The meeting of the Montgomery County Community College Board of Trustees was held on Monday, June 16, 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 Chair; Dwight Dundore, Emeritus; Charles Kahn, Treasurer; Lynne Lechter; Trudy Mann, Assistant Secretary; Ed Mullin; Joseph Palmer; John Rotelle; Thaddeus Smith; Win Smith; Dennis Sharkey

Board of Trustees – Absent:
Lea Bramnick

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 Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; 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 05/19/03 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 eleven months ending May 31, 2003.

Mr. T. Smith made a motion to approve the Treasurer’s Report for the period ending May 31, 2003. Ms. Bloss seconded the motion and it was unanimously approved by the Board.
President’s Report

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

- **Accreditation**

  Work on accreditation continues even though the Steering Committee is not meeting over the summer. There is some behind the scenes work focused on collecting data for each of the eight respective Task Forces so that charge questions can begin to be addressed in late August.

- **Enrollment**

  Enrollment is up 13.2% in FTE’s for Summer I over the same time last year. The fall enrollment is up 28% in FTE’s as compared to the same time last year.

- **Students**

  Commencement was a huge success. A total of 937 students graduated this spring. Mr. Rod A. Risley, Executive Director of Phi Theta Kappa, gave an excellent address. Also, Dwight A. Dundore was awarded the first ever honorary degree for his 38 years of dedicated service to the Board of Trustees.

- **Faculty/Staff**

  Dr. Tom Kolsky, Professor of Political Science and History was presented with the 2003 Lindback Distinguished Teaching Award at the Commencement ceremony.

- **Program News**

  The Dental Hygiene graduates for 2003 had a 100% pass rate on the National Board Dental Hygiene Examination.

- **Community Outreach**

  Dr. Linda Rehfuss, Instructor of Biotechnology, was selected by the Pennsylvania Department of Community and Economic Development to serve on a Pennsylvania Task Force of approximately 10 people from across the State. The Task Force is charged with making Pennsylvania a model state for Biotechnology education at all three of the 2+2+2 education levels.

  The West Campus hosted the Tri-county Chamber of Commerce Mixer on May 27 in the Community Room. Approximately 50 members of the business community were able to attend. Tours through the new Health Career Lab for surgical technology and radiology technology were given to those in attendance.

- **Legislative Update**

  We are still working on a State level to advance the audit legislation. In the Senate, the audit legislation has been prioritized over the Community College Board legislation, which has been put on hold for the time being.
We are still working to secure operating funding to match our FTE enrollment.

- **Events of Note**

On June 3 an Historical Marker for the Betzwood Studios was dedicated along the Perkiomen Trail. One of the College’s professors, Joe Eckardt, has done 25 years of research on the Lubin studios located in Betzwood. The College worked closely with the Historical Commission of the State to put the marker in place.

- **Gifts and Grants**

The College was awarded a grant of $13,500 from the Dance Advance program, funded by the Pew Charitable Trusts for the Lively Arts Series.

The Foundation received a $1,000 contribution toward business scholarships.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **Promotions**

Mr. W. Smith motioned that the six faculty members put forth by the Personnel Committee for promotion be approved:

Jenny Scheaffer, Associate Professor of Dental Hygiene to Professor of Dental Hygiene.

Eminike Ukazim, Associate Professor of Mathematics to Professor of Mathematics.

Neil Goldstein, Instructor of Communications to Assistant Professor.

Amy Gunn, Electronic/Public Services Librarian to Assistant Professor.

Eileen Kearney, Instructor of Marketing to Assistant Professor.

Patricia Rahmlow, Instructor of Computer Science to Assistant Professor.

Mr. Palmer seconded the motion and the faculty promotions for 2003 were unanimously approved.

- **Student Government Constitution**

The Montgomery County Community College Student Government Association (SGA) Constitution has not had a comprehensive review and revision in over 20 years. During 2002-2003, the SGA conducted a thorough review and update of their Constitution. The SGA Constitution was also reviewed by the President’s Cabinet and the President’s Leadership Council. The revised Constitution was approved by the SGA at both campuses.
Mr. W. Smith made a motion for the approval of the Student Government Constitution. Mr. T. Smith seconded the motion and the Student Government Constitution was unanimously approved.

- **Academic Program Reviews**

Biotechnology A.A.S.

The Biotechnology Advisory Committee, which includes members of the business community and also representatives of four-year colleges, has recommended two changes to the program for Biotechnology for career students.

The first change is to replace BIO 152—Principles of Biology II in the third semester with a Laboratory Science Elective from one of a half-dozen recommended courses. The Advisory Committee believes that this would better serve the career oriented student by providing more critical skills and theoretical information that would aid students in a job search.

The second recommendation is that BIO 141—Clinical Microbiology be replaced with BIO 140—Microbiology and Immunology. The Advisory Committee believes that this will better prepare students for the workforce as it will expose students to microbes as they relate to infectious disease, pathogenesis, and immunity. These topics are more applicable to drug discovery and manufacturing processes that the biotechnology students will be exposed to in the workplace.

Mr. W. Smith made a motion that these program reviews and recommendations be approved. Mr. Rotelle seconded the motion and the program reviews for Biotechnology A.A.S. program were unanimously approved by the Board.

**Finance Committee**

Mr. Kahn reported for the committee.

- **Insurance Update with CBIZ**

The Finance Committee met with the College’s insurance broker to ensure that coverage is adequate and reasonably priced. Overall, the Committee is satisfied with our coverage. This is an information item.

- **Independent Audit for the Year Ended June 2003**

The Committee reviewed the proposal from the College’s Independent Auditor, Hege Kramer Connell Murphy and GoldKamp, P.C. for fiscal year 2004 audit services. The firm has proposed that their rate would not exceed $24,000 for the next year which would include standard services and out of pocket expenses. The firm agreed to bill the College separately for the Student Federal Single Audit Act procedures in an amount not to exceed $6,100. This total amount of $30,100 exceeds last year’s total by 4.7%.
Mr. Palmer made a motion for the approval of the contract and Mr. Rotelle seconded the motion. The Board unanimously approved the proposal submitted by Hege Kramer Connell Murphy & GoldKamp, P. C. for fiscal year 2004 auditing services.

- **Auxiliary Enterprises Budget 2003-04**

  The Committee reviewed in detail the 2003-2004 proposed Auxiliary Enterprise budget. Included in this budget are food services, the bookstore, child care, and coin operated machines and copiers.

  Mr. Palmer made a motion to approve the Auxiliary Enterprises Budget for 2003-04.

  Mr. D’Aniello asked whether the Child Care center was being underutilized.
  Mr. Kahn answered that it was not full. Dr. Stewart clarified that at times during the day the child care center is fully used, but this changes with the ebb and flow of classes as most of the children in the Center are those of the College’s students.

  Dr. Stout further clarified that the primary audience of the Center are students and that only a few slots are reserved for community children. This is set up this way to both meet the needs of our students and to avoid competing with local daycare and childcare agencies.

  Mr. D’Aniello suggested that although the College may show a financial loss with regard to running the Child Care Center, we may be gaining enrollment of those students who would otherwise not be able to attend classes.

  Dr. Stout also added that since the Center just re-opened in January 2002, it may take a while for confidence in the permanence of the Center to be established. She reinforced that the Center is an investment in our students and in single mothers who wish to return to school.

  Hearing no other questions, the Board unanimously approved the motion to approve the Auxiliary Enterprises Budget for 2003-04.

- **Student Aid Budget 2003-04**

  Federal funding for student aid continues to remain strong. Pell Grants are up to $3.4 million.

  Mr. Kahn made a motion for the approval of the Student Aid Budget. Ms. Mann seconded the motion and the Board voted unanimously to approve the Student Aid Budget for 2003-04.

- **Student Activities Budget 2003 – 04**

  There were six new clubs formed during the 2002–03 Academic Year: African Students Club, Doug’s Corner (West Campus), Criminal Justice and Fire Science Club, Psychology Club, Community Service Club, and Phi Beta Lambda (Business Students Club).
The recommended budget shows a deficit of $17,600 which includes the purchase of a new van at the price of $16,200.

Dr. Stewart clarified that the van’s cost will be covered by the Capital Fund Balance, $25,000 of which is undesignated prior to the purchase of the van.

Mr. Kahn made a motion that the Student Activities Budget 2003-04 be approved. Ms. Bloss seconded the motion and the Board unanimously approved the Student Activities Budget 2003-04.

- **Technology Fee Budget 2003-04**

The Technology Fee for 2003-04 is $6.00 per credit hour. The fee covers purchase of replacement computer and peripheral equipment.

Mr. Kahn recommended that the Technology Fee Budget for 2003-04 be approved and asked Ms. Schwartz if she had any further information to offer. Ms. Schwartz offered to answer any questions.

Hearing none, Mr. Palmer made a motion for the budget’s approval. Mr. Rotelle seconded the motion and the Board voted unanimously to approve the Technology Fee Budget for 2003-04.

- **Extension of Tuition Assistance Program (TAP)**

This program was modified after September 11, 2001, after a number of people lost their employment. There are 254 students who have participated in this program. These students do not get their entire education free, but the equivalent of one semester of courses. The College was eligible for $111,000 in State reimbursement plus FTE’s that were generated by the TAP students. The unemployment rate for March 2003 was 4.8% in Montgomery County and 6.7% in Norristown. Both are up from rates in March 2002.

All applicants must prove that they are currently receiving unemployment benefits or were laid-off after January 1, 2003. The Finance Committee requested that the College continue this program for the 2003-04 Academic Year.

Mr. Palmer made a motion for the approval of the continuation of the TAP program for the 2003-04 Academic Year. Ms. Lechter seconded the motion.

Mr. Cantor asked for clarification that the program would be extended for both the Fall 2003 Semester as well as the Spring 2004 Semester. Both Dr. Stout and Mr. Kahn confirmed that this information was correct.

Hearing no other questions, the motion to extend the Tuition Assistance Program was unanimously approved by the Board.

**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Presidential Performance Evaluation**
An executive session was held prior to the open Board meeting during which the president’s evaluation and contract was discussed in detail. It was also established during the executive session that a roll-call vote at the open Board meeting would not be necessary to approve the president’s new contract and that a call for a unanimous vote would be acceptable.

To complete the evaluation, each Trustee received both an evaluation form and the president’s Statement of Stewardship. There was 100% participation by the Board in the annual evaluation process of the president, demonstrating strong support for both the Personnel Committee’s work and the work of the president. The Committee and Board are pleased with the work of the president and progress of the College.

As discussed in the executive session, the Personnel Committee recommended a 5-year contract for the president at a salary of $155,000 for the first year of the contract.

Mr. DiSandro made a motion to approve the president’s 5-year contract.

Ms. Mann seconded the motion. Hearing no questions, the Board unanimously approved the 5-year contract for the president.

Dr. Stout thanked the Board for their continued support.

- **New Appointments**

The following are full-time professional hires between May 6, 2003 and June 4, 2003:

- Dr. Aaron M. Shatzman – Dean of Social Sciences  
  Effective: July 14, 2003

- Benn Prybutok – Director of Criminal Justice/Fire Science  
  Effective: August 15, 2003

The following are full-time professional separations:

- Kathleen Knight – Manager, Non-Credit Computer Certification Programs  
  Effective: May 2, 2003

On motion by Mr. DiSandro and seconded by Mr. Rotelle, the administrative employee appointments were unanimously approved.

**Bids**

Mr. Kovacs announced that Mr. Guy will be retiring after eight years of service to the College and thanked and commended him for his work.

Mr. Guy reported on the following bids.

- **Blackboard Software License (Enterprise Edition) and Services**
This is a sole source bid for a license to upgrade the College’s current Blackboard software. Blackboard is the College’s course management tool.

Ms. Schwartz expanded on the description of the product by adding that this upgrade will enable the course management system to handle expanded use both in volume and in application. Not only is this essential for distance courses, but there is an increase in face-to-face courses using this system to enhance learning.

Mr. Rotelle made a motion to approve the bid. Ms. Bloss seconded the motion. The Board voted unanimously to approve the sole source bid for the Blackboard Software License (Enterprise Edition) and Services.

- **Microscopes**

  It was recommended that the bid for ten microscopes be awarded to I. Miller in the amount of $11,500.

  Mr. Mullen made a motion for the approval of the bid. Ms. Mann seconded the motion. The Board unanimously approved the bid for ten microscopes from I. Miller in the amount of $11,500.

- **Academic-Use Sterilizer**

  The Academic-Use Sterilizer is used in the science labs to sterilize the glassware and other equipment to ensure the integrity and safety of the work done in the labs. It was recommended that the bid be awarded to Beta Star Corporation in the amount of $23,150.

  Mr. Rotelle made a motion for the approval of the bid. Mr. Mullen seconded the motion. The Board unanimously approved the bid for the sterilizer in the amount of $23,150.

- **Solid Waste Recycling**

  This is an annual bid and covers service for both campuses. It was recommended that the bid be awarded to Ches-Mont Disposal in the amount of $19,837.70 for the Central Campus and $6,803.96 for the West Campus.

  Ms. Lechter made a motion for the approval of the bid proposal. Mr. Rotelle seconded the motion. The Board unanimously approved the bid to be awarded to Ches-Mont Disposal in the amount of $19,837.70 for the Central Campus and $6,803.96 for the West Campus.

- **Toshiba Projectors**

  The Toshiba projectors are used in the classroom as part of the “Classroom of the Future” initiative. It was recommended that the bid be awarded to Center Business Products, Inc. for the lease price of $13,451.56 for five projectors.

  Ms. Bloss made a motion for the approval of the bid recommendation. Ms. Mann seconded the motion. The Board unanimously approved to be awarded to Center Business Products, Inc. for the lease price of $13,451.56 for five projectors.
- **Fall 2003 Course Guide (Credit) Printing**

This is an annual guide produced by the College. For the first time, the credit and non-credit course offerings have been separated to make each piece a more effective marketing tool.

It was recommended that the bid be awarded to Tapco, Inc. in the amount of $34,400.00 ($0.1585 per unit).

Mr. Mullen made a motion for the approval of the bid to be awarded to Tapco, Inc. Ms. Lechter seconded the motion.

Mr. Palmer questioned the pricing variance among the bidders. Mr. Guy suggested that the other bidders may not be familiar with the competitive nature of the bidding process.

Ms. Adams further clarified that all specifications were reviewed with all of the bidders so that they were fully aware of all requirements. Also, the bid amount was confirmed with Tapco, Inc. to insure that the bid amount was accurate.

The Board unanimously carried the motion.

- **College Course Guide (Non-credit) Mailer**

This is an annual mailing to market non-credit courses.

It was recommended that the bid be awarded to Sun Printing in the amount of $16,700.

Mr. Mullen made a motion for the approval of the bid to be awarded to Tapco, Inc. Ms. Bloss seconded the motion. The Board unanimously carried the motion.

- **Science Academic Supplies**

Each year, prior to the beginning of the following fiscal year, the College goes out to bid for Science Academic Supplies and selects the lowest acceptable bid for each item. It was recommended that bids be awarded to nine different vendors in the total amount of $47,225.73.

Mr. Palmer made a motion for the approval of the bid to be awarded to the nine vendors. Mr. Mullen seconded the motion. The Board unanimously carried the motion.

- **Printing of the Lively Arts Brochure and Poster**

This is an annual bid for marketing pieces for the Lively Arts Series. It was recommended that the bid be awarded to Partners Press Corporation in the amount of $14,752.00.

Mr. Palmer made a motion for the approval of the bid to be awarded to Partners Press Corporation in the amount of $14,752.00. Mr. Rotelle seconded the motion. The Board unanimously carried the motion.
Mr. Guy offered his deepest thanks for his opportunity to serve the College.

Mr. Bitner thanked Mr. Guy and wished him the best in his retirement.

**Chair’s Report**

Mr. Bitner reported the following:

- **Up-coming Events**

  Mr. Bitner asked the Board to review the dates of upcoming events as listed on the Board Meeting calendar for 2003 - 2004.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 4:55 p.m. The next meeting is scheduled for Monday, September 15, 2003 at 4:00 p.m. in the East House Board Room.

__________________________________________  Andy Cantor
Secretary