The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 17, 2004, at 4:00 p.m. in the East House Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Andrew Cantor, Secretary; Anthony DiSandro, Vice Chair; Lea Bramnick; Jim Genuardi; Lynn Lechter; Ed Mullin; Joseph Palmer; Win Smith; Thaddeus Smith

Board of Trustees – Absent:
Michael D’Aniello, Charles Kahn, Trudy Mann, 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; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Marybeth Kensicki, Instructor of English; Steve Kovacs, Vice President for Administration and Finance; Barbara Lontz, Associate Dean of Academic Affairs, West Campus; Anita Lynn, Foundation Director; Michael Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; Rhoda McFadden, Professor of History and Faculty Union President; 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 January 20, 2004 Minutes were unanimously approved.

Introduction of Guests

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

Mr. Bitner introduced Mr. Jim Genuardi who was appointed to the Board of Trustees for a six year term.

Treasurer’s Report

Mr. DiSandro reported there were no unusual transactions for the seven months ending January 31, 2004.
On motion by Mr. DiSandro and seconded by Mr. T. Smith, the recommendation to accept the Treasurer’s Report for the period ending January 31, 2004 was unanimously approved.

**President’s Report**

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

- **Accreditation**

  The College’s accreditation process continues with Task Force Open Hearings set in February and March for the presentation of the draft recommendations of all eight task forces. The entire Board will review the draft recommendations at the June Board retreat as they will form the foundation for the College’s next strategic planning effort.

- **Enrollment**

  Full-time student equivalent enrollment is up more than four percent over last spring’s enrollment. Student headcount enrollment is up 12 percent at West Campus compared to last spring. Central Campus headcount enrollment is stable compared to last spring.

- **Students**

  The College’s Phi Theta Kappa honors society has earned the Pinnacle Award for increasing its student membership by 10 percent over last year. This is the third consecutive year that the group has garnered this award.

- **Site Visits**

  In January the College Admissions Office hosted a consultant from Immigration Services to assess our processes and documentation regarding admissions practices and support services for F-1 International Students. This review is required in order to maintain the College’s status as a member of the Student and Exchange Visitor Information System (SEVIS). There were no identified deficiencies or areas of needed improvement. Thank you to Joseph Rodriguez, Director of Admissions, Records and Registration/PDSO, Primary Designated School Official and Penny Sawyer, International Admissions Coordinator and DSO, Designated School Official who assisted the consultant.

- **Faculty/Staff Kudos**

  Congratulations to Alan Evans, Director of Computer Science, Kendall Martin, Instructor of Computer Science, and Mary Anne Poasty, Part-Time Instructor of Computer Science for the publication of their book “Technology in Action” by Pearson Prentice Hall.
- **Community Outreach**

Joseph Rodriguez was appointed to the Montgomery County Office of Children and Youth Advisory Committee.

Vicki Bastecki-Perez, Dean of Health and Physical Education, will serve on the Greater North Penn Regional Collaborative for Health and Human Services as a representative of the College.

Alice Miller, Associate Professor, Coordinator of Computer Applications/Office Procedures led the College’s hosting of the annual Future Business Leaders of America’s Regional Leadership Conference in January.

Dave Stewart, Vice President of Student Affairs, Brian Brendlinger, Director of Student Activities, Guide Delaporte, President of Student Government, Christopher Brainstein, Phi Theta Kappa, and Jay Garton, WRFM, volunteered at Manna on Main Street as part of the Martin Luther King Day of Service celebration.

The West Campus received a Diamond Award from the United Way of Pottstown and Upper Perkiomen Valley in recognition of a 90 percent contribution rate to this year’s campaign. Kudos to Dana Bodor for her management of, and Cindy Murphy for her assistance with this year’s campaign at West Campus.

- **Events of Note**

On February 25, 2004 the College will host a Black History Month Tribute featuring Derrick Pitts, Chief Astronomer at the Franklin Institute, in honor of James Drew, a retired physicist and former associate dean at the College. Mr. Drew was also one of the first black scientists at the Franklin Institute.

The Foundation Ball, “Forty and Fabulous” is set for March 6, 2004 at Normandy Farms.

- **Grants/Gifts**

The College received a $100,000 grant from the Department of Community and Economic Development to further develop the pipeline to Biotechnology, Nanotechnology and Automation careers to include the North Montgomery Technical Career Center, Cabrini College and Thomas Jefferson University. Industry partners contributing to the long-term development of this project include Centocor, GlaxoSmithKline, Merck and Company and PBL Medical Labs. Kudos go to Linda Rehfuss, Professor of Biotechnology, Bill Brownlowe, Engineering Technology Assistant Professor, Peter Bachmann, Dean of Math, Science, and Advance Technology, and Tom Mellon, Director of Grant Development for their work on this project.
The College is a key partner in Delaware County Community College’s recently awarded $300,000 grant to develop a 2+2+2 program in manufacturing technologies. While Montgomery County Community College gets only a small amount of money directly, the shared programs to be set up support the advancement of the College’s Automation Technology and Engineering Programs. Those programs include an articulation agreement with Drexel and area high schools. Kudos to Bill Brownlowe for his pioneering work on this collaborative initiative.

The Center for Technical Studies was awarded $226,000 to build an in-house Biotechnology classroom/lab due to their being an official partner in the 2+2+2 Biotechnology consortium, led by Montgomery County Community College, specifically Linda Rehfuss, Professor of Biotechnology. The program will be between the Technical Center in Norristown, Montgomery County Community College, Cabrini College and Thomas Jefferson University.

The Arts Advisory Council is a group that includes College faculty and staff, the Foundation Board and members of the arts community. Dr. Stout gave an overview of promotional material that was developed by George Marks of Kramer Marks Architectural Firm. George is an alum of the College and has donated time and assets to the presentation. This presentation will be used to ask for leadership gifts for the campaign. Dr. Stout pledged $25,000 and is seeking 19 donors to match her gift between now and May 2004 to launch the campaign.

Ms. Bramnick thanked Dr. Stout for her donation. Ms. Bramnick inquired about the naming of the Art Barn. Dr. Stout said there is a prospect list being developed and a ranking of the prospects. If the Board of Trustees knows of anyone who has the capacity to give a leadership gift of $25,000 or more please give their name to Dr. Stout or Anita Lynn.

**Finance Committee**

Mr. DiSandro reported for the committee.

- **College Response to Auditors’ Management Letter**

  A new procedure was instituted. The Finance Committee will review the Management Letter and the response to the Management Letter. By creating a written response, the College will systematically ensure that the auditors’ recommendations are carefully considered for value-added to the College operations.

**Curriculum Committee**

Mr. W. Smith reported for the committee.
- **Mission Statement**

Several months ago, after an extensive process, involving all constituents of the College including faculty, administrators, and staff, a new Mission and Philosophy Statement was drafted, reviewed and revised. Since the College began its Middle States Self-Study process in December 2002, it was determined that this process offers an appropriate opportunity to perform a final review of the statement to decide whether to adopt it. The statement was presented to the Self-Study Steering Committee and they formally recommended that the College adopt the revised Mission and Philosophy statement, replacing the current “Philosophy of the College” and Mission Statement.”

The revised statement contains the following highlights:

1. Comprehensive mission including a renewed focus on workforce development.
2. Intentions to more aggressively reach out to its communities including forming connections with the K-12 and university sectors.
3. Dynamic and evolving nature in response to the community’s higher education and lifelong learning needs.
4. Commitment to continuous improvement.

On motion by Mr. W. Smith and seconded by Mr. Palmer, the recommendation to accept the new mission statement was unanimously approved.

**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Full-Time Professional Hires January 1, 2004 through January 31, 2004**

  - Isobel Barth - Accounting Supervisor-Receiveables
    Effective: January 26, 2004

  - Patricia Allen – Nursing Faculty
    Effective: January 21, 2004

  - Christine Dunigan – Nursing Faculty
    Effective: January 21, 2004

  - Denise Davidson – Nursing Faculty
    Effective: January 21, 2004

  - Alan Dolan – Mathematics Faculty, West Campus
    Effective: January 21, 2004
• Elaine Venuti – Microbiology/Biology Faculty  
  Effective: January 21, 2004

• Kathleen Shaw – English Faculty, West Campus  
  Effective: January 21, 2004

• Marie Richard-Yates – Biology Faculty  
  Effective: January 21, 2004

• Richard Herbst – Mathematics Faculty, West Campus  
  Effective: January 21, 2004

• Oscar Cabrera – Foreign Language Faculty  
  Effective: January 21, 2004

• Stephen O’Donnell – Hospitality Faculty, West Campus  
  Effective: January 21, 2004

• Susan Doebling – Dental Hygiene Faculty/Senior Clinic Coordinator  
  Effective: January 21, 2004

- Separations

  • Delores Rush (Retirement)  
    Effective: January 31, 2004

On motion by Mr. Palmer and seconded by Mr. T. Smith, the recommendation to accept the new professional hires and separations was unanimously ratified.

**Legislative Committee**

Dr. Stout reported for the committee.

The Legislative Committee met on January 28, 2004 to discuss federal and state funding and legislative issues.

Public Affairs Management is lobbying on the College’s behalf in Washington, DC. Discussion ensued regarding the third round of earmarked requests for fiscal year 2005.

Dr. Stout represented community college presidents, on February 3, 2004, as a guest of the Governor when he delivered the 2004-2005 state budget address. Dr. Stout also met with several members of the house and senate delegations including Representatives Bunt, Bard and Dailey, and Senators Schwartz and Williams.
- **Federal Legislation**

Dr. Stout was in Washington, DC, February 9-11, 2004 with other community college presidents and the entire Pennsylvania delegation.

Dr. Stout spoke with Congressman Gerlach about the Pottstown expansion initiative. The College will work with the Congressman on putting forward an earmark proposal to assist with the expansion effort.

The College is also working with Senator Spector on the third phase of the Advanced Technology Center earmark. We secured $375,000 in fiscal year 2003 thanks to Joe Hoeffel’s efforts. This fiscal year we secured $75,000 in federal earmarks for the project, thanks to Senator Spector’s efforts. Those federal monies assist with curriculum development, academic equipment purchasing and general planning for the project.

On February 12, 2004, Dr. Stout represented community colleges at Central Dauphin High School to hear President Bush speak about community colleges. The president of Harrisburg Community College was on the panel. The President is strongly supporting community colleges and we are trying to build momentum at the state level and hopefully use the workforce development message with Governor Rendell so that he will increase funding for community colleges as well.

The Legislative Committee will receive information regarding scheduled legislative meetings. We are working on a March 23, 2004 breakfast with our delegation in Harrisburg. Representative Bunt is working to pull together the delegation.

- **Local Legislation**

A request was made to the Commissioners for members of the Board to meet to present the College’s budget requests for their calendar year 2005 and our fiscal year 2004-2005.

Discussion ensued about the College’s rate of growth compared to comparable rates of funding growth from the state and county.

**Bids**

Dr. Kovaes reported on the bid.

- **Summer 2004 Course Guide Printing**

On motion by Mr. Cantor and seconded by Mr. DiSandro, the recommendation to award Bartash Printing, Philadelphia, Pennsylvania in the amount of $30,922.00 as the lowest responsive bidder was unanimously approved.
Chair’s Report

Committees will be appointed at the March meeting.

Mr. Bitner asked Mr. Genaurdi to be on the Finance Committee. Mr. Genaurdi accepted.

After the Board of Trustees meeting there will be an executive meeting to discuss issues of facilities acquisition.

Amanda Mandia had a baby girl, Emily Ann, on February 8, 2004.

Old Business

Mr. Cantor thanked Deborah Rogers for putting together the improved Board of Trustees packet.

New Business

The was no new business.

Adjournment

The meeting was unanimously adjourned at 4:40 p.m. The next meeting is scheduled for Monday, March 22, 2004 at 4:00 p.m. in the East House Board Room.

Executive Session

_____________________________________  Andy Cantor
Secretary