The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 21, 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; Lea Bramnick; Jim Genuardi; Charles Kahn; Richard Montalbano; Ed Mullin; Joseph Palmer; John Rotelle; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Lynne Lechter; Trudy Mann, Assistant Secretary

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; Alan Evans, Director of Computer Science; 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; Kendall Martin, Assistant Professor of Computer Science; Alana Mauger, Coordinator of Media and Public Relations; Michael Mandrachia, Director of Accounting; George Mulligan, Executive Director for Capital Projects and Support Services; Mary Anne Poatsy, Senior Lecturer of Computer Science; Patricia Rahmlow, Assistant Professor of Computer Science; 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.

Approval of Minutes

The February 22, 2005 minutes were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Treasurer’s Report
Mr. D’Aniello reported for the Committee.

- **For the Eight Months Ending February 28, 2005**

  The College is on budget. Mr. D’Aniello noted that the State’s payments remain at $9.25 million pending a quarterly payment expected in March. The interest rates continue to slowly rise and the Committee continues to evaluate opportunities to increase investment return.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the eight months ending February 28, 2005. Mr. Rotelle seconded the motion and the Board unanimously approved the Treasurer’s Report.

**President’s Report**

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

- **Summer Enrollment**

  Summer registration began March 7, an earlier than usual start, in an attempt to attract reverse transfer students.

- **Program News**

  The College’s recent cohort of nursing students achieved an 87.7% pass rate for first time candidates on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The College had 50 out of 57 students pass, which is the largest number of students in the region in two or four year programs to either attempt or pass the exam. This report reflects the time period of 10/1/04 to 12/31/04.

  The International Studies Committee will be taking at least ten students to Florence, Italy this June as part of the College’s Study Abroad program. Congratulations to the International Studies Committee and to the faculty supporting the program.

- **Process Improvements**

  The Cultural Affairs and Information Technology units have worked together to institute on-line ticket purchasing for all College events through the service TicketLeap. This will be a great enhancement to the College’s Cultural Affairs program.

  Recently, the College has filed in the office of patent and trademarks to use “Think Big” as a registered service mark for both the graphic treatment and the phrase itself. No one in education can use this phrase in either broadcast or
print throughout the entire United States. Some of the new materials with the
“think big” tag line were distributed at the start of the meeting and are a sampling
of the new marketing effort now in place. Congratulations to Susan Adams and
Evon Walters and their staffs for working so hard to pull this together.

- Gifts and Grants

Dave Mayer, a retired faculty member and one of the famous “Conshohocken
17,” gifted the College $15,000 in honor of his fellow “pioneers.” Each of them
will be recognized on the Commemorative Wall in College Hall with their name
and their distinction “C-17.”

The Foundation Ball, April 2, 2005, has received several key sponsorships: STV
Architects, the architectural firm for the ATC is participating at the Event Sponsor
level; GMAC Commercial Mortgage is participating at the Cocktail Reception
Sponsor level as they did in 2004; CBIZ, the College's insurance carrier, is
participating at the Patron Sponsor level and has doubled their contribution from
the prior year; Gateway Funding is participating at the Patron Level again this
year; and both Williamsons' Hospitality Services and Commerce Bank are
participating at the Friends Table Sponsor level. Sylvie Realty also recently
came forth to participate at the Friends Table Sponsor level.

- Legislative

Our visit to Washington has yielded application for three federal earmarks for
FY2006: a) $1 million for the Advanced Technology Center sponsored by
Senator Santorum; b)$1 million for the West Campus expansion sponsored by
Congressman Gerlach; and c)$500,000 for the ATC Observatory co-sponsored
by Congressman Fitzpatrick and Congresswoman Schwartz.

Our advocacy efforts in Harrisburg continue. On March 10, Trustee Palmer and
Dr. Stout testified in front of the House Education Committee about House Bill 8.
Details on House Bill 8 were included in the packet. This bill was developed
using the Commission’s “Funding for the Future” white paper as an anchor.

On March 15, Trustees Sharkey, Cantor, Palmer, Bitner and Dr. Stout traveled to
Harrisburg and met with Representatives Fichter, Quigley, Shapiro, Gerber,
Crahalla, Godshall, Curry and Cornell and Senators William, Wonderling,
Greenleaf and Rafferty. Also, as a result of those meetings, Senator Wonderling
will commit $50,000 from his discretionary funds for equipment for the ATC.

On March 2, Trustees Bitner, Kahn, DiSandro, D’Aniello and Dr. Stout presented
the 2005 and 2006 budget requests to the County Commissioners. We will be
bringing a budget proposal to the next Finance Committee meeting that will
include what we think will be the County’s contribution for the next fiscal year
embedded in that request.
Dr. Stout reminded the Board that after the meeting, there will be a reception for student club leaders in the Faculty/Staff Dining Room. It will last about an hour and will include the leaders talking about their club’s mission and function.

- **Other**

Dr. Stout recognized three guests at the meeting, Alan Evans, Kendall Martin, and Mary Anne Poatsy. The three faculty members co-authored a textbook *Technology in Action 2nd edition*, which is currently being used in over 120 colleges and universities in the US. The text received its publisher’s, Prentice Hall, Book of the Year Award at the Prentice Hall National Sales Meeting in January 2005. This award is presented each year to a Prentice Hall publication that displays creative design, innovation, and strong sales performance.

Mr. Evans presented the Board with a signed copy of the book and offered a brief overview of the book’s content and audience.

Ms. Martin thanked the Board for their support and for helping to create an atmosphere that allowed them the freedom and the resources to pursue such a worthwhile project.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Legal Presentation: Guidance on College Investment Policy**

  Historically, the College has been very conservative with its investments. Recently, the Committee invited the College Solicitor to their last meeting and determined that it would be appropriate for the College to follow the County’s investment code. Legal counsel will be drafting an Investment Policy based upon the guidelines of the Second Class County Code and that will be reviewed at an upcoming Committee meeting.

  This item is for information only.

- **Analysis of Deferred Payment Plan**

  The Deferred Payment Plan enables students to pay their tuition over a semester period. The collection efforts for delinquent students are an on-going process. Delinquency rates, at this point, seem consistent with historical trends. There is no reason to believe that our delinquency rate will exceed acceptable levels. The amount of revenue collected in fees for the program will continue to be more that the College write-off amount.

  This item is for information only.
- **Manual Food Service Contract Extension**

  The College continues to work closely with Williamson Hospitality Services to ensure that the manual food service continues to improve and address the needs and priorities of the students and employees. All reports on service, prices, and cleanliness have been excellent.

  Mr. Kahn made a motion that the manual food service contract with Williamson Hospitality Services be extended for the period July 1, 2005 through June 30, 2006. Mr. Genuardi seconded the motion and the Board unanimously approved the contract extension.

- **Operating and Capital Budgets for 2004-05: Mid-year Re-budget**

  The Committee has adjusted the operating budget based on the funds that will be received from the County for 2004-05 and on more recent projections on State funding. Total revenues and expenditures move from ????? to ??? with the adjustment.

  The 2004-05 Capital Budget was adjusted to include the funding of a list of capital projects from the fund balance for plant and facilities renewal.

  Mr. Kahn made a motion for the Board to jointly approve the mid-year re-budget for the Operating Budget 2004-05 and the adjustments made to the Capital Budget 2004-05. Mr. DiSandro seconded the motion and the Board unanimously approved the revised Operating and Capital Budgets for 2004-05.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **New and Revised Courses**

  The title of the course, ART 238 will be changed to Animation I and the course’s description in the catalog also will be changed to better reflect its content. This revised course will also serve as the first course in a sequence of required courses in the new Animation curriculum, which is under development.

  This item is for information only.

- **Academic Program Reviews: Nursing and Elementary Education**

  Nursing Program—The 2004 Academic Program Review of the Nursing Program was presented by Dr. Beverley Welhan. All required Nursing courses are offered over a 14 week period semester each Fall, Spring, and Summer. This provides students with the opportunity for expeditious progression with the ability to
complete the program in 18 months. Upon completion of the program, graduates are qualified to seek licensure as a Professional Registered Nurse. There are 17 full time faculty, who bring a complement of diverse experiences and perspectives to the students. Ninety-three (93%) percent of the full time faculty maintain an active clinical practice and 60% hold specialty certifications. Part time faculty members have increased to accommodate the growing student enrollment.

The Program is seat limited based upon clinical learning opportunities. Student enrollment has grown from 581 students in 2000-2001 to 1774 in 2003-2004, a 205% increase. Among graduates, who responded to our survey of graduates, one hundred (100%) percent were employed and felt they were well prepared for their new positions.

Mr. Palmer made a motion to continue the Nursing Program with on-going refinements based upon data generated through the implementation of the Nursing Program Systematic Plan for Program Evaluation. Mr. Rotelle seconded the motion and the Board unanimously approved the Academic Program Review for Nursing.

Elementary Education—The 2004 Academic Review of the Elementary Education A.A. was presented by Dr. Aaron Shatzman. Enrollment has grown steadily over the past five years from 109 students in 1999 to 146 in 2004. Forty-two (42%) percent of the education courses are taught by full time faculty. The course work continues to be popular. Student surveys indicate that they are well prepared for future studies.

Mr. Palmer made a motion for the approval of the Academic Program Review of the Elementary Education Program without modifications. Ms. Bramnick seconded the motion and the Board unanimously approved the Elementary Education Program review findings.

Mr. Palmer thanked the staff for their work in making the program reviews a valuable process for the College and the students.

Physical Plant

Mr. Rotelle reported for the Committee.

- Endorsement of Advanced Technology Center (ATC) Design Development Floor Plans

Mr. Rotelle invited Mr. Mulligan to briefly review the plan of each floor of the building that was reviewed by the Committee.

Mr. Mulligan briefed the Board on the layout of each floor and the resources available to students, faculty, and staff.
Mr. Rotelle made a motion for the approval of the ATC Design Development Floor Plans as presented. Mr. Palmer seconded the motion the Board unanimously approved the plans.

- **Request for Fee Adjustment for ATC: STV Architects**

  The Committee recommended approval of additional compensation to STV Architects in the amount of $75,000 to cover the fees associated with the addition of a basement and common spaces not provided for in initial planning. Also, in order for STV to design the connector between the ATC and Parkhouse, they require a fee of $5,000.

  Mr. Rotelle made a motion for the approval of the fee adjustment for the STV Architects. Mr. Palmer seconded the motion and the Board unanimously approved the revised fee.

- **Construction Management Service for the ATC**

  A detailed request for professional services, following AIA guidelines and approved by legal counsel, has been completed and issued by the College. The proposals will focus on the professional qualifications of firms and also include a reference check for those firms who are interviewed. The Physical Plant Committee will interview the recommended finalists at a special meeting on April 13 and will put forth a recommendation to the Full Board.

  This item is for information only.

- **Closure of Underground Fuel Tanks**

  In order for the College to comply with DEP regulations, the College was asked to close the two underground fuel tanks in the area of the Art Barn. The College is currently exploring the purchase and installation of a small above ground tank to be placed behind the Facilities Maintenance Building as a capital item for 2006. In the meantime, College Facilities Maintenance vehicles are being fueled by commercial gas stations.

  This item is for information only.

Mr. Kahn asked about the size of the tank that will be placed above ground and about the necessary provisions required for an above ground tank. Dr. Kovacs noted that the College is working with Whitpain Township and the Fire Marshall to ensure that the tank will be in full compliance with all safety regulations.

Mr. Sharkey noted that the security of the tank should be taken into consideration as the project moves forward.
- **Uniform Crime Reporting for 2004**

The federally required report on campus crime was reviewed by the Committee.

This item is for information only.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Full-time Professional Appointments and Separations February 1, 2005 through February 28, 2005.**

  Full-time Administrative Appointments:

  John Hosey, Student Accounting Supervisor  
  Effective: February 1, 2005

  Full-time Administrative Separations:

  There were none.

  Full-time Faculty Appointments and Separations:

  There were none.

  Mr. Rotelle made a motion for the ratification of the appointments. Mr. Genuardi seconded the motion and the Board unanimously ratified the professional appointment.

  Mr. DiSandro reminded the Board that the Presidential Evaluation form would be distributed shortly for completion. He asked that it be returned promptly for consideration so that the evaluation could be brought to the Full Board in May and an Executive Session could be held in June to finalize the evaluation.

**Legislative**

Mr. Sharkey reminded the Board to review the specifics of House Bill No. 8 that was included in the Board Packet.

**Bids**

- **Asphalt Sealing/Repair Project (Morris Road Parking Lot)**

  The College extended an invitation to bid for the Crack Repair and Surface Preparation, Seal Coating, and Pavement Markings for the Morris Road parking
lot. Seven contractors were solicited for the work and two responded. The scope of the work has changed drastically from the previous year so there is no historical benchmark. It was recommended that the bid be awarded to Asphalt Maintenance Inc. in the amount of $29,280.

Mr. D’Aniello made a motion that the bid be awarded to Asphalt Maintenance Inc. in the amount of $29,280. Mr. Rotelle seconded the motion and the Board unanimously approved that the bid be awarded to Asphalt Maintenance.

Chair’s Report

Mr. Bitner called for an Executive Session to discuss a legal issue.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, April 18, 2005 at 4:00 p.m. in the East House Board Room.

__________________________________________ Andy Cantor
Secretary

Board Minutes, March 21, 2005