The meeting of the Montgomery County Community College Board of Trustees was held on Monday, May 15, 2006, at 4:00 p.m. in the Community Room at 16 High Street.

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

Board of Trustees – Absent:
Lea Bramnick, Lynne Lechter, Ed Mullin, Thaddeus Smith

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Eric Almonte, Director of Equity and Diversity Initiatives; Peggy Lee Clark, Hospitality Management Instructor; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Michael Green, Institutional Technology User Support; Anna Maria Hoffman, Student; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Ken Kaiser, Vice President for Administration and Finance; Tobi Mackler, Interim Dean of Humanities; Mike Mandrachia, Director of Accounting; Roy Marberger, Student; Alana Mauger, Coordinator of Media and Public Relations; Steady Moono, Dean of Student Success; George Mulligan, Executive Director of Capital Projects and Support Services; Dave Riether, Student; Deborah Rogers, Office Manager for Office of the President; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean of Social Sciences; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Evon Walters, Vice President for Student Affairs and Enrollment Management; Darlene Yerkey, Executive Assistant for Marketing and Communications

Call to Order

Chairperson Bitner called the meeting to order at 4:00 p.m.

Approval of Minutes

The minutes from April 17, 2006 were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.
Presentation of All-Academic Team Resolutions

On behalf of the Board, Dr. Stout presented Anna Maria Hoffman, Roy Marberger, and David Riether, the 2006 All-Pennsylvania Academic Team, with Board resolutions. The resolutions acknowledged the students’ nomination to the All-Pennsylvania Academic Team and their participation in the Pennsylvania Commission for Community Colleges’ annual meeting and ceremony.

All three of the awardees thanked the Board for their opportunities at the College.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.


  The budget is on target. Additionally, as investments mature, they are being transferred to the Univest Money Market Account.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the ten months ending April 30, 2006. Mr. Genuardi seconded the motion and the Board unanimously approved the Treasurer’s Report.

President’s Report

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

- Faculty/Staff Kudos

  John Flynn, Vice President for Academic Affairs and Provost, will serve as the Chairperson for the Pennsylvania Commission for Community Colleges’ Chief Academic Officer Affinity Group during the upcoming year.

- Gifts and Grants

  The College was awarded the HP Technology for Teaching grant, for the proposal titled “Problem Solving Using Mobile Teams and Digital Ink.” It includes $53,000 in HP mobile technology and $15,500 in cash for curriculum and faculty development. Kudos to Pat Rahmlow, Assistant Professor of Computer Science, Linda Moulton, Professor of Computer Science, and Marie Hartlein, Assistant Professor of Computer Science, for submitting the successful proposal. We were the only community college in Pennsylvania and one of a few in the country to get one of these grants.

  The College was awarded $65,000 from the County’s Workforce Investment Board for the West Campus’ Teen College Program offered during the summer months. The program provides workforce-readying educational opportunities to Montgomery
County youth (14 to 16 years old) who have been identified by their school counselors and who meet the WIA criteria.

- **Events of Note**

The College co-sponsored, with IBM and the Girl Scouts, the Girls Go Tech event on April 8, which provided 250 girls between 4th and 8th grades the opportunity to experience science and technology hands-on. The College Foundation provided grant funding enabling the College to sponsor the event and a number of College faculty and staff supported the event with expertise and hard work. Kudos to Pat Rahmlow, Assistant Professor of Computer Science, Diane Coyle, Business and Computer Science Administrative Assistant, Alan Evans, Director of Computer Science, Linda Moulton, Professor of Computer Science, Roseanne Hofmann, Professor of Mathematics, Linda Rehfuss, Assistant Professor of Biotechnology, Marie Hartlein, Assistant Professor of Computer Science, Kendall Martin, Assistant Professor of Computer Science, the Information Technology Staff, and computer science students, Lynne Reynard, Kathleen Doyle and Shilpa Kumar, for all of their work in making this a successful event.

The West Campus Art Gallery at 16 High Street hosted an exhibit of work of the late local artist, Betty Claussen. Betty is the sister of Alama Jacobs. The exhibit, titled “Lifetime Legacy: A Tribute to the Local Artist,” will be on display through June 30, with an opening reception on Thursday, May 11. In addition to the opening, a “Celebration of Claussen’s Life and Art” will be held on Sunday, June 11. Claussen conducted art workshops at the Pine Force Academy, and she served as vice president of the Pottstown Area Art Guild, being names “Artist of the Month” in 1991. She continued to paint until the age of 91. She passed away in December 2005 at the age of 94.

On May 4, the College, in association with the Office of Cultural Affairs, presented the 2006 Richard K. Bennett Distinguished Lectureship for Peace and Social Justice: award winning journalist, Robin Wright.

- **Other**

The Mercury interviewed Dr. Stout for an article regarding the tunnel, which appeared on the front page of Saturday’s paper. The article was distributed to the Board and gives an overview of what the issues are pertaining to the tunnel.

Last week, the Foundations of Excellence leadership group returned from their capstone experience to the project. An action plan to address first year student success issues will be presented to the Trustees at our annual planning retreat in September.

Dr. Evon Walters presented the Board with a certificate recognizing the College’s participation and leadership in the Foundations of Excellence project.
Dr. Stout showed two video clips. The first clip was from Fox News. Fox News visited the students in the Communications program and the students gave a reporter a College mug. The event generated free press.

The second clip was of Montgomery County Community College students doing community service for outside organizations. The video was created by Neil Goldstein and College Communications students after the College hosted a Service Learning conference in April. The video showed students working at a local firehouse in Norristown, working for Johns Hopkins Hospital on cancer promotion, and a documentary of a student trip over spring break to Louisiana to help with clean-up with Hurricane Katrina.

- **Achieving the Dream**

The College is preparing an application for an investment grant through “Achieving the Dream: Community Colleges Count,” a national project funded by the Lumina Foundation and partnering foundations. Pennsylvania is the seventh state asked to join the project and six of the 14 community colleges in Pennsylvania will be selected.

The “Achieving the Dream” project addresses a national imperative: to increase success for the growing number of students for whom community colleges are the point of entry into higher education. The initiative is focused on improving student success, including graduation and transfer rates among groups that have been underserved in higher education. Through grants, professional development opportunities, personal relationships, electronic connections, coaching and technical assistance, the initiative will help institutions identify and adapt promising policies and practices that support academic and career attainment for low-income students, students of color, first-generation college-goers and other underserved groups.

The application process requires securing a statement of commitment from the Board of Trustees to the goals of Achieving the Dream, including a commitment to development of “culture of evidence” that includes factoring student performance and attainment data into decision-making about allocation of institutional resources and delivery of institutional services.

Dr. Stout asked that the Board consider adopting this resolution in order to submit the resolution.

Mr. DiSandro made a motion to approve the Achieving the Dream Resolution. Mr. D’Aniello seconded the motion and the Board unanimously approved the Achieving the Dream Resolution.

**Finance Committee**

Mr. Kahn reported for the Committee.
Mr. Kahn asked that Ken Kaiser, Vice President for Administration and Finance to present the Operating Budget.

Mr. Kaiser thanked his finance, accounting and budget staff who were helpful in putting together the budget for the year.

This year the College is planning to receive 98 percent of its funds from tuition, the State and the County. This year’s operating budget is 7.1 percent greater than last year’s budget. The budget was built on the following assumptions: no tuition increase, an increase in enrollment, a 9.1 percent increase from the County, a 2.5 percent increase from the State. The budget will support contractual salary increases, new positions for faculty and positions to support the ATC, an increase in benefits by 5.3 percent in medical or healthcare and approximately a seven percent increase in utility costs.

The Capital budget was decreased by about 11.3 percent, due to an approximately $1.3 million decrease as a result of retirement of a 1994 bond.

With regard to expenditures, the 2005 bond will support the ATC, six months of the 16 High Street lease, personal property leases and the implementation of a deferred maintenance plan.

Mr. Kahn noted that the Finance Committee, Mr. Kaiser and Dr. Stout met with the County Commissioners. The Commission approved the Operating Budget request; however, the Commissioners did not approve $300,000 allocated for Capital expenditures.

The Commissioners suggested were the College to raise tuition by $2 that could be used as Capital monies. That option was turned down by the Finance Committee. The students are already paying 39 percent of the Operating Budget, when they should only be paying a third.

Dr. Stout commented that the budget presentation was well received by the Commissioners and emphasis was made that the County has fallen short on the one third Operating commitment. On the Capital side, the $300,000 cut still meets the county statutory commitment to capital which is 50 percent. The County has been allocating more capital to the College than required by statute and are bringing their level down to meet the State’s capital contribution.

Mr. Kahn made a motion to approve the 2006-2007 Operational and Capital Budgets. Ms. Mann seconded the motion.
Mr. Montalbano asked if the $300,000 that was not approved will affect the planned College projects since we did not accept the $2 tuition increase.

Mr. Kahn said it will not hold up any projects.

The Board unanimously approved the 2006-2007 Operational and Capital Budgets.

- **Review of Deferred Payment Plan**

  Mr. Kahn referred the Board to an article in their packet “Student Retention, Deferred Tuition Payments-Positive Combination.” The article explains how a deferred payment plan helps the student and the College.

  The College started a Student Deferred Payment Plan in 1998. The intention of the plan is to help students pay for their tuition and fee expenses over a semester period. The student pays a set-up fee of $35 to enter the plan. Fifty percent of the total expenses for the semester must be paid before the first day of class. The remaining expenses are then paid in two payments by the end of the semester. Historically, the fees collected from the Deferred Payment Plan (set-up and late fees) have off-set the uncollectible amounts of the program. Annually, the College reports the default rate to the Finance Committee.

  There is a five to six percent delinquency rate each year. A student can not receive copies of their graduation certificate or transcript, until their account is current.

  This item is for information only.

- **T-Mobile Cellular Telephone Tower Proposal**

  The College was approached by a company to have a 120 foot high cellular telephone tower placed on the property with a lease of 29 years. Some advantages are a substantial sum of money and an agreement that if other companies use the tower the College would get additional monies. The Committee is interested in the offer, and will continue to investigate the opportunity.

  This item is for information only.

- **Vending Services**

  Vendlink was awarded the contract to provide vending services to the College in July 2004, which will expire June 30, 2007.

  Based on the terms of their proposal, Vendlink paid the College $117,143 in commissions in 2004-2005 and is scheduled to pay $120,000 in commissions in 2005-2006. They asked that the annual commission paid to the College be reduced to $60,000. With fifteen months remaining on the current agreement, renegotiating the
contract based on Vendlink’s proposed financial terms will cost the College more than $75,000. The College received written notification from Vendlink on April 20th of their intent to terminate the current agreement in 90 days. An RFP for a new vendor is being prepared so a recommendation for services can be presented to the Finance Committee in June.

If the proposals submitted do not yield more than $60,000 annually, the College can begin actively negotiating with Vendlink while pursuing other opportunities.

This item is for information only.

- **Univest**

  The Finance Committee reviewed the investment schedule from Univest. The CD’s are slowly being transferred to Univest as they expire and reinvested at higher interest rates. Once all of the CD’s are transferred, Univest will develop an investment program.

This item is for information only.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Human Services AAS and Certificate Academic Program Review**

  The Human Services (HSW) program has enjoyed strong and growing enrollments with significant increases in new students in the program and a 37 percent increase in total HSW course enrollment since 2001. Enrollment has been especially strong at the West campus. Another strength of the program is the number of partnerships the program has with community-based organizations.

  The specific recommendation as a result of the academic program review is to continue the program without modifications and consider the following recommendations:

  - Evaluate the creation of a transfer track as a supplement to the existing AAS Degree. Work with current partner institutions to create agreements that will allow transfer of all credits earned in the existing AAS Degree Program.
  - Consider appointing a Human Services Coordinator for the Pottstown campus.
  - Develop a Practicum Field Work Manual for the Human Services Program.
  - As enrollment trends continue, monitor the full-time/part-time faculty ratio and consider the hiring of an additional full-time faculty member if necessary.
  - Continue to respond to and seek grant funding opportunities and opportunities to establish community partnerships.
- Work with Student Affairs staff, faculty, and the Advisory Committee to devise strategies to improve retention and graduation rates.

Mr. Palmer made a motion to approve the Academic Program Review for the Human Services AAS and Certificate programs. Mr. Genuardi seconded the motion and the Board unanimously approved the Academic Program Review for the Human Services AAS and Certificate programs.

- Fine Art Associates in Arts Academic Program Review

The Fine Art program has been with the College since its founding. Over the years, the faculty has made great strides in keeping current with trends and developments in the field. For the College, this meant the development of new terminal degree majors in Digital Design. The two year Fine Art program is designed specifically to mirror the first two years of a Bachelor of Fine Arts program. This has caused the College’s faculty to continually communicate and monitor changes at the primary transfer institutions.

The specific recommendation as a result of the academic program review, is to continue the program with the following modifications and recommendations:

- Complete curriculum development.
- Strengthen advisement and increase graduation rates.
- Promote professional development for faculty.
- Strengthen relationship with the Division of Workforce Development and Continuing Education.
- Update current assessment plan.

Mr. Palmer made a motion to approve the Academic Program Review for the Fine Art AA program. Ms. Mann seconded the motion and the Board unanimously approved the Academic Program Review for the Fine Art AA program.

- New Degree: Associate of Fine Art

In follow up to the recommendation from the Fine Art Associate of Art Academic Program Review, a new degree called the Associate of Fine Art was proposed. The new curriculum is designed to provide students with a stronger foundation in the visual arts and greater flexibility in choosing studio electives. The curriculum was created to better prepare students for transfer into a Bachelor of Fine Art program.

Before any new program or degree can be offered, accommodations must be made for current students currently enrolled in the program which will eventually be phased out. The plan is incorporated into the Fine Art of Academic Program Review and is as follows:

- All new students in fall 2006 will be admitted into the new Associate of Fine Art program.
- Current students will be contacted and informed of the new program.
• Students interested in Art Education will be advised to consider the Secondary Education degree.
• Effective for the fall 2007 semester, the AA degree in Fine Art will be discontinued.

Mr. Palmer made a motion to approve the new Associate of Fine Art degree and approve elimination of the AA degree in Fine Art effective for the fall 2007 semester. Mr. DiSandro seconded the motion and the Board unanimously approved the new Associate of Fine Art degree and approved elimination of the AA degree in Fine Art effective for the fall 2007 semester.

- Fulbright Scholar in Residence

In March 2006 the College learned that the Bureau of Educational and Cultural Affairs, United States Department of State, had approved our application to host a Scholar-in-Residence.

Next spring, Dr. Fernando Camargo, Professor of History at the University of Passo Fundo in Brazil, will be the Scholar in Residence. Dr. Camargo is fully prepared to team teach, to teach introductory Latin American History and to present lectures and participate in symposia or panel discussion for the campus and the wider communities.

This item is for information only.

Mr. D’Aniello asked how the Scholar in Residence program works.

Dr. Flynn said the Scholar in Residence comes to the College as a temporary full-time faculty appointment. Their housing, transportation and visa application are taken care of by Fulbright.

- Faculty Accomplishments

The Board was encouraged to read the monthly update on faculty activities and accomplishments.

This item is for information only.

Physical Plant

Mr. D’Aniello reported for the Committee.

- ATC Update

April 17 marked the start of week 22 of the ATC construction project.

In coming weeks the contractors will continue to lay down utility piping in the subbase. Upon conclusion of this activity the building slab will be poured, to be immediately followed by the forming and pouring of the foundation walls. Per the
College’s revised milestone schedule, the foundation is scheduled to be completed by May 25.

Revised milestone dates were created through cooperative efforts of counsel, the construction manager, the project architect and College staff. Boro Constructors, the general contractor, was given a 20 day extension on existing milestone dates. The other three prime contractors were given 30 day extensions based on Boro’s 20 days of rock removal work plus 10 additional days classified as delay time attributable to Boro’s refusal to begin rock removal activities upon the College’s issuance of a construction change directive on February 17.

This item is for information only.

- **ATC Budget and Expenditure Summary**

  Contingency funds have been encumbered to support unanticipated rock removal, electrical code issues, engineering services and projected professional and service fees. An estimated $273,897 of contingency is currently available.

  College staff is pursuing external funding for select technology components of the project that will allow the reallocation of resources as necessary.

This item is for information only.

- **Request for Art Barn Land Development Plan Fee Increase**

  STV’s proposed fee for development of a general permit application to DEP for the bridge crossing of the wetlands is $5,600. In a September 6, 2006 meeting with STV it was agreed that this work would be excluded from the scope of work because of concerns over how long the permitting process could take and its potential negative impact on the land development approval schedule.

  The other significant cost element of $1,830 contained in STV’s proposal, additional topographic survey work, was necessitated by the inclusion of the circular driveway in the site plan and its tie-in to the Route 202 parking lot.

  Mr. D’Aniello made a motion to approve the additional compensation of $5,600 and $1,830 to STV Incorporated for the general permit application and surveying work. Mr. DiSandro seconded the motion.

  Mr. Palmer asked if there was enough money in the budget to cover the additional cost.

  Mr. D’Aniello said there was enough money to cover the additional cost.

  The Board unanimously approved the additional compensation of $5,600 and $1,830 to STV Incorporated for the general permit application and surveying work.
- **Art Barn Schematic and Land Development Plan Review**

Kramer-Marks created a new, money-saving schematic for the Art Barn which includes leaving existing walls intact.

The schematic design was developed based on feedback from College facilitated planning sessions with the Art faculty. The building is designed to segregate the clean arts from the dirty ones. The new addition will house the clean arts. The existing footprint will be renovated to accommodate the dirty arts; such as ceramics, painting and sculpture.

Mr. D’Aniello made a motion to accept and endorse the schematic design presented by Kramer-Marks. Mr. Genuardi seconded the motion and the Board unanimously approved the acceptance and endorsement of the schematic design presented by Kramer-Marks.

- **Utility Cost Management Update**

UtiliTech identified savings by reviewing the College’s electric and gas bills, procurement practices, utility services and selected mechanical instruments. The annual savings identified was $63,443.

UtiliTech’s commission rate for this level of savings is 40 percent. Based on the terms of the agreement, the College must pay the commission to UtiliTech on a monthly basis over the one year term.

This item is for information only.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Full-Time Professional Hires April 1, 2006 - April 30, 2006**

  Rita Atake, Manager of Non-Credit Computer Certification Programs  
  Effective Date: April 24, 2006

  William Rosenbaum, Senior Network Engineer  
  Effective Date: April 17, 2006

- **Faculty Appointments April 1, 2006 - April 30, 2006**

  Lawrence Greene, Archives and Special Collections Librarian  
  Effective: April 3, 2006

- **Part-Time Administrative Separations April 1, 2006 - April 30, 2006**
Mr. DiSandro made a motion to ratify the full-time professional appointment and separations made April 1 through April 30, 2006. Mr. D’Aniello seconded the motion and the Board unanimously ratified the appointments and separations.

Legislative Committee

Mr. Sharkey reported for the Committee.

- **Contract Extension with Duane Morris (previously Public Affairs Management)**
  
The College has worked with Duane Morris for federal lobbying support for three years. The relationship has secured more than $775,000 in federal earmarks for the Advanced Technology Center and for West Campus expansion. The funds have supported new program development and purchase of vital academic equipment to support new programs that will be housed in these new facilities. In addition, the relationship with Duane Morris has enabled the College to build strong relationships with federal legislators in the House and the Senate. The current contract with Duane Morris calls for a $7,500 per month fee.

Mr. Sharkey made a motion to approve the engagement of Duane Morris as the College’s lobbyist to secure federal and state dollars to advance college priorities at a fee of $7,500 per month from May 1, 2006 through April 30, 2007. Mr. Palmer seconded the motion.

Dr. Stout was asked if she is satisfied with Duane Morris’s services. She responded that she was satisfied and that the Legislative Committee also receives regular quarterly reports as part of the evaluation process.

The Board unanimously approved the engagement of Duane Morris as the College’s lobbyist at a fee of $7,500 per month from May 1, 2006 through April 30, 2007.

Bids

George Mulligan reported on the bids.

- **Custodial Paper and Plastic Supplies**

- On a motion by Mr. D’Aniello and seconded by Mr. Sharkey, the recommendation to award Prestige Packaging, the Custodial Paper and Plastic Supplies bid in the purchase amount of $35,221.50 as the lowest responsive and responsible bidder was unanimously approved.

- **LEICA CME Microscope Bid**
On a motion by Mr. Palmer and seconded Mr. D’Aniello, the recommendation to award to I. Miller Precision Optical Instruments, Inc. the LEICA CME Microscope Bid in the amount of $20,625 as the lowest responsive and responsible bidder was unanimously approved.

**Credit College Course Guide 2006-2007**

On a motion by Mr. Genuardi and seconded by Mr. Palmer, the recommendation to award the Credit College Course Guide bid to Bartash Printing, Inc. under Option 2 in the amount of $123,630 as the lowest responsive and responsible bidder was made.

Mr. D’Aniello asked if there was a way to advertise in the course guide. Dr. Stout said she’s seen other colleges do this, however, this is the one publication that we want to focus on just the College. The College has successful sold advertising in the Cultural Affairs Playbill.

The Board unanimously approved the awarding of the bid to Bartash Printing, Inc.

**Chair’s Report**

Mr. Bitner presented a recommendation from the Physical Plant Committee to rename the East House Board Room to the Rotelle Family Board Room.

Mr. Palmer made a motion to accept the recommendation to rename the East House Board Room to the Rotelle Family Board Room. Ms. Mann seconded the motion and the Board unanimously approved to rename the East House Board Room to the Rotelle Family Board Room.

**Adjournment**

The meeting was unanimously adjourned at 5:20 p.m. The next meeting is scheduled for Monday June 19, 2006 at 4:00 p.m. in the Rotelle Family Board Room.

________________________________  Andy Cantor
Secretary

Board Minutes, May 15, 2006