity stake payments.

Ms. Lechter asked for further clarification as to why the College had not previously joined the Consortium. Dr. Stout responded that the College denied all invitations to join partnerships at the time when the Consortium was founded.

Hearing no other questions, the Board unanimously approved the motion to become members in the Collegiate Consortium for Workforce Development.

**Physical Plant Committee**

Mr. Rotelle reported for the committee.

- **Update on Leasing at West Campus and Facilities Master Plan Funding**

  Work has continued to prepare a recommendation for the full Board on the best plan of action with regard to the leasing of additional space in Pottstown. Also, conversations continue regarding the funding of the Master Facilities Plan. It was agreed that a smaller working group of Finance and Physical Plant Committee members be formed to explore the financing options. Mr. Rotelle and Mr. Mullin will represent the Physical Plant Committee with in the smaller group.

- **Drug and Alcohol Policy**

  The College’s Drug and Alcohol policy should be amended to blend the College Drug and Alcohol Statement with the recently adopted Student Code of Conduct. The new policy would read:

  *Illegal or unauthorized manufacture, sale, possession or use of alcoholic beverages or controlled substances as defined by the Pennsylvania Crimes Code is prohibited. Alcoholic beverages shall not be bought, consumed or sold at the College except as authorized by the Board of Trustees.*

  Legal counsel has reviewed this policy.

  Mr. Rotelle made a motion for the approval of the revised Drug and Alcohol Policy. Mr. DiSandro seconded the motion. The Board unanimously approved the new Drug and Alcohol Policy.

**Personnel Committee**

Mr. DiSandro reported for the committee.
- **New Appointments**

  The following are full-time professional hires between April 8, 2003 and May 5, 2003 effective May 1, 2003:

  - Barbara Lontz – Associate Dean for Academic Affairs, West Campus

  On motion by Mr. DiSandro and seconded by Ms. Bloss, the administrative employee appointment was unanimously approved.

- **2003/2004 Salary Adjustments for Administrative Staff**

  The Faculty and Support Staff collective bargaining agreements call for a 4% and 3.5% salary adjustment for 2003/2004, effective July 1, 2003. In previous years, annual salary increases for full-time administrative, confidential and public safety officers have been consistent with that of College employees covered under the collective bargaining contracts.

  It was recommended that a 3.5% salary adjustment for 2003/2004 to regular full-time administrative, confidential and public safety employees who have received satisfactory ratings on their 2002/2003 performance appraisals.

  Mr. DiSandro made a motion to approve the 2003/2004 Salary Adjustment for Administrative Staff and Mr. Rotelle seconded.

  Ms. Lechter asked about those employees who do not receive a satisfactory rating and whether there are procedures in place to address this level of performance.

  Dr. Stout clarified that if there were employees recommended for less than a 3.5% increase then there would be a plan for improvement attached to the annual evaluation that would set benchmarks and expectations for a timeline for improvement.

  The Board unanimously approved the 2003/2004 Salary Adjustments for Administrative Staff.

- **Faculty Progressive Discipline Procedure**

  In November 2000 the faculty union and administrative representatives, through the Meet and Discuss process, developed the Faculty Progressive Discipline Procedure.

  The procedure has been used in several cases since it was developed though there is no evidence that the procedure was ever formally approved by the president and/or the College’s Board of Trustees and added to the faculty contract as an addendum. The Committee has reviewed it and it covers performance, misconduct, abscentia and tardiness.

  Mr. DiSandro made a motion for the approval of the Faculty Progressive Discipline Procedure. Mr. Palmer seconded the motion.
Mr. Palmer asked how the procedure was originally developed. Dr. Stout clarified that the Meet and Discuss process has Faculty Union leadership working with Administration to work through issues as they come up during the contract negotiation period. This was discussed during the November 2000 by that group. The Collective Bargaining Unit was very much involved in the procedure’s development.

Ms. McFadden confirmed the Faculty Union’s satisfaction with the procedure as it serves the College and the Faculty.

Mr. D’Aniello asked if this is already included in the Faculty contract as an addendum. Dr. Stout commented that it was not a formal addendum to the contract and Mr. Davis further clarified that this is considered more of a practice.

Mr. Rotelle asked if the procedure has had legal review and Mr. Davis confirmed that he had reviewed it. The procedure will be revisited during the next round of collective bargaining however, at this time, it is necessary for the procedure to be formally adopted by the Board since it has been applied to different situations over the past few months.

The Board unanimously approved the procedure.

- **Equity and Diversity Policies**

Currently, the College has only an Equal Opportunity Statement and an Affirmative Action Statement. The proposed policies are aligned with the College’s inclusive definition of diversity which reaches beyond race and ethnic diversity and clearly states the mission the College has to promote equity and diversity. This policy is comprehensive and replaces all previous policies and statements concerning Equal Employment Opportunity, Affirmative Action and Diversity.

- Mr. DiSandro made a motion for the approval of the Equity and Diversity Policies and Mr. Rotelle seconded.

Mr. Kahn asked if the College presently has a Director of Equity and Diversity Initiatives. Dr. Stout confirmed that Angela Ambers-Henderson has held that office for about one year.

Mr. D’Aniello asked if the policies give rights beyond what the current laws provide for. Mr. Davis confirmed that the policies have gone under legal review and are in line with current state and federal laws and created no additional rights.

The Board unanimously approved the Equity and Diversity Policies.

**Bids**

Mr. Guy reported on the following bid.

In order to expedite the process of bid approval, Mr. Guy offered that the Board approve the bids as one package. The Board agreed to make one motion for the approval of all bids proposed.
The bids proposed were for elevator modernization, paper and plastic products, roof replacement of the physical education building, flush valves and faucet replacements, and unique educational software.

Mr. Guy asked for questions on any of the bids.

Mr. D’Aniello asked about the procedure for big contracts being reviewed by legal counsel. Mr. Davis clarified that most contracts are reviewed by College Administration and that legal counsel reviews only lengthy contracts. When the College is involved in large bids for construction, bid bonds, or performance bonds, Mr. Guy usually does call on legal counsel for advice.

Dr. Kovacs added that when the college asks for large bids on items like construction, the College usually employs a consultant to guide the College through the process and helps to evaluate the bids. Obtaining a consultant is driven by the complexity of the project.

Mr. Guy clarified that the College uses standard, industry contracts.

Mr. Kahn recommended that a dollar amount be set that would indicate that a contract must be reviewed by legal counsel.

Dr. Stout commented that the stipulations for obtaining legal review or a consultant should be further outlined. Mr. Kahn suggested that the Finance Committee should review these processes.

Ms. Lechter asked for clarification on the Plato bid and the pricing structure. Ms. Schwartz clarified that the costing is significantly less with a frontloaded payment structure. Dr. Flynn with Dr. Kovacs further clarified that the software fits the needs of the developmental labs and is a sole source product; the additional pricing listed was offered as a frame of reference.

Mr. D’Aniello made a motion that the paper and plastic products, flush valves and faucet replacements, and unique educational software be approved as proposed.

Mr. Rotelle seconded and the motion was carried unanimously.

Mr. D’Aniello made a motion that the elevator modernization and roof replacement of the physical education building be approved with the caveat that the contracts are satisfactory upon legal review.

Mr. Rotelle seconded and the motion was carried unanimously.

Dr. Stout commented that College staff will bring to the Finance Committee a documented procedure for the bid process and make recommendations regarding policy for when a consultant should be obtained and contracts reviewed by counsel.

**Chair’s Report**

Mr. Bitner reported the following:

- Annual Board of Trustees Retreat
Mr. Bitner reminded the Board of the annual retreat which will take place on June 16 in the East House Conference Room from 9:00 a.m. to 4:00 p.m. and will be followed by the June Board meeting at 4:00 p.m.

- **Up-coming Events**
  The College’s 36th Annual Commencement Ceremony will take place on May 20 at 7:00 p.m. at Central Campus.

Mr. Bitner extended an invitation from Dr. Foster to the Board to take a tour of the West Campus facility.

Mr. DiSandro has invited the Board to the Phillies vs. Mets game on July 22 with a 1:05 p.m. start time. More information will follow.

- **Presidential Evaluation**

  The Presidential Evaluation form was sent out by Mr. DiSandro via mail. This should be filled out and returned to Mr. DiSandro by June 2, 2003.

**Special Presentation**

Mr. Bitner presented Board Resolutions to the All-Pennsylvania Academic Team: Ms. Dorothy Marrero, Ms. Monet Noriega, Ms. Kristin Myers. The resolutions acknowledged their hard work and dedication to their studies, the College and the community. The fourth team member, Mr. Gregory Dietz, was unable to attend the meeting.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 5:35 p.m. The next meeting is scheduled for Monday, June 16, 2003 at 4:00 p.m. in the Community Room at the West Campus.

______________________________  Andy Cantor  
Secretary

Board Minutes 5-19-03