The meeting of the Montgomery County Community College Board of Trustees was held on Monday, January 23, 2006, at 4:00 p.m. in the East House Board Room.

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

Board of Trustees – Absent:
Andrew Cantor, Secretary; Charles Kahn; Lynne Lechter; Richard Montalbano; Dennis Sharkey

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Eric Almonte, Director of Equity and Diversity Initiatives; Leonard Bass, Assistant Dean of Student Success and First Year Initiatives; Jim Cooney, Professor of English; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Ken Kaiser, Vice President for Administration and Finance; Alexis Kissel, Student Representative from the Student Literary Magazine; John Flynn, Vice President of Academic Affairs, Provost; Dean Foster, Vice President, West Campus Administrative Officer; Rhoda McFadden, Professor of History, Faculty Union President; Amanda Mandia, Executive Associate to the President; Steady Moono, Dean of Student Success; George Mulligan, Executive Director of Capital Projects and Support Services; Celeste Schwartz, Vice President for Information Technology; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Ian Trainor, Student Representative from the College Literary Magazine; 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.

Mr. Rotelle made a motion to accept the nomination of the slate of officers as presented in the Board packet.

Chairman—Paul S. (Mike) Bitner
Vice Chairman—Anthony DiSandro
Secretary—Andy Cantor
Assistant Secretary—Trudy Mann
Treasurer—Michael D’Aniello

Mr. Davis called for additional nominations and 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 2006.

Approval of Minutes

The minutes from December 19, 2005 were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Presentation of Student Literary Magazine Resolution

Mr. Bitner and Dr. Stout presented a Board Resolution to James Cooney, Professor of English and Advisor to the Literary Magazine, along with Ian Trainor and Alexis Kissel, two student representatives from the magazine. The resolution recognized the recent award received by the Literary Magazine from the American Scholastic Press Association, First Place with Special Merit, as well as a history of outstanding work.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Six Months Ending December 31, 2005

There were no unusual transactions and the College is on budget. Mr. D’Aniello noted that according to the summary of investments, interest percentages have increased slightly.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the six months ending December 31, 2005. Mr. Smith seconded the motion and the Board unanimously approved the Treasurer’s Report.

President’s Report

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

- Enrollment
The spring semester opened on January 18 and total unduplicated headcount is essentially flat compared to this time last year. Duplicated headcount is up nearly 5 percent at the West Campus. Spring FTEs are up about one percent compared to the same time last year.

- **Students**

  Kelly Collins and Gerry Therrien won iPods as part of the College’s recent contest to name the e-mail icon used in marketing materials that encourage student use of e-mail to gain access to important College news and updates. The winning name is “Mont-E”.

- **Faculty/Staff Kudos**

  James Cooney, Professor of English and Advisor to Collage, the student literary magazine, received notice that the 2004-2005 Student Literary Magazine, *Collage*, won the highest award presented by the American Scholastic Press Association: First Place with Special Merit.

  Cathy Knasiak, Human Resources Systems Manager, and Connie Barnes, Executive Assistant to the Executive Director of Human Resources both attained the Professional in Human Resources certification.

- **Program News**

  The inaugural class of the Home Care Aide program successfully completed the program in December and had 100 percent pass rate on the Home Care Aide National Certification Examination.

- **Gifts and Grants**

  The sports radio station, 610WIP, has made in-kind donation of equipment to the College’s radio station, ‘RFM, including one Pacific Recorders BMX-14 Console, two table-mounted microphone stands, two speakers, and one amplifier. The final pieces of equipment were delivered on January 6 by Ben Hill, WIP Chief Engineer.

  The 2005-2006 Annual Giving Campaign has raised $17,099 with participation from 5.3% of faculty and staff to-date. Additionally, alumni and retiree giving raised $7,665. All totals are greater than the final results of the 2004-2005 campaign.

  The College’s proposal for a grant under the 2006-2007 Fulbright Scholar-in-Residence program has made it through the first level of review and will be sent to the J. William Fulbright Foreign Scholarship Board for review. The next step in this highly competitive process takes three to four months. We have requested a
scholar for the spring 2007 semester from Brazil, Chile or Argentina with expertise in History or Sociology.

- **Events of Note**

The College hosted the fourth annual Career Leadership Parents’ Seminar on Jan. 12, 2006 at the West Campus. At the conference, 200 eighth grade students from area public and private schools had the opportunity to hear from professionals who are working in the careers that students are most interested in learning about.

Approximately 370 students from fourteen area high schools involved in Future Business Leaders of America (FBLA) program spent the day at the Central Campus for the FBLA Regional Leadership Conference on Jan. 10, 2006. Kudos to Eileen Kearney, Assistant Professor of Marketing, and Alice Miller, CAO Associate Professor (retired), for coordinating a successful event.

- **President’s Outreach**

Dr. Stout was the keynote speaker at the kick-off meeting for the planning of the International Spring Festival on January 18, 2006 at the North Penn Administration Building.

The Council of Presidents of the Pennsylvania Commission for Community Colleges met in Hershey on January 12 and 13. Our agenda continues to focus on the four primary areas of Act 46 implementation: audit reform, implementation of the economic development stipend; capital and data. In addition, we fully shaped our budget advocacy strategy for 2006-07, which is included in the Board packet. The Commission’s budget request is included in the packet and asks for a 3.75 percent increase in operational funding and a $9 million increase in the capital funding line. The total request would be an increase of 6.75 percent.

Dr. Stout noted the elevated quality of the budget proposal.

Also of note is a meeting scheduled on January 24 with Donna Cooper, Secretary of Education, to discuss implementation of Act 46. Dr. Stout will be testifying at a hearing in front of the Senate Education Committee about the implementation of Act 46 and how the community colleges are collaborating to make the changes work.

- **Other**

Dr. Stout noted an article in the *Philadelphia Tribune* regarding the art opening on the Central Campus and then West Campus featuring Dane Tilghman.
Dr. Stout reported that at the Whitpain Township Zoning Board meeting, the College’s application for a zoning variance and special exception for the Art Barn was approved.

Mr. Palmer noted how the Commission has advanced over the past year in the quality of the budget request. Dr. Stout noted that the expectations have changed from the State and the Commission has employed a new Director of Communications who has worked to elevate the quality of the Commission’s materials.

Mr. Mullin asked about the collective listing of all 14 community college articulation agreements on the back of the budget proposal and whether the College has pursued agreements with those listed and not currently under an agreement with Montgomery County Community College, specifically.

Dr. Stout responded that it would be valuable to closely review the list to ensure that opportunities were not being missed.

Ms. Bramnick asked about placement for the graduates of the Home Care Aide program and whether the College had relationships to facilitate those students finding jobs. Dr. Stout responded that through the development of the program, the College connected with many organizations in the area seeking employees with their qualifications.

**Finance Committee**

Mr. DiSandro reported for the Committee.

- **2005-2006 Operating Budget Revision**

Due to uncertainty of the level of State support when developing the 2005-2006 operating budget, the College used a conservative funding estimate. Based on the new funding formula, which is no longer linked to FTEs, the State funds allocated to the College in 2005-2006 were more than originally budgeted. This funding will be allocated to support high priority initiatives such as hiring additional full-time faculty and staff to support enrollment growth and to cover unanticipated increases in operating costs resulting from external pressures.

Mr. DiSandro made a motion to approve the allocation of additional State funding to high priority initiatives. Mr. D’Aniello seconded the motion and the Board unanimously approved the operating budget revisions.

Dr. Stout noted that the additional funding should be regarded as restoration of State funding that was not received in 2003-2004 and 2004-2005 when the State was unable to fund all of the FTEs generated by the colleges.
- **Technology Fee Fund Balance**

Due to increased enrollment in 2004-2005, the Technology Fee Fund was not fully utilized. A total of $545,000 were allocated to support unfunded, high-priority initiatives including $455,000 to equip 16 High Street at the West Campus with technology and $90,000 to equip the Student Success Center at the Central Campus.

This item is for information only.

- **Revised Whistleblower Policy**

The policy details the rights and responsibilities of employees reporting activity that they consider illegal or dishonest. The policy also specifies the procedures to be used by the College to investigate and address reported suspicious activity. Counsel has reviewed the draft Whistleblower Policy statement and endorsed it with minor edits.

Mr. DiSandro made a motion to approve the revisions of the Whistle Blower Policy. Ms. Mann seconded the motion.

Mr. Mullin asked where the phone number noted in the policy for filing a complaint was routed to. Mr. DiSandro said it was a password protected voicemail box with restricted access as defined in the policy.

The Board unanimously approved the policy revisions.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Sabbatical Leaves**

The Curriculum Committee reviewed applications for Sabbatical Leaves. The Sabbatical Program is a win-win-win situation for the faculty, the students and the College as faculty take leave to explore new ideas and bring new programs, fresh insights, and renewed energy to their classrooms. Applicants for sabbatical leave include a plan for covering their absence in their application process.

Mr. Palmer made a motion for the approval of the four requests for sabbatical leave for the 2006-2007 academic year. Mr. Smith seconded the motion and the Board unanimously approved the applications for sabbatical leave.

- **Faculty Accomplishments**
Mr. Palmer encouraged the Board to review the list of faculty accomplishments listed in the Board Packet.

This item is for information only.

Mr. Palmer noted that the Curriculum Committee was given a tour of the new Student Success Center. He commended the College and the staff involved in its creation and ongoing function. Mr. Palmer recommended that the full Board take the time to visit the Center to see all of the upgraded services we are now able to offer through the new Center.

Ms. Bramnick added that she, too, was impressed with the physical space and the commitment of the staff within the Center.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **Addendum to 16 High Street Operating Lease Agreement**

  An addendum to the operating lease adjusting the term of the lease has been prepared under the direction of the full Board. The adjustment will allow the landlord to qualify for historic tax credits. The adjustments have been agreed upon and made with review by the College’s Counsel.

  Mr. Mullin made a motion that the Board approve and execute the Addendum to the Operating Lease Agreement. Ms. Mann seconded the motion and the Board unanimously approved the addendum for execution.

- **Memorandum of Purchase Price for 16 High Street**

  A memorandum stipulating the purchase option price has been prepared under the direction of the full Board. Based on Section 17 of the lease agreement, the college has the option to purchase the property at the end of the eighth year of the lease for $8,800,000. This price was determined by taking the average of two appraisals. Counsel reviewed the document to their satisfaction.

  Mr. Mullin made a motion that the Board approve and execute the Memorandum of Purchase Price. Ms. Mann seconded the motion and the Board unanimously approved the memorandum for execution.

- **Norfolk Southern—Phase I Environmental Site Assessment**

  The phase 1 environmental study of the six acre panel of land owned by Norfolk Southern is being performed by Environmental Standards of Valley Forge with the results expected in early February.
This item is for information only.

- **ATC Construction Update**

  A list of project activities is listed in the packet. The 16 month construction timeline remains on schedule.

This item is for information only.

- **Art Barn**

  Dr. Stout previously mentioned the update on the Art Barn variance approval.

  Mr. Davis reminded the Board that there was a neighbor who protested the Art Barn renovations. There is an appeal process for that complaint. Although nothing has materialized to this point, the issue has not been fully resolved to date.

This item is for information only.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Results of Open Enrollment for Medical Insurance**

  Each year during open enrollment, employees have the opportunity to review and to adjust their medical coverage. This year the College offered incentives for employees to irrevocably convert to a lower cost medical plan. A total of nineteen employees elected to convert to the lower cost plan choices, saving the college $45,150 annually. The savings helps the College offset the raising costs of medical premiums.

  The College continues to investigate additional incentives to encourage employees to convert to a lower cost medical plan.

This item is for information only.

- **Executive Director of Human Resources Search Update**

  The College reopened the search for an Executive Director of Human Resources. Approximately 150 resumes have been received. A search committee has been convened to work in cooperation with the Vice President for Administration and Finance to screen the candidates and recommend finalists.

This item is for information only.
- **New Employee Orientation Program**

  A revised new employee orientation program has been developed. It is an all day program incorporating presentations designed to provide new hires with the information necessary to become acclimated to the College’s policies, strategic priorities, and culture.

  The first session was held on November 16\textsuperscript{th} and received a rating of 4.22 on a scale of 5.0.

This item is for information only.

- **Full-Time Faculty Retirements December 1 through December 31, 2005**

  Susan Bass, Psychology Professor  
  Effective: December 31, 2005

  Mr. DiSandro made a motion for the ratification of the faculty retirement made from December 1, 2005 through December 31, 2005. Mr. Rotelle seconded the motion and the Board unanimously ratified the faculty retirement.

**Bids**

Mr. Mulligan presented the bids.

- **Central Campus Air Duct Cleaning Bid**

  This is a periodic maintenance cost for the College. Six bids were received with a large variance in price. The apparent low bidder, Aerotech Filtration, Inc. at $83,000, has been validated through reference checks.

  Mr. Rotelle noted the extreme discrepancies in the bid range from $83,000 to $348,000.

  Dr. Stout asked Mr. Mulligan if he had any insights to the wide range of responses. Mr. Mulligan could not identify any specific reasoning for it.

  Mr. Mullin made a motion to approve awarding the bid to Aerotech Filtration, Inc. in the amount of $83,000. Mr. Palmer seconded the motion and the Board unanimously approved awarding the bid to Aerotech Filtration, Inc.

- **Monument Signage Bid—West Campus**

  The original low bidder for the entire monument signage portion of the earlier bid decided that they could no longer honor their pricing if installing only two monument signs. The College was required to re-bid the two entrance monument signs at the West campus entrances.
Mr. D'Aniello made a motion to award the bid to Intellsign in the amount of $25,900. Mr. DiSandro seconded the motion and the Board unanimously approved the award of the bid to Intellsign.

**Chair's Report**

None

**Old Business**

None

**New Business**

None

**Adjournment**

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Tuesday, February 21, 2005 at 4:00 p.m. in the East House Board Room.

_____________________________  Trudy Mann
Assistant Secretary

Board Minutes, January 23, 2006