The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, January 18, 2005, at 4:00 p.m. in the East House Conference Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Michael D’Aniello, Treasurer; Anthony DiSandro, Vice Chairperson; Lea Bramnick; Ed Mullin; Joseph Palmer; Dennis Sharkey; Win Smith; Thaddeus Smith

Board of Trustees – Absent:
Andrew Cantor, Secretary; Trudy Mann, Assistant Secretary; Jim Genuardi; Charles Kahn; Lynne Lechter; John Rotelle

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Eric Almonte, Director of Equity and Diversity Initiatives; Marc Davis, College Solicitor; Dean Foster, Dean of the West Campus; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Steve Kovacs, Vice President for Administration and Finance; John Flynn, Vice President of Academic Affairs, Provost; 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; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; 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.

**Election of Officers**

Mr. Davis ran the election of the officers. In the absence of all members of the Nominating Committee, Mr. Davis read the slate of officers from the December 2004 minutes.

- Chairman—Paul S. (Mike) Bitner
- Vice Chairman—Anthony DiSandro
- Secretary—Andy Cantor
- Assistant Secretary—Trudy Mann
- Treasurer—Michael D’Aniello
Mr. Mullin made a motion that the slate of officers, as noted from the minutes, be nominated as a whole. Mr. W. Smith seconded the motion. Mr. Davis asked for any other nominations. There were none.

Mr. Mullin made a motion for nominations to be closed. Ms. Bramnick seconded the motion and the Board unanimously approved the motion.

Mr. Davis called for a vote to affirm the slate as nominated and the Board unanimously approved the slate of officers for 2005.

Approval of Minutes

The December 20, 2004 minutes were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Treasurer’s Report

Mr. D’Aniello reported.

- For the Six Months Ending December 31, 2004

The College is on budget. Mr. D’Aniello noted the Treasurer’s Topic of the Month: Definition of Various “Fee” lines found in the Treasurer’s Report.

Also noted, were the revenues received from Federal Agencies are periodically audited. The single audit was approved. Additionally, the interest rate is slowly increasing as noted in the summary of investments.

On motion by Mr. D’Aniello and seconded by Mr. Palmer, the Treasurer’s Report for the six months ending December 31, 2004 was unanimously approved.

President’s Report

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

- Enrollment

At the time the President’s Report was written, the total unduplicated headcount was up 5.5 percent for spring 2005. At this time, it is up approximately 4 percent and FTE’s are up approximately 4 percent. West campus headcount and FTE’s continue to outpace Central Campus in enrollment increases.
- **Faculty/Staff Kudos**

  John Flynn, Vice President of Academic Affairs, Provost, was recently named Vice-Chairman of the Collegiate Consortium for Workforce and Economic Development. The College joined the Consortium in July 2003.

- **Program News**

  The College and the Arthur P. Noyes Research Foundation are collaborating in a pilot program that brings together the College’s students with leading researchers in the study of schizophrenia and related disorders. The Program will run under the supervision of Dr. Richard Josiassen, Chief Scientist at the Arthur P. Noyes Foundation and Dr. Ann Marie Donohue, Psychology Instructor and Coordinator of the Program.

- **Community Outreach**

  The College has become an official part of Labor and Industry's Rapid Response support team for Montgomery County. The Rapid Response team works with companies that are laying off workers to transition them to new employment which could include education and training if needed. Suzanne Holloman, Dean of Continuing Education and Workforce Development is currently serving as the College's initial representative as this service gets underway. The support team and the College are currently working to support the recent layoff of 220 workers who lost their jobs at the Pottstown OxyChem Plant.

- **Events of Note**

  On December 15, the College rededicated and lit the Peace Tree, located outside of the Art Barn on the Central Campus in Blue Bell. The tree was originally planted at the Conshohocken Campus in the late 1960s during the Vietnam War to honor those students serving in the military. The Peace Tree will remain lit through February and can be seen from Route 202.

  The College and the Pennsylvania Dental Hygienists' Association will co-sponsor “Sealant Saturday: Children’s Dental Sealant Program” on Saturday, February 5 at the College’s Dental Hygiene Clinic in Blue Bell. Sealant Saturday is a state-wide community outreach effort.

  On December 17, Congressman Gerlach presented the College with a check in the amount of $250,000 earmarked to support the West Campus expansion. The funds are to be used for program planning and equipment.
- Legislative

State Capital Funding for 2004-2005: The legislature had approved a one-time $3 million capital allocation for the community colleges for 2004-2005. Based on recommendations from the Council of Presidents within the Commission for Community Colleges, the $3 million is being used to support the first year of debt service or facility lease expenses for already approved PDE projects. As a result, the College will receive $184,000 for 2004-2005 toward the West Campus expansion project. It is our hope that using the $3 million in this manner will force continual funding of this line for debt service for PDE approved capital projects.

Not all approved projects received dollars from this $3 million as the annual debt service required to fund all PDE approved projects is close to $7 million.

As for the $20 million in DGS project money that remains in the 2004-2005 budget for community colleges, we expect a clarification in the next few days from PDE as to whether these dollars will revert to debt service to begin to fund the long list of PDE approved but not funded projects. If it does revert to debt service, we expect only $2 million in additional dollars to come to that dedicated line. The system needs $8 million in additional debt service dollars to support the backlog of currently approved but not funded projects.

If the $20 million can not convert to debt service, the presidents are poised to offer a solution to PDE for the disbursement of the funds. Currently, we are working with two scenarios. One prioritizes projects using the PDE approval date. Five projects would get State funding using this scenario including our Advanced Technology Center. Another scenario proportionally divides the allocation so that all colleges get some funding. I am opposed to this scenario as it is not strategic in beginning to move major capital projects off the docket. Proportional allocation will only delay several major projects for many of the colleges into future years.

Mr. Palmer noted that Dr. Stout’s advocacy efforts have had a great impact resulting in some positive outcomes. He also clarified that the $10 million dollars in debt service for the funding of the already PDE approved projects actually equates to funding nearly $200 million in projects. There are another $300 million in new, unapproved projects that are also critical to the growth and success of the community colleges that are currently unfunded.

Mr. Palmer also remarked that because of the College’s diligent planning structures, such as the Facilities Master Plan, the College is in the best position it can be at this point.

Federal: After months of study, the Federal Department of Education, published on December 23, updated Pell Grant tax tables for 2005-06. Experts believe a likely result of the update will be tens of thousands of Pell Grant recipients losing their awards entirely and more than a million Pell recipients having reduced
eligibility. The tax tables were last updated in 1994. We are still gauging the financial impact on our students.

Immediately after the appointment of Margaret Spellings as the new Secretary of Education, she advocated and rallied the President’s endorsement of a maximum Pell increase of $500 over the next five years with an increase of $100 per year.

Ms. Bramnick inquired about what percentage of the College’s students use Pell Grants. Dr. Stout responded that approximately 19 percent of total headcount are on financial aid and a large percentage of students are on Pell Grants. Two-thirds of Pell Grants in the country go to community college students.

State Advocacy for 2005-2006: The Board Op-Ed piece appeared in the Mercury before the holiday and in The Reporter on January 4, 2005. The College is also preparing a full-scale advocacy campaign. There is a link off of the College homepage, “Working together to keep college affordable.”

Ms. Adams demonstrated the link and the accessible information.

It is anticipated that the Governor’s upcoming budget announcement (set for February 8) will fall short of meeting the Commonwealth’s statutory requirements for operating and capital funding for the colleges. A series of e-mail announcements will go to key constituency groups prior to the budget announcement, starting the week of January 24. After the announcement on February 8, the colleges will move full force with a harder hitting advocacy effort as we expect will be required.

Ms. Bramnick asked if all of the State’s community colleges are developing similar information sources and advocacy campaigns. Dr. Stout responded that all of the community colleges were supplied an advocacy tool kit that was supplied by the Public Affairs firm working with the Commission. It was given to the Marketing and Communications Directors. We were able to take the kit and customize it to the College’s specific message. All of the presidents committed to doing similar initiatives and are in various stages of getting them up and running.

Mr. D’Aniello asked how the students would be informed about this initiative. Dr. Stout responded that they will be receiving letters. Mr. D’Aniello also asked about an electronic communication that would facilitate the student’s response and involvement.

Dr. Stout responded that the College will look into different ways to involve the students in addition to the advocacy trip to Harrisburg in March.

Mr. Palmer noted that while all of the constituency groups are important, it is essential to focus on the local businesses as our impact in workforce development is what differentiates the community college from other educational institutions.
Mr. DiSandro asked about press coverage. Dr. Stout mentioned the four-part series that the associated press ran in September 2004 about the funding structure of community colleges. Since that time, several editorials have run in the Mercury as well as other pieces, which all communicate the need for further State funding.

Mr. Palmer commented that the Commission is cataloging on their web site all correspondence that goes out to State Legislators for this advocacy effort as a resource for anyone who would like to write a letter. There is a state-wide effort.

**Finance Committee**

Mr. DiSandro reported for the committee.

- Single Audit, June 30, 2004

  As part of the annual audit process, the College is required to certify compliance of its major federal programs in accordance with generally accepted auditing standards. The auditors have audited the federal programs. The total federal funding is $8,338,202 year ending June 30, 2004.

  The Finance Committee reviewed the audit, which issued an unqualified opinion.

Mr. DiSandro made a motion to accept the single audit report. Ms. Bramnick seconded the motion and the Board unanimously approved the acceptance of the audit report.

- Revised Procurement Policy

  The Committee has gone through an in-depth analysis of the Procurement Policy. Mr. DiSandro noted Mr. Mulligan’s good work with recommending the necessary changes to the policy. Some of the recommended changes include:

  - Increased threshold from $10,000 to less than $15,000 for purchases requiring three written quotes. Purchases over $15,000 require the competitive bid process.
  - Expanded College use of purchase contracts established by purchasing consortiums in which the College participates in addition to State contracts.
  - Increased threshold for purchases requiring bid security from $60,000 to less than $100,000 for non-construction bids only.
  - Eliminated obsolete policies on purchasing of textbooks. The College now uses a vendor to provide Bookstore services.
  - No change in thresholds for construction and repair contracts: no quotations required for projects less than $5,000, three quotations are required for projects between $5,000 and less than $20,000 and competitive bid process is required for projects over $20,000.
Mr. DiSandro made a motion for the approval of the revised policy. Ms. Bramnick seconded the motion and Mr. Kahn called for questions.

Mr. Mullin asked who used to be able to recommend debarment of a vendor. It was confirmed by the committee and by Dr. Stout that there was not a debarment policy prior to this one.

The Board unanimously approved the revised Procurement Policy.

- **Investment Banking Services**

  The College identified the need for professional financial advising services independent of the institution providing the bond underwriting services for the ATC. An RFP was sent out to five firms who are well versed in College financing. The team, Vice President for Administration and Finance, the Executive Director for Capital Projects and College Services, and Mr. Doug Hoke, an experienced project administrator from the State Public School Building Authority, concluded that Legg Mason and Nat City were the best choices. The team would like to employ one for underwriting services and the other for financial advising services. The Finance Committee plans to interview representatives from the two firms before making a recommendation to the full Board.

This is an information item and requires no action.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **Sabbaticals**

  Three faculty are seeking sabbaticals for the 2005-2006 academic year.

  Pam Pfalzer, Professor of Nursing, would like to take sabbatical leave for the spring 2006 semester to obtain certifications in Holistic Health from the American Holistic Nursing Association. She would then be able to contribute in a more comprehensive way to meet student needs in an integrated curriculum as well as add to faculty competencies in order to meet the constantly changing healthcare environment.

  Debbie Dalrymple, Professor of Nursing, would like to use a spring 2006 sabbatical leave to develop changes within several nursing courses such as animation instruction modules and video scenarios within classroom materials.
Mr. W. Smith noted that there is no hardship created by allowing two nursing faculty to go on sabbatical leave concurrently as their specialties do not overlap.

Robert Dunlevy, Assistant Professor of Accounting, would like to use a fall 2005 sabbatical to study Accounting Information Systems and Enterprise Resource Planning (ERP). He proposed to develop a new course in Accounting Information Systems and collaborate with departmental faculty in studying how ERP may be integrated into existing courses.

Mr. W. Smith made a motion to approve the requested sabbaticals. Mr. Palmer seconded the motion and the Board unanimously approved the three sabbaticals for 2005-2006.

- **New and Revised Courses**

Three new courses are being introduced into the curriculum: Intermediate Algebra and Review (MAT 100B), Issues in Women’s Health (HCP/PEH 185), and Introduction to Criminal Forensics (Criminalistics) (CJS 102).

This is an information item and requires no action.

- **Middle States Self-Study**

Mr. W. Smith noted that John Mastroni, former Co-chair of the Middle States Self-Study Steering Committee, recently has become seriously ill. His role has been assumed by Joan Brookshire, Associate Vice President of Academic Affairs.

Steven Baron and Joan Brookshire, Self-Study Co-chairs, presented a detailed report on the final version of the Middle States Self-Study report to the Curriculum Committee. The full Board has been periodically updated on the findings and status of the report, and the final draft was included with the Board materials for January 2005.

Mr. W. Smith made a motion for the Board to approve the Middle States Self-Study report. Mr. T. Smith seconded the motion and the Board unanimously approved the report.

Mr. Bitner noted that the Self-Study was a tremendous collaboration of the College community and that everyone involved should be congratulated.

Ms. Bramnick concurred that the report was extremely well done.

**Physical Plant**

Mr. Mullin reported for the committee.
- **Land Development Plan**

  The Land Development Plan (LDP) has been completed for the Advanced Technology Center (ATC) and, with Board approval, will be submitted to the Township Planning Commission for approval by the Board of Supervisors. The LDP includes storm water management that encompasses the Art Barn project, therefore eliminating the need to conduct a separate study as the Art Barn project is finalized.

  Mr. Mullin made a motion for the approval of the LDP. Mr. Palmer seconded the motion and the Board unanimously approved the LDP for the ATC.

- **Professional Appraisal Services for Silvi Building**

  As part of the lease agreement, the College must establish a purchase price for the property if/when the College should exercise their right to purchase the property. The College solicited professional service quotations from five real estate appraisers. The Committee recommends Mr. Jeffery Parkhouse of Indian Valley Appraisal Company, although not the lowest bidder, he is the most qualified bidder.

  Mr. Mullin made a motion to accept the bid of Mr. Jeffery Parkhouse of Indian Valley Appraisal Company. Mr. T. Smith seconded the motion and the Board unanimously approved the hiring of Mr. Jeffery Parkhouse of Indian Valley Appraisal Company to appraise the Silvi Building.

- **Advanced Technology Center Design Development Update**

  The Advanced Technology Center design has exceeded the budget. The Committee is working with STV to adjust the design to fit the budget. Some of the changes include:

  - Elimination of the pergola on the quad side, with substitution of a brick façade.
  - Reduction in the size of the basement and a corresponding reduction in storage space and the number of air handling units.
  - Reduction in the number of building elevators and adjustment in position and materials utilized for the remaining elevator.
  - Elimination of the observatory mezzanine, with subsequent extension of the third floor terrace for use as an observation deck.

  This is an information item and requires no action.

  Dr. Stout noted that the architect will be attending the February 22, 2004, Board meeting to present the design schematic for Board approval.

**Personnel Committee**
Mr. DiSandro reported for the Committee.

- **Full-time Professional Hires and Separations November 1, 2001 through December 31, 2004.**

  Full-time Faculty Separations:
  Amy Gunn, Librarian, effective December 12, 2004.

  Full-time Administrative Retirements:

  Full-time Faculty Retirements:
  Harvey Avarbock, Professor of Chemistry, effective December 31, 2004
  Mary Lynne Clark, Assistant Professor of English, effective December 31, 2004.
  Michael Smyser, Professor of Art, effective December 31, 2004.

Mr. DiSandro made a motion for the ratification of the separations. Ms. Bramnick seconded the motion and the Board unanimously ratified the professional separations.

Dr. Stout noted that all of the faculty who are retiring were long-time members of the faculty, equaling nearly 200 years, collectively, of history and knowledge of the College. They were among the first faculty at the College and worked to shape the tradition of academic excellence that the College works hard to preserve today.

- **Flexible benefits Plan (Section 125) Health Care Reimbursement and Dependent Assistance Program.**

  The College offered a standard flexible benefits plan to its eligible full-time employees effective on January 1, 2005. The Faculty Contract stipulated that the College would offer a plan for faculty and it was also offered to other employees. The concept of this plan is to allow employees to establish spending accounts with their own, pre-tax dollars to pay for expenses not covered by existing benefits. The College has retained the services of CBIZ Benefits Services to administer the plan.
Mr. DiSandro made a motion to approve the resolution included in the Board packet. Mr. D'Aniello seconded the motion and the Board unanimously approved the adoption of the resolution.

- Search Consultant for Vice President of Administration and Finance

The Committee, in discussion with College Administration, has decided that hiring a search firm to fill the Vice President position will best serve the College. It was recommend that the College secure the services of AACC Executive Search firm. The firm's proposal is included in the Board packet. The president has negotiated with AACC for a search fee not to exceed $20,000. There are additional services the AACC can provide should the initial search not be successful. The Committee and Administration have worked out a search process and a timeline and believe that the position can be filled by July 1, 2005. The job description has been altered from the original description and should help to secure the right candidate. The job description is included in the packet.

Mr. DiSandro noted that the Committee will be working closely with the president throughout the search process and will keep the full Board informed of the progress of the search.

Mr. DiSandro made a motion to approve the hiring of AACC Executive Search firm to conduct the Vice President search. Ms. Bramnick seconded the motion and the Board unanimously approved securing the services of the AACC.

Legislative

Mr. Palmer noted that there was nothing additional to report.

Chair’s Report

Mr. Bitner thanked the Board for their confidence to lead the Board again. He emphasized the quality of the Committees' work and that their work facilitates the work of the full Board. Mr. Bitner noted that he would conduct the annual review of the Committees and that he would let the membership stand until further notice. Mr. Bitner also thanked Dr. Stout for her hard work.

Old Business

There was no old business.

New Business

There was no new business.
Adjournment

The meeting was unanimously adjourned at 5:01 p.m. The next meeting is scheduled for Tuesday, February 22, 2005 at 4:00 p.m. in the East House Board Room.

_____________________________________   Andy Cantor
Secretary

Board Minutes, January 18, 2005