The meeting of the Montgomery County Community College Board of Trustees was held on Monday, June 21, 2004, at 4:00 p.m. in the East House Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Michael D’Aniello, Treasurer; Trudy Mann, Assistant Secretary; Lea Bramnick; Charles Kahn; Lynne Lechter; Joseph Palmer; Win Smith; Thaddeus Smith

Board of Trustees – Absent:
Andrew Cantor, Jim Genuardi, Ed Mullin, 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; Steve Kovacs, Vice President for Administration and Finance; Anita Lynn, Executive Director of Foundation Relations; 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; Linda Refuss, Instructor of Biotechnology; Celeste Schwartz, Vice President for Information Technology; David Stewart, Vice President for Student Affairs and Enrollment Management; Roger Willig, Professor of Mathematics; 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 May 17, 2004 minutes were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Treasurer’s Report

Mr. D’Aniello reported there were no unusual transactions for the eleven months ending May 31, 2004.
Mr. D’Aniello reported that all payments have been made on the bonds. The 1994 bonds are due November 2005.

Regarding the Statement of Revenues and Expenditures to Budget in the General Fund, there is a drop with a variance in revenues from the tuition from the non-credit students that attend. However, that number does not reflect payments that will be received in July.

Dr. Stout and members of the Board of Trustees met with the Commissioners to request additional funding for the operating budget in the amount of $838,000. The County came up with an additional $620,000 for the operating budget. We requested an additional $180,000 for capital expenditures at West Campus and the Commissioners granted the request.

On motion by Ms. Mann and seconded by Mr. Palmer, the approval of the Treasurer’s Report for the eleven months ending May 31, 2004 was unanimously approved.

**President’s Report**

- **Enrollment**

  Summer enrollment is up 3.87 percent in full-time equivalent students (FTEs) compared to same time last year. Total headcount for summer courses is nearly identical to last year’s number at the same time.

  Fall enrollment continues to run ahead of last year’s pace. Total headcount is up 16 percent compared to same time last year. West Campus headcount enrollment is up 36 percent compared to same time last year.

- **Students**

  The Dental Hygiene Class of 2004 has a 100 percent pass rate on the initial attempt on their Dental Hygiene National Board Examinations. This is the second consecutive year that our students achieved the 100 percent pass rate.

  Michelle Stimpson is doing an internship with the office of Marketing and Communications through August. Michelle was very active in campus activities as a student and gave the student commencement address at May’s ceremony.

  The following Nursing 211 students: Maryjo Amodei, Lisa Klepacki, Cliff Roach and Lisa Starr, developed a new online health related program entitled “The Freshman 15” as part of their health promotion Nursing Center volunteer activities. This online program deals with a number of issues facing college students in relation to their dieting and eating habits.
- Faculty/Staff Kudos

Dr. Stout presented Dr. Linda Rehfuss with the Governor’s Achievement award for the work she did in leading our workforce 2+2+2 grant effort. Linda was recognized at a luncheon on May 12, 2004 for the program, which is a model program that includes North Montco Technical Career Center and the Center for Technical Studies in Montgomery County and four year transfer partners, Thomas Jefferson University and Cabrini College. We are in the second year of the project that was funded by an initial grant of $370,000. The Department of Career of Technical Education was so impressed with the project that they put another $100,000 toward it this year.

- Program News

The College has signed the first, of what we hope will be many, dual admissions agreements with Albright College to allow our Honors students to gain admittance to Albright’s Honors Program upon transfer.

On June 24, 2004, the College will sign a dual admissions agreement with another four year partner, Alvernia College.

- Events of Note

The Philadelphia Orchestra’s free outdoor concert is set for Friday, June 25, 2004 at 7:00 p.m. behind College Hall. A VIP reception is being held afterward for members of the Board of Trustees, Foundation friends, members of the community and members of the Orchestra.

C-SPAN visited our campus on Friday, June 11, 2004 after covering an event in Plymouth Meeting to give our students and faculty a behind the scenes glimpse of how they operate. Our CAP-G students were particularly thrilled with this visit.

- Grants/Gifts

Ben Franklin Technology Partners of Southeastern Pennsylvania and Villanova University’s Center for Advanced Communications were recently awarded a three-year $600,000 grant from the National Science Foundation for their proposal “Partnership for Broadband Wireless Innovations, Development and Commercialization.” Montgomery County Community College is one of two community college partners.

The Annual Giving and Alumni Relations area through the Foundation launched our first ever Class Gift drive to engage students immediately as donating alumni. The drive raised more than $1,000 with 60 student participants. The funds will be used to purchase patio furniture at Central Campus and a bench at West Campus.

While details are still pending, a donor who wishes to remain anonymous is establishing a $1 million charitable remainder trust or basic testamentary trust, with the College as a
beneficiary. Though we will not realize the benefit of this gift immediately, it is significant as the College’s Foundation continues to build its planned giving capacity.

The College secured $242,500 in grants from the County’s Workforce Investment Board for our New Choices/New Options program; Out-of-School Youth service provision; employment and Career Preparation Services; and the summer Teen Camp.

- Legislative

The final budget for 2004-2005, operating and capital, was approved by the Commissioners on Thursday, June 17, 2004.

News from Harrisburg remains mixed and we may not know about the final operating and capital budgets for the community colleges until June 30, 2004 or as late as July 2, 2004. We have made head way with the House and Senate leadership in building our case for additional support, yet so many state issues outside our control remain unresolved.

- President’s Outreach

Dr. Stout was reappointed by the Montgomery County Commissioners to a new term on the Workforce Investment Board through December 31, 2006.

On May 25, 2004, Dr. Stout spoke to the Blue Bell Rotary Club about the College and our efforts in workforce development. The Rotary also presented a check for $3,600 to the College’s Foundation for scholarships. On June 29, 2004, Dr. Stout will be awarded the Rotary Club’s Community Service Award for 2004.

Dr. Stout recognized Dr. Stewart who will be retiring on July 23, 2004. He is going to stay a week extra to provide an over-lap for the incoming Vice President for Student Affairs and Enrollment Management and himself. On behalf of the President’s Cabinet, students, staff, and faculty, thank you for 19 years of stellar service.

Finance Committee

Mr. Kahn reported for the committee.

- Auxiliary Enterprises Budget

The auxiliary budget covers the bookstore, vending machines, and child care.

The bookstore operates with a minimum guaranteed revenue of $150,000. With the increase in both enrollment and the cost of textbooks, the bookstore commission revenue has continued to increase steadily.
The College will enter into a new five-year contract for vending food service. This budget includes commission revenue of $120,000, which is the guaranteed minimum with minor pricing increases in vending items.

The child care center is expected to require a College investment of approximately $9,000 in 2003-2004 and is projected to require approximately $21,000 in 2004-2005. This is a considerable improvement.

- **Student Activities Budget**

  Increased enrollment has provided fee revenue that will be allocated among the student clubs. Student club fundraisers are also expected to increase.

  Student Activities plans to utilize funds available in the fund balance to purchase patio furniture, benches for College Hall, furniture for the Student Activities and Student Government office, furniture for the Science Center study areas, athletic bleachers and basketball backboards.

  In the fall there will be a review of each of the student club activities. Presentations will be made to the Finance Committee of each student club and its budget, income and expenses.

- **Student Aid Budget**

  Federal funds will increase due to increases in enrollment and the fact that the College traditionally uses all funds allocated.

  There are no changes to the Pell program for 2004-2005.

  The National Science Foundation grant was in its final year in 2003-2004. The College has applied for another four-year grant to begin in 2004-2005, but approval has not yet been received. If awarded, approximately $90,000 will be available to award each year to students enrolled in computer science, engineering or mathematics programs.

- **Technology Fee Budget for 2004-2005**

  The Technology Fee continues to be used solely to support technology-related expenses in the College. For 2004-2005 the fee is $7.00 per credit hour.

  The College Technology Plan ensures that all College technology efforts are fully integrated toward achieving the goal of keeping the College in the forefront of technology in both the academic and administrative areas. The revenue from the College Technology Fee is a key component for funding the plan.
On motion by Mr. Palmer and seconded by Ms. Mann, the recommendation to accept the Auxiliary Enterprises Budget, Student Activities Budget, Student Aid Budget, and the Technology Fee Budget was unanimously approved.

- Update of Renewal of Insurance Coverage for 2004-2005

On June 6, 2004, Bill Clarke of CBIZ provided a review of the current College insurance programs, claim experience and upcoming premium expenses for 2004-2005. Some highlights of the information he presented included:

- The College has an exceptional claim experience under the Comprehensive Package with only one claim last year.

- The College had a significant drop in claim experience under the Workers compensation coverage with only 12 claims totaling $1,471 for last year.

- The total cost for the College’s insurance program for 2004-2005 is estimated at $326,959 compared to $325,675 for 2003-2004. CBIZ voluntarily decreased their standard commission charge to the College from 15 percent to 10 percent for 2004-2005.

- College Credit Rating

As a borrower in the financial marketplace, the College receives a rating on the credit worthiness of its debt instruments (bonds) from Moody’s Investors Services.

The College currently has an Aa2 investment grade rating, which is the highest rating for a community college.

Curriculum Committee

Mr. W. Smith reported for the committee.

- Promotions

Eleven candidates are being recommended for promotion. Their portfolios have been approved by the Faculty Promotion Committee and they are being recommended for promotion by the Vice President of Academic Affairs and Provost, and the President.

On motion by Mr. W. Smith and seconded by Ms. Mann, the recommendation to promote Ben Armstrong, Instructor of Philosophy to Assistant Professor of Philosophy; Wayne Brew, Instructor of Geography to Assistant Professor of Geography; Jerry Coleman, Instructor of Biology to Assistant Professor of Biology; Deborah Dalrymple, Associate Professor of Nursing to Professor of Nursing; Mary Beth Kensieki, Instructor of English to Assistant Professor of English; Kendall Martin, Instructor of Computer Science to Assistant Professor of Computer Science; Evon Martins, Instructor of Chemistry to
Assistant Professor of Chemistry; Marie McShane, Instructor of Biology to Assistant Professor of Biology; Barbara Schaeffer, Assistant Professor of Nursing to Associate Professor of Nursing; Peter Scheponik, Instructor of English to Assistant Professor of English; Paul Winterbottom, Instructor of Math to Assistant Professor of Math was unanimously approved.

- New Option – Biotechnology AAS, Nanobiotechnology Option

This is an emerging and developing field that combines biology and engineering. It is one of the fastest growing manufacturing industries. It includes tissue engineering, creating DNA chips and cancer treatment. This option will allow students with an interest in both biology and engineering to study and use this knowledge in an exciting field. Montgomery County Community College is the first college in Pennsylvania to create such a program.

The student in the fourth semester of the program will attend that program at Penn State absolutely free.

On motion by Mr. W. Smith and seconded by Ms. Bramnick, the recommendation to accept the Biotechnology AAS, Nanobiotechnology option was unanimously approved.

- Engineering Science AS and Computer Applications/Office Procedures AAS

EGR 111, Engineering Computations is being substituted for CIS 111, Introduction to Computer Science in the first semester. This modest change aligns the program better with transfer institutions by providing more relevant instructional content. The modification will not result in additional expenses and transfer students will be better prepared.

CAO 215, Decision Making with Spreadsheets is currently an elective in the third semester. Students must take this or CIS 114, The Internet. Students can pick up CIS 114 if they desire by choosing it to fulfill a free elective. This modification will not result in any additional costs. This is an AAS and thus not designed for transfer.

On motion by Mr. W. Smith and seconded by Ms. Mann, the recommendation to accept the modifications to the Engineering Science AS and the Computer Applications/Office Procedures AAS programs was unanimously approved.

- Testing Center Policy

The comprehensive Testing Center includes placement testing, distance learning and classroom make-up testing, testing accommodations for students with disabilities and Certification Testing for credit and non-credit students in selected computer science and technical fields.
On motion by Mr. W. Smith and seconded by Mr. Palmer, the recommendation to accept the Testing Services Policies was unanimously approved.

- **AW Grade**

Historically college students use the “Audit” registration process to gain access to a course for which no academic credit is sought. Such is the case when a casual learner wishes to take a course for personal interest or enrichment or when a student wishes to take a course to become familiar with the content prior to registering for credit.

Currently, regarding the Audit the 2002-2004 College Catalog states:

AU (Audit) indicates that the student registered for the course for no academic credit. Students may change to Audit while a course in progress only with the approval of the faculty member and the Divisional Chair (Dean).

In practice, it is left up to the individual faculty member to determine attendance policy, completion of assignments, examination policy and other classroom activities. However, should the student not adhere to the agreed upon faculty members requirements, the current policy does not allow for any alternative action by the faculty member.

In addition, once the student has registered for Audit, the only grade that can be given is AU. An option is recommended that gives more control of the grading practice for the Audit to the faculty member.

The Curriculum Committee recommends that the following statement be added to the Catalog to replace the currently existing statement concerning the Audit grade:

The individual faculty member is the sole determiner of attendance policy, completion of assignments, classroom participation, examination policy and other appropriate academic classroom activities. These individual faculty policies are shared with and agreed to by the student. Failure on the part of the student to comply with the requirements of the faculty member could result in an AW (audit withdrawal) grade instead of the AU grade.

With this change, the faculty member now has greater control over grading and adherence to classroom practices.

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

**Physical Plant**

Mr. D’Aniello reported for the committee.
Advanced Technology Center Architect

The architectural firms of STV (Douglasville, Pennsylvania) and IKON.5 (Princeton, New Jersey) presented to the Physical Plant Committee their qualifications to become the architect for the Advanced Technology Center on Thursday, June 10, 2004. The firms were given an agenda and told to plan on a 40 minute presentation followed by 10 minutes of questions.

The Physical Plant Committee recommends the firm STV. STV is a local firm with national offices. They have handled many large educational projects, government contracts for architectural design, and they have many in-house services that are necessary that work in conjunction with the architectural design.

IKON.5 has an impressive lead architect. There is a possibility that they may come in to do additional work when we continue on the master 10 year plan.

On motion by Mr. D’Aniello and seconded by Mr. T. Smith, the recommendation to accept the contract from STV, not to exceed their estimated price of $789,000 was unanimously approved.

Personnel Committee

Mr. DiSandro reported for the committee.

Presidential Evaluation

Out of 15 Board members, 13 responded. All evaluations were strong. On behalf of the Board Mr. DiSandro commended Dr. Stout on a job well done. Mr. DiSandro also commended the Board for their commitment to the College.

Full Time Professional Hires May 1, 2004 through May 31, 2004

There were no administrator or full-time faculty appointments.

Separations

Administrators

Nicole Avellino, Technology Trainer
Resignation, effective: May 19, 2004

Faculty Retirements

L. Whitney Carpenter, English Associate Professor
Effective: May 20, 2004
Allen Doerr, CAO Professor  
Effective: May 20, 2004

R. Wayne Habermehl, Biology Professor  
Effective: May 20, 2004

On motion by Mr. DiSandro and seconded by Ms. Mann, the recommendation to accept the administrator resignation and faculty retirements was unanimously approved.

- **Vice President for Student Affairs and Enrollment Management**

  The College conducted a national search for the Vice President for Student Affairs and Enrollment Management. The search commenced in January. The committee reviewed the credential of 150 applicants and selected eight candidates for interviews. Four finalists were recommended.

  Dr. Evon Walters is recommended for the position of Vice President for Student Affairs and Enrollment Management. Dr. Walters has an impressive array of experiences in academic and student affairs leadership and a passion for the community college mission.

  On motion by Mr. DiSandro and seconded by Ms. Mann, the recommendation to ratify the appointment of Dr. Evon Walters to the position of Vice President for Student Affairs and Enrollment Management effective July 19, 2004 was unanimously approved.

- **Faculty Union Contract**

  On May 20, 2004 the Faculty Union voted overwhelmingly to ratify the proposed new Faculty Union contract with the College. This proposed contract is for four years effective from September 1, 2004 through August 31, 2008.

  On motion by Mr. DiSandro and seconded by Ms. Lechter, the recommendation to adopt the proposed Faculty Contract for years 2004-2005 through 2007-2008 was unanimously approved.

  Dr. Stout recognized Rhoda McFadden, Roger Willig, Steve Kovacs and John Flynn for all their work. Thank you to the faculty and administrative negotiating teams.

- **Acceptable Use for Technology Policy**

  As the College becomes increasingly dependent upon technology for both its routine functions and its course delivery, it is clear that a carefully defined policy is needed to ensure that the technology resources of the institution are thoughtfully deployed and uniformly monitored. In order to define the parameters for usage and oversight, the Information Technology Advisory Council has developed the “Acceptable Use for Technology Policy.”
On motion by Mr. DiSandro and seconded by Mr. Palmer, the recommendation to accept the “Acceptable Use for Technology Policy” and that it be distributed to all College offices was unanimously approved.

**Bids**

Dr. Kovacs reported on the bids.

- **Printing of the Lively Arts Brochure and Poster**

  On motion by Mr. T. Smith and seconded by Ms. Mann, the recommendation to award Curtis 1000, Royersford, Pennsylvania as the lowest responsive and responsible bidder in the purchase amount of $13,863.45 was unanimously approved.

- **Natural Gas**

  On motion by Mr. Smith and seconded by Mr. Palmer, the recommendation to award Amerada Hess, Woodbridge, New Jersey at a burner tip price of $8.96/mcf was unanimously approved.

- **Video Editing System**

  On motion by Mr. DiSandro and seconded by Mr. Palmer, the recommendation to award Spinnaker Multimedia Solutions, Berwyn, Pennsylvania as the lowest responsive and responsible bidder in the purchase amount of $12,569.84 was unanimously approved.

  Mr. D’Aniello asked what the College does with the old technology hardware in general. Dr. Stout said if the equipment still has a useful life, it will go to another program; if it does not the equipment is dispersed based on the College’s surplus equipment/auction policy.

- **Montgomery County Community College Internet and Internet2 Communication Transport**

  On motion by Mr. Palmer and seconded by Mr. D’Aniello, the recommendation to award three year contracts to MAGPI/Cogent/Sunesys for Internet services at $60,000 and MAGPI/Sunesys for Internet2 services at $44,207 as the lowest responsive and responsible bidders was unanimously approved. The arrangement will also include a tri-party agreement among the College, the County of Montgomery and the Montgomery County Intermediate Unit.

  Mr. Palmer asked why is the estimate higher with the partnership versus without the partnership? Ms. Schwartz said there is a device on the equipment that separates the three parties so that there is security and data is not overlapped.
Dr. Stout thanked Celeste Schwartz and Joe Mancini for their work with Montgomery County and the Intermediate Unit in bringing this partnership together.

- **Cathcart Annex Roof Replacement Project**

  On motion by Mr. Palmer and seconded by Mr. DiSandro, the recommendation to award ProCom Roofing, Warrington, Pennsylvania as the lowest responsive and responsible bidder in the purchase amount of $35,000 was unanimously approved.

- **Solid Waste and Recycling**

  On motion by Mr. DiSandro and seconded by Mr. Palmer, the recommendation to award Ches-Mont Disposal, Phoenixville, Pennsylvania for Central Campus in the purchase amount of $31,895.00 and West Campus in the purchase amount of $7,957.00 as the lowest responsive and responsible bidder was unanimously approved.

  In the future Bucks-Mont Disposal will be added to the list of solicitors for bids.

- **Custodial Paper and Plastic Supplies**

  On motion by Ms. Mann and seconded by Mr. DiSandro, the recommendation to award Weiss Brothers, West Point, Pennsylvania as the lowest responsive and responsible bidder in the purchase amount of $29,965.30 was unanimously approved.

- **Video, Graphic and Sound Editing Equipment**

  On motion by Mr. DiSandro and seconded by Mr. Palmer, the recommendation to award Spinnaker Multimedia Solutions, Berwyn, Pennsylvania as the lowest responsive and responsible bidder in the purchase amount of $77,052.89 was unanimously approved.

**Chair’s Report**

- **Adoption of 2004-2005 Meeting Schedule**

  On motion by Mr. Palmer and seconded by Mr. T. Smith, the recommendation to adopt the 2004-2005 meeting schedule was unanimously approved.

**Old Business**

There was no old business.

**New Business**

Mr. Palmer thanked Dr. Stout, President’s Cabinet and staff for their accomplishments and the goals achieved during the past year.
Adjournment

The meeting was unanimously adjourned at 5:30 p.m. The next meeting is scheduled for Monday, September 20, 2004 at 4:00 p.m. in the Board Room of the East House.

____________________________________   Andy Cantor
Secretary