The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 15, 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; Charles Kahn, Treasurer; Lynne Lechter; Trudy Mann, Assistant Secretary; Ed Mullin; Joseph Palmer; Thaddeus Smith; Win Smith; Dennis Sharkey

Board of Trustees – Absent:
Lea Bramnick; John Rotelle

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; Steve Kovacs, Vice President for Administration and Finance; Amanda Mandia, Executive Associate to the President; Michael Mandrachia, Director of Accounting; John Mastroni, Director of Distance Learning; 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 06/16/03 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 one month ending July 31, 2003, or for the two months ending August 31, 2003.

Mr. T. Smith made a motion to approve the Treasurer’s Reports for the periods ending July 31 and August 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:

- **Opening Day**

  We had a successful kick off to the new semester on September 2 with faculty, staff, and administrators celebrating opening day and a series of showcase sessions highlighting last year’s innovations and accomplishments.

- **Enrollment**

  Fall enrollment is up 8 percent in FTE’s over the same time last year. The West Campus headcount is up approximately 20 percent. Distance Learning enrollment is up and continues to show strong growth as well. There are 144 students registered to take day classes at the new Lansdale location.

- **Students**

  Kim Fern was awarded the 2003 Coca Cola Scholars scholarship for her leadership and community service. She is scheduled to attend the November Board meeting to be recognized with the Coca Cola certificate and Board resolution.

- **Faculty/Staff**

  Joe Rodriguez, Director of Recruitment, Admissions and Records, was sworn in last week as Commissioner to the Governor’s Advisory Commission on Latino Affairs. There was a nice story in *The Reporter* announcing his appointment.

  Win Smith, Montgomery County Community College Board of Trustee member, offered the keynote address at the opening day ceremonies for the Fellowship Program of the Education Policy and Leadership Center in Harrisburg on September 3.

- **Program News**

  The College entered into a Dual Admissions and core-to-core transfer agreement on July 8, 2003, with Villanova University for their Bachelor of Interdisciplinary Studies Degree.

  The College entered into a dual admissions, core-to-core transfer, and 2+2+1 partnership agreement with DeSales University on July 22nd.

- **Community Outreach**

  Over the summer months, the College hosted 532 total campers who attended the various camp programs offered at the Central Campus: 160 children attended the Whitpain camp; 61 children attended the Park-n-Tots camp for children aged two to five years; 235 children attended the Summer Youth Enrichment Camp for ages seven to fourteen, which was a 94 percent increase in enrollment over the previous year; and 76 teens attended the Teen College for ages fifteen to seventeen. A Teen College was also offered at the West Campus and served twenty-five students: sixteen attended on a
scholarship from the WIB, six attended on a scholarship funded by Rohm and Haas, and three were self-funded.

- **Events of Note**

  The Institute for Corean-American Studies, Inc. (ICAS), in coordination with the Council for America My Country (CAMC), presented its summer symposium “The Korean Diaspora: Challenges and Issues Facing the Korean-American Community” on August 9 in the Science Center Auditorium.

  - **Gifts and Grants**

    The College was awarded a grant of $2,500 from the Datatel Foundation to be used to provide training on Macromedia Studio MX software for ten distance learning faculty who will also receive a copy of the software.

    The College was awarded several contracts by the Montgomery County Workforce Investment Board that will support the continuation of various career development programs.

    Fifteen students received a $1,200 Allan C. Myers Memorial Scholarship for 2003 – 04, which is funded through the annual event, *Day at the Farm*, hosted by the Myers family and the College.

  - **Upcoming Events of Note**

    The first Annual Alumni Hall of Fame dinner will be held on October 3 at the Savoy Grill and will honor the first inductees. Among the five honorees will be Michael D’Aniello, for his work on Board of Trustee member since 2001 and as a graduate of the College. Oscar Vance, Chief County Detective of the Montgomery County District Attorney’s Office will also be among the inductees. Two former Outstanding Alumni will be also be recognized: George Marks and Celeste Schwartz. More information about the event details will follow.

    The tenth annual Community Day at Central Campus will be held on October 4 from 11:00 am to 4:00 pm.

    The fourth annual Foundation Golf Outing will take place on October 13 and registration is already well underway.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

  - **LEAD Institute**

    Following the Summer Bridge Program in 2002, it was decided to refocus and rename the program to the LEAD Institute, an acronym for “Learn, Encourage and Do”. The redesign incorporated College courses into the curriculum along with professionals speaking about their career path and field trips to local businesses. This summer,
sixteen students participated resulting in most of the graduating seniors attending the College in the fall. The students were funded by local organizations.

This is an informational item and requires no action.

- **Middle States Self-Study Design Document**

One of the first steps in the Self-Study process is the preparation of the Self-Study Design. The Self-Study design details the project's methodology and serves as a blueprint for managing the self-study process. Mr. Mastroni presented an overview of the Self-Study Design Document which was submitted to Middle States on June 20, 2003.

Dr. Stout highlighted that there are 115 college employees contributing to the process of self-study.

Mr. Kahn asked about the size of the Middle States Review Team that will visit the College. Dr. Stout responded that the teams are usually comprised of 8 – 10 team members. Those members are from other Mid-Atlantic schools and the team leader is a president with a background that matches the characteristics of the institution being reviewed.

Dr. Stout asked Mr. Mastroni when the next briefing to the Board would be on the progress of the Self-Study. Mr. Mastroni responded that the next briefing will most likely be in November. At that time, the second version of the preliminary document will be complete and there should be a substantial amount of information to report.

Mr. W. Smith made a motion that the Self-Study Design document be accepted by the Board of Trustees. Ms. Bloss seconded the motion and the Board unanimously accepted the document.

**Finance Committee**

Mr. Kahn reported for the committee.

- **Review of Quarterly Retainer and Hourly Rates for Legal Counsel**

For 2003-04, Fox Rothschild proposed a quarterly retainer fee of $4,600 and an hourly rate of $145 per hour for services beyond the items included in the retainer. The quarterly retainer represents an increase of 2% over last year's fee ($4,500) and the new hourly rate represents a 7% increase over last year ($135). The hourly rate has not changed for three years. The proposed items covered and not covered by the retainer are the same as last year.

Mr. Mullin made a motion to approve the proposal. Ms. Mann seconded the motion and the Board approved the proposal unanimously.

- **Collegiate Consortium Investment Plan**

It was recommended that the Board create a restricted investment account specifically to pay for the joining fee for the Collegiate Consortium ($450,000). The intention is to repay the restricted investment account with the earnings that the College will generate
from participation in the Consortium. Based upon the financial analysis presented at the May meeting, it is estimated that earnings from Consortium membership could pay back the total joining fee expenditures within two years.

Mr. W. Smith made a motion for the approval of the plan and Ms. Bloss seconded the motion.

The Board unanimously approved the reinvestment plan.

- **Evening Food Service Program**

  There has been a growing student demand for food services in the evening in Parkhouse Hall for at least two years. The College’s cafeteria, located in College Hall, closes at 2:00 pm daily. The College, in conjunction with Williamson Hospitality, plans to offer limited evening food service for students in Parkhouse Hall from 4:00 to 7:00 pm, Monday through Thursday for the academic year 2003-04.

  Williamsons has proposed to provide the evening food service at a cost of $9,314 to the College. Sales are estimated at $24,000. If that sales goal is surpassed, then the cost to the College will decrease. The proposed service will feature sandwiches, salads, snacks, and beverages.

  The Board approved Auxiliary Services budget for 2003-04 did not include expenditures for evening food service.

  Mr. DiSandro made a motion to approve the increase in food services. Mr. T. Smith seconded the motion.

  Mr. Palmer asked about how this new service would be marketed to the students. Dr. Stout responded that will be announcements on the College’s web site and flyers are posted throughout the College. Also, the food service presence in Parkhouse Hall will actually advertise itself as Parkhouse Hall has the highest evening class traffic.

  The Board unanimously approved the extended food service plan.

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**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Administrative Appointments**
  The following are the full-time professional hires from June 4, 2003 through September 5, 2003:

  - Michael Cooney - Manager of Public Safety Education Programs
    Effective: July 7, 2003
  
  - Joan Brookshire - Associate Vice President of Academic Affairs
    Effective: July 28, 2003
  
  - Jenny Sheaffer - Director of Dental Hygiene
Effective: August 15, 2003

- Pamela Roberts - Manager, Nursing Laboratory
  Effective: August 4, 2003

- Tobi Mackler - Interim Dean of Humanities
  Effective: August 15, 2003

- Debra Poelhuis - Director of Health Careers, West Campus
  Effective: August 11, 2003

The following are the full-time faculty hires from June 4, 2003 through September 5, 2003:

- Robert Novelli - Speech Faculty-West Campus
  Effective: August 29, 2003

- Jason Wertz - Business Computer Science Instructor
  Effective: August 29, 2003

- Denise Kavanagh - Nursing Instructor
  Effective: August 29, 2003

- Linda Roy - Assistant Professor Nursing
  Effective: August 29, 2003

- Judy Davis-Radich - Assistant Professor Nursing
  Effective: August 29, 2003

- Separations

The following are the full-time professional separations:

- James Guy, Purchasing Agent - Effective: August 1, 2003

- Cynthia Love, Director Counseling/Career Services - Effective: July 31, 2003

The following is the full-time faculty separation:

- Lillian Miller, Nursing Professor - Effective: June 30, 2003

Mr. DiSandro made a motion to ratify the appointments and separations. Ms. Mann seconded the motion.

Mr. D’Aniello asked about whether the new appointments are approved or simply ratified by the Board. Dr. Stout clarified that according to past practice and the Community College Act, the Board takes action to appoint a CEO and then the CEO makes faculty, staff, and administrative appointments within an approved Board budget that are then brought to the Board to be ratified.
Mr. Sharkey asked whether the new hires were replacements or additional positions.

Dr. Stout responded that there are six new positions and that the rest were either replacements or reallocated positions due to reorganization of the administrative structure. The four new faculty positions, two new nursing faculty, one new speech faculty and one new Business and Computer Science faculty, are in response to the growing student body and the increased demand in certain areas of study. The new Nursing Laboratory Manager is also in direct response to the increased demand in nursing. The new position in Health Careers is funded mostly by a Pennsylvania Department of Education grant and supports the new Surgical and Radiological Technology programs.

Mr. Kahn asked about whether there are recognition celebrations for long-time employees who leave the College. Dr. Stout responded that those employees who retire are honored at an annual retiree reception.

The employee appointments were unanimously approved by the Board.

**Legislative Update**

Mr. Sharkey reported for the committee.

Members of the Legislative Committee, along with Dr. Stout and the Board Chairman, have met with various legislators throughout the summer. Importantly, we need to increase our activities with our local and state legislators as we look for additional funding to support our overall growth.

Dr. Stout added that included in the Board packet is the Commission for Community Colleges legislative priorities for 2003 – 2004 as was agreed upon at the All-Trustees Assembly.

This item is informational and requires no action.

**Bids**

Mr. Kovacs reported on the following bid:

- **Natural Gas**

  It is recommended that the College accept UGI Energy Services’ bid in the amount of $7.00/Mcf

  Mr. DiSandro made a motion to approve the bid. Ms. Bloss seconded the motion.

  Ms. Lechter asked if there are only a few natural gas suppliers in the area. Mr. Kovacs replied that there are only a few and that during the process, due diligence was performed and attempts were made to contact the previous suppliers.

  The Board unanimously approved the bid.
Chair’s Report

Mr. Bitner reported the following:

- All-Trustees Meeting at the Commission for Community Colleges

  Mr. Bitner reported that he and Mr. W. Smith had a valuable two day meeting which included discussion about how to best reach our legislators to lobby for the College.

  Ms. Lechter suggested that the College have a palm card with important College facts on it. Dr. Stout responded that the College does have one and that it is being updated.

  Mr. Bitner informed the Board that Representative Kate Harper, who is one of the College’s legislators, is a Chair of the Community College Caucus and is working hard for our mission. Dr. Stout added that the Caucus has 67 members of the House that are part of it and has been working for about two years. As a result of stronger sector-wide lobbying, community colleges are beginning to see results.

  Mr. Bitner added that Dr. Stout is the Vice President of the President’s Council of the Commission and the President of the Community College of Philadelphia is the President of the Council.

  Mr. W. Smith added that it is obvious that Community Colleges are on the move.

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, October 20, 2003 at 4:00 p.m. in the West Campus Community Room.

______________________________  Andy Cantor
Secretary

Board Minutes 9-15-03