The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 19, 2005, 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; Andrew Cantor, Secretary; Trudy Mann, Assistant Secretary; Lea Bramnick; Jim Genuardi; Charles Kahn; Lynne Lechter; Richard Montalbano; Ed Mullin; Joseph Palmer; John Rotelle; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
None

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; Vicki Bastecki-Perez, Dean of Health and Physical Education; 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; Amanda Mandia, Executive Associate to the President; Alana Mauger, Coordinator of Media and Public Relations; 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; Evon Walters, Vice President for Student Affairs and Enrollment Management; Beverly Welhan, Director of Nursing

Call to Order
Chairperson Bitner called the meeting to order at 4:03 p.m.

Approval of Minutes
The minutes from November 21, 2005 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 Five Months Ending November 30, 2005

There were no unusual transactions and the College is on budget. Mr. D'Aniello noted that the final payment on the 1994 bond series was made.

Mr. D'Aniello made a motion to approve the Treasurer’s Report for the five months ending November 30, 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

Total unduplicated headcount is down slightly compared to this time last year. Duplicated headcount is down less then 1 percent at both campuses while distance learning is up 12.95 percent compared to last year. Newly enrolled students at Central are up 14.36 percent and are up 9.84 percent at West for the spring 2006 semester compared to spring 2005.

- Faculty/Staff Kudos

The College’s recently redesigned welcome kit titled, "Think Success", which is given to incoming students, won the CASE (Council for the Advancement and Support of Education) Gold Award in the Leadership Awards in Communications category. Kudos to Susan Adams, Director of Marketing and Communications, Jennifer Azzarano, Publications Coordinator, and Evon Walters, Vice President for Student Affairs, who collaborated on the content and design of the piece.

The College’s recently released "Mom" TV commercial, developed by the Communications Group, Inc in collaboration with the College’s Marketing and Communications Department, won a Silver Davey Award. The Davey's are international awards for smaller agencies sponsored by the International Academy of the Visual Arts, Ad Week Magazine and Fortune Magazine Small Business.

Congratulations to all who made the opening of the Student Success Center on December 13, a success. The Center co-locates advising and counseling in College Hall.

- Program News

The College and Gwynedd-Mercy College signed an agreement on December 12 that provides housing for up to eight Montgomery County Community College international students at their Treweryn House.
- **Events of Note**

  The College successfully hosted its annual High School Guidance Counselor Program at the William Penn Inn on November 30. This year's record attendance included representation from 20 of the 23 Montgomery County public high schools. This formal program is designed to re-introduce the college to our high school partners, in addition to getting input from them on how we can collectively enhance our existing relationship and partnership opportunities.

  The Annual Service Recognition Ceremony was held on December 1 at the Central Campus and recognized 71 of our faculty, administrators and staff for their over 1,065 total years of full-time and part-time service.

- **Gifts and Grants**

  The College was awarded a $5,000 grant from the Wachovia Foundation for the Young Arts Explorers program. Kudos go to Helen Haynes, Director of Cultural Affairs and Kathrine Swanson, Associate to the President for crafting a successful proposal. A check presentation will take place on January 27 at the children's performance of "The Monkey King" by the Philadelphia Chinese Opera.

  Harleysville National Bank will again support the Women's Entrepreneur program at the College with a $12,500 grant for the spring, 2006 semester. Thanks go to Deb Takes, President and CEO of Harleysville National Bank, for her commitment to women in business and to Suzanne Holloman, Dean of Workforce Development and Continuing Education. This will be the third cohort for this program.

  The College recently submitted the grant proposal, “Geoscience Education for the Schuylkill Riverfront Academic and Heritage Center,” to the National Science Foundation - Geoscience Education.

  The College received a grant of $5,020 to continue work on two existing storm water retention basins and an 800 foot drainage channel transecting them both through use of native vegetation and a barrier upstream of outfall for longer detention of water from Pennsylvania's Growing Greener program.

- **President’s Outreach**

  On December 10, I was honored to deliver the Commencement address at Albright College to honor graduates of their degree completion programs. I spoke about the importance of looking back to move forward. Twelve of the graduates were also Montgomery County Community College graduates.
- **Other**

*The Mercury* on Sunday, December 18, contained a front page article about the Brookings Institute report stating that higher education in Pennsylvania is a competitive asset. The article connected the importance of the College’s expansion in Pottstown with the Brookings report and described the College as an economic driver in the revitalization of Pottstown.

Dr. Stout asked Ms. Adams to present an overview of the ad campaign to build awareness about the West Campus expansion because of the overlapping cable markets that cover the service area.

Mr. DiSandro asked if any of the zip codes included in the mailings included those in Chester County. Ms. Adams responded that there were a few that overlapped into Chester County including Spring City and North, East and South Coventry are included in the mailing.

Mr. Montalbano asked if using local cable to expand the campaign on the expansion had been considered. Ms. Adams responded that television ads were running two more general ads, but that it would not be cost effective to run spots on cable specifically for the expansion.

Mr. Sharkey asked about the size of the postcards. Ms. Adams described them as being oversized (5 x 9) so as to stand out from others.

Dr. Stout asked that the Board be included on the mailing list.

Mr. Cantor asked about parking accommodations. Dr. Stout responded that students will be able to park at the Pottstown Metal Welding lot that is across the Manatawny Street Bridge on the other side of High Street, which is less than a block away. This will be available for the next six months until the passageway is completed.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Update on Medical Benefits Expenses**

  Bruce Walters from CBIZ updated the Committee on the medical benefits premiums for the coming year. Medical benefit premiums, net of all prepayment discounts, are scheduled to increase 5.3 percent in 2006 as compared to an 8.4 percent increase in 2005.

  This item is for information only.

- **Internal Audit Risk Evaluation Model**
Based on the evaluation model in the packet which reviews all of the College’s major units, an internal audit plan for 2006 has been developed.

This item is for information only.

- **Internal Audit Update: Audit of Student Refunds**

  In 2004-2005, the College granted 4,568 refunds for a total of $1,168,580. Both the number and the amount of refunds are within expected parameters and are commensurate with the College’s enrollment. A random sample of 228 refunds of 4.99 percent of total refunds was selected for review. No material issues were identified.

This item is for information only.

- **Internal Audit Update: Audit of Stipend Reimbursement Claim Procedures**

  The overall error rate of 2.61 percent reported in the internal audit translates into an estimated disallowance of $79,581. Approximately $62,735 of this amount applies to the College’s Allied Health programs with the balance applicable to all other College stipend programs.

  Based on the results of the internal audit and the reserve for any disallowance associated with the 2004-05 claim, the College appears to have minimized its exposure in this area.

  Additionally, the College is addressing with the State a problem with reimbursement for students who initially enroll in the nursing program and then leave the program resulting in unintentional inaccuracies in reimbursement requests.

This item is for information only.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Program Modifications for Nursing AAS**

  The first modification is the elimination of CIS 109, Introduction to PC’s for Allied Health. The next modification is the restructuring and renumbering of NUR 109, Concepts of Nursing. The credit will be increased from two to three credits and the course will be renumbered NUR 106, the title will remain the same. Some nursing content currently in NUR 111 - Introduction to Nursing will move into NUR 106 – Concepts of Nursing.
The next modification is the restructuring and renumbering of NUR 111, Introduction to Nursing to NUR 110 with the same title. The restructured content will now include some material that will be moved from NUR 112, Nursing Care of Clients with Uncomplicated Health Care Needs. An additional modification is the redistribution of courses, generally non-nursing courses, across the curriculum to provide for a more even distribution of credits among the course sequences. The redistribution allows for students to be officially full-time, something that was not possible previously if the curriculum was strictly followed, during all 5 semesters of the program.

There is no impact with the above modifications on the total credits of the program (70). Additionally, transfer is not impacted since this program in not designed for transfer. Finally, program to program articulations will not be adversely affected either.

Mr. Palmer made a motion for the approval of the program modifications for Nursing AAS. Mr. Mullin seconded the motion and the Board unanimously approved the program modifications.

- **New, Revised, and Deleted Courses**

  There are four new courses for the spring semester: Asian Philosophy (PHI 117), Introduction to Digital Music Technology (MUS 140), Guitar Class1 (MUS 150) and Guitar Class 2 (MUS 151). There are three revised courses and one deleted course, all which support the program modifications of the Nursing AAS program.

This item is for information only.

- **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.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **ATC Update**

  Ground disturbance has begun and the project should be completed by March 2007. The building should be ready for summer session classes in 2007.

This item is for information only.

- **Art Barn Update**
The College is working with Kramer-Marks Architects. It was determined that a single variance for the building setback would be required and that a special exception would be needed for the proposed walkway bridge spanning the floodplain. The College is working with the Township on these issues.

This item is for information only.

- **16 High Street**

  Delivery of phase one did not occur on November 29, 2005, which means that the College is entitled to a credit equal to one day’s rent for every day the property is not deemed substantially complete after November 29, 2005. The College is expecting PennDot approval of the underpass in December with a completion date of April 2006.

This item is for information only.

- **Norfolk Southern Lease Agreement Update**

  A six acre parcel of land owned by Norfolk Southern Railroad was identified by the College in 2003 as a potential source of relief for the increasing demand for parking at the West Campus. Tornetta Reality and Fox Rothschild have been negotiating on behalf of the College for more than two years. After much iteration, there are several issues that are still being negotiated. The College is considering obtaining an environmental phase one evaluation of the property to expedite the process once a lease agreement is reached.

This item is for information only.

Dr. Stout noted that PennDot approval of the underpass was granted on Thursday, December 15.

Dr. Stout also commented that 16 High Street went through another code inspection today, December 19, and there were three minor issues. The code inspector will revisit the three issues on Wednesday December 21. The College believes that a certificate of occupancy will be granted on Wednesday. Also, furniture is being delivered. Information Technology will begin their work on January 3, 2006, which will take ten days to complete.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Full-Time Administrative Appointments November 1 through November 30, 2005**

  Erik Hyde, Assistant Director of Admissions
Effective: November 7, 2005

Leonard Bass, Assistant Dean of Student Success and First Year Initiatives
Effective: November 9, 2005

Michael Green, User Support Engineer, West Campus
Effective: November 7, 2005

Tracey Wyrwas, Financial Aid and Enrollment Generalist
Effective: October 21, 2005

- Full-Time Faculty Appointments November 1 through November 30, 2005
  Lisa McColl, Database Management Librarian
  Effective: November 7, 2005

- Full-Time Administrative Separations November 1 through November 30, 2005
  Graydon Flowers, Records and Registration Clerk
  Effective: November 4, 2005
  Danielle Gulick, Administrative Assistant/Administrative Services, West Campus
  Effective: November 11, 2005

Mr. DiSandro made a motion for the ratification of the appointments made from November 1, 2005 through November 30, 2005. Ms. Bramnick seconded the motion and the Board unanimously ratified the professional appointments and separations.

Chair's Report

Mr. Bitner noted that Dr. Stout has provided a Master Calendar of Board Meetings and events for the Board’s information.

Old Business

Mr. Kahn asked if there were any pending law cases. Mr. Davis responded that were none at this time.

New Business

None

Adjournment
The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, January 23, 2005 at 4:00 p.m. in the East House Board Room.

____________________________________   Andy Cantor
                                        Secretary

Board Minutes, December 19, 2005