The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 17, 2005, at 4:00 p.m. in the West Campus Community Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Andrew Cantor, Secretary; Trudy Mann, Assistant Secretary; Lea Bramnick; Charles Kahn; Lynne Lechter; Richard Montalbano; Ed Mullin; Joseph Palmer; John Rotelle; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Anthony DiSandro, Vice Chairperson; Michael D'Aniello, Treasurer; Jim Genuardi

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Eric Almonte, Director of Equity and Diversity Initiatives; Tom Goldkamp, Hege Kramer Connell Murphy and Goldkamp, P.C.; 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, Foundation; 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; Steady Moono, Dean of Student Success; Harry Nadeau, Associate Dean of Student Affairs and Enrollment Management, West Campus; Rob Olszewski, Hege Kramer Connell Murphy and Goldkamp, P.C.; Deborah Rogers, Office Manager to the President, Katherine 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 4:05 p.m.

Approval of Minutes

The minutes from September 19, 2005 were unanimously approved.

Introduction of Guests

Ms. Adams introduced the guests in attendance.
**President’s Report**

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

- **Students**
  
  Fifty-one West Campus students, a record number, were inducted into the College’s Phi Theta Kappa Chapter on Friday, October 7.

- **Enrollment**
  
  Fall credit enrollment FTE enrollment increased nearly 2 percent compared to last year at the same time. Neighboring colleges—Bucks, Delaware and Community College of Philadelphia—are reporting declines in credit enrollment. Our Enrollment Council is taking a pro-active position and is working to ensure that we are reaching out to continue to build enrollment in areas of critical need.

- **Faculty/Staff Kudos**
  
  Larry Arrington, Director of the Learning Assistance Lab, will serve as the keynote speaker at the Pennsylvania Association of Developmental Educators Southeastern Regional Conference on November 8.

  Helen Haynes, Director of Cultural Affairs, was invited to present the workshop, "Fundamentals of Audience Development," for the National Arts Leadership Institute at the Performing Arts Exchange in Memphis, Tennessee. She received the highest evaluation scores of all the workshops presented at this year's conference.

- **Program News**
  
  The College and Norristown High School have finalized a dual enrollment agreement that allows for Norristown students to get college credit for three of their high school classes. The classes include American Systems, Statistics and Calculus. While the College has dual enrollment agreements with other high schools in the county, Norristown is the first where the College grants credits for courses taught by approved high school faculty at the high school site.

- **Facilities**
  
  As part of the Community Day activities on October 1, Jerry Coleman, Assistant Professor of Biology, along with over fifty volunteers planted more than 160 grant funded trees of 24 native species located between the Morris Road and Cathcart parking lots. This planting was part of a continuing effort to restore and maintain the unique natural beauty the Central Campus enjoys. A special thank you to Phil Capinski, Grounds Supervisor; Charlie Scandone, Director of Facilities
Management; and Tom Mellon, Director of Grant Development for coordinating the grant funds and supporting the tree planting efforts.

- Events of Note

Community Day 2005 was a hit with more than 3,000 visitors coming to the Central Campus on October 1. Two new academic ventures, the "academic row" and "passport" concepts, were integrated into the day’s events. The College's technological savvy also was on display with a wireless computer tent including an on-going video presentation of the College. Special kudos to Brian Brendlinger, Director of Student Activities, and the Community Day Team for their work in planning and continuously improving the event.

The College hosted a Trans-Pacific dance collaboration on September 16 using Internet2 to connect an audience of dance critics and technologists in Tokyo with the Leni-Basso and Group Motion dance companies as they rehearsed at the College. There was a live discussion and interactive exchange with a group of interested people in Tokyo. It was a wonderful opportunity for performers, critics, and lovers of dance to be involved in an interactive and intercultural experience that took advantage of advanced internet technology in a new way as an educational and informational tool. Kudos to Helen Haynes, Director of Cultural Affairs, for initiating the project and Michael Knight, Network Engineer, for playing out the extremely high-tech end of the collaboration.

The College’s 11th annual Technology Conference held on October 7 attracted 35 different presentations, 10 percent more than last year, including eight hands-on sessions. Topics included Virtual Reality programs, Internet 2, and Podcasting in education. The number of presenters from outside the College also grew with an increase of 14 percent over last year. More than 200 people attended the conference.

On October 9, the Central Campus hosted the 2005 American Kennel Club licensed All-Terrier Dog Show sponsored by the Montgomery County Kennel Club, Inc. The event included 2,500 exhibitors and attracted over 600 spectators. Annually, this event brings up to $3 million to the local economy.

- Community Outreach

On September 24, more than 2,000 walkers and 500 volunteers camped overnight at the Central Campus as part of the 2005 Philadelphia Breast Cancer 3-Day (walk). The event raised over $6 million dollars in the fight against breast cancer.

The College has raised over $6,000 for the American Red Cross Hurricane Relief Fund. The money has been raised through faculty and staff donations as well as student club fund raisers by the Central Campus Dental Hygiene Club, the
H.O.L.A (Hispanics of Latin America) Club, and West Campus’s Doug’s Corner Club. Kudos to Grace Spena, College Nurse, for coordinating the effort.

- **Gifts and Grants**

Thanks to Senator Rob Wonderling, the College was awarded a Department of Community and Economic Development grant of $50,000 to support our Advanced Technology Initiative. Jason Wertz, Instructor of Computer Science, and Alan Evans, Director of Computer Science, helped to write the proposal to develop a Cluster Computing facility and academic experience at the College.

Thanks to Representative Mike Gerber, the College was awarded a Department of Community and Economic Development grant of $5,000 to support our Advanced Technology Initiative. Wayne Brew, Sam Wallace and Bill Brownlowe helped shape our grant application for geographic information system funding.

- **Other**

The Sixth Annual Montgomery County Community College Foundation Fall Golf Outing was held on Monday, October 10 at Commonwealth National Golf Club. In addition to the CBIZ and Commerce Bank sponsorships of the Dinner and Cocktail Reception, we secured corporate participation from Janney Montgomery Scott, The Lowa Group, PNC Bank, Harleysville National Bank, Fox Rothschild, Follett, Univest, Clean Rental Inc., Abington Memorial Hospital and Hege Kramer.

The annual Scholarship Recognition Event, honoring the recipients of Foundation scholarships and the contributing donors is scheduled for November 9 at 7 pm in the Science Center Auditorium on the Central Campus. The event has traditionally been held as a luncheon at the William Penn Inn but has, as of last year, outgrown the facility. The tradition and spirit of the event will remain constant from previous years.

In recognition of a generous gift of sixteen Leon Sitarchuk sculptures from the Sitarchuk family, the College is hosting an unveiling and reception October 25, beginning at 4:30 pm. The event will honor the gift to the College from the artist’s family and the creation of a sculpture garden at the College. The garden will also include two additional Sitarchuk sculptures donated to the College from the Maguire family for a total of eighteen sculptures. Mr. Sitarchuk was a nationally-recognized artist who worked locally in Cheltenham, Mt. Airy and North Wales.

- **Commission Update**

The annual All-Trustee Assembly was held on September 22 and 23 at the Radisson Hotel in Camp Hill. The event attracted more than 50 Trustees and the Presidents of the 14 community colleges. Trustees Palmer and Kahn
represented Montgomery County Community College. Dr. Stout invited Trustee Palmer to offer an overview of the Assembly’s highlights.

Mr. Palmer noted that the involvement of the Trustees is impressive as are the accomplishments of the Commission. He also remarked on the important role that Dr. Stout is playing as leader of the President’s Council. The notable actions of the Assembly included the development of and agreement upon the 06-07 State budget request of an increase of 6.75% in total funding with an increase in operating support of 3.75% and an additional $9 million for capital funding. Secondly, the Assembly reviewed the components of the new funding formula and progress to-date in implementing the new law in areas of audit reform, capital funding, operating funding and data collection. Third, the formation of a Council of Trustees was adopted. Additionally, the Assembly reviewed the accomplishments of 2004-2005 and the goals for 2005-2006.

Dr. Stout noted that the mission of the Trustees Council along with the organizational structure of the Commission is included in the Board packet. Also, Bucks County Community College will host the Regional Meeting of the Trustees on November 17.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Independent Audit for 2004-2005**

  The College’s independent auditors, Hege Kramer Connell Murphy and Goldkamp, P.C., completed the 2004-05 audit and issued an unqualified report. Mr. Kahn noted that the report was included in the Board packet.

  Mr. Goldkamp reported on the financial statements. He noted an unqualified opinion was issued and highlighted items from the report. Items of note included an increase in revenue from tuition and fees of approximately 10 percent over the prior year and FTE’s were also up approximately 4.2 percent. Also of note was the bond issue of $19,015,000 with a maturity date of May 1, 2025. Additionally, the College received an overall funding increase of 7 percent from the State and County over 2004. Mr. Goldkamp also commented that the auditors reviewed the report and the management letter in detail with the Finance Committee. The management letter was included in the packet.

  Mr. Mullin made a motion to accept the 2004-05 audit report from Hege Kramer Connell Murphy and Goldkamp, P.C. Ms. Bramnick seconded the motion and the report was unanimously accepted by the Board.

  - **Fund Designations**

    At the end of each fiscal year the Board designates or transfers any increases in net assets within or between funds to ensure the efficient operation of the
Mr. Kahn noted the itemized fund chart and the recommendations were included in the packet.

Mr. Kahn made a motion for the approval of the fund designations as presented in the packet. Mr. Palmer seconded the motion and the Board unanimously approved the fund designations.

- **RFP for Bookstore Operations**

  The Finance Committee has endorsed the issuance of a RFP for Bookstore Operations. Dr. Stout noted that the current contract expires June 30, 2006.

This item is for information only.

**Legislative Committee**

Mr. Sharkey reported for the Committee.

- **Quarterly Public Affairs Management (PAM) Update**

  The Committee met with PAM to review progress on several requested earmarks. PAM reported that the earmarks had full support of our legislators; however budgeting may be impacted as federal funds are diverted to support hurricane relief.

  PAM will help the College schedule the annual legislative breakfast in the spring. They also were requested to generate State support for the College's Federal Community Based Job Training Grant submission, the funding for which may also be effected by needed hurricane relief funds.

  Mr. Palmer asked whether PAM's work has been successful in either garnering support or funds for the College on the State level. Dr. Stout responded that they have been successfully working to identify additional State dollars for the College outside of the traditional funding sources for community colleges.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **Lease Term Amendment**

  After careful consideration at the September 2005 Board of Trustees meeting, it was decided that amending the lease agreement to change the methodology to calculate the purchase price exposed the College to undue financial risk. Upon learning of the College’s decision, the Landlord countered with a second request to amend the lease agreement to reduce the lease term which enables the Landlord to continue pursuing historic tax credits. The initial term of the lease is
ten years. The College has the option to renew the term of the lease for up to two additional five year terms. Granting the Landlord’s request will reduce the second renewal option from five years to four years and 9 months.

The College’s counsel, Fox Rothschild, has reviewed the Landlord’s request to amend the term of the lease. Counsel has indicated that this request is reasonable, and considering the fact that the College has the option to purchase the property after year eight of the lease, should not have any material affect.

Mr. Mullin made a motion to approve the amended lease agreement. Ms. Mann seconded the motion.

Mr. Montalbano asked for confirmation that the only change in the lease was the renewal structure. Dr. Stout and Mr. Mullin assured Mr. Montalbano that no further changes were made.

The Board unanimously approved the proposal.

**Treasurer’s Report**

Mr. Mandrachia reported for the Committee.

- **For the Three Months Ending September 30, 2005**
  
  There were no unusual transactions and the College is on budget.

  Mr. Mandrachia noted that the topic of the month was the Campus Store Section on the Auxiliary Enterprises Statement.

Mr. Mullin made a motion to approve the Treasurer’s Report for the three months ending September 30, 2005. Ms. Mann seconded the motion and the Board unanimously approved the Treasurer’s Report.

**Personnel Committee**

Dr. Stout reported for the Committee.

- **Full-Time Professional Hires September 1 through September 30, 2005**
  
  Dilek Arig, Director of International and ESL Student Support Services
  Effective: September 12, 2005

- **Full-Time Administrative Separations**
  
  Vincent Farina, Internet Applications/Developer/Programmer
  Effective: September 30, 2005
Laurie Chesley, Dean of Humanities  
Effective: September 16, 2005

Mr. Palmer made a motion for the ratification of the appointments and separations made from September 1, 2005 through September 30, 2005. Mr. Cantor seconded the motion and the Board unanimously ratified the professional appointments and separations.

**Chair’s Report**

Mr. Bitner reminded the Board that a tour of the renovated Vaughn Knitting Mill was taking place immediately after the Board Meeting.

**Old Business**

Mr. Davis noted that the bids for the ATC were being awarded per the Board's September action.

**New Business**

Dr. Stout noted that there would be a groundbreaking ceremony on November 18 for the Advanced Technology Center.

**Adjournment**

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

__________________________________________  Andy Cantor  
Secretary

Board Minutes, October 17, 2005