The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 19, 2005, at 4:00 p.m. in the East House Conference Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Michael D’Aniello, Treasurer; Andrew Cantor, Secretary; Trudy Mann, Assistant Secretary; Lea Bramnick; Jim Genuardi; Lynne Lechter; Richard Montalbano; Ed Mullin; Joseph Palmer; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Anthony DiSandro, Vice Chairperson; Charles Kahn; John Rotelle

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Ken Kaiser, Vice President for Administration and Finance; John Flynn, Vice President of Academic Affairs, Provost; Dean Foster, Vice President, West Campus Administrative Officer; Anna Hoffman, Coca Cola Scholarship recipient; Anita Lynn, Executive Director, Foundation; Kelly Adams McCane, Coca Cola Scholarship recipient; 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; Steady Moono, Dean of Student Success; Aaron Shatzman, Dean of Social Sciences; Celeste Schwartz, Vice President for Information Technology; Rick Stoudt, Turner Construction; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Evon Walters, Vice President for Student Affairs and Enrollment Management; John Welsh, Photographer

Call to Order

Chairperson Bitner called the meeting to order at 4:05 p.m.

Approval of Minutes

The minutes from June 20, 2005 were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Special Presentation
Mr. Bitner presented Board resolutions to the Coca Cola Scholarship awardees, Anna Hoffman and Kelly Adams McCane. Dr. Stout read the resolutions aloud. Both awardees thanked the Board and the College for the many opportunities afforded them and for their high quality experience at the College.

**Treasurer's Report**

Mr. D'Aniello reported for the Committee.

- **For the One Month Ending July 31, 2005**
  
  There were no unusual transactions and the College is on budget.

Mr. D'Aniello made a motion to approve the Treasurer’s Report for the one month ending July 31, 2005. Mr. Palmer seconded the motion and the Board unanimously approved the Treasurer’s Report.

- **For the Two Months Ending August 31, 2005**
  
  There were no unusual transactions and the College is on budget.

Mr. D'Aniello made a motion to approve the Treasurer’s Report for the two months ending August 31, 2005. Mr. Palmer seconded the motion and the Board unanimously approved the Treasurer’s Report.

**President's Report**

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

- **Middle States**
  
  At its session on June 22, 2005, the Middle States Commission on Higher Education acted to reaffirm the accreditation of Montgomery County Community College through academic year 2014-2015 and to "commend the institution for the quality of its self-study process and for progress to date."

- **Students**
  
  Kwan Morrow placed first in the national competition in public speaking at the National Phi Beta Lambda (PBL) Conference in Orlando, Florida in July. The results were announced before 2,000 PBL members from around the country.

  The College’s 2005 graduating class successfully raised over $2,154 as a class gift to the College. The donated money was collected after each graduate was asked to give $20.05, symbolizing the graduating year of 2005. The class gift will be used to create outdoor student social areas.
- Faculty/Staff Kudos

Theresa A. Savard, Associate Professor and Coordinator of English as a Foreign Language, served as Academic Director of a NATO language academy in Hungary for the sixth consecutive year during the college summer break.

Linda Rehfuss, Instructor of Biotechnology, presented at a day-long conference entitled, Council of Biotechnology Centers: Community College Program. She presented on the topic, Success and Challenges in the 2+2+2 Articulation Model under the session title of Community Colleges Build Bridges to Research and Development and the Biotechnology Workforce in the Delaware Valley. Attendees represented faculty and administration from community colleges all across the United States, as well as some biotechnology professionals. Dr. Rehfuss was also part of a consortium headed by the New Hampshire Technical College System that wrote a National Science Foundation grant proposal. The collaborative project, The Northeast Biomanufacturing Center and Collaborative: Building a Sustainable Infrastructure for Biomanufacturing and Education, was awarded nearly $3 million, the maximum level. Dr. Rehfuss's involvement secured $400,000 to further develop the College's Biotechnology Program.

- Program News

Brook Hunt, Manager, Center for Business & Industry Training, manages the College's participation in the Pennsylvania’s Workforce and Economic Development Network (WEDnetPA) program. His dual functions are to assist companies in securing grant money to defray training costs, and to deliver results-driven custom training. In fiscal year 2004-05, the College obtained $863,000 for 67 Montgomery County based firms, many of who are using the College as their training provider.

- Process Improvements

The College’s entire fleet of copiers has been replaced by 24 new state-of-the-art digital copiers. The outdated Production Center machine has been replaced by three new copiers, providing redundancy, efficiency, and increased functionality. The new devices are secure and support electronic access. The upgrade did not cost the College any additional dollars.

- Facilities

The Department of Education (PDE) conducted a Civil Rights monitoring visit as a follow-up to the College’s approved ADA Compliance Plan. PDE determined that the restrooms on the main floor of the Science Center are in full compliance and meet ADA requirements. They recommended that work should proceed on the remaining restrooms as outlined in the Plan.
- **Events of Note**

The College hosted one of the Philadelphia Orchestra’s Neighborhood Concert series concerts, presented free to residents from surrounding neighborhoods. More than 8,000 people attended the concert which took place behind College Hall on July 11. The Orchestra’s outdoor concert series is sponsored by Wachovia. Thanks go to Susan Adams, the entire facilities team, and the public safety officers for coordinating such a large event.

- **Gifts and Grants**

The College is among six colleges in Montgomery County that have been accepted to receive monies from the State to facilitate PA SWAT (Pennsylvania Students Working Against Tobacco) activities on college campuses. Kudos to Grace Spena, College Nurse, for taking leadership on this important issue, and to Brian Brendlinger, Director of Student Activities, Central Campus, and Jennifer Gronsky, Assistant Director of Student Activities, West Campus, for assisting with the implementation of the program.

The annual Day on the Farm event, sponsored by the Myers’ family in support of their endowed Allan C. Myers Memorial Scholarship, took place on August 28. This year’s contributions from over 350 guests totaled close to $50,000.

Friends of the North Penn Community Health Foundation will donate a gift to the College in the approximate amount of $37,000. The Foundation has also generously offered a gift of $20,000 in support of the Montgomery County Community College Foundation Scholarship Program. The eight scholarship awards, at $2,500 each, will go to students in health care related fields during the 2005-06 academic year. Recently, the College hosted a thank you tea for the women who coordinated the scholarship fund.

PECO/Exelon Energy Company has awarded the College $25,000 for the expansion of the LEAD Institute to the West Campus in summer 2006. Though the LEAD program has always been open to young people in the Pottstown area, the lack of readily available transportation to Blue Bell deterred participation. Thanks to Eric Almonte for his leadership of this program and for his strong proposal writing skills.

- **Other**

The Montgomery County Community College Alumni Hall of Fame will take place on September 30 at the Silo Ballroom at Normandy Farm. Selections of the inductees were made in seven professional categories and they are listed in the Board packet.
The Montgomery County Commissioners have extended the Employer Assisted Housing Program to employees of the College. The program assists employees in purchasing a home in the boroughs of Norristown and Pottstown. Several College employees have already taken advantage of the program.

Dr. Stout brought the Board’s attention to revised print pieces both internal and external. She also reminded the Board of the new season of the Lively Arts Series and some upcoming event dates. Dr. Stout also asked Ms. Adams to present the new print and television awareness campaign to the Board.

**Finance Committee**

Mr. D'Aniello reported for the Committee.

- **Policy on Investment of Funds**

  The Finance Committee has worked with the College’s counsel to explore investment options. The Committee, with counsel, has written an Investment Policy to provide guidelines for investing, which includes dollar thresholds that define investment authority to streamline the approval process as well as the establishment of an internal Investment Committee. The Investment Committee is comprised of the President, the Vice President of Administration and Finance, and the Director of Accounting. A monthly disclosure of the Committee’s actions will be included in the Treasurer’s Report so as to keep the Board informed.

  Mr. D'Aniello made a motion to approve the Investment of Funds Policy. Mr. Cantor seconded the motion and the Board unanimously approved the Policy.

- **Financial Advisor**

  The Finance Committee has reviewed the College’s portfolio and agrees that it would be an appropriate time to hire a financial advisor to assist in updating the College’s current investments for the College’s needs. As the recently approved Investment Policy allows for the hiring of a financial advisor, the Committee has requested that the College develop an RFP soliciting investment advisory services based on the guidelines set forth in the Investment Policy.

  This item was for information only.

- **Insurance Premium Savings**

  The Finance Committee, with CBIZ, reviewed the College’s group insurance coverage. Quotes from thirteen different carriers were solicited. As a result, CBIZ was able to secure a total annual premium savings of over $61,000 at the same level of group coverage.

  This item was for information only.
- **Internal Audit Progress Update**

  The Internal Auditor was asked by the Committee to prioritize the areas of concern that need to be examined. The Auditor has done so based on a weighted scale of risk factors and has established a list of areas to be assessed. The list is included in the Board packet.

  This item was for information only.

- **State Audit Update**

  As of 2005-2006, the College will conduct its own audits, which will be submitted to the State for review. Recent refinements in the Community College Act have adjusted this practice from past years.

  Previous years’ audits are coming to closure as the State completes its review. One issue, in particular, has been raised by the State with regard to whether the Nursing Program can be defined as an advanced technology stipend program. PDE approved the College’s request to define it as such in 2003-04; however PDE later questioned whether FTEs generated through certain Nursing Program general courses should be eligible for this stipend. The College is currently working in cooperation with the lead State auditor to resolve this issue.

  This item was for information only.

- **State Funding Formula**

  Effective for fiscal year 2005-06, the State’s method for allocating funds to community colleges has changed dramatically. The funding formula is no longer tied directly to FTEs enrolled in a particular year. Instead, the funding formula is now comprised of three components: base operating funds; economic development stipend; and growth supplement. Implications for this shift are still being examined by the Pennsylvania Commission for Community College’s President’s Council. Community colleges now have a separate line item in the budget for capital, which was not present previously.

  This item was for information only.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Foundations of Excellence**

  The College is one of ten colleges selected to participate in the second phase of the “Foundations of Excellence in the First College Year” project. The first phase
established nine ideal “dimensions” that are inspirational goals that will lead to a positive experience for first year students. The second phase will draw upon the experience of a broad spectrum of people within the College to develop an action plan to improve the first year experience for students. The end result will be to establish a model to guide two year colleges across the country to better serve first year students. Steady Moono, Dean of Student Success, will lead this project for the College.

This item was for information only.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **Easement with Pottstown Borough for Underpass Walkway**

  The revised easement agreement, including exhibits depicting the area of the easement, has been completed and reviewed and approved by the College and Borough legal counsel. The College is currently awaiting receipt of the final easement agreement.

This item was for information only.

- **Update on Appraisal Process for the Silvi Lease**

  Per the lease agreement, if the third appraisal of the building is within 10 percent of either the College’s or Gary Silvi’s appraisals, then the selling price at the end of year eight of the lease shall be determined by taking the average of the third appraisal and the appraisal within the 10 percent threshold. In this case, the building cost would be $8,800,000 should the College choose to exercise its right to purchase the building.

  Also, Mr. Silvi has requested that the College amend the lease to allow him to gain federal tax credits. The College has currently elected to deny his request given the potential financial downsides for the College related to the amendment.

This item is for information only.

- **Department of Environmental Protection Sewer Moratorium**

  Upon the Department of Environmental Protection’s (DEP) approval of the Joint Sewer Authority’s (JSA) corrective plan addressing issues related to peak volume overflows, the DEP, by law, has 120 days to conduct their review of the College’s sewer planning module. Once the JSA’s corrective plan and the College’s planning module have received DEP approval, the College is first in line to receive its requested allocation for sewer capacity. When that capacity is
released, the College will be eligible for final land development approval and a building permit.

This item is for information only.

- **Request for Land Development Plan Fee Approval STV Incorporated—Art Barn Project**

STV Incorporated has, upon request, submitted a proposal for engineering and surveying services for a land development plan for the Art Barn. STV proposed an hourly rate not to exceed $39,500. STV will invoice the College monthly for actual hours expended and direct costs incurred up to the proposed amount using the rates in the Engineering Services Contract (dated 4/1/04).

Mr. Mullin made a motion to approve STV Land Development Plan fee. Ms. Mann seconded the motion and the Board unanimously approved the proposal.

- **Report on Summer Facilities Improvements**

There is a complete report included in the Board packet.

This item is for information only.

**Personnel Committee**

Mr. Genuardi reported for the Committee.

- **Pre-employment Background Check Policy**

The proposed policy recommends conducting an appropriate pre-employment background check on every new full-time employee, newly appointed adjunct faculty member and certain contract employees. The level of pre-employment background check shall vary based on the four classifications of job duties that are outlined in the policy. The average total cost per search is $45.00. Based on a projection of 100 new hires, the estimated cost to implement this proposed policy is approximately $5,000. The College’s attorneys, Fox Rothschild, have reviewed and endorsed the policy.

Mr. Genuardi made a motion to approve the Pre-employment Background Check Policy. Ms. Bramnick seconded the motion.

Mr. D’Aniello asked if the policy was comparable to other area community college policies. Dr. Stout responded that the College was in line with other community colleges as most others already have a policy in place.

Mr. Montalbano asked if an employment offer would be withheld until the check was complete. Dr. Stout clarified that the check would only be performed on the final
candidates. An employment offer would not be formally extended until the check was complete. The process would only take a few days to complete.

Ms. Lechter expressed support for the policy and commended the College on putting it forth.

Mr. Montalbano expressed concern that the College would have to manage the information gathered in the background report, which may become complex.

Mr. Bitner called for a vote and the Board unanimously approved the Pre-employment Background Check Policy.

- Recommendations for Emeritus Status

The Board of Trustees may grant emeritus status to permanently recognize faculty and professional administrative staff who have served the College in a positive and professional manner over an extended period of time.

The Board policy sets two conditions that must be met before emeritus status may be granted:

1. The person must retire in good standing from a full-time faculty or professional administrative position.
2. The retiree must have a minimum of ten years of full-time professional service.

The nine individuals on the enclosed list meet all the conditions set forth in the Board policy.

Mr. Genuardi made a motion for the Board to grant emeritus status to the list of retirees put forth. Ms. Lechter seconded the motion and the Board unanimous voted to grant emeritus status.

- Full-Time Professional Hires June 1 through August 31, 2005

The complete list of appointments and separations are included in the Board packet.

Mr. Genuardi made a motion for the ratification of the appointments and separations made from June 1, 2005 through August 31, 2005. Ms. Mann seconded the motion and the Board unanimously ratified the professional appointments and separations for all three months.

- Support Staff Contract vs. Non-represented Confidential Staff and Public Safety Officers Resolution and Reconciliation

Mr. Genuardi asked Mr. Kaiser to report on this item.
Since the support staff organized more than twenty years ago, there have been questions regarding how non-represented confidential support staff and Public Safety Officers (PSO) should be governed, if at all, by the support staff collective bargaining agreement. With the recent ratification of the new support staff contract, the College had the opportunity to address and correct the inconsistent treatment of the non-represented confidential support staff and the PSO.

Examples of the changes made include articles from the support staff contract that should reasonably apply to non-represented confidential support staff and PSO were identified and made into College-wide policies, such as Shift Differential and Uniform Allowance. Another example would be that based on the complexity of their duties, salary grade K administrative assistants were reclassified from confidential support staff to administrators. The adjustments made clearly delineate who is represented by the support staff contract.

This item was for information only.

Bids

Mr. Mulligan presented the bids.

- **Gendex Orthoralix 9200 DDE Dental System**

  The current dental X-ray machine is fifteen years old and needs updating. The proposed replacement item is a state-of-the-art, market leading digital X-ray machine. Two bids were received.

  Mr. Mullin made a motion that the bid be awarded to Henry Schein Inc as the lowest responsible bidder in the amount of $33,770.00. Mr. Palmer seconded the motion and the Board unanimously approved the bid.

- **Natural Gas**

  This is a re-bid from June as the awardee refused to honor the parameters of the bid. Counsel reviewed the bid and recommended that the bid be awarded to the next lowest bidder, Amerada Hess, Wyomissing, Pennsylvania.

  Since action had to be taken immediately in order to maintain service at a reasonable price for the College, the Board is being asked to ratify the awarding of the bid to Amerada Hess.

  Ms. Mann made a motion to ratify the bid that was awarded to Amerada Hess, Wyomissing, Pennsylvania, for the adjusted price of $10.762/mcf. Mr. Palmer seconded the motion and the Board unanimously ratified the bid action.

- **ATC Construction**
The College received acceptable bids in all four prime areas of the construction. It was noted that the College is waiting for a building permit before construction can begin and that is dependent on the lifting of the Sewer Moratorium. The College feels that in order to keep the low bidders on board with the project, the bids should be awarded contingent upon the granting of a building permit.

Mr. Davis further clarified that without a building permit the contractors cannot move forward even though the bids will be awarded.

Mr. Mullin made a motion that the general contracting bid be awarded to Boro Developers in the amount of $10,593; the electrical services bid be awarded to Lombardo and Lipe in the amount of $1,738; the plumbing and F.P be awarded to Jay R. Reynolds in the amount of $725,200; and the HVAC services be awarded to Guy Cooper in the amount of $2,256,000. Total construction cost would be $15,312,500. Ms. Bramnick seconded the motion.

Mr. Mullin further clarified that the purpose of approving the bidders even without the building permit is that in the event that the moratorium is lifted and the permit is granted prior to the October meeting, the contractors can be secured and building can commence as originally planned.

Mr. Palmer asked if the new State funding process were delayed, would that affect the College’s ability to move forward with the project. Dr. Stout replied that the College has full funding for the project lined up and the State’s process would not be a factor.

Mr. Montalbano asked if this was the total cost of the project. Dr. Stout responded that this is the total construction cost; however it does not cover equipment, furniture and other like items. It does include the bridge to the Science Center and a covered walkway to Parkhouse Hall. The College believes that the bids are very competitive and would like to hold onto them if possible.

Mr. Bitner called for a vote and the Board unanimously approved the bids.

Chair’s Report

Mr. Bitner commended the College faculty and staff on the work that they do to make the College a successful institution.

Old Business

There was no old business.

New Business
Mr. Palmer noted to the Board that Dr. Stout, as President of the Pennsylvania Commission for Community Colleges has an enormous challenge ahead as the Commission works to implement the new funding formula put forth by the State.

**Adjournment**

The meeting was unanimously adjourned at 5:04 p.m. The next meeting is scheduled for Monday, October 17, 2005 at 4:00 p.m. in the West Campus Community Room.

_________________________________________  Andy Cantor
Secretary

Board Minutes, September 19, 2005