The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 18, 2004, at 4:00 p.m. in the West Campus Community Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Michael D’Aniello, Treasurer; Trudy Mann, Assistant Secretary; Andrew Cantor; Charles Kahn; Joseph Palmer; John Rotelle; Dennis Sharkey; Win Smith; Thaddeus Smith

Board of Trustees – Absent:
Lynne Lechter; Jim Genuardi; Lea Bramnick; Ed Mullin

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Marc Davis, College Solicitor; John Flynn, Vice President for Academic Affairs and Provost; Dean Foster, Dean of the West Campus; Tom Goldkamp, Principal, Hege Kramer Connell Murphy and Goldkamp, P.C.; Steve Kovacs, Vice President for Administration and Finance; Rhoda McFadden, History Professor, President of the Faculty Union; Amanda Mandia, Executive Associate to the President; Michael Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; George Mulligan, Executive Director for Capital Projects and Support Services; Deborah Rogers, Office Manager for the President; Bill Rosenbaum, Network Engineer; Celeste Schwartz, Vice President for Information Technology; Rich Snyder, Managing Director, Hege Kramer Connell Murphy an Goldkamp, P.C.; 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 September 20, 2004 minutes were unanimously approved with one correction. On page six of the September minutes, the number of square feet in the second phase of the Operating Lease Agreement should read, 25,426, not 52,202.

Introduction of Guests
Ms. Schwartz introduced the guests in attendance.

Treasurer’s Report
  - September 30, 2004
Mr. D’Aniello reported there were no unusual transactions for the month ending September 30, 2004 and that the College is on budget. Mr. D’Aniello noted that revenues in the first quarter of the fiscal year typically exceed expenditures because expenditures are incurred evenly throughout the fiscal year.

Mr. D’Aniello also brought to the attention of the Board the addition of the Treasurer’s Topic of the Month to the Treasurer’s Report. This month’s topic discussed the definition and practice with regard to designated fund balances.

On motion by Mr. D’Aniello and seconded by Mr. DiSandro, the Treasurer’s Report for the month ending September 30, 2004 was unanimously approved.

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

- **Accreditation**

  Dr. Stout thanked the Board in advance for their participation in a breakfast meeting with Dr. Sean Fanelli, the head of the Middle States Visiting Team, which will occur on October 22.

- **Students**

  On September 10, the Central Campus held its symbolic remembrance for the victims of September 11. The program involved John Ingram, President of the Student Government Association, Christopher Braunstein the president of Phi Theta Kappa, and the College choir.

  Community Day was a successful event, with more than 3,500 members of the community attending. Also, the Physical Education students sponsored an American Heart Association Heart Walk in association with the Central Campus’s Community Day event. The Walk raised over $1,000.

  On October 8 and 9 close to 40 student leaders from both campuses participated in the annual Student Leadership Retreat at the Freedom Foundation in Valley Forge.

  Amy Vandeslice, a 2004 graduate who transferred to Rowan University to study engineering, was a regional winner in a recent competition for her project, “Design and Fabrication of Three-Dimensional Structures in In-Vitro Bone Cell Study.” Her project topped projects of students from Cornell, University of Maryland and Alfred University.

  On October 13 the Foundation sponsored the first unveiling of a student-produced piece of art, which was a faux bronze, bas relief commemorating the 200th Anniversary of the Lewis and Clark Expedition. The sculpture was a gift from the 2004 Spring Semester Sculpture Class of Senior Lecturer, Fred Kreitchet, and will be on permanent display in the Student/Faculty Lobby Gallery of the new Art Barn. A twin to the one unveiled on the 13th will be unveiled later at West Campus in Pottstown.
- **Faculty/Staff Kudos**

Theresa Savard, Associate Professor of English as a Second Language, recently served as Academic Director of a NATO Language Academy in Borovets, Bulgaria. This international language academy is part of the Confederation of Interallied Officers of the Reserve. The program teaches English and French as the two official NATO languages to reserve officers of the new democracies of Eastern and Central Europe. Savard is the founding Academic Director of the Academy, which first opened in 2000 at the Czech Military Academy.

Tony Davis, Counselor/Instructor, has received the NAACP’s Youth Service Award for 2004. This community award recognizes his efforts in working with the youth of the community in areas that include academic support and mentoring.

Celeste Schwartz, Vice President for Information Technology, has been appointed for a one year term to the Institute for Community College Development Advisory Board. She has also been appointed to the Ad Astra Client Advisory Board where she will serve a term of one year.

- **Program News**

The Surgical Technology Program recently received accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Congratulations to the faculty and staff who helped to secure the accreditation.

For the second year, the College is offering Spanish classes for all elementary school students in the Spring Ford School District. New this year, the College is adding advanced Spanish classes in addition to basic elementary Spanish classes, designed for students in grades 2-6 who participated in last year’s program.

- **Process Improvements**

The Human Resources department has organized and implemented the College’s first ever orientation program for new administrators. The four part program offered new administrators a glimpse of planning, policy and organizational issues facing the College and their respective areas.

- **Events of Note**

The West Campus will hold a Fall Open House on Sunday, November 7. The Central Campus will hold one on October 30.

The Ninth Annual Writers’ Club Conference will be held on November 5-6, in the Science Center Theater featuring noted author John Updike.
The College’s 10th Annual Technology and Learning Conference was held on Friday, October 8 attracting more than 275 attendees from schools, colleges and universities from across the Mid-Atlantic states.

- **Grants/Gifts**

  On September 17, the College’s Foundation launched its first ever employee annual giving drive. The drive gives employees an opportunity to support Foundation programs of their choice through payroll deduction or an annual gift. As the Foundation prepares to launch a major gifts program, it is important that the College demonstrates that it has strong support for private giving from the Trustees, the Foundation Board, and employees. In the first week of the drive, more than $10,000 was pledged from employees.

  The Foundation’s fifth annual golf outing at Commonwealth Country Club raised $22,500 for scholarships and Foundation programs.

  The College has received a gift from the Datatel Scholars Foundation for $2,500 to fund a pilot training academy for on-line instructors. The Academy will be a 20 hour, week-long session offered next summer.

  The College’s New Choices/New Options program received additional grant funding from the Commonwealth for 2004-2005 securing $206,760. The additional dollars allow the College to expand career and job placement services and also assists the College in reaching Bucks County residents not served via a New Choice/New Options program.

- **President’s Outreach**

  I have been appointed to a three year term on the American Association for Community Colleges Commission on Communications and Marketing.

  On October 8, I presented a leadership workshop for student leaders as part of the annual student leadership retreat.

  On September 22, I spoke about national and local community colleges issues as part of President Bush’s education summit.

- **Other**

  Dr. Stout made the Board aware a of student concern that an unauthorized group was on campus surveying students on the topic of legalizing marijuana for medical applications. The survey required the students to release their social security information. The students were concerned that the survey was fraudulent and may have led to a change in their
political party registration. The alleged group did not have College approval to be on campus.

Dr. Stout asked Ms. Susan Adams to show the Board two clips of the College in the news: the first from Channel 6 on voter registration, and the second also from Channel 6, on the West Campus expansion.

**Finance Committee**

Mr. Kahn reported for the committee.

- **2003 – 2004 Audit Action**

Mr. Kahn introduced the independent auditors, Mr. Goldkamp and Mr. Snyder from Hege Kramer Connell Murphy and Goldkamp, P.C., who presented their findings. The auditors issued a report, which was unqualified, as well as a management letter. Both were presented to the Finance Committee in detail. Mr. Snyder reviewed the highlights of the report with the full Board. Net assets increased by $2.8 million in 2004 to $49 million. Revenue from tuition and fees increased approximately $2.3 million to $21.6 million, which is a 12 percent increase over the prior year. The change is primarily attributed to an increase in enrollment and an increase in the rate per credit hour. Total liabilities decreased from $26.3 million in 2003 to $25.2 million in 2004. Operating expenses totaled approximately $58 million, which is a $5.2 million increase over the prior year.

Mr. Snyder reviewed the highlights of the Management Letter. The letter addressed capital lease obligations, encumbrances, registration, monitoring of fixed assets, the benefits of having an internal auditor, and new accounting pronouncement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. Mr. Kahn asked Mr. Snyder to explain the change in the State policy with regard to leases. Mr. Snyder clarified that the State now endorses projects instead of approving with funding. If funds are not allocated to an endorsed lease by the end of the fiscal year, funding will not be retroactively allocated to the project. The letter also noted the new auditing standards, which require auditors to state whether the financial statements are free of material misstatements, whether caused by error or fraud. Mr. Snyder reported that this was discussed at length with the Finance Committee.

Mr. Kahn noted that the College does have an internal auditor position and inquired to whether an independent auditor could also assist in internal reviews. Mr. Snyder clarified that an independent auditor can conduct some internal reviews and offer recommendations for improvement, but it cannot make management decisions.

Dr. Stout noted that the Finance Committee has asked Hege Kramer to provide a proposal for providing some internal review services.
Mr. Palmer asked whether the College has the appropriate human resources to effectively perform internal audits. Dr. Stout responded that the resources were not presently in place and that that issue was a key part of the discussion about how to ensure an internal auditor could perform a deep and appropriate review of the College’s functions.

Dr. Stout also noted that the Finance Committee would present to the full Board the proposal from the independent auditors on how to implement the function appropriately in early 2005.

Mr. Kahn made a motion to accept the audit report and the management letter presented by Hege Kramer Connell Murphy and Goldkamp, P.C. Mr. Rotelle seconded the motion and the report and letter were unanimously approved by the Board.

- **Fund Designations for 03-04**

  Mr. Kahn noted that definitions of each fund designation and the proposed designation amount was included in the Board packet.

Mr. Kahn made a motion to approve the recommended transfer of funds and their designations. Mr. T. Smith seconded the motion and the Board unanimously approved the recommendations.

**Curriculum Committee**

Mr. W. Smith reported for the committee.

- **Sabbatical Summaries**

  Roseanne Hofmann, Ed.D., Professor of Mathematics, used her spring 2004 sabbatical to research and investigate the latest multimedia and technology used in teaching mathematics.

  Joseph Speakman, Ph.D., Professor of History and Political Science, used his spring 2004 sabbatical to research and write a history of the Civilian Conservation Corps.

  Christopher Herendza, Ph.D., Associate Professor of Biology, used his academic year 2003-2004 sabbatical to complete two projects. He developed several multimedia presentations for the course Concepts of Biology. He also developed and submitted an NSF grant to incorporate computers and bioinformatics into the biology majors’ courses at the College. The grant was awarded with a total budget of $98,277.

  Richard Greenwood, M.A., Professor of English, and Joan McClintock, M.Ed., Professor of Dental Hygiene, used their fall 2003 sabbatical to visit 11 community colleges and 17 different sites where they met with over 100 educators. The goal of their research was to take a multidisciplinary approach and investigate how technology is being adapted into the teaching learning process.
This is an information item and requires no action.

- **New Courses**

  Advanced Creative Writing, ENG 266, will enable students to further develop their writing skills as well as give them the chance to write for markets and learn the mechanisms through which they may submit their works for publication.

This is an information item and requires no action.

- **State Advisory Committee on Part-Time Faculty**

  A group of state legislators studying the use of part-time faculty on college campuses have issued an Executive Summary of recommendations on such use. The College has already begun to implement some of the recommendations that are less costly and that make good academic sense.

This is an information item and requires no action.

- **Placement Test Waiver**

  In response to a request from the College’s Process Mapping working group, the Curriculum Committee formed a sub-committee to study whether the College should waive Accuplacer placement tests for applicants who have scored at specific cut-off levels on SAT tests. The committee reviewed data for new fall 2002 students who had both SAT and Accuplacer scores to determine at what SAT scores student would be very likely to score above the Accuplacer cut-off scores for Math, English, and Reading. It is recommended that students scoring a 550 or higher on the MATH SAT can enroll in MAT 115 or lower without taking the Accuplacer placement test. Students scoring a 500 or higher Verbal SAT score are exempt and waived from taking the Accuplacer Reading placement test and no Reading course is recommended. There is no recommendation for English at this time, due to upcoming changes in the Verbal SAT.

  Mr. W. Smith made a motion to approve the recommended placement test waivers. Ms. Mann seconded the motion and it was unanimously approved by the Board.

**Personnel Committee**

Mr. DiSandro reported for the committee.

- **Full Time Professional Hires September 1, 2004 through September 30, 2004**

  There were two full-time administrative appointments.

    - **Administrative**
George Mulligan, Executive Director of Capital Project and Support Services  
Effective: September 13, 2004

Edward Burgoyne, Director of College Services  
Effective: September 27, 2004

- Separations
  - Administrative
    - Tracy Ransom, Director of Customer Services, Continuing Education  
      Voluntary Resignation  
      Effective: September 28, 2004

On motion by Mr. DiSandro and seconded by Mr. Palmer, the recommendation to ratify the administrative appointments and separations was unanimously approved by the Board.

Legislative

Mr. Sharkey reported for the committee.

The Committee will move forward with scheduling legislative visits at the start of the new year to discuss funding and to update the delegation on College needs and activities.

Mr. Sharkey invited Mr. Palmer to update the Board on the newly configured community college trustees committee that is working with the Commission and the Presidents on state advocacy. Mr. Palmer commented that in a recent meeting of the committee, capital and operating needs were identified as key issues and that a meeting with the trustees and the governor’s office has been arranged for October 19. The trustees committee identified the importance of an organized effort by the community colleges to relay their needs and their message.

Dr. Stout identified two strategic issues important to the community colleges. First, the delegation meetings will focus on getting the community college legislative package passed for 2004-2005. Second, prior to November 30, their may be an opportunity to get a full package passed that would include restored funding for operating costs, some level of capital commitment from the State to fund projects they have endorsed and for future projects, and to secure a Community College Board that would assist in the audit procedures. There is a draft package ready to go.

Mr. Palmer and Dr. Stout reminded the Board that the most important issue to Montgomery County Community Colleges is capital funding.

Chair’s Report

Mr. Bitner recommended that the Board read Dr. Stout’s prepared comments on community colleges that was attached to the Board packet.
**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 5:05 p.m. The next meeting is scheduled for Monday, November 15, 2004 at 4:00 p.m. in the East House Board Room.

_____________________________________   Andy Cantor
Secretary

Board Minutes, October 18, 2004