The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 22, 2005, at 4:00 p.m. in the East House Conference Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Michael D’Aniello, Treasurer; Andrew Cantor, Secretary; Trudy Mann, Assistant Secretary; Lea Bramnick; Jim Genuardi; Charles Kahn; Richard Montalbano; Ed Mullin; Joseph Palmer; John Rotelle

Board of Trustees – Absent:
Lynne Lechter; Dennis Sharkey; Thaddeus Smith

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Eric Almonte, Director of Equity and Diversity Initiatives; Joan Brookshire, Associate Vice President of Academic Affairs; Laurie Chesley, Dean of Humanities; Marc Davis, College Solicitor; 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; Dean Foster, Dean of the West Campus; Anita Lynn, Executive Director, Foundation; Rhoda McFadden, History Professor, President of the Faculty Union; Amanda Mandia, Executive Associate to the President; Alana Mauger, Coordinator of Media and Public Relations; Michael Mandrachia, Director of Accounting; George Mulligan, Executive Director for Capital Projects and Support Services; Patricia Rahmlow, Assistant Professor of Computer Science; Stuart M. Rothenberger, Senior Associate/Senior Project Manager, STV Architects; Celeste Schwartz, Vice President for Information Technology; Gary L. Shane, Vice President, Architecture Design Director, STV Architects; 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 4:05 p.m.

**Approval of Minutes**

The January 18, 2005 minutes were unanimously approved.

**Welcome**

Mr. Bitner welcomed the newest member of the Board, Mr. Montalbano and the Board introduced themselves.
Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Seven Months Ending January 31, 2005

  The College is on budget. Mr. D’Aniello noted that the College is to be receiving payments from the Coutny and the State. He also commented that interest rates are rising.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the seven months ending January 31, 2005. Ms. Mann seconded the motion.

Mr. Rotelle asked about where things stood with the funding in the Governor’s proposed budget.

Dr. Stout responded that there are three pieces of legislation under consideration that support community colleges in different ways that will play out between now and June. There has been bipartisan support for funding solutions.

Mr. Palmer asked if it would be appropriate for the Board to write a collective letter to the editor commending the Governor for his actions to support community colleges with a ten percent increase in operating funding. He suggested that the letter also laud the bipartisan efforts of our legislators, for their work in advocating for additional funding support.

Dr. Stout agreed that that would be appropriate. She offered to draft a letter for the Board’s review, approval, and signature.

Mr. Bitner called for approval of the Treasurer’s report and the Board unanimously approved the Treasurer’s Report for the seven months ending January 31, 2005.

President’s Report

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

- Students

  A dinner honoring the students from the College’s honors program is being held after today’s Board meeting. The first cohort of students to go through the new honors program will graduate in May 2005. Tina Subers, one of the first of the Honors Program students to graduate this spring, earned one of twenty open positions in the Occupational Therapy (OT) program at Thomas Jefferson
University. Jefferson’s OT program is ranked 12th in the nation by U.S. News & World Reports.

- Faculty/Staff Kudos

Celeste Schwartz, Vice President of Information Technology presented “Identity Management: Our Road to One ID” at the EDUCAUSE Mid-Atlantic Regional conference in Baltimore, Maryland.

- Program News

Faculty and staff at the West Campus hosted a visiting team in early February to secure accreditation of the College’s recently introduced Medical Assisting program. The exit interviewers offered several commendations to the College. Congratulations to Dean Foster and his primary faculty contact, Kathleen Schreiner.

- Community Outreach

Under the coordination of Grace Spena, College Nurse, the College collected $1,870 for the benefit of the Tsunami Victims. The funds were presented to the American Red Cross International Response Fund for the Tsunami Victims on February 8, 2005.

- Events of Note

The 13th Annual Founders Ball will take place Saturday, April 2, at Normandy Farm, Blue Bell. Save-the-date cards have been mailed and invitations will be out today. Mr. Kahn will be recognized at the ball for his more than forty years of service as a Board member. Dr. Stout thanked Mr. Kahn for his many years of hard work and dedicated service to the College.

- Gifts and Grants

Dr. Stout noted that a brochure on the Women’s Entrepreneurship Program was given to each Board member. The program is sponsored by Harleysville National Bank with a $25,000 start-up fund. Forty-five women have enrolled in the initial section of the program, which far exceeds the program business plan projection of fifteen.

Citizens Bank will financially support the start-up of the Financial Services Institute through our Workforce Development and Continuing Education division with a $10,000 grant. The Montgomery and Philadelphia County WIBs will also be contributing $10,000 each to this effort. As a result, both colleges will have the funds needed to launch a non-credit pre-employment training class. Included in the budget is funding for a temporary part-time program coordinator at each college. This program is in response to several local banks expressing concern
over their ability to attract and retain tellers. This difficulty has been attributed to a lack of a career path, which this program is addressing with the partnership of the banks.

The Child Care Center recently received its Star 1 certificate from the State, which makes the program eligible for $1,750 in funding support to move to the next level. The application process for Star 2 is already underway. Congratulations to the Center’s Director, Deb Ravacon.

- **Legislative**

In the Legislative section of the Board packet are press clippings related to the Governor’s budget announcement. The Governor’s budget proposal is a step in the right direction though it does not address the capital budget crisis facing the community colleges. Dr. Stout specifically noted the article titled, “Community college study says local funding comes up short.” The article addresses the Pierce Report, which took a comprehensive look at Pennsylvania’s community college funding and found that a large number of local sponsors fall short of their funding commitments. Dr. Stout noted that the Pierce Report showed that the local sponsors in Montgomery County are the strongest supporters in the Commonwealth. Dr. Stout commented that there may be more focus on this by the Governor’s office as the discussion of funding continues. She suggested that the local sponsors throughout the State may be called upon to meet their one-third share in order for the State to meet their one-third share. Presently, the College’s operating costs are funded 40 percent by tuition, 30.2 percent by the State, and 25.3 percent from the County.

All members of the Board’s Legislative Committee traveled with Dr. Stout to Washington on February 14-16 to participate in the ACCT/AACC National Legislative Seminar. The group met with Senators Specter and Santorum and Representatives Dent, Fattah, Gerlach and Schwartz to discuss Montgomery County Community College funding and policy needs as well as to reinforce the policy stances of AACC/ACCT for community colleges nationally.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Hiring the Bond Underwriter to Finance the ATC**

After the Committee reviewed presentations by representatives from both Legg Mason and NatCity, the Committee agreed that the bond issue should be awarded to Legg Mason, based on their familiarity with working with community colleges and their lower fee of $4.25 per $1,000 for a $20 million bond, which is $.15 less that NatCity’s fee with the same parameters.
Mr. Kahn made a motion to select Legg Mason as the underwriter for the bond to finance the ATC. Mr. Rotelle seconded the motion and the Board unanimously approved Legg Mason as the bond underwriter.

Mr. Kahn also noted that Dr. Stout and the Finance Committee will be meeting with the County next week regarding the budget.

**Curriculum Committee**

Mr. Palmer reported for the Committee. Mr. Palmer asked the Board to recognize the outstanding dedicated service of Mr. Win Smith. Mr. W. Smith’s term on the Board ended in January 2005. He was chairman of the Curriculum Committee and he provided inspiration to all members of the Committee and the Board through his commitment and work.

Dr. Stout noted that Mr. W. Smith will be recognized at the retiree reception on April 18, 2005 at 2:30 pm. The Board will also offer him a proclamation at the Board meeting following the reception.

- **Revised Academic Program Review Process**

  Academic program review (APR), previously referred to as academic audit, has been conducted at the College since the mid-1980’s. This is the first time the process has been comprehensively reviewed since its inception. Dr. Joan Brookshire, Associate Vice President of Academic Affairs led a thorough review of the APR in alignment with the Middles States Self-Study review. The key components of the current process have been retained such as soliciting student and employer feedback, advisory committee input, and faculty input. Proposed additions include aligning data and information with core indicators of institutional effectiveness, greater emphasis on student learning, more meaningful financial assessment, and an external market assessment.

  Mr. Palmer made a motion to approve the revised Academic Program Review process and Mr. DiSandro seconded the motion. The Board unanimously approved the revised Academic Program Review process.

  Dr. Stout noted that the revision of the review process was a rigorous collaboration of faculty that was well facilitated by Dr. Brookshire. Congratulations were offered to both Dr. Brookshire and Dr. Flynn for their work in shepherding the revision process.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **Approval of Advanced Technology Center Design Development Drawings**
Mr. Mulligan introduced the guests from STV Architects. Mr. Rothenberger presented the design for the ATC to the Board and noted that schematics for the building were distributed as part of their Board packet.

Mr. Rotelle asked whether there would be landscaping on the Morris Road side of the building. Mr. Rothenberger confirmed that there would be landscaping. Dr. Stout also noted that the Physical Plant Committee had decided to use a berm on that side of the building as it would be more aesthetically pleasing than a fence.

Mr. Mullin made a motion for the approval of the ATC design as presented and Ms. Mann seconded the motion.

Mr. Kahn asked if the building or the new parking lot was in the existing flood plain. Mr. Rothenberger confirmed that neither is in the flood plain. Mr. Kahn also asked if the Committee or STV had considered a “green roof” for any part of the building. Mr. Rothenberger responded that they had, but that it was cost prohibitive at this time. However, it is possible for the “green roof” to be introduced retroactively, if it was desired. Mr. Kahn also expressed concern over the colors recommended for the ATC’s exterior. Mr. Rothenberger and Mr. Shane assured Mr. Kahn that the colors selected would blend nicely with the existing buildings.

Mr. D’Aniello remarked that the Physical Plant Committee and Dr. Stout carefully considered every decision throughout the design development.

Mr. Bitner called for a vote and the Board unanimously approved the Advanced Technology Center Design Development Drawings.

Dr. Stout remarked that the College is simultaneously engaged in a Land Development Plan with the township. She noted that this project addresses some of Mr. Kahn’s concerns with regard to the flood plain, the preservation of the wet lands and other like issues. The Land Development Plan will be approved between April and July.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Full-time Professional Appointments and Separations January 1, 2005 through January 31, 2005.**

  Full-time Administrative Appointments:
  
  Eric Almonte, Director of Equity and Diversity Initiatives
  Effective: January 10, 2005

  Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives
Effective: January 3, 2005

Full-time Faculty Appointments:
Laura McAtee, Chemistry Faculty
Effective: January 19, 2005

Patrick Winston, Art Faculty
Effective: January 19, 2005

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

Legislative

Mr. Palmer noted that some strides toward improved financial support have been made at both the State and Federal level. Mr. Palmer gave a brief overview of the AACCT seminar in Washington that he, Mr. Sharkey, Mr. Cantor and Dr. Stout attended. They met with the State’s Senators and some Congressmen and had valuable discussions about the role and needs of community colleges. They were well received by all.

Mr. D’Aniello asked if Trustees from other colleges attended and Mr. Palmer confirmed that it was a well attended conference.

Mr. Palmer remarked that the College needs to continue, in an aggressive way, to advocate for funding.

Mr. Bitner thanked the committee for attending the conference.

Mr. Kahn re-introduced the issue of writing a letter to the editor that was raised at the beginning of the meeting. He expressed concern about the possible reactions to such a letter.

Mr. Palmer responded that it was important that a bi-partisan appeal be made to express the dire need for capital funding in order for community colleges to effectively fulfill their mission.

Dr. Stout offered to draft a letter that the Board could review and edit as they saw fit. She also noted a Lobby Day scheduled for April 5. Students will be meeting with their legislators to talk to them about how community college has affected them.

Mr. Palmer made a motion for a letter to the editor to be drafted by Dr. Stout. Ms. Bramnick seconded the motion and the Board unanimously approved the motion.
**Bids**

- **College Course Guide (Non-credit) Community Mailers 2005-2006**

  The College extended an invitation to bid for the 2005-2006 *Live to Learn Community Mailer*. This bid differed from past bids in that it combined all three sessions with multiple sizes, paper weights, and page counts. In addition, the Central Campus increased its order quantity by 2,000 mailers per session over last year.

  The low responsive and responsible bidder is Tiger Printing of Telford at $75,318. Although last year $56,052 was spent to print the mailers, a direct comparison of costs between years is not possible due to changes in format and page counts. Bid prices are locked in through spring of 2006.

  Mr. DiSandro made a motion that the Tiger Printing of Telford bid at $75,318 be approved. Mr. Mullin seconded the motion and the Board unanimously approved that the bid be awarded to Tiger Printing.

**Chair's Report**

Mr. Bitner thanked everyone for their hard work in their committees and noted that Board Committee membership had been revised in order to offer the College and the Board members fresh opportunities and perspectives. Mr. Bitner circulated a list of the revised committee membership:

**Finance**
- Charles Kahn, Jr., Chair
- Tony DiSandro
- Lynne Lechter
- Andy Cantor
- Mike D’Aniello (Treasurer)

**Personnel**
- Tony DiSandro, Chair
- Dennis Sharkey
- Trudy Mann
- James Genaurdi

**Physical Plant**
- Ed Mullin, Chair
- Mike D’Aniello
- John Rotelle
- Rich Montalbano
- Trudy Mann
Mr. DiSandro made a motion that the revised committee lists be accepted. Mr. Mullin seconded the motion and the Board unanimously approved the revised membership to the Board Committees.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 4:57 p.m. The next meeting is scheduled for Monday, March 21, 2005 at 4:00 p.m. in the East House Board Room.

_____________________________________   Andy Cantor
Secretary

Board Minutes, February 22, 2005