The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 21, 2006, at 4:00 p.m. in the East House Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Andrew Cantor, Secretary; Anthony DiSandro, Vice Chairperson; Michael D’Aniello, Treasurer; Lea Bramnick; Jim Genuardi; Charles Kahn; Richard Montalbano; Ed Mullin; John Rotelle; Dennis Sharkey; Thaddeus Smith

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

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; 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; Anita Lynn, Executive Director of the Foundation; Amanda Mandia, Executive Associate to the President; Alana Mauger, Coordinator of Public Relations; Steady Moono, Dean of Student Success; George Mulligan, Executive Director of Capital Projects and Support Services; Aaron Shatzman, Dean of Social Sciences; 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 4:03 p.m.

Approval of Minutes
The minutes from January 23, 2006 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 Seven Months Ending January 31, 2006
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 seven months ending January 31, 2006. 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.

- **Foundations of Excellence**

  The College’s Foundations of Excellence (FoE) Steering Committee hosted a successful and informative site visit by Dr. Randy Swing of the Policy Center for the First Year College Student. The visit included two days of meetings with all constituencies of the College at both campuses. To date, our Steering Committee has developed recommendations around three of the nine dimensions for first year student success: philosophy, organization and culture. Congratulations to Evon Walters, Vice President for Student Affairs, Steady Moono, Dean of Student Success, and members of the College’s Steering Committee for such a successful visit, as well as to the team leaders--- Cindy Fricker, Assistant Director Advising Center, Leon Hill, Director of Institutional Research, and Kathleen Emery, Counselor, Assistant Professor ---for their work on the action plans.

- **Students**

  For the first time, the College will be sponsoring an Alternative Spring Break Program. Eight students will be selected to travel to Pittsboro, North Carolina, this March 12 - 18, to participate in Habitat for Humanity's Collegiate Challenge

- **Program News**

  The Children’s Center recently received the highest designation of four-stars from the Keystone Stars program of the Pennsylvania Department of Public Welfare, Office of Children, Youth and Families, Bureau of Child Day Care Services.

  The Pennsylvania State Board of Nursing approved the College’s request for an expeditious review of the Nursing Program curriculum revision so that the transition for students would be easier and revisions could be reflected in the 2006-2008 Course Catalog.

  On February 2, the College signed an articulation agreement with Cheyney University. This agreement encompasses Core-to-Core Transfer and Dual Admissions opportunities for our students. Additionally, our Honor students can
now transfer directly into their Honors program (Keystone), which is a full scholarship program covering tuition, room and board, and books.

The College has been selected as the first mentoring site of the Convergence Technology Center, funded through a National Science Foundation Advanced Technological Education Centers grant. This effort was led by Pat Rahmlow, Computer Science Assistant Professor, and Alan Evans, Director, Computer Science Program.

- **Gifts and Grants**

  The College has been awarded a grant in the amount of $20,000 from Dance Advance, funded by The Pew Charitable Trusts for the 2006-07 Lively Arts Series. Kudos to Helen Haynes, Director of Cultural Affairs, for her work in securing these funds.

- **Events of Note**

  On February 1, the Art Gallery at the West Campus opened with its first art show reception, featuring the work of a nationally recognized artist, Dane Tilghman. Thanks to the efforts of Holly Cairns, Gallery Director, Susan Adams, Director of Marketing and Communications, Dean Foster, Vice President, West Campus Administrative Officer and many others, the event attracted over 300 people throughout the evening.

  Aaron Shatzman, Dean of Social Sciences, was the Master of Ceremonies at the "Super Quiz" portion of the Academic Decathlon, a national academic competition hosted by the College. There were a total of 75 "high ability" students who competed in this event from eight participating high schools.

  The College presented the play, Hidden Rivers: Stories of Lifelong Learning, created and directed by adjunct professor, Mike Whistler, on February 2 and 3. The work, funded by the Faculty Diversity Grant Initiative, celebrates the journeys of people (student and faculty) that make up the Montgomery County Community College community. Their stories captured the dynamic and diverse energy of the College.

- **President's Outreach**

  I recently had a three day visit to Washington with several Trustee members as part of the annual Association for Community College Trustees (ACCT) National Legislative Seminar. We visited with members of our entire Senate and House delegations urging their support for high priority community college issues.

  With the generosity of adjunct faculty member Gay Seidman and her husband, I hosted a reception at the Seidman’s home on January 26 to thank members of
the Foundation Ball Auction Committee for their assistance in planning our March 25 event.

On January 25, I testified on behalf of the Commission to the Senate Education Committee on the progress the community colleges are making in implementing Act 46. A copy of the testimony has been forwarded to the Trustees under separate cover.

On February 16, the College hosted a brief policy talk and tour for Lynn Swann and Jim Matthews. The College showcased the Dental Hygiene and Engineering and Design Technology facilities.

- Other

Dr. Stout noted that the West Campus 16 High Street Grand Opening Ceremony would be taking place on February 24 at 10:30 a.m. and all were welcome.

Also noted was the Honors Dinner taking place following the Board of Trustees Meeting.

Dr. Stout informed the Board that a letter would be going to several Trustees asking for participation in a private fund raising study where the College is examining the capacity of current private fundraising operations for future planning. Those Trustees will be Mr. Bitner, Mr. D’Aniello, and Mr. Rotelle.

Mr. D’Aniello asked if the College has a system of encouraging students to be active in the community.

Dr. Stout responded that the College offers an abundance of service learning opportunities. All of the College’s clubs are required to have an element of service in their charter in order for them to be recognized as a College supported club. The College has also received a grant from the American Association for Community Colleges (AACC) to host a Service Learning Conference as a pilot for the AACC.

Mr. Kahn asked for clarification on the President’s Report item which discussed the Keystone Innovation Zones (KIZ). Ms. Holloman responded that it is similar to the Keystone Opportunity Zones run by the State with the additional requirement of a partnership with institutes of higher education.

Finance Committee

Mr. Kahn reported for the Committee.

- Engagement of Investment Management
After reviewing the investment advisors’ proposals and considering their presentations, the Committee invited Harleysville National Bank (HNB) and Univest to submit revised proposals for consideration.

HNB’s strategy called for investing a majority of the portfolio in a mix of short-term government agencies, with the remaining balance in CDs with maturities of one to two years. This would position the College to capitalize on emerging opportunities as the market cycle evolves.

Univest proposed a diversified portfolio of government agencies with staggered maturities to create a laddered effect. To reduce the degree of interest rate risk, the majority of funds invested would be held until maturity and concentrated in shorter-term maturities. Guaranteed bank deposits and money market funds would be used to increase the level of diversification and liquidity.

The Committee believes that Univest’s proposed strategy offers the College more flexibility and diversification. Highlights of the proposal are included in the packet.

Mr. Kahn made a motion that the College engage Univest for a one year contract. Mr. D’Aniello seconded the motion.

Mr. Mullin asked for clarification of the fee. Mr. Kahn and Mr. Kaiser clarified that the fee is based on 20 (.20%) annual basis points and is only on the amount of funds actively invested.

The Board unanimously approved Univest as the College’s investment manager.

- Bookstore Management Award Recommendation

The College has had a positive relationship with Follett, the College’s current Bookstore Manager. However, Barnes and Noble has emerged as a leader in the college bookstore market and has additional benefits to offer the College than does Follett. The overall commission package offered by Barnes and Noble is more profitable for the College. Additionally, Barnes and Noble has agreed to a renewable five year contract, an investment of $340,000 to renovate, fixture, and equip the bookstores, an investment of $130,000 to equip and outfit the College bookstores with Barnes and noble technology, $10,000 annually for textbook scholarships, and $2,000 annually to support College-sponsored events and activities. Also, Barnes and Noble has successfully facilitated the transition of three local Follett managed bookstores, including Holy Family, Franklin and Marshall and Ursinus.

The College’s current contract with Follett expires June 30, 2006, but requires a 120 day notification of termination.
Mr. Kahn made a motion for the College to award the bookstore management contract to Barnes and Noble. Mr. D'Aniello seconded the motion.

Mr. Davis noted that upon approval of the contract being awarded to Barnes and Noble, the Board was giving authorization to the College Administration to terminate the contract with Follett in a timely manner.

Mr. Mullin asked for clarification regarding the option to renew the contract with Barnes and Noble. Mr. Kaiser confirmed that the contract was a mutually renewable agreement after five years.

The Board unanimously approved the award of the bookstore management contract to Barnes and Noble.

- **College Response to Auditors’ Management Letter**

  The College responded to all issues raised in the management letter, a copy of which is included in the Board packet.

  This item is for information only.

- **Single Audit Report, June 30, 2005**

  The College is obliged to have the major federal award programs administered by the College audited annually by an external auditor. Programs included in the audit are the Federal Work Study Program, the National Science Foundation, Federal Pell Grant Program, and the Job Training Partnership. The College’s independent auditors, Hege, Kramer, Connell, Murphy and Goldman, P.C., issued an unqualified report.

  Mr. Kahn made a motion to accept the single audit report. Ms. Bramnick seconded the motion and the Board unanimously accepted the report.

**Curriculum Committee**

Ms. Bramnick reported for the Committee.

- **Computer Applications/Office Procedures AAS and Certificate Program**

  The Curriculum Committee reviewed the program advisory committee’s recommended program modifications to the Computer Applications/Office Procedures AAS and Certificate Programs. The recommendations include renaming the program to Office Procedures AAS in order to align it with competing programs, expanding the curricula to reflect a broader scope of skills and providing for a wider scope of employment opportunities. Also recommended was engaging a consultant to conduct a feasibility study to develop a Medical Office Management AAS curriculum in cooperation with
workforce development and continuing education, hiring a consultant to develop the program if appropriate, and hiring the associated staff. It was further recommended that the Certificate program be redesigned to be software intensive. All changes should be reflected in an aggressive marketing program.

Ms. Bramnick made a motion for the approval of the academic program review recommendations for the Computer Applications/Office Procedures AAS and Certificate Program. Mr. Rotelle seconded the motion and the Board unanimously approved the program review recommendations.

- Fire Science AAS and Certificate Program

The Curriculum Committee reviewed the program advisory committee’s recommended program modifications to the Fire Science AAS and Certificate Program. The recommendations include expanding the Director’s position to 12 months, hiring full time faculty to facilitate program expansion to the West Campus, incorporating NFPA Standards into the curriculum, strengthening feedback and assessment mechanisms, and collaborating with Bucks and Delaware County Community Colleges to share information.

Ms. Bramnick made a motion for the approval of the academic program review recommendations for the Fire Science AAS and Certificate program. Mr. Rotelle seconded the motion and the Board unanimously approved the program review recommendations.

- Faculty Accomplishments

Ms. Bramnick encouraged the Board to review the list of faculty accomplishments listed in the Board Packet.

This item is for information only.

Physical Plant

Mr. Mullin reported for the Committee.

- Advanced Technology Center Update

Of note, some rock was found in the excavation site which may lead to unforeseen construction costs and a revision of work schedule. The Committee will keep the Board updated on the situation.

Additional updates are noted in the Board packet.

This item is for information only.

- ATC Construction Management Services
Originally, Mr. Doug Belling of Turner Construction was to be the on-site construction manager for the ATC. Due to unforeseen scheduling conflicts of both parties, the manager has instead been Mr. Christopher Hartnett. Those closely involved in the project are pleased with Mr. Hartnett’s performance and representation of the College. Therefore, the Physical Plant Committee would like to amend the contract with Turner Construction to remove the name of Mr. Belling and to replace it with Mr. Hartnett.

Mr. Davis recommended that the contract be further amended to authorize the Committee to make subsequent needed personnel substitutions noted in the contract.

Mr. Mullin made a motion that the Board approves the current name substitution and to authorize the Physical Plant Committee to make subsequent needed substitutions that may occur due to death, disability or relocation. Mr. Genuardi seconded the motion and the Board unanimously approved the contract amendments.

- Art Barn Update
  The special exception and variance requests were approved by the Township’s Zoning Hearing Board.

  STV is preparing the Land Development Plan in cooperation with Kramer-Marks Architects.

This item is for information only.

- Request for Land Development Plan Fee Increase Approval –ATC

  STV is requesting a fee increase of $34,500 as a result of the Pennsylvania Department of Transportation’s (PA DOT) review of a July highway occupancy permit application submitted on behalf of the College by STV. PA DOT has imposed a number of unforeseen requirements on the project which has expanded the scope of responsibilities for STV’s traffic engineering sub-consultant, McMahon Associates.

  Mr. Mullin made a motion to approve the additional fee request. Mr. Rotelle seconded the motion and the Board unanimously approved the fee increase.

  Dr. Stout noted that College counsel did review the request and concluded that the additional work was outside of the original contract agreement.

- Request for Land Development Plan Fee Increase Approval –Art Barn

  Of the $17,900 additional fee request, $9,750 is for development of a sewer planning module which came about as a result of a sewer moratorium recently imposed by the Department of Environmental Protection (DEP) upon the East Norriton-Plymouth-Whitpain Joint Sewer Authority.
The remaining funds requested are for developing a general permit application to DEP for the bridge crossing of the wetlands ($5,600) and for additional topographic survey work for the inclusion of the circular driveway in the site plan and its tie-in to the Route 202 parking lot ($1,830).

The Committee believes that the funds for the sewer planning module should be granted as its need was an unforeseen occurrence. However, the remaining fee request is being tabled as the Committee is not certain that the scope of the work is outside of the original agreed upon contract. The Committee has requested additional information prior to making a decision.

Mr. Mullin made a motion to award STV an additional $9,750 for the development of the sewer planning module. Mr. Rotelle seconded the motion and the Board unanimously approved the additional fee request in the amount of $9,750.

Mr. Kahn asked if the thirty day period had expired for follow-up action by the one objector to the Art Barn project. Mr. Davis said that the period had expired with no additional action being taken.

Mr. D’Aniello asked how the College can further protect its interests in future contracts involving highly technical and detailed projects such as the ATC and the Art Barn. Mr. Davis responded that either creating an all-inclusive contract or hiring a specialized consultant while creating the contract would prove helpful.

**Personnel Committee**

Mr. Di Sandro reported for the Committee.

- **Medicare Part D**

  Effective January 1, 2006, the Medicare Modernization Act adds outpatient prescription drug coverage to Medicare. For $35 per month, Medicare enrollees can purchase prescription drug insurance through the Federal Government to compliment Medicare parts A and B.

  The goal of Medicare Part D is to make prescription drug insurance available to enrollees not covered by privately sponsored plans as well as to subsidize organizations for providing equivalent coverage by paying them for each eligible retiree that does not enroll in Medicare Part D.

  To be eligible for the subsidy, organizations must prove that their prescription drug insurance is equivalent to the coverage provided by Medicare Part D, and to notify and advise their eligible retirees not to enroll in the government sponsored program.
The results of an actuarial assessment conducted by the Hay Group proved that the prescription drug insurance offered by the College is equivalent or better than the coverage available through Medicare Part D.

There are currently 182 eligible retirees enrolled in the College's prescription drug insurance plan. The Federal Government subsidizes organizations at a rate of $668 for each eligible retiree that does not enroll in Medicare Part D. The potential subsidy available to the College is $121,576, which would be paid on a quarterly basis. The approximate cost of the required annual actuarial assessment is $5,000.

This item is for information only.

- **Full-Time Professional Hires January 1, 2006 through January 31, 2006**

Fourteen appointments were made in January with one being administrative and thirteen being faculty. Of the appointments, nine are replacement hires and five are new positions.

Mr. Di Sandro made a motion for the ratification of all of the appointments made from January 1, 2006 through January 31, 2006. Mr. Smith seconded the motion and the Board unanimously ratified the professional appointments.

**Legislative**

Dr. Stout reported on behalf of the Committee.

An overview of the annual Association for Community College Trustees National Legislative Seminar is included in the Board packet, which includes an overview of the federal issues and the earmark requests made to Senator Santorum, Congresswoman Schwartz, and Congressman Gerlach.

In the area of State funding, the Governor's proposed budget includes an overall increase of 5% in funding for community colleges. It is a good first step, but essentially falls short in meeting the capital needs of the colleges. This is the first time, however, that the Governor has established a capital funding line for the community colleges.

The pressing challenge now is to make sure the community colleges hold onto that increase as other sectors vie for additional funding not originally proposed for them.

In addition, the consequences of ACT 46 are being discussed by the colleges and worked through with the State Senate and House Education Committees.

A legislative breakfast with the College's entire State delegation has been set for April 4 in Harrisburg in Representative Godshall's conference room. All are welcome and details are to come.
Also, additional information pieces are included in the packet.

**Bids**

Mr. Mulligan presented the bids.

- **2006-2008 College Catalog**

  Every two years this project is bid. This year the catalog was bid with two different options.

Mr. Cantor made a motion to approve awarding the bid to Trilogy Graphics in the amount of $43,965. Mr. Di Sandro seconded the motion and the Board unanimously approved awarding the bid to Trilogy Graphics.

- **Graduation Tent and Chair Rental**

  This year, both the size of the tent and number of chairs have been increased to accommodate the growing number of graduates and those attending the ceremony.

Mr. Di Sandro made a motion to award the bid for both the tent and the chairs to The Party Center in the total amount of $20,550. Mr. Cantor seconded the motion.

Mr. Mullin asked for a definition of a marquee and Mr. Mulligan clarified that it was the section of the tent that covers the procession and recession walkway between the building and the main tent area.

The Board unanimously approved the award of the bid to The Party Center.

**Chair’s Report**

Mr. Bitner thanked the Chairs of the Board Committees who served the previous year and noted that the Committee Appointments for 2006 were listed in the packet.

Mr. Bitner reminded the Board of the importance of attendance to the Committee and Full Board meetings.

**Old Business**

None

**New Business**

None

**Adjournment**
The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Monday, March 20, 2006 at 4:00 p.m. in the East House Board Room.

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Andy Cantor
Secretary

Board Minutes, February 21, 2006