The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 17, 2003, at 4:00 p.m., in the College Hall Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Lea Bramnick; Andrew Cantor, Secretary; Anthony DiSandro, Vice Chair; Charles Kahn, Treasurer; Trudy Mann, Assistant Secretary; Ed Mullin; Win Smith; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Floriana Bloss; Michael D’Aniello; Lynne Lechter; Joseph Palmer; John Rotelle

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; Kim Fern-Gibson; Dean Foster, Dean of the West Campus; Steve Kovacs, Vice President for Administration and Finance; Anita Lynn, Foundation Director; Rhoda McFadden, Professor of History; Amanda Mandia, Executive Associate to the President; Michael Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; Benn Prybutok, Director of Criminal Justice; Deborah Rogers, Office Manager to the President; Aaron Shatzman, Dean of Social Sciences; Celeste Schwartz, Vice President for Information Technology

Call to Order

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

Approval of Minutes

The October 20, 2003 minutes were unanimously approved.

Introduction of Guests

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

Special Presentation

Mr. Bitner presented student and Co-President of Phi Theta Kappa, Kim Fern-Gibson, with a resolution on behalf of the Board of Trustees in recognition of her receiving a Coca-Cola Foundation Scholarship. Dr. Stout noted that there are only 400 students in the country that are recognized with a Coca-Cola scholarship.

Ms. Gibson remarked that it was with the flexibility of her boss that she was able to accomplish many of her goals. She thanked the Board for recognizing her accomplishments.

Treasurer’s Report

Mr. Kahn reported for the committee.
There were no unusual transactions for the four months ending October 31, 2003.

Mr. Kahn made a motion to approve the Treasurer’s Report for the period ending October 31. Mr. T. Smith 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**

  The Fire Science and Nursing Programs had visits last month from teams of the National League for Nursing Accrediting Commission and the International Fire Service Accreditation Congress, respectively, for accreditation. The Nursing program received full accreditation for another eight years with accolades from the team on faculty quality, curricular strength, and student learning. For Fire Science, feedback offered in the exit conference with the visiting team was strong. Notice of accreditation will not be received until March 2004.

- **Faculty/Staff**

  Donna Richemond, Associate Dean of Student Affairs and Enrollment Management, West Campus, was honored as the “Exceptional Woman in Education” by the YWCA during a Tribute to Exceptional Women awards dinner at the Lakeside Inn on November 6.

- **Events of Note**

  The College’s Drama Club presented two one act plays, *The Zoo Story*, by Edward Albee, and *I Stand Before you Naked* by Joyce Carol Oates. Dr. Stout noted that the club presented a special performance of *I Stand Before you Naked* to a lunchtime audience which included the playwright, Joyce Carol Oates.

  Joyce Carol Oates offered the keynote speech to the Writer’s Conference which began on November 14. The second day of the conference provided 8 workshops led by local published authors on different subjects related to writing and getting published. The second day opened with remarks from Larry Kane.

  The new state-of-the-art Health Careers Suite at the West Campus was introduced to the academic and health care communities on October 22.

  The College hosted the annual Montgomery County College Fair on November 6. Approximately 200 area colleges participated and approximately 1,000 high school students and parents attended.

- **Gifts and Grants**

  The College received a $79,000 grant from the Pennsylvania Higher Education Foundation to be used for Nursing scholarships, primarily for those students who choose
to enroll in the Continuous Program this summer. Kudos to Beverly Welhan, Director of
the Nursing Program, and Cindy Haney, Director of Financial Aid, who submitted the
proposal.

The College received $843,000 in WEDnetPA funds to support training for 52 firms
throughout Montgomery County.

New Choices/New Options received additional State funding as a result of other
community colleges cutting their NC/NO programs, therefore releasing funds to the
schools who chose to continue their programs.

- **Other**

Dr. Stout noted that she, along with the assistance of the Legislative Committee, has
been working very hard with the Senate to remove pro rata language on FTE funding
from any Senate legislation that passes around the budget bill. The House passed
House Bill 113 that includes pro rata language which cuts $1.2 million dollars from the
College’s budget. Unfortunately, the language was added to the House Bill at the last
minute and most members did not understand the ramifications of the language. The
College is hopeful that its work with the Senate will result in either the removal of the
language or an addition of an exception that would restore at least some of the funding.

Dr. Stout noted that, because the College has worked very hard to build a conservative
budget, it will not be as greatly impacted by the funding cuts as other community
colleges, should the cuts go through.

Ms. Bramnick asked if there was anything else that the Board could do to help. Dr. Stout
responded that at this time, contact with the College’s delegation has been
comprehensive and that she will inform the Trustees when another round of
communication and outreach efforts are required.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **Emergency Management and Planning AAS and Certificate**

In response to the increased demand for emergency workers and in collaboration with
the Collegiate Consortium for Workforce and Economic Development (CCWED), the
College has developed a new credit program, Emergency Management and Planning
(EMP), AAS that will articulate directly into a forthcoming Drexel BS degree program in
EMP. The College's EMP, AAS, and certificate programs will be closely integrated with
the existing emergency services degree and certificate programs and highly congruent
with CCWED’s new template curriculum in order to maximize articulation and
transferability. It is estimated that the net revenue for the first year of operation will be in
excess of $39,000 and close to $100,000 in subsequent years. This program, which
meets the core education requirements for AAS programs, will qualify for occupational
stipend from the State and will be staffed with part-time faculty.
Mr. W. Smith made a motion for the approval of the new EMP program and Ms. Mann seconded the motion. The Board unanimously approved the new program.

**Fire Science and Criminal Justice Studies**

The proposed modifications to the Fire Science AAS program will allow students to select two electives from the new Emergency Management and Planning program. Also, Chemistry 121, General Chemistry, is now required instead of a chemistry or physics elective. A Political Science course (POL124) is now required instead of an elective.

The Criminal Justice Studies (CJS), AAS, program will allow the student to select two electives from the new Emergency Management and Planning program. Criminal Procedures (CJS 106) is now a required course replacing the course, Law of Evidence (CJS 115). Several CJS required courses were reduced to CJS, FSC or EMP elective status, thus giving students more flexibility to follow a curriculum that may fulfill specific needs.

Mr. W. Smith made a motion that the curriculum modifications be approved and Mr. Mullin seconded the motion.

Mr. Cantor asked about the change in requirement with regard to the Law of Evidence course. Mr. Prybutok clarified that the Law of Evidence course will actually be retained and the Constitutional Law course will be replaced as a requirement by Criminal Procedure.

The Board unanimously approved the course modifications.

**Finance Committee**

Mr. Kahn reported for the committee.

- **2004-2005 Operating and Capital Budget Request**

The annual budget request must be approved by the Board prior to going to the College’s sponsors. It is expected that the Budget request will be presented to the County in early January.

**Revenues:**

The Finance Committee recommends a tuition increase of $2.00 from $79 per credit to $81 per credit with no increase in fees. This represents a 2.5 percent increase in tuition. There was also a requested increase in County operating support at the same percentage rate as last year, 7.3 percent (an increase of $859,479 over CY 2004), making the total operating request to the County $12,633,170. The College anticipates that there will be no increase in State Aid funding with the State “capping” its contribution at the 2004-04 original State budget level of $14,982,670, despite projected enrollment increases.

**Expenses:**
In response to increased enrollment and the projection of continued increases in enrollment, the College is budgeting for the equivalent of four new positions which will be a combination of faculty, support staff, or administrators in order to handle the increased workload. The cost of Fringe benefits expenses reflects the best estimates available to the College as of November 2003.

**Capital Budget**

The Capital Budget request includes no increase from the state and requests an additional $179,600 to pay for 50 percent of the projected West Campus lease for space expansion.

Mr. Mullin made a motion for the approval of the operating and capital budget requests and Mr. T. Smith seconded the motion.

Mr. W. Smith commended the Finance Committee on having done an outstanding job with the budget proposal under such difficult budgetary constraints.

The Board unanimously approved the budget request.

- **Investment Banking and Underwriting Services for Campus Construction**  
  (Joint Action with the Physical Plant Committee)

The College continues to explore avenues for financing the facilities master plan. One avenue is to prepare to enter the bond market to fund the Advanced Technology Center in a more conventional manner than other options being considered. As a result, the College, along with a representative from the State Public School Building Authority, solicited professional investment and underwriting services proposals from two firms. It was recommended by the Finance and Physical Plant Committees that the services of Commerce Capital Markets be employed, as the lower cost provider, to offer these services at a cost of $5 per $1,000 of the principal amount of the proposed bond. No fees are paid until the bond is issued. However, Commerce Capital will begin to investigate the feasibility of the College moving forward with several funding scenarios.

Mr. T. Smith made a motion to approve the underwriting services proposal of Commerce Capital Markets and Ms. Mann seconded the motion. The Board unanimously approved the proposal.

**Physical Plant Committee**

Mr. Mullin reported the committee.

- **East House and Township Right-of-Way**

With the addition of the right turn lane at the intersection of Morris and Cathcart Roads, the East House is now in the right of way area of land. Should the county desire to expand Morris Road, this may pose a problem.

Mr. Kahn asked if we received any condemnation money for the lane that was added. Mr. Mullin responded that that area was already in the pre-existing right-of-way.
Personnel Committee

Mr. DiSandro reported for the committee.

- Personnel Separation Ratification

The following is the full-time faculty separation (due to retirement):

- Jane Bleam, Nursing Professor
  Effective October 1, 2003

Mr. DiSandro made a motion to ratify the separation. Mr. Mullin seconded the motion. The employee separation was unanimously ratified by the Board.

Bids

Mr. Kovacs reported on the following bids:

- 2003-04 College Catalog

  Every two years, the College publishes a College catalog which lists the philosophy of the College, College programs, academic calendars, courses offered and their descriptions, details for application, descriptions of departments, College personnel listings, and other academic information.

  It was recommended that the bid be awarded to Mail-Well Print Group in the amount of $41,123 as the lowest acceptable bidder.

  Mr. Mullin made a motion to approve the bid. Ms. Mann seconded the motion.

  Mr. Mullin asked if this was the first time the College is using Mail-Well for this job and whether the College was comfortable that the bid was equal and acceptable. Mr. Kovacs responded yes to both questions.

  The Board unanimously approved the bid.

- Inter-campus Electronic Communication

  Communications for data, voice, and video currently use three leased point-to-point T1 circuits which are provided by Verizon. These connections have been updated only once since the opening of the West Campus. Analysis of bandwidth utilization indicates that a link update is required as a result of increased video-conferencing traffic. The College received several different proposals which offered different solutions to the problem of inadequate bandwidth.
It was recommended that Sunesys be awarded a three-year contract in the amount of $144,000 to provide the College a dark fiber connection between the Blue Bell and Pottstown campuses.

Mr. Mullin made a motion to approve the bid. Ms. Mann seconded the motion.

Mr. Kahn asked if the OnFiber bidder was a public utility. Ms. Schwartz responded that they are and that they buy their dark fiber from Sunesys so their dark fiber proposal included a mark-up which the College can avoid by dealing directly with Sunesys.

Dr. Stout commented that this upgrade will increase the College’s capability to move information between campuses by 10 times what it can now.

Mr. Cantor asked if the new space in Pottstown, whichever location it may be, would be able to be connected within this network. Ms. Schwartz assured the Board that it would be.

The Board unanimously approved the bid.

Chair’s Report

Mr. Bitner named the nomination committee to develop the slate of officers for consideration by the Board at the January meeting. The slate is to be presented at the December meeting. The 2003 Nominating Committee is:

Mr. Thaddeus Smith, Chair
Ms. Flo Bloss
Mr. Michael D’Aniello

Old Business

There was no old business.

New Business

The 2003 Service Recognition Reception will be held on December 4 in the Central Campus student cafeteria from 4 – 6:00 pm.

The Annual Board Holiday Dinner will be held on December 11 at Trinacria from 6 – 9:00 pm. You will be receiving an invitation in the mail shortly.

Adjournment

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, December 15, 2003 at 4:00 p.m. in the East House Board Room.

_________________________________________  Andy Cantor
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