The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 15, 2004, at 4:00 p.m. in the East House Conference Room.

Board of Trustees – Present:
Andrew Cantor, Secretary; Michael D’Aniello, Treasurer; Lea Bramnick; Jim Genuardi; Charles Kahn; Lynne Lechter; Joseph Palmer; John Rotelle; Dennis Sharkey; Win Smith; Thaddeus Smith

Board of Trustees – Absent:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Trudy Mann, Assistant Secretary; Ed Mullin

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Marc Davis, College Solicitor; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Steve Kovacs, Vice President for Administration and Finance; Frank Lieb, IT Convergence Specialist; Anita Lynn, Executive Director, Foundation; Rhoda McFadden, History Professor, President of the Faculty Union; Amanda Mandia, Executive Associate to the President; Michael Mandrachia, Director of Accounting; 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

Mr. Cantor, Secretary, called the meeting to order at 4:00 p.m.

Approval of Minutes

The October 18, 2004 minutes were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Treasurer’s Report

- October 31, 2004

Mr. D’Aniello reported there were no unusual transactions for the month ending October 31, 2004 and that the College is on budget. Mr. D’Aniello also brought
to the attention of the Board the Treasurer’s Topic of the Month: Full-Time Equivalency (FTE) definitions.

On motion by Mr. T. Smith and seconded by Mr. Genuardi, the Treasurer's Report for the month ending October 31, 2004 was unanimously approved.

**President’s Report**

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

- **Accreditation**

  Dr. Sean Fanelli, the head of the Middle States Visiting Team, met with the Board and other groups at the College on October 22. After meetings with the Board, the Cabinet, the Steering Committee and others, Dr. Fanelli reported that the College was ready to move forward with the Self-Study team visit in March 2005. Dr. Stout offered congratulations to the College community, the Steering Committee, and to Steve Baron, Steering Committee Chair, on their work thus far. She also advised the Board that a draft of the Middle States Self-Study Report will be ready for the Board’s approval in January.

- **Students**

  The College hosted the premiere of Zeiad Hussein’s new feature length film *The Ghost of Gallagher* on November 3. The film is a suspense thriller written, directed and produced by the sophomore communications student who filmed the majority of the feature in his hometown of Pottstown. His short film *Vision* was screened publicly at the New York International Independent Film and Video Festival in April 2004.

  The West Campus chapter of Phi Theta Kappa inducted thirty-five new members on October 31.

  Dr. Thomas Kolsky, Professor of History and Political Science, was awarded the prestigious Carnegie Foundation for the Advancement of Teaching Pennsylvania Professor of the Year Award. He is one of only four community college faculty in the country being honored in Washington D.C. This marks the second time in three years that one of the College’s faculty has been nationally recognized with this honor. While it is rare for faculty of a community college to be recognized at all, it is extremely rare that faculty from the same community college would be recognized within a span of three years. Dr. Stout offered her congratulations to Dr. Kolsky.

- **Program News**
For the fifth consecutive year, 100 percent of the Medical Laboratory Technician graduates (class of 2004) successfully passed the National Certification Examination on the first attempt with scores that were well above the national average.

The College recently signed an agreement with Drexel University that will facilitate the matriculation of Montgomery County Community College students who have been invited to participate in Drexel's Blue-Gold Connection program.

- **Events of Note**

  The Foundation held its eighteenth Annual Foundation Scholarship Luncheon to honor scholarship donors and recipients.

  The Writer's Club hosted the eighth Annual Writer's Club Conference on November 5 and 6 at the Central Campus. The keynote speaker was John Updike who addressed a sold out crowd. Dr. Stout offered congratulations to Pat Nestler, Associate Professor of English and Coordinator of the Writer's Club Conferences.

  The College will celebrate International Education Week, November 15 – 19, with several events at the Central Campus.

- **Gifts/Contracts**

  The College has received a Customized Job Training Grant of $200,000 from the Department of Community and Economic Development to provide training to Sears Services (Norristown) for 73 entry level workers, 75 incumbent workers needing skill upgrading and 195 incumbent workers who need skill upgrades to avoid being laid off. Congratulations to Suzanne Holloman and Brook Hunt who secured this successful proposal.

  The Foundation has applied for $1,150,000 in private grants to support the arts. The proposals were sent to the William Penn Foundation, the Arcadia Foundation, and the Lenfest Foundation seeking operating support for the Lively Arts series and bricks and mortar support for the Art Barn campaign.

  The College’s first Annual Giving Campaign resulted in a total of over $15,000 thanks to the generosity of faculty and staff. The Campaign ran for forty days in honor of the College’s fortieth anniversary.

  The College, through the Foundation, was gifted by Marty Donnelly, owner of M.W. Donnelly Heating and Plumbing in Lansdale, a collection of John James Audubon octavo bird prints valued at $25,000.
The College established two new scholarships of $3,000 each from Harleysville Savings Bank, and Clean Rental, Inc., thanks to the outreach efforts of the new corporate cabinet.

- **Legislative**

Congress will be returning for a lame duck session with a goal of completing the funding bills that include potential allocations for our West Campus expansion and Advanced Technology Center projects.

At the state level, our focus remains on securing capital funding for the community colleges. The Governor is proposing $20 million in capital for the colleges for 2004-2005, but the allocation would not be placed into the traditional PDE budget to fund debt service. Instead the $20 million would come from the Department of General Services. The Presidents, with the help of PDE officials, are sorting through the new rules that will need to be followed with this change in process. We are also sorting out how to allocate the $20 million for this year since in the past PDE determined what projects would be funded and when funding would commence. This change in practice is outside the process endorsed in the Community College Act.

- **President's Outreach**

On October 22, Dr. Stout participated in a panel discussion organized by the Greater Philadelphia Chamber of Commerce and Wachovia to examine and understand the issues that will lead to innovative growth in the Greater Philadelphia area. Other panelists included: Commissioner Jim Matthews; Carmen Italia of the County’s Industrial Development Corporation; Kurt Zwikl of the Schuylkill River Greenway Association; Mike Trio of O’Neill Properties; and Peter Quinn of the Greater Valley Forge Transportation Management Association.

On November 1, Dr. Stout presented and the College hosted the Open World Program: “Woman as Leaders” which was organized by the Rotary Club of Blue Bell. This breakfast was the kickoff for a week of related events in Blue Bell for five professional Russian women visiting the United States to learn about women's issues and leadership.

On November 8, Dr. Stout participated in a panel discussion entitled “Pathways to the Presidency” as part of the Pennsylvania American Council on Education (ACE) Network’s program: Women Leaders for the 21st Century.

After almost one year of planning and conversation, Harleysville National Bank will co-sponsor with the College a “Starting a Successful Woman-Owned Business” workshop series. The bank, through Deb Takes’ leadership, will seed
the project’s launch with a $25,000 gift. The series will begin in March 2005 through the College’s Workforce Development unit.

- **Other**

Dr. Stout asked Ms. Susan Adams to show the Board a brief video of the last year’s Annual F.I.R.S.T. Lego competition hosted by the College. The video was filmed and produced by the College’s Communications Program students. It showcases the importance of the College’s facilities to the community as well as the talent and skills of the College’s communications students.

Mr. Kahn noted that insurance for the Audubon octavos should be acquired as soon as they are in the College’s physical possession.

**Finance Committee**

Mr. D’Aniello reported for the committee.

- **Consultant Analysis of Worker’s Comp Self-Insurance**

In response to a request made by the Finance Committee in October 2004, the College explored hiring a third party consultant to assess the feasibility of the College establishing a self-insurance program for Workers’ Compensation. The result was a proposal from the firm of Ernst and Young—Insurance and Actuarial Services for an analysis of the College. The proposal included the assessment of data on the College’s Workers’ Comp experience and a presentation of the issues with pros, cons, and a discussion of alternatives. The fee would not exceed $8,000 and would include a formal presentation to the Committee.

Mr. T. Smith made a motion to accept the Ernst and Young proposal for investigating the feasibility of self-insurance. Ms. Bramnick seconded the motion and Mr. Cantor asked for questions.

Mr. Cantor asked whether it should be considered that the College look to partner with other community colleges so as to spread the cost of claims.

Mr. Kahn responded that it had not been investigated to this point because of the College’s extremely low claim rate over the past five years. Partnering with other colleges may put the College at financial higher risk.

Mr. D’Aniello remarked that the College doesn’t have to completely self-insure, that there are models where the insurance is a combination of self-insurance and a purchased policy.
Dr. Stout recommended that Dr. Kovacs survey his colleagues at the next meeting of the community college business officers regarding the consortium possibility.

Ms. Bramnick noted her concern for a consortium arrangement for such insurance because of the unknown factors at other colleges. She commented on how high the College’s standards are with regard to safety and facilities management, and is concerned that other colleges would not be as meticulous as Montgomery County Community College is presently.

Mr. Cantor called for a vote and the proposal was unanimously approved by the Board.

Mr. Kahn noted that the Committee has begun budget review and development for the Capital and Operating Budget for 2005-06. Dr. Stout made a presentation on the budget to the Committee, which she will share with the full Board in December.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **New and Revised Courses**

  Mr. W. Smith noted that there are brief descriptions in the Board packet of the new and revised courses.

  This is an information item and requires no action.

- **Middle States Update on Academic Outcomes Assessment**

  Dr. Joan Brookshire, Associate Vice President for Academic Affairs, presented the highlights of the evaluation of the College’s 1997 Outcomes Assessment Plan. In addition, a college-wide outcomes assessment committee has been convened and charged with developing a comprehensive plan for outcomes assessment, which will be presented to the Board of Trustees in the spring of 2005.

  This is an information item and requires no action.

- **Student, Employee, Patient Occupational Exposure Plan**

  The College has had a Student, Employee, Patient Occupational Exposure Plan since 1995, which was developed in accordance with the Federal Occupational Safety and Health Administration and Pennsylvania standards of practice. The plan has recently been revised to reflect current standards and precautions and has undergone review by the President’s Leadership Council as well as by legal counsel.
Mr. W. Smith made a motion to approve the recommended revisions. Mr. Palmer seconded the motion.

Mr. Cantor asked whether the plan had been reviewed by the College’s insurance carrier.

Dr. Kovacs confirmed that the insurance carrier had reviewed and approved the revised plan.

The Board unanimously approved the revised plan.

**Physical Plant**

Mr. D’Aniello reported for the committee.

- **Progress Review of Advanced Technologies Center (ATC) Design**

  STV, the College’s architect for the ATC, presented an update of the ATC design which addressed the latest floor plans, options for the exterior, and information of the maximum building height and revised total project cost estimates. Another meeting to look at local buildings’ exteriors is scheduled in the next few weeks. A variance may be needed for the height proposed for the new building.

- **Update on Land Development Plan**

  Because the Board established a $125,000 fee limit for STV prior to having known highway design and fee expenses, the College believes that an additional $43,680 is required to complete the Land Development Plan. The revised total fee would be $168,680, which reflects estimated expenses that have been refined and include the full costs of the traffic study, landscape architectural work, geotechnical borings, increased scope of STV’s services, and other minor miscellaneous costs.

  Mr. D’Aniello made a motion to increase the fee limit to $168,680 and Mr. Rotelle seconded.

  Ms. Lechter asked about the second request mentioned in the packet materials. Mr. D’Aniello clarified that the only request is for an additional $43,680 and that the additional request noted in the packet was in error.

  The Board unanimously approved the request for an additional fee allowance of $43,680.

- **Report on Facilities Improvements**

  The updates are noted in the Board packet.
Mr. Cantor asked for any questions on the included materials and there were none.

This is an information item and requires no action.

**Personnel Committee**

Mr. Cantor reported for the committee.

- **Employee Benefit Information Sessions**

  In the new 2004-2008 Collective Bargaining Agreement between the Faculty Union and the College, it is stipulated that the College will change or modify existing benefit plans and / or offer certain new employee benefits programs effective on January 1, 2005. There are four major areas that are being modified: Flexible Spending Accounts, Long Term Disability Post Federal Tax Premium Payment Option, Indemnity Conversion Bonus, and Employee Traditional Indemnity Plan Premium Cost Sharing Increase for 2005.

  The College offered the above modifications to the Support Staff Union, which they declined. Five information sessions have been offered to the Faculty and Administration.

  This is an information item and requires no action.

- **Update on Flexible Spending Account**

  The College is, in conjunction with CBIZ, the College’s health care insurance broker, establishing and offering a Flexible Spending Account Program. This program will allow employees to voluntarily contribute pre-tax payroll deducted earnings into individual accounts, which are then used to reimburse employees for approved, out-of-pocket medical and dependent care expenses.

  This is an information item and requires no action.

- **Emeritus Status Recommendations**

  The following faculty and professional/administrative staff are eligible for Emeritus Status in accordance with the Emeritus Status Policy:

  Judith McNeal, Director of Alumni/College Relations

  Ruthe McGuigan, Associate Professor of English

  Lillian Miller, Associate Professor of Nursing

  Cynthia Love, Director of Counseling and Career Services
Mr. Cantor made a motion to approve those recommended for Emeritus Status. Mr. Palmer seconded the motion and the Board unanimously approved the recommendations.

- **Personnel Appointments/Separations**

  There was one full-time administrative appointment for the period October 1, 2004 through October 31, 2004.

- **Appointments**

  - Administrative

    Linda Locker, Accounts Receivable Supervisor
    Effective: October 11, 2004

- **Separations**

  - None

A motion to ratify the appointment was made by Mr. Sharkey and seconded by Ms. Bramnick.

Mr. Kahn asked whether the position previously held by Ms. Locker was going to be filled or whether her accounting responsibilities would be added to her new position. Dr. Stout clarified that her previous role as Student Accounting Supervisor is a separate position and would be filled by someone else.

The recommendation to ratify the administrative appointment was unanimously approved by the Board.

Mr. Cantor announced that Dr. Kovacs will be retiring effective June 30, 2005.

**Legislative**

Mr. Palmer reported for the committee.

Mr. Palmer is currently serving as the College’s liaison on the newly formed Trustees Legislative Committee of the Pennsylvania Commission for Community Colleges.

Mr. Palmer read a statement memo to the Board on the current funding situation in Pennsylvania for community colleges which reviewed recent actions by the Committee and the responses they generated from the State. The memo highlighted the need for capital funding as well as for a plan to provide alternate revenue to secure the College’s financial independence, should the state funding issues not be rectified.
Mr. Palmer also encouraged the Board members to advocate for the College as often as possible.

This is an information item and requires no action.

**Bids**

Mr. Mulligan presented a bid for materials.

- **Smart Classroom Equipment**

  A bid for 25 separate items, including equipment and software licenses, was solicited to retrofit five classrooms into SmartRooms. Only one group of items, comprised of eight ASK Proxima C180 GA Projectors, resulted in a recommended vendor award exceeding the $10,000 threshold, which requires Board approval. B&H Photo of New York, NY, made the lowest acceptable bid of $17,314.

  Mr. D’Aniello made a motion to approve the bid made by B&H Photo in the amount of $17,314 and Mr. Genuardi seconded the motion.

  Mr. Cantor asked if the rooms would support all academic disciplines and Dr. Stout confirmed that they would.

  The Board unanimously approved the acceptance of the bid from B&H Photo.

**Chair’s Report**

Mr. Cantor named the Nominating Committee for the 2005 officers:

  Jim Genuardi  
  John Rotelle  
  Andy Cantor – Committee Chair

Mr. Cantor noted that nominations for officers will be named in December and elections will be held in January 2005.

Mr. D’Aniello made a motion to approve the Nominating Committee and Ms. Lechter seconded the motion. The Board unanimously approved the Committee.

**Old Business**

There was no old business.
New Business

There was no new business.

Adjournment

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

_____________________________________   Andy Cantor
                                      Secretary

Board Minutes, November 15, 2004