The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 20, 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; Lynne Lechter; Ed Mullin; Joseph Palmer; Thaddeus Smith

Board of Trustees – Absent:
Trudy Mann, Assistant Secretary; Richard Montalbano; John Rotelle; Dennis Sharkey

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Eric Almonte, Director of Equity and Diversity Initiatives; Mike Biletta, Director of Administrative Services, West Campus; Joan Brookshire, Associate Vice President of Academic Affairs; Holly Cairns, Director of College Art Galleries; 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; Tobi Mackler, Interim Dean of Humanities; Rhoda McFadden, History Professor, President of the Faculty Union; 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; Celeste Schwartz, Vice President for Information Technology; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Lauren Szecseny, College Solicitor; Evon Walters, Vice President for Student Affairs and Enrollment Management

Call to Order

Chairperson Bitner called the meeting to order at 4:04 p.m.

Approval of Minutes

The minutes from February 21, 2006 were unanimously approved.

Introduction of Guests

Ms. Adams introduced the guests in attendance.

Special Announcement
Mr. Bitner congratulated Anita Lynn on her new opportunity outside of the College and thanked her for her service to the College.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Eight Months Ending February 28, 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 eight months ending February 28, 2006. Mr. Cantor seconded the motion and the Board unanimously approved the Treasurer’s Report.

Ms. Bramnick asked how a potential reduction in Pell Grant funding in President Bush’s budget could affect students.

Dr. Stout responded that there will most likely not be any direct impact on our students. What the budget proposal would do, if enacted, is reduce the capacity for students to pay for their college tuition through federal loans and grants.

Mr. Cantor added that full-time summer students would not be eligible for Pell Grant funding under the President’s budget proposal.

**President’s Report**

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

- **Students**

  The College inducted 35 new members at its third annual Phi Beta Lambda induction ceremony on February 15 at the Central Campus in Blue Bell.

- **Program News**

  The Commission on Accreditation of Allied Health Education Programs (CAAHEP) has awarded initial accreditation to the Certificate Medical Assisting Program at the West Campus. Students who have graduated within 36 months of the Certificate Medical Assisting Program being granted initial accreditation are eligible to sit for the AAMA Certification Examination and will earn the Certified Medical Assistant (CMA) credential upon passing it.

  The College’s first time pass rate on the National Council Licensure Examination for Registered Nurses (NCLEX-RN) was 89.19% (33 out of 37 students) for the October through December time frame. Most notable are the NCLEX-RN results for those students who entered the Nursing Program during the first Continuous
Option offering in summer 2004 and completed the program in four continuous semesters with a pass rate of 95.45%.

The College was honored by USA Today on February 28 for having the sixth largest Collegiate Readership Program in the nation among 400 two- and four-year colleges and universities. The College was first among 30 community colleges in the readership program.

- **Gifts and Grants**

The United States Department of State and the Fulbright Scholarship Board has approved and funded the College's proposal for a Scholar-in-Residence under the 2006-07 Fulbright program. This will be the first time the College has received this grant. Kudos to Tobi Mackler, Interim Dean of Humanities, Aaron Shatzman, Dean of Social Sciences, Lawrence Backlund, Professor of History and Political Science, Oscar Cabrera, Instructor of Foreign Languages, and Wayne Brew, Instructor of Geography, for preparing the College's application for this prestigious program.

The College has again been awarded a VISTA (Volunteers In Service to America), a branch of AmeriCorp, grant. Kudos to Brian Brendlinger, Director of Student Activities and Christa Leimbach, our current VISTA for their work in preparing the College's application for this highly competitive process.

- **Events of Note**

The Multiple Choice Gallery in College Hall in Blue Bell is hosting the 28th Annual Montgomery County High School Art Exhibit & Competition from March 5-26. Thirty-five public, private and parochial high schools from Montgomery County have been invited to participate in the annual exhibit and competition.

The College hosted a grand opening ceremony of the University Center at 16 High Street on March 7. Advanced degree partnerships with Albright, Gwynedd Mercy and Pierce Colleges were announced and their programs are listed in the packet.

The 14th Annual Founder's Ball will be held on March 25 at the Blue Bell Country Club. Currently, the Ball has $55,000 in sponsorships: Event Sponsors include GMAC Commercial Mortgage and CBIZ; Patron Table Sponsors include Univest and Gateway Funding; Friends' Table Sponsors include Gwynedd Mercy College, STV, and Dunleavy & Associates.

The College will be hosting a book signing for Dr. LeRoy Brendlinger’s recently published book, *From Swamp to Blue Bell*, which offers his personal reflections on the founding of the College. The signings will take place on March 22 and 23 at the Pottstown and Blue Bell Campuses, respectively.
- **President’s Outreach**

Attached to this month’s report is a copy of my recent article on student success that was published in the winter edition of the national magazine, “The Presidency.”

I am the chair-elect for the American Student Association of Community Colleges (ASACC). ASACC is a national organization of student leaders involved in advocacy initiatives at the federal level.

There is also a brief update on the relationship between Montgomery Hospital and the College included in my report included it the Board Packet.

- **Other**

The College continues to develop the next phase of the strategic plan. Last week we began open discussion on specific issues using a blogging tool as a way of increasing access to the discussions. Contributions have been thoughtful and will help guide the creation of the next strategic plan.

Win Smith, former Board member, recently published the book, *The Rise and Fall of Public Education in America: the interdependence of public education and society.*

Dr. Stout recognized several employees for their leadership and going above and beyond in their roles: Holly Cairns, Director of College Art Galleries; Mike Biletta, Director of Administrative Services, West Campus; and Dean Foster, Vice President and Administrative Officer, West Campus.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Internal Audit Update: Tuition Waivers and Discounts (Credit and Non-Credit)**

Of 169 waivers and discounts, the majority were found to be executed properly. Of note, while the College has a formal policy for credit waivers and discounts, there is no formal policy for non-credit waivers and discounts. Currently, the established policy and procedures for credit are followed by non-credit. It was recommended that a formal non-credit policy be adopted.

This item is for information only.
- **Operation Efficiencies**

  The College continues to identify and implement process improvements and best practices in order to demonstrate our commitment to responsibly managing resources as well as ensuring that funding is available to support strategic priorities.

  Highlights of operating efficiencies achieved through 2005 are listed in the report and include adjusting class size capacities and reorganizing the Audio Visual Delivery Department.

  This item is for information only.

- **Manual Food Service Contract Extension**

  The contract to provide manual food service with Williamson Hospitality Services, Inc. (Williamson) expires on June 30, 2006. During the first six months of the current contract, the College has seen a profit of $30,118, which already offsets the management fee. The Committee recommends that the College extend the manual food service contract for an additional year with the intention of negotiating expanded food services at the West Campus and as needed.

  In order to extend the contract another year, the College is bound by contract to provide sixty (60) days written notice.

  Mr. Kahn made a motion to extend the Manual Food Service Contract with Williamson Hospitality for the one year period from July 1, 2006 through June 30, 2007. Ms. Lechter seconded the motion and the Board unanimously approved the contract extension.

**Curriculum Committee**

Ms. Bramnick reported for the Committee.

- **Liberal Studies AS Academic Program Review**

  The Curriculum Committee reviewed the program advisory committee’s recommended program modifications to the Liberal Studies AS Program. The recommendations include convening a committee that will be chaired by the Associate Vice President of Academic Affairs, to focus on pending changes in reporting requirements, new student initiatives, and other curricula with similar goals that do not have coordinators. A report is targeted for spring 2006. Secondly, the Associate VP will work with the Division of Student Affairs and Enrollment Management to develop and implement an enrollment tracking system for introduction in fall 2006.
Mr. Palmer made a motion for the approval of the academic program review recommendations for the Liberal Studies AS Program. Mr. Smith seconded the motion and the Board unanimously approved the program review recommendations.

- Foundations of Excellence

The College has been participating in the Foundation of Excellence in the First Year of College project sponsored by the Policy Center on the First Year of College. Dr. Evon Walters and Dr. Steady Moono presented the initial perspectives of an onsite review conducted by a representative of the Policy Center to the Curriculum Committee.

Dr. Walters and Dr. Moono presented an abridged version of their presentation to the Full Board.

Mr. Palmer noted the dedication and enthusiasm exhibited by the staff to build mechanisms to advance the success rates of first year college students.

Mr. Kahn asked if online students were included in the project. Dr. Stout clarified that first year students who were taking online courses were indeed included in the project’s scope of study.

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.

- Advanced Technology Center (ATC) Update

Removal of up to 1,660 cubic feet of rock from the building site will result in additional compensation to the general contractor. The project architect is working on behalf of the College to minimize the financial impact of the rock removal. Overall, the project is moving along as expected.

Additional updates are noted in the Board packet.

This item is for information only.
- **ATC Budget and Expenditure Summary**
  
  At the Physical Plant Committee’s February meeting, it was requested that the ATC budget and accumulated costs be presented on a monthly basis. Included in the Board Packet is a summary of expenditures as compared to the budget.

  This item is for information only.

- **Phase I Environmental Assessment: Norfolk Southern Parcel**
  
  The Phase I Environmental Assessment of the site by Environmental Standards of Valley Forge did reveal some potential problems with the property, however they are rectifiable especially since the intended use of the property is for a parking lot and the College uses public water. A complete list of the issues is located in the Board Packet.

  This item is for information only.

- **Underpass and Intersection Update**
  
  The underpass is moving along well. The intersection progress has been delayed but the College continues to move forward with the underpass, which will greatly increase ease of access to the 16 High Street facility.

  This item is for information only.

**Personnel Committee**

Mr. Di Sandro reported for the Committee.

- **Update on Search for Human Resources Executive Director**
  
  The search process for an Executive Director of Human Resources is almost complete and several quality candidates have been identified. Additionally, the Human Resources Department continues to function well under the direction of interim leadership during this important search process.

  This item is for information only.

- **Employee Profile**
  
  At the January meeting, the Personnel Committee requested a profile of the College’s workforce. The information was compiled as of February 1, 2006 and is broken down by classification, full-time, part-time, diversity, and average age. The full-time and part-time headcount numbers are raw data and are not in ratio form so they do not reflect the ratio of courses taught by those classifications of
faculty, simply the number of employees included in those classifications. Overall diversity percentage for the College is 13.3 percent and the average age is 47.4.

This information will assist the College as we work to balance, support, and shape the needs and composite of our workforce.

In the three months since the revised hiring procedures were adopted, seven of eighteen, or 39 percent, of new hires add to the College’s diversity.

An issue confronting the College is managing an aging population as revealed by the numbers. The average age of all full-time employees is 50.4 years. The College is exploring strategies for accommodating and transitioning an aging workforce.

This item is for information only.

- **Leadership Academy**

  The goal of the Leadership Academy is to prepare professionals now for leadership roles in the future and to develop a proven, available pool of individuals for interim and permanent assignments, as well as for special projects.

  In making nominations for the program, vice presidents were asked to consider succession planning needs in their respective divisions. There are a total of 14 participants in the inaugural class.

  The Board Packet contains a comprehensive explanation of the Leadership Academy Program.

  The Personnel Committee commended Dr. Stout and all staff involved in developing a quality, marketable succession program.

  This item is for information only.

- **Continuous Quality Improvement**

  To address Strategic Issue Six: Building a Modern and Model Workplace and the goal to offer comprehensive, in-house professional development opportunities to all employees, the College is working in conjunction with Datatel’s, The Center for Institutional Improvement (CQI). This opportunity allows the College to provide targeted training for support staff, administrators, and faculty.

  During the 2005-2006 academic year, four cohorts of employees are involved in the training program. The opportunity to participate in the program was open to all employees at the College and participants indicated interest by completing a
brief application endorsed by their supervisor. The four cohorts were: The Executive Leadership Cohort, consisting of 22 members from the President’s Cabinet; The Administrative Leadership Cohort, consisting of 24 mid-level administrators; The Support Staff Leadership Cohort, consisting of 18 support staff members; and The Faculty Cohort, consisting of 24 faculty members, representing each of the divisions.

The skills learned through the courses are being applied by cross-functional teams to seven projects, some of which are new initiatives, and some of which are process improvements.

This item is for information only.

- **Full-time Professional Hires February 1 – February 28, 2006**

  Kathleen Schreiner, Director Workforce Development, Health Careers, West Campus
  Effective: February 1, 2006

  Kristopher Torres, Database Administrator
  Effective: February 13, 2006

  Gerarda Stokes, Senior Database Administrator
  Effective: February 20, 2006

Mr. Di Sandro made a motion to ratify the full-time professional appointments made February 1 through February 28, 2006. Mr. D’Aniello seconded the motion and the Board unanimously ratified the appointments.

Ms. Bramnick noted the longevity of the full-time employees as made evident by the Employee Profile Report.

**Legislative**

Dr. Stout reported on behalf of the Committee.

On April 4, the College will be discussing the State Budget at a breakfast with our delegation in Harrisburg. On April 5, the College will be presenting to the County Commissioners on the local budget needs. The Board Packet contains a summary of the requests being made and their relevant talking points.

The overall community college request was presented by the Department of Education which included an overall funding increase of 6.75 percent (operating and capital). The Governor’s Budget proposal did include increases in both capital and operating funding for community colleges and we will continue to advocate for additional capital dollars. The greatest immediate challenge will be protecting the current increase proposal from other sectors of higher education and state agencies that did not receive increases.
On March 22, I will be testifying in front of the State Senate Education Committee about articulation. The House and Senate are discussing putting forth legislation that would mandate articulation between the State's higher education system and community colleges.

This item is for information only.

**Bids**

Mr. Mulligan presented the bids.

- **Live to Learn (Non-Credit) Community Mailers 2006-2007**

  This is a guide which describes the College’s non-credit course offerings. This year it has been proposed that the format be changed and bidders were solicited to submit bids for three different formats.

  Mr. Cantor made a motion to approve awarding the bid to Trilogy Graphics in the amount of $22,350. Mr. Di Sandro seconded the motion.

  Mr. Mullin asked whether the bid price was in total or per issue (fall, spring, summer). Mr. Mulligan confirmed that the price was per issue.

  The Board unanimously approved awarding the bid to Trilogy Graphics.

- **Water Meter Pit Project**

  Whitpain Township requires that the College’s fire protection water supply be metered. At present, the fire protection mains supplying the campus are not metered. An upgraded water meter pit will serve the needs of the ATC as well as the remainder of the Blue Bell campus. Last May the College went to bid for a water meter pit, however due to budget and specification issues, the project was tabled.

  Mr. Mullin made a motion to award the bid for the water meter pit to Dagostino Company in the amount of $104,400. Mr. Smith seconded the motion and the Board unanimously approved the award of the bid to Dagostino Company.

**Chair's Report**

None.

**Old Business**

Ms. Lechter suggested that further clarification be made on the Employee Profile Report with regard to the full-time and part-time faculty numbers.
Dr. Stout remarked that the report was presented in raw numbers and typically, the College tells the story of our academics with faculty ratios that depict the true meaning in the numbers.

**New Business**

None

**Adjournment**

The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Monday, April 17, 2006 at 4:00 p.m. in the East House Board Room.

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Andy Cantor
Secretary

Board Minutes, March 20, 2006