The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 22, 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; Mike D’Aniello; Jim Genuardi; Ed Mullin; Joseph Palmer; John Rotelle; Dennis Sharkey

Board of Trustees – Absent:
Charles Kahn; Lynn Lechter; Trudy Mann; Thaddeus Smith; Win 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; Chris Harendza, Professor of Biology; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Steve Kovacs, Vice President for Administration and Finance; Frank Lieb, Convergence Technician; Anita Lynn, Foundation Director; Michael Mandrachia, Director of Accounting; Celeste Schwartz, Vice President for Information Technology; David Stewart, Vice President for Student Affairs and Enrollment Management; Darlene Yerkey, Executive Assistant for Marketing and Communications

Call to Order

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

Approval of Minutes

The February 17, 2004 Minutes were unanimously approved.

Introduction of Guests

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

Treasurer’s Report

Mr. DiSandro reported there were no unusual transactions for the eight months ending February 29, 2004.

President’s Report

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

The College’s Middle States Steering committee has hosted a series of open forums, at both campuses, day and evening, to gather input on their respective draft recommendations for improvement around the 14 Middle States *Characteristics of Excellence*. The entire Board of Trustees will review the draft recommendations at the June Board retreat as they will form the foundation for the College’s next strategic planning effort.

Middle States has appointed Dr. Sean Fanelli, President of Nassau Community College in Long Island, New York as the chair of the visiting team.

- **Students**

The College’s Alpha Kappa Zeta Chapter of the Phi Theta Kappa Honors Society received special commendation during the Middle States Regional Convention last month.

The student run Drama club will present “All in the Timing,” a new take on David Ives’ hilarious play from the mid 1990’s.

On March 16, 14 students and two advisors from both campuses traveled to Harrisburg to spend the day touring the Capitol and observing state representatives in action. Representative Kate Harper greeted the students for a photo session. The students had lunch with Representative Bunt and visited Representative Godshall’s office.

- **Site Visits**

On February 26, the College hosted visitors from the Pennsylvania Department of Education for a civil rights compliance audit. The final report will be issued in the next two to three weeks.

- **Faculty/Staff Kudos**

Congratulations to Jay Templin, Associate Professor of Biology for the completion and publication of two text books including *Study Guide: Introduction to Microbiology, A Case History Approach* and an *Instructor’s Manual with Test Bank for Introduction to Microbiology*.

- **Community Outreach**

The College sponsored the March Tri-County Chamber of Commerce breakfast and delivered a six minute overview of the College’s growth at the West Campus specifically in the health careers and chef apprenticeship areas.
- Events of Note

On March 3, the College’s Alumni Association hosted a Career Awareness Day for students.

On March 6, the Foundation hosted the annual ball raising more than $60,000 from the tickets, corporate sponsorships and live and silent auctions. Also on March 6, more than 400 people attended the Ron Carter jazz concert at the Central Campus.

- Grants/Gifts

The College’s 2004-2005 Lively Arts Series, through the efforts of Helen Haynes, has secured a $16,200 grant from Dance Advance, the Pew Charitable Trusts program that supports local dance, as well as a $25,000 one-year grant from the Philadelphia Music Project, also funded by Pew, to support the program “All Hues, All Blues.”

Almost $300,000 was raised in pledges at the Foundation Ball on March 6 for the Art Barn project to match what started out as a spontaneously presented $100,000 challenge gift. Sincere thanks go to Board members, most notably John Rotelle, whom helped to raise the match and more.

- Legislative

Since the last Board meeting, Dr. Stout and some members of the Legislative Committee have met with Representatives Harper, Curry, Crahalla, Weber and Fichter, as well as Senator Wonderling. Dr. Stout also met with Representative Dailey and Senator Rafferty on February 27, along with Kurt Zwikl of the Greenway Association to talk about our plans related to the PECO site at the West Campus.

On March 23, Dr. Stout and a group of Trustees will visit with the entire House delegation, at the invitation of Representative Ray Bunt, for a breakfast meeting to discuss community college funding and legislative issues.

On April 7, Dr. Stout and a group of Trustees will meet with the Commissioners to present the College’s CY 2005 operating and capital budget requests for County support. This meeting was originally scheduled for March 24, however it was changed at the request of the Commissioners.

As noted in the Legislative Committee report, the College is working with Senator Spector and Congressman Gerlach to secure fiscal year 2005 federal funding to support the Advanced Technology Center initiative at Central Campus and expansion at the West Campus.
- President’s Outreach

Dr. Stout served as a chair of a ten member Middle States re-accreditation team that visited Hudson Valley Community College in Troy, New York from March 7 to March 10.

On February 23, approximately 150 people attended the Chef Apprenticeship program event at the West Campus. Congressman Gerlach addressed the audience. Dr. Stout showed a video produced by Matt Porter, Senior Production/Technical Service Manager, Communication Department and students promoting the program.

Finance Committee

Mr. DiSandro reported for the committee.

- Analysis of Deferred Payment Plan

The College started a Student Deferred Payment Plan in 1998. The intention of the plan is to help students to pay for their tuition and fee expenses over a semester period. The student pays a set-up fee of $30 to enter the plan. Fifty percent of the total expenses for the semester must be paid before the first day of class. The remaining expenses are then paid in two payments by the end of the semester. Historically, the fees collected from the Deferred Payment Plan (set-up and late fees) have offset the uncollectible amounts of the program. Annually, the College reports the default rate to the Finance Committee.

- Manual Food Service Contract Extension

The College’s five year manual food service contract with Williamson Hospitality Services, Inc. expires on June 30, 2004.

During the 2003-2004 fiscal year, the College committed an estimated cost of $41,800. The revision proposed by Williamson for the extension would result in an estimated cost to the College of $33,600 or a savings of $14,500 to the College. The College also recommends an option to extend an additional year should service and sales continue to remain high.

On motion by Mr. D’Aniello and seconded by Mr. Genuardi, the recommendation to approve the extension of the manual food service contract with Williamson Hospitality Services, Inc. with the above modifications for the period July 1, 2004 through June 30, 2005 with the option to extend through June 30, 2006 if the service continues to be mutually satisfactory was unanimously approved.

Further discussion ensued regarding manual food service and its connection to vending services.
- **Adjustment of the 2003-2004 Operating Budget (Mid-Year)**

The total operating budget estimate for 2003-2004 is updated to $46,737,099. Tuition revenues exceed the approved budget as a result of increased growth primarily in non-credit enrollments. The State Aid anticipated is capped at $14,165,841 though the College should receive $16,082,840 in State Aid. This represents a loss of $1,916,999 in State Aid.

For expenses, the salaries/wages were adjusted to ensure that all approved positions are fully funded. Fringe benefits have been adjusted to accurately reflect significant increases in medical premium expenses. Other expenses reflect additional support of Continuing Education to expand fire science and EMS programs. Additionally, the College will monitor year-end expenditures closely as the enrollment growth is straining supply and overload expense budgets.

On motion by Mr. Sharkey and seconded by Mr. Genuardi, the recommendation to approve the 2003-2004 final adjusted operating budget was unanimously approved.

Dr. Stout said that the re-budget and the shortfall of $1.9 million from the state will be on the list of topics discussed with the legislative delegation. Individual legislators recommend as a community college sector that we mobilize and ask for a supplementary allocation for 2003-2004 to make up the $12 million shortfall for community colleges. On Friday, March 26, the presidents are meeting with legislative staff members for the House and Senate leaderships to talk about the way we are funded. This year’s shortfall will translate to another shortfall for next year.

**Physical Plant Committee**

Mr. D’Aniello reported for the committee.

- **Update on Land Development Plan for Central Campus Construction**

A Land Development Plan must be submitted and approved by Whitpain Township to begin construction and to secure state approval for funding the Advanced Technology Center and for supporting the construction of the Art Barn renovation and expansion.

On March 10, 2004, the College completed a careful process started on February 10, to solicit bids and to evaluate the responses of potential engineering firms. The College recommends the firm of STV from Douglassville, Pennsylvania for this project.

On motion by Mr. Palmer and seconded by Ms. Bramnick, the recommendation to approve the next step of directing staff to work with STV to develop a detailed scope of work and binding contract not to exceed $125,000 was unanimously approved.
Dr. Stout said the completion of the Land Development Plan is essential for the state application in order to receive the 50 percent funding for the Advanced Technology Center. The next step will be for the Physical Plant Committee to select an architect for the Advanced Technology Center. In order to receive state support, the College’s application for funding must include architectural drawings.

- **Uniform Crime Reporting for 2003**

Under the Pennsylvania Code, Section 2502.3, each institution of higher education must report to the Pennsylvania State Police, on an annual basis, crime statistics for publication in Crime in Pennsylvania (Uniform Crime Report) on forms and in the format required by the Pennsylvania State Police.

Each year the College’s Public Safety Supervisor compiles and submits College crime statistics to the Pennsylvania State Police as required under the Pennsylvania Code. The Office of Student Affairs and Enrollment Management and the Office of Human Resources are responsible for distribution of the report to students and employees.

Thank you to the College’s Safety Director for maintaining a safe learning environment.

A memo regarding the Uniform Crime Reporting and Incident Analysis was given to the Board of Trustees as information.

**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Full-Time Professional Hires February 1, 2004 through February 29, 2004**
  - Dolores Bilo – Manager of Non Credit Computer Certification
    Effective: February 16, 2004

- **Separations**
  - Howard Charles (Retirement)
    Effective: February 24, 2004

On motion by Mr. D’Aniello and seconded by Mr. Sharkey, the recommendation to accept the new professional hires and separations was unanimously ratified.
Legislative Committee

Mr. Sharkey said that Dr. Stout already gave the report. However, he is optimistic about the College receiving the two requested federal grants.

Bids

Dr. Kovacs reported on the bid.

- College Course Guide (Non-credit) Community Mailers 2004-2005

  On motion by Mr. Palmer and seconded by Mr. DiSandro, the recommendation to award Sun Printing House, Philadelphia, Pennsylvania in the amount of $56,052.00 as the lowest acceptable bidder was unanimously approved.

  Dr. Stout mentioned this bid is the result of the good work of George Mulligan, Purchasing Agent, who is looking for more efficient ways of bidding or contracting annually instead of on an as needed basis.

Chair’s Report

Mr. Bitner said the committees will remain essentially the same. Mr. Genuardi has been appointed to the Finance Committee and is doing a fine job. Mr. Palmer is on the Legislative Committee. A list of the various committees will be mailed.

An Ad-hoc Committee was appointed to review and update the Board of Trustees By-laws:

Mike D’Aniello – Chair
Andy Cantor
Karen Stout
Marc Davis
Mike Bitner

Old Business

There was no old business.

New Business

Mr. D’Aniello said it was nice to see more Trustees at the Foundation Ball. He encouraged people to attend and support the event in the future.

Adjournment

The meeting was unanimously adjourned at 4:50 p.m. The next meeting is scheduled for Wednesday, April 21, 2004 at 4:00 p.m. in the East House Board Room.
Board Minutes, 2004 March 22

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Andy Cantor
Secretary