The meeting of the Montgomery County Community College Board of Trustees was held on Monday, January 20, 2004, at 4:00 p.m., in the College Hall Board Room.

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

Board of Trustees – Absent:
Lynne Lechter; John Rotelle; Dennis Sharkey

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; H. Leon Hill, Director of Institutional Research; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Steve Kovacs, Vice President for Administration and Finance; Anita Lynn, Foundation Director; Michael D. Marino, Former Montgomery County Commissioner; Michael Mandrachia, Director of Accounting; Amanda Mandia, Executive Associate to the President; Alana Mauger, Coordinator of Media and Public Relations; Peter Scheponik, Instructor of English; Celeste Schwartz, Vice President for Information Technology

Call to Order

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

Election of Officers

Mr. Davis led the election by explaining the process and then asked Mr. T. Smith to announce the final slate of candidates for election of Board officers for 2004.

Mr. D’Aniello put forth the nominated slate of candidates for a vote:

Chairperson: Paul S. (Mike) Bitner
Vice Chairperson: Anthony DiSandro
Treasurer: Charles Kahn, Jr.
Secretary: Andrew Cantor
Assistant Secretary: Gertrude Mann

Hearing no additions to the slate, Mr. Davis asked for a motion to put the full slate to a single vote. Mr. Mullin made the motion that nominations be closed and Ms. Bloss seconded the motion.

The full Board voice voted unanimously to elect the entire slate of candidates as the 2004 Board officers.
Mr. Bitner thanked the Board for their confidence and support.

**Approval of Minutes**

The December 15, 2003 minutes were unanimously approved with an addendum noting that the Executive Session lasted 15 minutes.

**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 Mr. Marino, former Montgomery County Commissioner, with a Board resolution recognizing his work with and support of the College during his four years as Chairman. Mr. Marino thanked the Board for honoring him and acknowledged the importance of the Board’s work as leaders of the County’s college.

**Treasurer’s Report**

Mr. Kahn reported for the committee.

- There were no unusual transactions for the six months ending December 31, 2003. Mr. Kahn noted that the College is averaging a return of 1.06 percent on its investments.

- Ms. Bloss made a motion to approve the Treasurer’s Report for the period ending December 31. Ms. Mann seconded the motion.

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:

- **Enrollment**

  The College is still showing a 4 percent increase in FTE’s and an increase of 18 percent in head count at the West Campus over last year at this time.

- **Students**

  The West Campus has two new student clubs, IDEAL and the Meridian Club.

  Larry Kane, the “dean” of Philadelphia news anchors and author of a new book about his experience covering The Beatles titled, *Ticket to Ride*, has agreed to offer the Commencement Address to the 2004 graduates at our May ceremony.

- **Faculty/Staff**

  Dr. Victoria Bastecki-Perez, Dean of Health and Physical Education, and Jenny Sheaffer, Director and Professor of Dental Hygiene, have been appointed to the
Montgomery County Oral Health Task Force. The task force was formed to improve the oral health status of Montgomery County residents.

John Flynn, Vice President of Academic Affairs and Provost, has been elected Treasurer of the Collegiate Consortium for Workforce Development.

- **Program News**

  The College entered into a Dual Admissions and Core-to-Core Transfer Agreement with Western Governors University. WGU is an online University and will aide our distance learners.

- **Events of Note**

  The annual Foundation Ball will be held on March 4, 2004 at Normandy Farms. Tickets are $150 per person, table sponsorships are available, and invitations should be ready for dissemination by next week’s Foundation Board meeting.

- **Gifts and Grants**

  The College received a generous equipment donation from Emerson Pharma Services in Norristown. The total value of the donation is $46,800 in equipment which will be used by the College’s biotechnology and chemistry programs.

  The College was awarded a $10,000 grant by the National Endowment for the Arts. The grant will be used to present two ensembles in public performance, a panel discussion, and workshops. The two ensembles to be featured include: The String Trio of New York and the Ron Carter Ensemble.

  The Foundation has been endowed with funds to establish one new scholarship and to increase another. The new, endowed scholarship was set up by Margaret (Margie) Schweitzer in memory of her parents and is named The Henry and Marian Brown Memorial Scholarship. The income from the principal will be directed to the support of a person who has completed the basic curriculum with New Choices, New Options and who is now ready to enroll for credit classes. The scholarship is intended to cover the cost for a Montgomery County resident for two classes. Margie was inspired to make the gift by the work Nancy Mellon, Director, New Choices/New Options does in the program.

  Richard (Dick) Kanter has made the generous addition to the scholarship in memory of his wife, Joy Kanter, who was a long-time, much-loved and respected member of the faculty in the ESL program. He expects to continue to add to the Fund, thereby adding to the number of students to whom awards will be made in Joy's name. In addition to Dick's gift, two other donors contributed a total of $3,500.

- **Legislative**

  The Budget Bill that passed at the end of the year added $6.7 million and removed the pro rata language from the budget bill. These were two important victories. However, operating capital is still $10 million dollars short of full funding. The community college president’s met last week to discuss how to move forward. A final plan will be
determined after the Governor’s address on February 3. The Governor has promised a new, robust way of funding capital. The community college sector’s funding cut is greater than that of the State System for Higher Education.

We believe, as long as the bill is passed, that due to the work of Senator Spector and Congressman Hoeffel, that there is a $75,000 Federal earmark for the continued development of the Advanced Technology Center. Although this is less than last year's earmark, the allocation reinforces that the College and the ATC continue to be a top-of-mind priority. Federal Earmarks for this region this year were less in dollar amounts but greater in the number awarded, which is typical for an election year.

Tonight’s State of the Union address by the President has been rumored to include mention of community colleges as an answer to training our workforce in an effort to decrease unemployment. While the initiative will most likely be a one time infusion of competitive funds, it is a big win that we are on the President’s radar as an answer to workforce development.

Mr. Kahn asked Dr. Stout why enrollment is reported in FTE’s for Central and head count for the West Campus. Dr. Stout clarified that the FTE report is for the entire College and is not broken down by campus because there is no clear way to define a West Campus student versus a Central Campus student. However, she further explained that in order to reinforce the growth at West that may be masked by the overall numbers, she reports on the dramatic headcount increase at that campus.

Curriculum Committee

Mr. W. Smith reported for the committee.

- Academic Calendar 2004-2005

Mr. W. Smith made a motion for the approval of the Academic Calendar 2004-2005 and Ms. Bloss seconded the motion. The Board unanimously approved the Academic Calendar.

- Services for Students with Disabilities

As part of a routine review of policies and procedures, the Services for Students with Disabilities policy was reviewed by the Curriculum Committee to ensure that it meets legal requirements and is current with standard practice.

Mr. W. Smith made a motion for the approval of the Services for Students with Disabilities Policy and Mr. T. Smith seconded the motion. The Board unanimously approved the policy.

- Graduate Survey

Mr. Hill presented an overview of the Graduate Survey results to the full board.

This item was informational and required no action.

- New and Revised Courses
The Committee reviewed two new courses: Early Childhood Administration and Supervision (EDU 280) and Historic preservation (HIS 160). The Committee also reviewed a revised course, Fundamentals of Speech: A Survey of Human Communication (SPC 110), which is having an additional prerequisite recommended, (Oral/Aural Skills (ESL 009)).

This item was informational and required no action.

Physical Plant Committee

Mr. Mullin reported for the committee.

- Proposed Changes in College Owned Firearms and Ammunition Policy

The policy designates that the Central Campus will house the firearms and the West Campus will house the ammunition; both Campuses will house items in a combination and key steel safe located in a limited access area. Students in the Act 120, Municipal Police Officers Training Program will be permitted to sign both out for the purposes of training at the Pottstown Police Department’s outdoor firing range. The policy also requires a Public Safety Officer to be present whenever firearms or ammunition are removed from or returned to their respective safes at the Central and/or West Campus for the purpose of recording the date, time and identity of the authorized individual accepting the firearms or ammunition.

Mr. Mullin made a motion for the approval of the revised College Owned Firearms and Ammunition Policy and Ms. Mann seconded the motion. The Board unanimously approved the revised policy.

Personnel Committee

Mr. DiSandro reported for the committee.

- Hay Study Recommendation and Implementation Plan

Two actions are recommended per the results of the Hay Study:
1. Adoption of a revised salary grade system comprised of 12 pay grades based upon groupings of similar jobs. This structure would replace the current structure which is comprised of 78 salary scales related to each position.
2. Adoption of a three-year implementation plan for salary adjustments to be consistent with the Hay Study market-based evaluation.

Mr. DiSandro made a motion for the approval of both of the Hay Study Recommendations and Mr. Cantor seconded the motion. The Board unanimously approved the recommendations.

- Compliance with Health Insurance Portability and Accountability Act (HIPPA)

HIPPA rules now require employers to review and update their current policies and procedures to ensure compliance with the new rules and regulations put forth by the
Department of Labor. In order for the College to be compliant, the College has developed the following documents:
1. Proposed Notice of Privacy Practices
2. Proposed Authorization to Disclose Health Information
3. Proposed Notice of Intent to Comply
4. Proposed Resolution by the Board of Trustees

Mr. Kahn asked how employees would be notified and if all existing and new employees would be notified of the changes.

Dr. Stout clarified that the proposed Notice of Privacy Practices is part of a packet to be distributed to all new and existing employees. Employees will be required to sign this document in order to acknowledge their awareness of the policy.

Mr. DiSandro made a motion for the approval of the Hay Study Recommendations and Ms. Bramnick seconded the motion. The Board unanimously approved the updates.

- Personnel Appointment Ratification

The following are the full-time professional hires from December 1, 2003 through December 31, 2003:

- Melissa Chambers – Recruitment Manager
  Effective: December 1, 2003

- George Mulligan – Purchasing Agent
  Effective: December 8, 2003

Mr. DiSandro made a motion to ratify the appointments. Ms. Bloss seconded the motion. The employee appointments were unanimously ratified by the Board.

Bids

Mr. Kovacs reported on the following bids:

- Meade 16” LX200GPS Schmidt-Cassegrain Telescope

  The telescope is being purchased as part of the College’s Congressional Award grant for the new Advanced Technology Center. Only one manufacturer was identified that produced a telescope meeting College needs, Meade Company. The Meade Company provided a list of dealers.

  It was recommended that the bid be awarded to The Camera Shop, Bryn Mawr in the amount of $16,945 as the lowest acceptable bidder.

  Mr. Palmer made a motion to approve the bid. Mr. DiSandro seconded the motion and the Board unanimously approved the bid.

Chair’s Report
Mr. Bitner offered thanks to the Board for showing their confidence in his leadership through his re-election as Chairman. He also thanked the Board for their dedication to the Board, as evidenced by their consistent attendance to Board and College meetings and events as well as their obvious interest in the College’s success.

Old Business

Ms. Bramnick acknowledged the excellent quality of printed materials that were being produced by the Marketing Department for the promotion of various College events and of programs.

New Business

Dr. Stout announced that Dr. Stewart will be retiring as Vice President of Student Affairs, effective June 30, 2004. He has served the College for over 18 years and he will be greatly missed.

Adjournment

The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Tuesday, February 17, 2004 at 4:00 p.m. in the College Hall Board Room.

_____________________________________
Andy Cantor
Secretary

Board Minutes 1-20-04