The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 20, 2003, at 4:00 p.m., in the West Campus Community Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Floriana Bloss; Lea Bramnick; Andrew Cantor, Secretary; Michael D’Aniello; Anthony DiSandro, Vice Chair; Charles Kahn, Treasurer; Ed Mullin; Joseph Palmer; Win Smith; Dennis Sharkey

Board of Trustees – Absent:
Lynne Lechter; Trudy Mann, Assistant Secretary; John Rotelle; Thaddeus Smith

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Marc Davis, College Solicitor; John Flynn, Vice President for Academic Affairs and Provost; Dean Foster, Dean of the West Campus; Thomas Goldkamp, Partner, Hege Kramer Connell Murphy & Goldkamp, P.C.; 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; Deborah Rogers, Office Manager to the President; Richard Snyder, Managing Director, Hege Kramer Connell Murphy & Goldkamp, P.C.

Call to Order

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

Introduction of Guests

Ms. Amanda Mandia 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

Jean Avnet Morse, Executive Director of Middle States and our accreditation liaison, visited the College on October 14 in follow-up to our request to designate Willow Grove as an additional instructional location. Middle States requires that college’s with off-campus centers that offer more than 50% of a degree at that location seek approval from Middle States. That approval requires a site visit. Ms. Morse met with students, faculty and base staff as part of her visit. Currently, 68 students are taking courses at the Naval Air Station location. Most students are active members of the military.

- Faculty/Staff
The College's web site has been ranked as one of the top two higher education web sites in the country, behind the University of Miami, by the Center for Digital Education, an international research and advisory institute on information technology in education. Special recognition goes to Celeste Schwartz, Vice President of Information Technology, and the Web Team: Susan Hauck, Director of Web and Multimedia; Dick Greenwood, Professor English; Frank Short, Professor of Art; Vince Farina, Internet Applications Developer/Programmer; Danielle Carbone-Parker, Web Site Manager; and Leslie Valerio, Web Content Specialist.

- **Program News**

  For the fourth consecutive year, 100 percent of the College’s 2003 Medical Laboratory Technician (MLT) graduates successfully passed the National Certification Examination on their first attempts.

- **Community Outreach**

  The College’s Central Campus hosted the 13th Annual Community Day.

  Montgomery County Community College and the American Heart Association held the annual Heart Walk on October 4 raising over $1,200 to support the American Heart Association’s medical research and education programs.

  The first annual Alumni Hall of Fame dinner was held on Friday October 3 at the Savoy Grille.

  More than 90 golfers, a new record, participated in the Foundation’s Fourth Annual golf outing at Commonwealth Country Club on October 13.

  The College held its annual Technology Conference on October 17 with 222 faculty and staff participating from this and other local colleges.

- **Students**

  Phi Theta Kappa held its fall 2003 induction ceremony at the Central Campus and 111 students were inducted into the international honors society.

- **Events of Note**

  The Lively Arts Series kicked off its 2003-04 season on Saturday, October 18 with a sell-out performance by *Capitol Steps*.

  SEPTA held a press conference at the Central Campus on October 15 as part of its Communities in Motion campaign announcing that all 1300 suburban bus lines in Montgomery County are wheelchair accessible.

- **Upcoming Events of Note**

  The grand opening celebration of the Health Careers Suite at the West Campus will be on October 22 at 11:00 a.m.
The Bell Tower Dedication is scheduled for 5:30 p.m. after the November 17th Board meeting. Further information regarding this event is forthcoming.

- Other

The Times Herald featured an article in its Business Section last week on the GED program at the Pottstown Campus that the College runs in conjunction with WHYY. The program is led by Sandy Gill whose picture appears with the article.

Approval of Minutes

The 09/15/03 Minutes were unanimously approved.

Treasurer’s Report

Dr. Stout reported for the committee.

There were no unusual transactions for the three months ending Sep 30, 2003.

Mr. W. Smith made a motion to approve the Treasurer’s Report for the period ending September 30. Mr. Cantor seconded the motion and it was unanimously approved by the Board.

Curriculum Committee

Mr. W. Smith reported for the committee.

- Sabbatical Summary

Several sabbatical reports were reviewed at the Curriculum Committee’s meeting. Judy Cunningham presented to the Committee the findings of her research. The focus of Ms. Cunningham’s sabbatical was to learn how to incorporate and appropriately use technology into her courses to enhance student learning. Her sabbatical was taken over two semesters.

This is an informational item and requires no action.

- Degrees at Montgomery County Community College

Mr. W. Smith noted that Dr. Flynn led a discussion at the Committee’s meeting that described each degree, the intended degree of transferability of credits, general education requirements and sample programs.

This is an informational item and requires no action.

Finance Committee

Dr. Stout reported for the committee.

Mr. Goldkamp, a new managing partner of the College’s account, reported the audit findings to the Board. He noted that an unqualified opinion was issued.

Mr. Snyder, who led the audit, reported on the highlights of what was reviewed:

The College’s assets amounted to $72.5 million with liabilities in the amount of $26.3 million. The College’s total net assets are $46.2 million. Highlights of the Statement of Activities include: total revenue equals $55.7 million with related operating expenses amounting to $52.9 million, resulting in a change of $2.8 million.

Mr. Snyder also reviewed the contents of the management letter and highlighted the areas of accounts receivable, employee benefits, and the accounting standards issued by GASB.

Mr. D’Aniello made a motion to accept the 2002-2003 College audit report. Ms. Bloss seconded the motion and the Board unanimously accepted the report.

- Fund Designations for 2002 - 03

The Finance Committee considers the fund designations as part of the annual audit process each year. Those recommended designations are brought to the full Board for consideration. The fund designations represent what we do with revenue that exceeds expenses from the last fiscal year. Maintaining an adequate fund balance is part of the Board’s stewardship role to ensure that the College is viable into the future.

At Dr. Stout’s request, Dr. Kovacs highlighted changes and additions to the fund designations:

Funds available to be re-designated into various board designated funds equaled approximately $2.1 million. It was recommended to allocate $1.7 million to the Replacement and Renewal Fund which is used for future building. With the additional allocation, the fund would equal $6.2 million.

Additional fund designations included monies to the Operating Fund Balance for particular requirements such as dental self-insurance, a continuing amount for contingency for unresolved State Audits, post-retirement benefits, Collegiate Consortium and a Tuition Stabilization fund.

The Tuition Stabilization fund will enable the College to keep from significantly raising tuition should financial support from one of the College’s funding sources not fully meet the one-third obligation.

Mr. DiSandro made a motion for the approval of the fund designation plan and Mr. Palmer seconded the motion. The Board unanimously approved the fund designations.

**Physical Plant Committee**

Mr. Mullin reported on two information items for the committee.
- **Summer Facilities Improvement Highlights**

  The 202 parking lot was seal coated and re-striped in early June.

  The roof replacement project for the Physical Plant Building began the week of May 26, 2003 and was complete by July 31, 2003. The project was inspected by the membrane manufacturer on August 28 and no problems were noted.

  The elevator renovation project began the week of May 26, 2003. To date, the elevators in Parkhouse Hall, Science Center, and College Hall LRC are complete. The elevator by the cafeteria in College Hall and the Physical Education building will be completed by the second week in October.

  The sprinkler system installation and alarm work are complete as required by the Whitpain Science Center Township Retrofit. In the Physical Education building, the College needs a flow test done to determine whether there is sufficient water flow to the building.

  The Clock Tower project is complete. A memorial plague has been ordered and the College is planning to dedicate the clock tower November 17, 2003, at 5:30 p.m.

  Realignment of Cathcart and Morris Roads began on August 4, 2003, and is still ongoing.

  This item was informational and requires no action.

- **Update on HVAC Repairs at West Campus**

  The HVAC system at the West Campus has been problematic since its installation. Given the on-going problems with the system, the College had the system evaluated by the contractors’ engineers who determined that the failures were primarily related to electrical problems and an oversized cooling system. Two corrective actions were recommended: (a) Install electrical phase/voltage protection on each of the rooftop condensing units and (b) Install valves to appropriately throttle the unit to prevent equipment damage from oversizing. The first recommendation was implemented and the second is in progress.

  This item was informational and requires no action.

**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Tuition Reimbursement Policy Update for Administrators**

  The original policy in place was based on a first come, first served basis. A new policy has been created that is more formal and equitable.
Mr. Mullin made a motion to approve the policy and Ms. Bloss seconded the motion. The Board unanimously approved the updated Tuition Reimbursement Policy for Administrators.

- **Part-Time Employee Health Care Access**

The College, in order to comply with the healthcare insurance contract and to offer access to affordable insurance coverage for part-time employees, has worked out a separate plan with the carrier. In addition, a third party will collect the premiums.

Mr. Palmer made a motion to approve the policy and Ms. Bloss seconded the motion.

Dr. Stout clarified that the plan is one for access and that the College does not contribute to the cost. The premium is paid in full by the employee.

The Board unanimously approved the updated Tuition Reimbursement Policy for Administrators.

- **Personnel Appointment Ratification**

The following are the full-time professional hires from September 5, 2003 through October 7, 2003:

- Matthew Porter – Senior Producer and Technical Services Manager  
  Effective: September 14, 2003

- Anita Lynn – Director of Foundation Relations  
  Effective: September 22, 2003

- Kerri Murphy – Coordinator of Annual Giving and Alumni Relations  
  Effective: September 22, 2003

- **Separations**

The following is the full-time professional separation:

- Mary Washington, Office Manager – Admissions/Records  
  Effective: September 19, 2003

The following are the full-time faculty separations:

- Dorothy Clark, Assistant Director of Advising  
  Effective September 19, 2003

- Mary Ann Pitts, Professor of Mathematics  
  Effective: September 2, 2003

Mr. Mullin made a motion to ratify the appointments and separations. Mr. W. Smith seconded the motion. The employee appointments and separations were unanimously ratified by the Board.
Legislative Update

Mr. Sharkey reported for the committee.

The Legislative Committee did not meet this month.

Dr. Stout offered an update regarding legislation that will affect State-related funding for community colleges. House Bill 113 was introduced and then went into caucus to consider the bill. Dr. Stout informed the Board that there is language within the bill that could reduce the amount the State reimburses community colleges per FTE. She also mentioned that she has contacted the College’s delegation to alert them to how this reduced funding would negatively affect the College. She also mentioned that Representative Harper has been working hard to remove the pro rata language from the bill.

The Community College Board bill will be on hold until January as the primary focus this session is on funding and the budget. Although there is general support for the bill, there is concern over how the Board would be funded.

This item is informational and requires no action.

Bids

Mr. Kovacs reported on the following bids:

- **Spring Course Guide**

  Each spring and fall term, the College goes out to bid for the printing of a guide which indicates course offerings, times, and locations for all courses to be offered in the upcoming term.

  It is recommended that the bid be awarded to Gateway Printing in the amount of $37,499.00.

  Mr. DiSandro made a motion to approve the bid. Mr. Mullin seconded the motion. The Board unanimously approved the bid.

- **Testing Center Renovation Project**

  Specifications were developed by N. E. Fisher & Associates Engineering firm in conjunction with the Director of Facilities Management, Mr. Charles Scandone.

  It is recommended that an award be made to CRJ Construction ($58,500) for the General Contractor portion of the project, to L.J. McConnell, Inc. ($34,890) for the electrical portion of the project, and to Accord Mechanical ($143,000) for the HVAC portion of the project.

  Mr. Palmer made a motion to approve the bid. Ms. Bloss seconded the motion.
Mr. Palmer asked about the significant price difference between the two general contractor bidders and if the College was comfortable going with the lowest bidder. Mr. Kovacs replied that the bid specifications and bids were evaluated by the engineering consultants and were deemed satisfactory.

Mr. D’Aniello asked why there was only one bidder for the HVAC work. Mr. Kovacs responded that there was no specific reason. He offered that perhaps because the primary cost element was the equipment itself and that the service margin might be too small to attract a larger number of bidders. Mr. Kovacs also noted that this was the second time the call for bidders was made public for this HVAC work; the first time no bidders responded.

The Board unanimously approved the bid.

**Chair’s Report**

Mr. Bitner offered kudos to the Board Committees for their hard work which enables the full Board meetings to run efficiently and smoothly.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 4:35 p.m. The next meeting is scheduled for Monday, November 17, 2003 at 4:00 p.m. in the College Hall Board Room.

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Andy Cantor
Secretary