The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 20, 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; Andrew Cantor; Jim Genuardi; Lynne Lechter; Ed Mullin; Joseph Palmer; John Rotelle; Dennis Sharkey; Win Smith; Thaddeus Smith

Board of Trustees – Absent:
Charles Kahn

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; Amanda Mandia, Executive Associate to the President; Michael Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; George Mulligan, Executive Director for Capital Projects and Support Services; Celeste Schwartz, Vice President for Information Technology; Evon Walters, 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 June 16 and June 21, 2004 minutes were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

President’s Report

Dr. Karen Stout reviewed highlights of the President’s Report.

- Enrollment

Fall enrollment is holding at 3.5 percent over last year in full-time equivalent students (FTEs). West Campus enrollment is up 5 percent as compared to the same time last year.
- **Middle States**

The Steering Committee is preparing for the preliminary visit of the head of the Middle States Visiting Team, Dr. Sean Fanelli, President of Nassau County College, in New York State, who will arrive on October 21 and visit the College on October 22. The Trustees were invited to a breakfast with Dr. Fanelli on October 22 at 8:00 am. Dr. Stout indicated that a separate memo regarding the breakfast would be sent to the Board members.

- **Students**

Kelly Albrecht, general studies major, was named as one of only thirty students internationally as a Phi Theta Kappa “Leader of Promise” for the 2004-2005 academic year. As a Leader of Promise, she has been awarded a $1,000 scholarship.

The Student Government Association at the Central Campus sponsored a “Books are Fun” Book Fair on September 20 from 10:00 a.m.-2:00 p.m. in the upper lobby of College Hall. All proceeds from the book fair were donated to the County’s 9/11 Memorial Fund.

Channel 6 News was on the Central Campus reporting on the Student Government Association’s “Get Out the Vote” initiative. Members of the Democratic, Republican, and Green Parties were invited to participate in the event by registering students to vote.

- **Community Outreach**

The Central Campus’ eleventh annual Community Day will be held on October 2 from 11:00 am to 3:00 pm. The event committee, chaired by Brian Brendlinger, has been organizing a full day of family fun as well as a variety of health services and information as part of the day’s Wellness Expo.

The West Campus will host the Tri-County Chamber of Commerce’s membership mixer on Tuesday, September 28 from 4:30 pm to 6:30 pm. The event offers a networking opportunity for Chamber members as well as a chance for the College to showcase its facilities and programs to the business community.

- **Grants/Gifts**

The National Science Foundation awarded a grant in the amount of $98,277 to the College for support of the project entitled "Integration of Computational Biology & Bioinformatics into Freshman and Sophomore Biology Courses," under the direction of Christopher J. Harendza, Associate Professor of Biology.

For the second year in a row, the College was awarded a $67,000 grant from the Pennsylvania Higher Education Foundation to support the College’s Continuous Nursing Program. The College also received an additional $7,000 supplemental grant for this
program from Independence Blue Cross. These grants will support all new Nursing students who enter the program in summer 2005. They each will receive $1,500 which can be used for tuition, fees, books, uniforms and other expenses.

The Annual Allan C. Myers Memorial "Day at the Farm" fundraising event was held on August 29 at Merrybrook Farm and raised $40,525. This academic year fifteen scholarships, with a total of $18,000, were given to deserving students.

- **Legislative**

Included in the Board packet was a full set of articles from the recent AP series about community colleges. The articles both celebrate the fortieth year marker and also raise awareness of current fiscal struggles in operating and capital areas.

The College has been added as a line item to an appropriations bill in the conference session stage with an allocation of $250,000 to support the expansion of the West Campus in Pottstown. This bill will be moving to the Senate floor for approval shortly. We have no update on the earmark for the Advanced Technologies Center that Senator Specter has been carrying in a separate appropriations bill.

- **Other**

Dr. Stout encouraged the Board to attend the Foundation’s Fifth Annual Golf Outing that will take place on October 11 at the Commonwealth National Golf Club in Horsham.

- **Emeritus Status Recommendations**

The Board approved a policy in 1995 that grants retiring Faculty and Administrators who have ten years of full-time service and are in good standing, the opportunity to be designated as Emeritus members of the College community. There is a list of ten retired members of College community eligible for this status.

A motion was made by Mr. Cantor and seconded by Mr. T. Smith to approve the list of candidates.

Mr. Palmer asked what the status exactly means to the employee.

Dr. Stout responded that the designation is mostly honorary. Benefits do include use of the library, membership in the retirees association, and to participate in select College activities after retirement.

The list of retirees to receive emeritus status was unanimously approved.

Ms. Lechter asked about where the students taking courses at Willow Grove were counted in the enrollment numbers. Dr. Stout responded that those students were counted as Central Campus
students. She also noted that the report included in the September 2004 Curriculum Committee’s report breaks down the headcounts by campus, by semester, and by session.

**Treasurer’s Report**

- **July 31, 2004**

  Mr. D’Aniello reported there were no unusual transactions for the month ending July 31, 2004 and that the College is on budget.

On motion by Mr. D’Aniello and seconded by Ms. Mann, the approval of the Treasurer’s Report for the month ending July 31, 2004 was unanimously approved.

- **August 31, 2004**

  Mr. D’Aniello reported there were no unusual transactions for the month ending August 31, 2004 and that the College is on budget.

On motion by Mr. D’Aniello and seconded by Ms. Mann, the approval of the Treasurer’s Report for the month ending August 31, 2004 was unanimously approved.

Mr. D’Aniello updated the committee on his efforts with Administration to provide not only the raw data of the Treasurer’s Report to the Board, but also to present a summary that would provide a general overview of the fiscal condition on certain important issues.

**Finance Committee**

Mr. Di Sandro reported for the committee.

- **Review of Quarterly Retainer and Hourly Rates for Legal Counsel**

  In response to the College’s yearly solicitation for a contract proposal with Fox Rothschild for legal services, the firm proposed a quarterly retainer fee of $4,600 equaling $18,400 annually, and an hourly rate of $155 per hour for services beyond the items included in the retainer. The retainer fee is the same as the prior year. The new hourly rate represents a 6.8 percent increase over the prior year’s rate of $145 per hour. This new rate would be effective October 1, 2004.

Mr. Di Sandro made a motion to retain the services of Fox Rothschild and the proposed fees. Mr. Rotelle seconded the motion. The Board unanimously approved to retain the legal services of Fox Rothschild under the new fee schedule.

- **Procurement Policy Changes**
In order for the College to take advantage of new purchasing opportunities, the Committee recommended revisions in the Procurement Policy with regard to Purchases of supplies, services, and equipment, as well as blanket purchase orders. Mr. Di Sandro noted that the Committee will be looking at a complete revision of the entire Procurement Policy; however these two specific issues required immediate attention.

Revision of the policy with regard to purchases of supplies, services, and equipment would allow the College to utilize additional sources for these items such as the Philadelphia Area Collegiate Cooperative’s office products contract that could potentially save the College up to $20,000.

Revision of the blanket purchase order will permit the College to eliminate unnecessary steps in purchasing and accounts payable operations while maintaining appropriate controls. It extends the life of a blanket purchase order to the length of the fiscal year and ties the limits on them to either a previously approved financial agreement or to the College’s existing small purchase limit.

Mr. Di Sandro made a motion to approve the two recommended changes. Mr. D’Aniello seconded the motion and the Board unanimously approved the changes to the Procurement Policy with the understanding that a complete review of the policy was imminent.

The policy changes are included with these minutes as Appendix A.

- **Special State Capital Grant**

  The College received a special State Grant for Capital Expenditures in the amount of $228,002. The funds can be used for capital expenditures incurred in 2003-04 or for planned expenditure in 2004-05. The College is in the process of evaluating the best way to use these funds.

This is an information item and requires no action.

- **State Audits Update**

  The Pennsylvania Department of Education has confirmed that audit findings for the years 1998-99, 1999-00, and 2000-01 are officially completed and that these audits are closed. As a practice, the College sets aside reserved funds to account for adjustments as a result of the findings. The dollar amount findings for each year were for 1998-99, $158,701; 1999-00, $123,416; and for 2000-01, $153,614. As a result, the College will reimburse the State a total of $453, 730 from the funds reserved for this purpose.

  The State is now in the process of conducting audits for the years 2001-02 and 2002-03. It is anticipated that the completion of the on-site portion of these audits will be in October.
This is an information item and requires no action.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **Off-Campus Locations**

  In keeping with the College’s mission and strategic plan, the College continues to explore the feasibility of offering courses at alternate locations. Dr. Gary Rizzo, Associate Vice President of Academic Affairs, made a presentation to the Curriculum Committee about off-campus learning locations which clarified the definition and functionality of these locations. The College offers courses at sites such as the State Correctional Institution at Graterford, the DeSales University Campus in Lansdale, and the Willow Grove Naval Air Station.

This is an information item and requires no action.

- **Student Satisfaction Survey**

  Beginning in the fall of 2003, the College will biannually conduct a Noel-Levitz Current Student Satisfaction Survey that will allow the College to benchmark how students perceive the College, what they consider important, and how well the College is meeting their needs. Mr. Leon Hill, Director of institutional Research shared the results of the 2003 Noel-Levitz survey, which looks at eleven of the College services, with the Curriculum Committee. The presentation is included in the Board packet.

This is an information item and requires no action.

**Physical Plant**

Mr. Mullin reported for the committee.

- **Operating Lease Agreement between Vesper High Street, L.P and Montgomery County Community College**

  According to the proposed lease agreement, the College would take occupancy of the 52,202 square foot building in phases, with the first phase consisting of 25,776 square feet and the second phase consisting of 52,202 square feet. The building is located on High Street directly behind the West Campus Building. Mr. Mullin asked Dr. Kovacs to show the board the renderings of the layout and discuss the occupation plan.

  Dr. Kovacs presented the renderings and asked the Board for questions.

  Mr. Cantor asked when the renovations were to be completed.
Dr. Kovacs responded that the occupation should begin September 1, 2005. The lease has a penalty provision that if the building is not ready for occupation by October 1, 2005. The penalty would be a thirty day rent abatement, plus one day’s rent credit for every day beyond the fourteen months from the date the lease is signed.

Mr. Mullin assured that there will be contingencies plans in the case that the space will not be ready by the first day of classes. Occupation of the space prior to all construction being completed would be a safety risk to students, faculty, and staff.

Dr. Kovacs also mentioned that the building is being designed specifically to the College’s specifications, including a teaming with our Information Technology department to ensure that technology needs are met. The College’s technology requirements are the reason for the additional $66,424 beyond the lease cost. Those monies will cover the cost of environmental controls in each room, providing for a management system tie-in for HVAC to the West Campus building, and additional surge protection of the large amount of planned technology equipment.

Mr. Mullin mentioned that there will be a formal announcement and press conference regarding the lease agreement on September 21 at 3:30 pm.

On a motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to approve the proposed lease for the Silvi Building in Pottstown and an additional payment of $66,424 to meet the unique requirements of the College, was unanimously approved by the Board.

Mr. Bitner congratulated the Physical Plant Committee and the College’s staff who worked so hard on this important project.

- Progress Review of ATC Design

STV, the College’s architect for the Advanced Technologies Center, presented their proposed concept of the floor plans to the Committee. The plans are still in the early stages of development. It was noted that Mr. D’Aniello directed STV to create a signature feature in the building.

This is an information item and requires no action.

- Township Building Code Changes

The Whitpain Township Retrofit Code Ordinance 22-23 required the College to retrofit all existing buildings with enhanced fires-suppression items. However, early this summer, the State adopted a new Uniform Construction Code that requires retrofitting only at the time of major renovations. The College estimates that this will save the College $2 million.

This is an information item and requires no action.
- **Update on Crime and Incident Reporting**

   There are very few incidents of crime on campus. Most incidents are petty theft among the student population. College technology equipment thefts have been greatly reduced. Only those items that are insufficiently secured seem to be at risk

   This is an information item and requires no action.

**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Full Time Professional Hires June 1, 2004 through June 30, 2004**

   There were no administrative or full-time faculty appointments.

- **Separations**

  - **Administrative**

    Charlotte Kain, Director, Professional Development (Retirement)
    Effective: June 30, 2004

  - **Faculty Retirements**

    Leopoldo Bobes, Spanish Assistant Professor (Retirement)
    Effective: June 30, 2004

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

   There were two administrative appointments:

   - **Administrative**

     Laurie Chelsey, Dean of Humanities, Academic Affairs
     Effective: July 6, 2004

     Courtney Knapp, Manager of Recruitment Programs, Human Resources
     Effective: July 19, 2004

   There were no faculty appointments to report.

- **Separations**
There were two administrative separations to report and no faculty retirements to report:

- Administrative

  Donna Richemond, Associate Dean for Student Affairs and Enrollment Management, West Campus (Resignation)
  Effective: July 2, 2004

  David Stewart, Vice President, Student Affairs and Enrollment Management (Retirement)
  Effective: July 23, 2004

- Full Time Professional Hires August 1, 2004 through August 31, 2004

  There were two administrative appointments and one full-time faculty appointment:

  - Administrative

    Ana Quemuel, Manager of Technical Training, Information Technology
    Effective: August 23, 2004

    Tracy Ransom, Manager of Customer Service, Workforce Development/Continuing Education
    Effective: August 30, 2004

  - Faculty

    Georgina Elortegui, Assistant Professor, Spanish
    Effective: August 15, 2004

- Separations

  There was one administrative separation, one support staff separation, and no faculty separations to report.

  - Administrative

    Isabelle Barth, Supervisor, Accounts Receivable (Resignation)
    Effective: August 14, 2004

  - Support Staff

    Ryan Fulton, Public Safety Officer (Resignation)
    Effective: August 28, 2004
On motion by Mr. Palmer and seconded by Mr. Genuardi, the recommendation to ratify the administrative and faculty appointments and separations was unanimously approved by the Board.

**Chair’s Report**

Mr. Bitner commended the Board, Faculty, and Staff on their continued good work.

**Old Business**

There was no old business.

**New Business**

Dr. Stout encouraged the Board to attend the second Annual Alumni Hall of Fame Dinner to be held on October 1, 2004 at the Marriott in West Conshohocken.

**Adjournment**

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, October 18, 2004 at 4:00 p.m. in the Community Room at the West Campus.

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Andy Cantor
Secretary

Board Minutes, September 20, 2004