The meeting of the Montgomery County Community College Board of Trustees was held on Monday, May 17, 2004, at 4:00 p.m. at the West Campus.

Board of Trustees – Present:

Mike Bitner, Chairperson; Mike D’Aniello, Treasurer; Trudy Mann, Assistant Secretary; Lea Bramnick; Jim Genuardi; Charles Kahn; Ed Mullin; John Rotelle; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:

Andrew Cantor, Anthony DiSandro, Lynn Lechter, Joe Palmer, Win Smith

Also Present:

Karen Stout, President; Susan Adams, Director of Marketing and Communications; Rebecca Carey; All Pennsylvania Academic Team, College Representative; 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; Steve Kovacs, Vice President for Administration and Finance; Rhoda McFadden, Professor of History and Faculty Union President; Michael Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; George Mulligan, Director of Purchasing; Deborah Rogers, Office Manager for the President’s Office; 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 April 21, 2004 minutes were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.
Presentation of All Academic Resolutions

Mr. Bitner presented Rebecca Carey with a Resolution citing her commitment to the community, the Alpha Kappa Zeta chapter of Phi Theta Kappa International Honors Society, college education and being recognized by the Pennsylvania Commission for Community Colleges as a member of the Pennsylvania All Academic Team.

Treasurer’s Report

Mr. D’Aniello reported there were no unusual transactions for the ten months ending April 30, 2004.

On motion by Mr. Mullin and seconded by Ms. Mann, the approval of the Treasurer’s Report for the ten months ended April 30, 2004 was unanimously approved.

President’s Report

- Accreditation

   The Middle States Steering Committee and the eight task force co-chairs held an open forum on April 30, 2004 to present their draft recommendations for improvement against the 14 Middle States Characteristics of Excellence. John Mastroni and Steve Baron will present some of the initial findings at the June 21, 2004 Board Retreat.

- Enrollment

   Fall enrollment is up 17 percent in headcount and 17.5 percent in full-time equivalent students (FTEs) compared to the same time last year. West Campus enrollment is up almost 50 percent compared to the same time last year.

   Summer enrollment is up 1.8 percent in FTEs, but down less than one percent in headcount compared to the same time last year. We are working to bolster enrollment in our Summer IV session which begins on July 6, 2004.

- Students

   The Writer’s Club is pleased to announce that author John Updike will be the keynote speaker at the upcoming November 5 and 6 Writer’s Club Conference. Updike is a recent PEN/Faulkner award winner in fiction for his book, The Early Stories. He has written more than 50 books and he has won a Pulitzer Prize and the National Book Award.

- Faculty/Staff Kudos

   The College has been named a winner in the annual Digital Community Colleges Survey conducted by the Center for Digital Education. The College was among the top two
community colleges in the country in the degree to which we have applied innovative technology solutions in registration processes, faculty training, information technology strategic planning, library digital resources and on-line student services. The digital survey includes 18 questions that are benchmarked by the American Association for Community Colleges. The award follows on the heels of our web site also granted by the Center for Digital Education. Kudos to all involved especially our ever talented Information Technology staff and our Vice President for Information Technology, Celeste Schwartz.

- Program News

Last month, the Degree Assembly of the International Fire Service Accreditation Congress (IFSAC) voted to grant accreditation status to the College’s Fire Science AAS degree program. There are presently 32 member institutions of the IFSAC Degree Assembly, 13 of which hold accredited status. Montgomery County Community College is the first Fire Science degree granting institution in the Commonwealth of Pennsylvania to win IFSAC degree accreditation. Kudos to Benn Prybutok, Director, Criminal Justice and Fire Science and Aaron Shatzman, Dean, Social Sciences Division.

- Community Outreach

Thanks to all College employees who supported the walk on Sunday, April 25, 2004 at Memorial Park in Pottstown for the March of Dimes. The total money raised came to a few dollars shy of $700.

- Events of Note

The Central Campus hosted an Open House on Saturday, April 24, 2004. The College was able to assist over 150 people. Participation in the Open House affords us the occasion to “showcase” our College and its wonderful accolades.

The first ever Riverfront Arts Festival, presented by the Tri-County Chamber of Commerce and co-sponsored by the College, was held on Saturday, May 8, 2004 along the riverfront in Pottstown. The Festival featured the West Campus’ first ever student art show.

Our 107 West Campus graduates were honored at our annual West Campus graduation dinner on Tuesday, May 4, 2004. In addition, the first set of West campus students were honored for completing a year-long student leadership development program coordinated by Jennifer Gronsky.

On Tuesday, May 11, 2004 the College hosted a grand opening for the new Testing Center located on the first floor of College Hall. The Center offers a central point for the College’s testing services including placement testing, testing for distance learning courses and for the first time, certification programs. The facility offers special accommodations and adaptive technologies for testing of students with disabilities.
- **Grants/Gifts**

The Foundation Board of Directors awarded $20,000 for six internal grant projects for the fall 2004 semester.

Lea Bramnick has generously donated a collection of bound copies of Gourmet magazine and other cooking publications to support the recently launched Chef’s Apprenticeship program. We plan to place the volumes at our West Campus library.

The Child Care Center received a $9,543 supplementary grant from the Council on Childcare Resources to refurbish one of the room’s in the Children’s Center.

The College received $10,000 from the American Education Services/ Pennsylvania Higher Education Assistance Agency (ACE/PHEAA) to fund its program, “Connecting with College.” Thank you to Joe Rodriquez, Ellie Harty and Cindy Haney for assisting with the grant.

- **Legislative**

On Wednesday, May 12, 2004 the Commission hosted a breakfast for Community College Caucus members in Harrisburg. Several members of the Montgomery County delegation are in the caucus including Kate Harper who co-chairs the group with Jennifer Mann.

On Wednesday, May 5, 2004, Representative Harper introduced an amendment to the budget and to House Bill 2579 requesting full operating funding for community colleges for 2004-2005 and an additional $5 million allocation for capital. We have been unsuccessful in getting anyone to sponsor an amendment for supplementary allocations for this current fiscal year.

On Thursday the Senate House Education Committee, which includes Senators Schwartz and Williams, heard testimony from several community college presidents regarding the need for a community college board. The senate is expected to vote on that bill at the end of next week.

The back-up material regarding the renewal of the Pennsylvania Commission for Community Colleges membership, states the dues structure for the organization. We have been very active with the group. This is an information item.

The Trustees were given a memo regarding the status of the Vice President for Student Affairs and Enrollment Management search. There were 150 applicants for the position, reviewed by a 12 member search committee, 9 semi-finalists were interviewed and 4 were recommended to be finalists. The background and overview of the finalists are attached to the memo. Each finalist visited both campuses and met with various groups on campus. Dr. Stout expects to make a recommendation for appointment with in the next two weeks.
There is a resolution in the Trustees packet regarding the Brown versus Board of Education 50th anniversary. The resolution says the Board of Trustees of Montgomery County Community College will join the American Association for Community Colleges Board of Directors in pledging our combined commitment to provide equal access to higher education and we will join the 1,175 community, junior and technical colleges in this country to ensure equity for all students. Dr. Stout asked for Board approval.

On motion by Mr. T. Smith and seconded by Mr. Rotelle, the recommendation to accept the Brown versus Board of Education resolution was unanimously approved.

**Finance Committee**

Charlie Kahn reported for the committee.

- **Independent Audit for the Fiscal Year Ended June 20, 2004**

  As part of the year-end process, the College is required to obtain the services of an Independent Audit firm to perform an audit to render an opinion as to whether the College financial statements are fairly presented, in all material aspects, and in conformity with generally accepted accounting principles.

  The firm Hege Kramer Connell Murphy & Goldkamp, P.C. proposes that the charge for the audit of the financial statements will not exceed $27,200, including out of pocket expenses. The firm proposes to bill the College separately for the Student Financial Aid compliance audit and for the Federal Single Audit Act procedures for other federal funds received in the amount not to exceed $6,500. This total of $33,700 compares to last year’s total of $30,100.

  Due to the Sarbanes-Oxley Act the Finance Committee will meet with the auditors in order to review internal procedures.

  On motion by Mr. T. Smith and seconded by Mr. Mullin, the recommendation to engage the Independent Audit Firm of Hege Kramer Connell Murphy & Goldkamp, P.C. to perform the College audit for the fiscal year ended June 30, 2004 at the aforementioned fees was unanimously approved.

- **Tuition Assistance Program (TAP)**

  On December 17, 2001 the College’s Board of Trustees adopted a Tuition Assistance Program (TAP) for unemployed Montgomery County residents and residents outside the county unemployed from a Montgomery County business or corporation. To date 270 students have participated in the TAP program.

  The State has dropped the level of State aid in 2003-2004 and anticipated funding for 2004-2005 is expected to also be below previous State aid amounts per FTE. As a result, it is likely that the State will not fully fund each FTE generated by the TAP program at
the fully funded level. Due to the decrease in State aid, this program should be considered for termination until such time as full State aid is reinstated. The program should end at the conclusion of the spring 2004 semester.

On motion by Mr. Rotelle and seconded by Mr. Mullin, the recommendation to accept the suspension of the TAP program at the end of the spring 2004 semester was unanimously approved.

The College will continue to work with the Career Link centers to help unemployed workers secure funding for job training. Should the State begin to meet its statutory funding of community colleges, the Trustees will consider reactivating the TAP program.

Mr. Kahn thanked Rhoda McFadden for her support in attending the Board of Trustee meetings.

**Curriculum Committee**

Ms. Bramnick reported for the committee.

- **Academic Program Review: Biology AS**

  The Biology Program material was thoroughly reviewed by the Dean of Math, Science and Advanced Technology and the biology faculty at both campuses. Highlights of the review indicate that program graduation rates have been steady at around 8-11. There are eight again this year. Additionally, generally speaking, student satisfaction is good but it must be acknowledged that survey return rates continue to be low. Recently two new full-time members have been added to faculty. The faculty indicates satisfaction with the curriculum of the program, but there are other areas that need attention.

  The College Curriculum and Academic Affairs Committee accepts the program review as presented and recommends continuing the program curriculum with the following areas outside the curriculum addressed:

  1. Student numbers and diversity offerings.
  2. Re-examine the math component of the program.
  3. Academic advising.
  4. Learning Assistance Laboratory.
  5. Transferability.
  6. Course level.
  7. Majors Biology at West and Central Campus.

  On motion by Ms. Bramnick and seconded by Mr. D’Aniello, the recommendation to accept the Biology AS program review was unanimously approved.
- **New Courses**

  Food and Culture – GEO/PEH 207, is a three credit elective course for the Health and Physical Education, and the Social Sciences programs. This survey course will introduce students to the study of food and culture, discussed in a regional approach, how historically and geographically meeting our human nutritional needs has been intertwined with the evolution of our modern eating habits.

  Cardio Pulmonary Resuscitation for the Health Care Professional – HCP/PEH 246, is a one credit course for several Health and Physical Education programs. This course will enable students to become credentialed in Cardio Pulmonary Resuscitation (CPR) for the Health Care Professional.

- **Revised Courses**

  Music Appreciation – MUS 110 is having its catalog description changed. The new catalog description better describes the content of the revised course.

  Digital Media – ART 133/CIS 134 is having a course number changed from ART 132 to ART 133, the catalog description changed and is being cross-listed with CIS 134. The catalog description has been changed to better describe the course. Cross-listing the course allows Fine Arts students the opportunity to meet a core requirement for a course in Science, Math or Computer Science.

**Physical Plant Committee**

Mr. Mullin reported for the committee.

- **Update on West Expansion**

  The Physical Plant Committee had directed the College to continue to explore obtaining a lease agreement to meet space needs of the West Campus.

- **Naming of the Central Campus Library**

  Per the College’s Facilities Naming Policy and in celebration of the College’s 40th Anniversary, it is recommended renaming the library on the College’s Central Campus in honor of the founding president, Dr. Leroy Brendlinger. Dr. Brendlinger was president from 1966 to 1981.

  On motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to accept the naming of the Central Campus Library the *Brendlinger Library* was unanimously approved.
- Philadelphia Orchestra VIP Event

The College has been afforded the unique opportunity of hosting a concert performed by the Philadelphia Orchestra on Friday evening June 25, 2004.

As part of the activities, the Foundation would like to host a VIP/By Invitation Only “Champagne and Dessert Reception.” The reception will provide an opportunity to cultivate and solicit increased numbers of contributors at the major donor level. The serving of champagne will set the appropriate tone of elegance for this level of reception.

On motion by Mr. Mullin and seconded by Mr. Rotelle, the recommendation to accept that champagne be served at the “Champagne and Dessert Reception” following the concert on Friday, June 25, 2004 was unanimously approved.

Dr. Stout said there was discussion at the Physical Plant Committee meeting about modifying the current Board policy. The current policy states: “Alcoholic beverages shall not be bought, consumed or sold at the College except as authorized by the Board of Trustees.” The Physical Plant Committee felt the policy could be modified to say, except as authorized at the Physical Plant Committee of the Board of Trustees.

Mr. Davis recommended to adopt the modified policy at next month’s Board meeting.

**Personnel Committee**

Dr. Stout reported for the committee.

- New Appointments

The following are full-time professional hires between April 1, 2004 and April 30, 2004:

- Mary Elizabeth Parkinson - Information Literacy Librarian
  Effective: April 19, 2004

On motion by Ms. Mann and seconded by Mr. T. Smith, the recommendation to accept the new full-time professional hires was unanimously ratified.

**Bids**

Mr. Kovacs reported on the bids.

- College Vending Services (Central and West Campuses)

On motion by Mr. Mullin and seconded by Mr. Genuardi, the recommendation to award VendLink, Phoenixville, Pennsylvania as the proposer best able to meet the College’s vending program requirements moving forward and the proposal to increase vending prices by a nickel, thus increasing our annual base guarantee to $120,000 was unanimously approved.
- **Science Supplies**

   On motion by Mr. Mullin and seconded by Mr. Rotelle, the recommendation to award the nine vendors:
   
   - Fisher Scientific, Suwanee, GA
   - Sargent Welch, Buffalo Grove, IL
   - Para Scientific, Fairless Hills, PA
   - Carolina Biological, Burlington, NC
   - Remel, Lenexa, KS
   - Connecticut Valley, Southampton, MA
   - Edvotek, West Bethesda, MD
   - Ward’s Natural Science, Rochester, NY
   - Alpha Tec, Vancouver, WA

   in the total purchase amount of $49,050.30 was unanimously approved.

- **2004-2005 College Credit Course Guide**

   On motion by Mr. Rotelle and seconded by Ms. Mann, the recommendation to award Bartash Printing, Philadelphia, Pennsylvania in the purchase amount of $111,947.00 as the lowest responsive and responsible bidder was unanimously approved.

**Old Business**

There was no new business

**New Business**

Mr. Mullin inquired whether the College can piggy-back on state contracts as do the municipalities. Dr. Stout said that Governor Rendell met with the community college presidents and is trying to develop a system to enable community colleges collectively to piggy-back on state-wide buying initiatives. In addition, the College can purchase some goods from the state contract.

**Adjournment**

The meeting was unanimously adjourned at 4:55 p.m. The next meeting is scheduled for Monday, June 21, 2004 at 4:00 p.m. in the Board Room of the East House.

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Andy Cantor
Secretary