The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 15, 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; Floriana Bloss; Michael D’Aniello; Lynne Lechter; Ed Mullin; Joseph Palmer; John Rotelle; Win Smith; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Lea Bramnick

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Steve Baron, Assistant Professor of Psychology; Danielle Carbone-Parker, Web Site Manager; Marc Davis, College Solicitor; Vincent Farina, Internet Applications Developer and Programmer; John Flynn, Vice President for Academic Affairs and Provost; Dean Foster, Dean of the West Campus; Richard Greenwood, Professor of English; Susan Hauck, Director of Multimedia and Internet Technology; Suzanne Holloman, Dean of Workforce Development and Continuing Education; 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; John Mastroni, Director of Distance Learning; Alana Mauger, Coordinator of Media and Public Relations; 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 November 17, 2003 minutes were unanimously approved.

Introduction of Guests

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

Special Presentation

On behalf of the Board of Trustees, Mr. Bitner presented the College’s Web Team with a Board resolution recognizing their work to re-design the College’s web site. The resolution also acknowledged the site being named one of the top two higher education web sites in the country by the Center for Digital Education, an international research and advisory institute on information technology in education, based on the site’s innovation, web-based delivery of services, efficiency, and functionality for student, faculty and citizen access.
Treasurer’s Report

Mr. Kahn reported for the committee.

There were no unusual transactions for the five months ending November 3, 2003.

Mr. Palmer made a motion to approve the Treasurer’s Report for the period ending November 30. Mr. Rotelle seconded the motion.

Mr. Palmer asked about the possibility of refinancing the 1994 bond for a lower interest rate. Mr. Kahn responded that due to the fact that extra money was required to loan the College the money initially, that there would be a penalty should the College change or refinance the loan. Mr. Mandrachia confirmed this with Mr. Kahn.

The Treasurer’s Report was unanimously approved by the Board.

President’s Report

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

- Accreditation
  
  John Mastroni and Steve Baron will give a brief presentation later during the Board meeting to update the Board on the progress of the Self Study and a projected timeline.

- Students
  
  The College’s Women’s Extramural Soccer Club finished its second season with a record of six wins, one loss, and one tie.

- Faculty/Staff
  
  Several members of the college community presented at the League for Innovation Conference in October. Among the presenters were Roseanne Hofmann, Professor of Mathematics; Celeste Schwartz, Vice President for Information Technology; Kendall Martin, Computer Science Instructor; Nicole Avellino, Technology Trainer; Dave Stewart, Vice President for Student Affairs; Susan Hauck, Director, Multi-Media and Internet Technology; Alan Evans, Director, Computer Science Program; and William Brownlowe, Assistant Professor of Engineering Technology.

Program News

A recent report from the Pennsylvania State Board of Nursing shows that the College’s December 2002 class’s first time pass rate was 85 percent and the May 2003 first time pass rate was 92.85 percent. Kudos to our nursing students on their hard work, and especially to the College’s Nursing faculty and staff who continue to propel our Nursing Program’s reputation to the top.
- **Events of Note**

  The third annual Service Recognition and Faculty Promotions reception was held on December 4 in the Central Campus Student Cafeteria. Full and part-time faculty and staff were recognized for their service of five, ten, twenty, twenty-five, thirty and thirty-five years with a total of 1,030 years of service to the College.

- **Gifts and Grants**

  The College has been awarded a Customized Job Training Grant with Merck & Company in the amount of $735,000 and with GlaxoSmithKline in the amount of $200,000. In both cases, the College may or may not be the primary source for training depending on the expertise needed. In either case the College will assist the companies to identify qualified training resources for any needs that the College can not meet.

  Chris Harendza, Associate Professor of Biology, recently submitted a competitive National Science Foundation grant application titled, *Integration of Computational Biology & Bioinformatics into Freshman and Sophomore Biology Courses*. In the past, Mr. Harendza has been a reader for the NSF for such grant submissions.

- **Process Improvements**

  The newly revised Full-Time and Part-Time Faculty Handbook is now available online through the College website. Kudos to Garry Rizzo, Associate Vice President of Academic Affairs; Susan Hauck, Director of Multimedia and Internet Technology; Leslie Valerio, Web Content Specialist, and all of the Information Technology Staff for their collaborative work on this project.

  Advising has added a new online service enabling students to contact an advisor via instant messaging and receive immediate answers to their questions. Students simply click on the Academic Advising webpage and then on "Chat Online" during the posted service hours to get assistance. The hours of service are planned to increase in the spring semester.

  Students can now complete a request for an official transcript using WebAdvisor (our online software tool) and pay their fee with a credit card.

- **Legislative**

  The state portion of the College’s 2003-2004 operating budget remains uncertain. We continue to work closely with staff members in the Senate to eliminate pro rata language and, perhaps, to reach agreement on a final state operating contribution that is about 5% less than what the state’s obligation would be if they met the statutory funding goal of $1500 per FTE generated. This reduction is in line with reductions already in place in other sectors of higher education. We are also working hard to restore some capital funding for 2003-2004 to help colleges move forward with construction projects that have been frozen since January 2002. The Governor has requested a meeting with all of the community college presidents on Friday, December 19, from 11:00 am to 1:00 pm.
Mr. Palmer commented that he attended the recognition reception and commended Dr. Stout on the event. He also noted that it was very impressive to see so many people who have been part of the College for ten, fifteen and more years.

Curriculum Committee

Mr. W. Smith reported for the committee.

- Curriculum Modifications

In the fall of 2003, the College moved from a two course sequence to a three course sequence in Computer Science as recommended by the Association of Computing Machinery (ACM), and as being adopted by our transfer partners. Curriculum modifications in line with the approved change in sequence are recommended by the Curriculum Committee. Changes are also recommended for the Certificate in Business Management which will make the certificate more applicable to entry-level management positions.

Mr. W. Smith made a motion for the approval of the curriculum changes and Mr. Palmer seconded the motion. The Board unanimously approved the changes.

- Middle States Update

Mr. Mastroni presented a brief overview of the progress of the Middles States Self Study process.

This was an information item and requires no action.

Finance Committee

Mr. Kahn reported for the committee.

- Completion of 2001-2002 Single Audit Action

As part of the annual audit process, the College is required to certify compliance of its major federal programs in accordance with generally accepted auditing standards and the U.S. Office of Management and Budget Circular A-133 Compliance Supplement. A complete independent audit was performed by the College’s independent auditors, Hege, Kramer, Connell, Murphy, & Goldkamp, P.C., who issued an unqualified opinion for these programs.

Mr. Mullin made a motion for the acceptance of the audit report and Ms. Bloss seconded the motion.

Mr. D’Aniello asked about the unused federal funds noted in the Treasurer’s report and whether those funds go unused by the students. Mr. Mandrachia clarified that by the end of the fiscal year, those funds will be used and will be equal to zero.

The Board unanimously accepted the unqualified audit report.
- **Procedural Addition to the College Investment Policy**

The Board of Trustees approved the current investment policy in November 2002. The current policy directs the College Staff to invest available College funds in conservative, fully insured and collateralized investment instruments, specifically Certificates of Deposits (CD), and the primary State investment programs for public funds: PLIGIT and PA Invest.

The current practice is for the College to obtain rate quotes from three or four area banks before purchasing CDs. The bank offering the highest rate is always used. However, to ensure that the College continues to obtain the highest rates for CD instruments, a change in the procedures will be implemented. The Business Office will obtain quotes from six area banks each time a CD will be purchased. The College will continue to purchase the CD from the bank with the highest rate. All banks must provide documentation verifying full collateralization of funds placed with them.

Mr. D’Aniello asked that if banks offer the same rates, does the College give the business to a bank who consistently does business with and supports the College.

Mr. Mandrachia responded that the College looks at the same three or four banks’ rates and, should another bank advertise a better rate, the College approaches them. Under the revised procedure, the College will now look at six banks’ rates.

Mr. Mullin clarified that the College uses all local banks. Dr. Stout further clarified that the procedure amendment is meant to encourage diversification of funds as well as banking relationships.

This was an information item and requires no action.

- **CBIZ Update on Medical Benefits Expenses**

The College’s insurance broker notified the College that there will be a 16.2 percent increase in medical benefit premiums, an amount of $851,640, for the 2004 calendar year.

Mr. Cantor asked if the College was restricted to offering specific medical benefit plans and whether the College might want to consider a flex-system.

Mr. Davis responded that the co-pay in the plans has to be in line with the collective bargaining agreements. Dr. Stout confirmed that the plans are tied to the collective bargaining agreement. The College has asked the broker to look into different plans that would comply with the agreements.

This was an information item and requires no action.

**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Personnel Appointment Ratification**
The following is the full-time professional hire from November 1, 2003 through November 30, 2003:

- Michael Ondo – Academic Counselor/Financial Aid Advisor
  Effective: November 10, 2003

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

Bids

Mr. Kovacs reported on the following bids:

- College Course Guide (Non-credit) Community Mailer Spring 2004

  The Community Mailer is a College guide which describes the courses, times, and locations for the non-credit courses to be offered in the upcoming term at both campuses. Five bidders submitted bids.

  The documents, one for each campus, reflect that campus’ offerings. They are 11” x 17” tri-fold for ease of use and reduced cost in mailing. The Central Campus brochure (147,000 copies) is six pages with a self cover while the West Campus unit (69,000 copies) is four pages with a self cover, both printing sheet fed on smooth stock.

  It was recommended that the bid be awarded to Sun Printing in the amount of $17,549 as the lowest acceptable bidder.

  Mr. Cantor made a motion to approve the bid. Ms. Bloss seconded the motion and the Board unanimously approved the bid.

Nominating Committee

Mr. T. Smith reported for the committee.

Ms. Bloss presented, on behalf of the committee, the following names to the Board for the year 2004:

  Paul S. Bitner – Chair
  Anthony DiSandro – Vice Chair
  Charlie Kahn – Treasurer
  Andy Cantor – Secretary
  Gertrude Mann – Assistant Secretary

Mr. Bitner reminded the Board that other nominations will be accepted at the January 2004 Board meeting. Mr. Davis clarified the procedure for nominations and voting on the officers of the Board.

Chair’s Report

Mr. Bitner offered holiday greetings to the Board. He also commended the faculty on their work through the year.
Mr. Bitner also announced the convening of a short Executive Session following the open Board meeting to discuss issues related to real estate and the potential leasing of facilities. No action will be taken in the session.

**Old Business**

There was no old business.

**New Business**

Mr. Kahn suggested that the Board recognize the retiring County Commissioner, Mike Marino, for his commitment to the College and the County.

Mr. Bitner suggested that the Board present the former Commissioner with a Board resolution at the January Board meeting.

Ms. Mann made a motion to approve the presentation of a proclamation to former Commissioner Marino to recognize his service. Mr. DiSandro seconded the motion and the Board approved the motion unanimously.

**Adjournment**

The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Tuesday, January 19, 2004 at 4:00 p.m. in the East House Board Room.

**Executive Session**

____________________________________  Andy Cantor
Secretary

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