The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 18, 2006, at 4:00 p.m. in the East House Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Lea Bramnick; Michael D’Aniello, Treasurer; Anthony DiSandro, Vice Chairperson; Jim Genuardi; Charles Kahn; Trudy Mann, Assistant Secretary; Richard Montalbano; Ed Mullin; Joseph Palmer; Thaddeus Smith

Board of Trustees – Absent:
Andrew Cantor, Lynne Lechter, Dennis Sharkey

Also Present:
Karen Stout, President; Susan Adams, Interim Director of Foundation and Director of Marketing and Communications; Eric Almonte, Director of Equity and Diversity Initiatives; Vicki Bastecki-Perez, Associate Vice President of Academic Affairs; Mark Davis, College Solicitor; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Richard Greenwood, Director of E-Learning; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Ken Kaiser, Vice President for Administration and Finance; Mike Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; Connie McCalla, Executive Director of Human Resources; Rhoda McFadden, History Professor and Faculty Union President; George Mulligan, Executive Director of Capital Projects and Support Services; Linda Rehfuss, Dean of Math, Science and Advanced Technology; 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; 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 June 19, 2006 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 Month Ending July 31, 2006

There are no extraordinary events to report.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the month ending July 31, 2006. Mr. Palmer seconded the motion and the Board unanimously approved the Treasurer’s Report.

- For the Two Months Ending August 31, 2006

There are no extraordinary events to report. In the August 31, 2006 Board packet there is a summary of investments. The majority of the money is now being rolled into the Univest account.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the two months ending August 31, 2006. Mr. Palmer 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 up four percent compared to last year at this time. West Campus headcount is up 4.22 percent and e-learning headcount is up 17.6 percent.

- Gifts and Grants

The Pennsylvania Higher Education Foundation has accepted and awarded a grant to help us build the capacity of our Nursing program by funding a faculty position. Fifty five proposals from eligible nursing programs/schools across Pennsylvania were received. Twelve proposals were funded. The College was commended on the quality of our proposal. The grant is for $50,000 a year for three years. Kudos to Bev Welhan who assisted in writing the grant.

The College’s allocation from the federal Carl D. Perkins Vocational and Applied Technology Education grant program increased to $403,735 for 2006-2007 from about $180,000 in 2005-2006. These funds are important in supporting academic equipment for vocational programs and student tutoring and advising support for students in AAS programs such as Nursing.
- **Other**

  On September 8, 2006 the College held a Student Success Kick-off Summit to begin our work on the Achieving the Dream initiative and the implementation of our strategic planning goal to increase student success. More than 200 faculty and staff participated in the summit.

- **Program News**

  The Radiography Class of 2006 achieved a 100 percent pass rate. This is the second consecutive year the program has secured a perfect pass rate.

  The Nursing Program pass rate exceeds the Pennsylvania and National rates.

- **Staff Outreach**

  Celeste Schwartz was recognized by the Pottstown Mayor and Borough Council for her assistance with the Pottstown Borough Website by the Borough News Magazine that is published by the Pennsylvania State Association of Boroughs.

- **Legislative Outreach**

  The Senate Labor-HHS appropriation bill mark up contains $200,000 for “Montgomery County Community College, Blue Bell, Pennsylvania for curriculum development and equipment acquisition.” Senator Santorum’s office had this included in the bill. That is in addition to the $500,000 in the House Treasury, Transportation bill that Congressman Gerlach secured for the West Campus.

  On September 12, Senator Greenleaf visited our Children’s Center in response to an invitation from our Center Director to show appreciation for his support of child care related issues. The Senator toured the facility and met briefly with students.

  The College is working closely with Senator Rafferty and Congressman Gelrach and the Army Corps of Engineers to secure funding to do a study of the flooding in Pottstown and to pursue solutions, especially to reduce the flooding of the Manatawny Creek.

  The College is the host site for Congressman Gerlach’s town meetings to revive interest in the Schuylkill Valley Metro project. The first meeting was held at the West Campus on August 23.

- **Events of Note**

  The Alumni Hall of Fame event is scheduled for October 6, 2006 at 16 High Street in Pottstown.
The annual Day on the Farm event to benefit the Allan C. Myers Scholarship Fund was held on August 28, 2006. More than $45,000 has been raised to date from the event. More than 700 people attended this very impressive twenty first annual event.

- **Opening Day**

  Included in the Board packet is the handout from Opening Day on September 5, 2006. It is a compilation of our accomplishments from 2005/2006 and the six strategic goals to 2010.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Insurance Renewal Coverage Update**

  The College’s property and casualty insurance program insures the College against damage and loss related to crime, misconduct, fire, flood, automobile accident, workers compensation and more.

  This year’s premium is $339,088 which represents a 2.04 percent increase over 2005-2006 rates and compares favorably to last year’s 4.84 percent increase.

  Through a competitive bid process, the Pennsylvania School Boards Association was awarded the contract to provide the Comprehensive Package. Included in the Pennsylvania School Boards Association’s bid is the performance of an annual appraisal of the College’s buildings and contents. Inclusion of these services will save the College an estimated $15,000 in 2006-2007.

  This is for information only.

- **Internal Auditing Plan for 2006-2007**

  Each year the Internal Auditor presents an audit work plan recommending the functions or areas to be audited during the fiscal year. This year’s plan was reviewed and endorsed by the President’s Cabinet.

  The internal auditor’s proposed 2006-2007 audit work plan highlights the rationale for each proposed audit as well as each target area’s risk rating. Factors such as adequacy of internal controls, financial exposure, regulatory implications, public and external factors and prior history are considered when deriving the risk rating.

  This year’s proposed audit work plan calls for 14 diverse audits highlighted by first time audits of the Children’s Center and Independent Contractor payments.
Mr. Kahn made a motion to approve the proposed internal audits for 2006-2007. Mr. Mullin seconded the motion and the Board unanimously approved the proposed internal audits for 2006-2007.

- **Appeal of 2001-2002 State Audit Adjustment**

  In 1993, the Pennsylvania Department of Education (PDE) disallowed reimbursement for FTEs associated with the non-credit Fire Science Program claiming that the College did not have control of the Program’s content, delivery, personnel or budget. In January 2002, the College filed an appeal in response to PDE’s claim.

  A pre-hearing conference with PDE scheduled for September 11, 2006 was delayed until November. We are attempting to reach a settlement prior to the hearing date. If this is not possible, we will make the decision to proceed or not based on the results of the hearing and the estimated time to prepare for and attend a one day hearing.

This is for information only.

**2006-2007 Annual Finance Committee Schedule**

College staff compiled a preliminary 2006-2007 Committee agenda time line in order to ensure the successful and timely implementation or completion of several significant projects and milestone. The schedule is included in the Board packet.

This is for information only.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **E-Learning Strategic Plan**

  Mr. Palmer thanked Vicki Bastecki-Perez and Richard Greenwood for presenting an overview of the E-learning Strategic Plan at the Curriculum Committee meeting.

  During 2005-2006 a team consisting of faculty and staff from across the College worked with an external consultant to develop an E-learning Strategic Plan (ELSP). The resulting plan that sets the direction for the College’s e-learning initiatives for the next several years. The ELSP was built to support the College’s Strategic Plan.

  The ELSP resulted in nine recommendations in the areas of curriculum, faculty, student preparedness, student support services, management structure and marketing.

This is for information only.
- Community Service Learning and Civic Engagement

During Academic Year 2005-2006, the College hosted an AmeriCorps*VISTA (Volunteers in Service to America), sponsored by Pennsylvania Campus Compact. The VISTA focuses on promoting student volunteerism in the community through service-learning in the curriculum, coordinating co-curricular service projects for students and working with non-profit organizations to identify their needs.

This past year, the VISTA coordinated 14 service projects through which 135 students dedicated 794 hours to community service. In addition, student clubs were involved in service projects with 24 different community organizations.

For 2006-2007, in addition to hosting another VISTA at the College, we will provide an opportunity for two students to participate in the Scholars in Service to Pennsylvania program, sponsored through the Philadelphia Higher Education Network for Neighborhood Development.

This is for information only.

- Curriculum Committee Tentative Agenda for 2006-2007

Each year the All-College Curriculum Committee schedules, in advance, major projects expected to be acted upon. This, in turn, drives the agenda of the Board of Trustees’ Curriculum Committee. The schedule is included in the Board packet.

This is for information only.

- Faculty Accomplishments

A monthly update on faculty accomplishments is provided for the Curriculum Committee of the Board of Trustees. The report offers the Board an ongoing glimpse of the many strengths of our academic community.

This is for information only.

Physical Plant

Mr. Mullin reported for the Committee.

- ATC Update

George Mulligan showed pictures from the ATC roadway improvement project and the ATC building.
Captioned project pictures and other project information can be seen on the project web site (http://www.mc3.edu/atc/index.html). From the same web page a link is available that enables the user to see current project site activities via a web camera.

This is for information only.

- **ATC Budget and Expenditure Summary**

Each month College staff provides the Physical Plant Committee with an update regarding the ATC budget compared to accumulated costs. The estimated budget is based on the bids awarded to the four prime contractors and other associated project costs.

This is for information only.

- **Underpass Update**

After nearly two years of planning, the underpass project was publicly bid by PENNDOT in June 2006. When the bids were opened on June 29, the low bid was $1,125,000, which is $425,000 more than the funds available.

A combination of funds contributed by Pottstown Borough ($267,000), PENNDOT ($50,000) and the College ($108,000) was identified to close the funding gap.

In exchange for this investment of $108,000, the College will have access to Community Development Block Grant and environmental remediation funds available through the County’s Department of Housing and Community Development to support future qualifying projects.

This is for information only.

- **Norfolk Southern Railroad Agreement**

The Phase II site assessment consisted of nine sub-surface borings which were analyzed to determine the presence of volatile organics and evaluated to establish soil conditions. An evaluation of laboratory data indicates that the environmental condition of the site does not pose a significant obstacle to constructing a parking lot. However, dense fill material consisting of trash and construction debris was encountered in all nine boring in depths ranging from ten to eighteen feet. The projected cost to remove and properly dispose of the estimated volume of 150,000 cubic yards of material is approximately $18 million.

The College may terminate the lease and receive a full refund of the first year’s rental payment by providing written notification to NSR by October 27, 2006.

This is for information only.
- **Monument Signage Application**

  Ken Kaiser reported that the first step to implementing Phase II of the signage plan is replacing the four Central Campus monument signs.

  The Zoning Hearing Board expressed concerns about the sign at Morris Road and Route 202 having LED capabilities. The College will rescind its request for this capability on the sign. If approved, the project will bid this fall and with an estimated 12 week construction duration be completed prior to the opening of the ATC in the fall 2007.

  This is for information only.

- **Recycling Initiative**

  The College has entered into a strategic partnership with Abitibi-Consolidated to remove recyclable paper from the waste stream while increasing the volume of paper recycled by the College. This partnership promises to lower costs and enhance revenue as the waste stream is reduced and the College collects a fee for the volume of paper diverted.

  The College is scheduled to receive up to $20.00 per ton of recyclable paper collected. Although this is estimated to yield just over $1,000 per year in revenue; the true financial benefit is reflected in the savings attributed to reducing the waste stream. The fee for solid waste removal is anticipated to decrease between $10,000 and $15,000 as recyclable paper is diverted to the drop-off bins.

  This is for information only.

- **Utility Cost Management – Energy Wise**

  The College has experienced a nearly 40 percent increase in the cost of utilities over the past five years.

  Energy Wise, a energy management firm, is recommissioning selected buildings on the Central and West campuses to identify and recommend no cost conservation strategies. This process involves monitoring, collecting, analyzing and reacting to energy data in order to return facilities to optimum performance.

  The College is scheduled to realize 35 percent of the savings for the first twelve months of the agreement and 50 percent of the savings for the second twelve months; after two years the College is entitled to 100 percent of the savings. The College is not obligated to make any payments to Energy Wise if savings are not realized. The estimated annual savings to be shared with Energy Wise is $125,000.
This is for information only.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Retirement Plan Issues Update**

  At the February meeting, the Personnel Committee received a report on the status of several retirement plan issues affecting Pennsylvania community colleges. The report centered on questions and concerns relating to the Public School Employees’ Retirement System (PSERS). Since the February Committee meeting, the College has gained a better understanding of the issues and has been working, along with other community colleges, with PSERS to identify appropriate strategies and solutions.

This is for information only.

- **Medical Insurance Opt Out Program**

  With medical insurance premiums representing the single largest cost incurred by the College, several strategies have been employed in an effort to mitigate the impact of the rising medical insurance premiums.

  An opt out option will be offered during open enrollment in November. The decision to discontinue or waive medical coverage is irrevocable until the next open enrollment period. However, coverage may be reinstated at any time in the event of a qualified life event. To be eligible, employees must sign a waiver that they have alternative medical coverage, as well as attend a benefits counseling session with the College’s insurance broker, CBIZ.

This is for information only.

- **Independent Contractor Policy and Procedures**

  In their 2004-2005 Management Letter, the College’s independent auditor highlighted the need for the College to develop and adopt a policy for determining the relationship of an individual as either an employee or an independent contractor.

  Development of a consistent policy and procedure is critical to protect the College from liability. Misclassifying workers may expose the College to additional payroll taxes, penalties and interest, additional wage and overtime obligations, workers’ compensation and unemployment payments, benefits payments and wrongful termination suits.
A policy and supporting forms and contracts was developed by College staff to guide and facilitate the proper classification of workers. This policy transfers the responsibility for determining an individual’s status from the individual department to Human Resources.

The policy, forms and contracts are based on IRS guidelines and have been reviewed and endorsed by the independent auditor.

Mr. DiSandro made a motion to approve the Independent Contractors Policy. Mr. D’Aniello seconded the motion and the Board unanimously approved the Independent Contractors Policy.

- **Recommendations for Emeritus Status**

  The Board of Trustees may grant emeritus status to permanently recognize faculty and professional administrative staff who have served the College in a positive and professional manner over an extended period of time.

  The Board policy sets two conditions that must be met before emeritus status may be granted:

  1. The candidate must retire in good standing from a full-time faculty or professional administrative position.
  2. The retiree must have a minimum of ten years of full-time professional service.

  The following individuals meet all the conditions set forth in the Board policy and may be considered for emeritus status: Eleanor Harty, Shelby Martin, Joseph Speakman, Susan Bass, Sheldon Chamberlain, Bernard Mangiaracina, Roger Willig, Eleanor James, and Diane Horan.

Mr. DiSandro made a motion to grant emeritus status to the nine above mentioned individuals. Mr. Montalbano seconded the motion and the Board unanimously granted emeritus status to the nine above mentioned individuals.

- **Full-Time Administrative Hires June 1, 2006 – June 30, 2006**

  Connie McCalla, Executive Director of Human Resources
  Effective: June 5, 2006

  Carolyn White, Admissions Officer
  Effective: June 19, 2006

- **Full-Time Administrative Separations June 1, 2006 – June 30, 2006**

  Erik Hyde, Assistant Director of Admissions and Coordinator of International Recruitment
Effective: June 15, 2006

- Faculty Retirement June 1, 2006 – June 30, 2006
  Diane Horan, Associate Professor of English
  Effective: June 15, 2006

- Full-Time Administrative Hires July 1, 2006 – July 31, 2006
  Linda Rehfuss, Dean of Math, Science and Technology
  Effective: July 3, 2006
  Gregg Heimer, Network Engineer West Campus
  Effective: July 24, 2006

- Full-Time Administrative Retirements July 1, 2006 – July 31, 2006
  Gary Rizzo, Associate Vice President of Academic Affairs
  Effective: July 7, 2006

- Faculty Separations June 1, 2006 – June 30, 2006
  Brian Sucevic, Mathematics Instructor
  Effective: July 7, 2006

- Full-Time Administrative Separations June 1, 2006 – June 30, 2006
  Larry Arrington, Director of the Learning Assistance Lab
  Effective: July 3, 2006

- Full-Time Administrative Hires August 1, 2006 – August 31, 2006
  Sherry Phillips, Enrollment Generalist
  Effective: August 28, 2006
  Andrew Marcroft, Assistant Director of Admissions/Coordinator International Admissions
  Effective: August 28, 2006
  Francine Lakacik, Instructional Technology Specialist
  Effective: August 28, 2006
- **Faculty Hires August 1, 2006 – August 31, 2006**

The following faculty hires were effective August 14, 2006:

Susan Rhoads, Early Childhood Education Instructor  
Peter Bachmann, Astronomy Professor  
James Muscatell, Mathemetic Instructor  
Namrata Chauhan, Mathematics Instructor  
Diane Biddle, English Instructor  
Allan Schear, Communications Instructor  
Morgan Betz, Communications Instructor  
Diane McDonald, English Instructor  
Michael Connelly, Art Instructor  
Aarika Chilson, English Instructor  
Maria Cantwell-Falch, Health and Physical Education Instructor  
Anne Livezey, Health and Physical Education Instructor

- **Faculty Retirement August 1, 2006 – August 31, 2006**

Roger Willig, Math Professor  
Effective: August 11, 2006

Mr. DiSandro made a motion to ratify the full-time professional and faculty appointments, separations and retirements for the months June, July and August. Mr. Palmer seconded the motion. The Board unanimously ratified the full-time professional and faculty appointments, separations and retirements for the months June, July and August.

**Chair’s Report**

Mr. Bitner thanked the Trustees, Dr. Stout and President’s Cabinet for a retreat well done.

- **Appointment to Pennsylvania Commission for Community Colleges Trustees Council**

Andy Cantor is appointed to the Pennsylvania Commission for Community Colleges Trustees Council.

- **Foundation Board Appointment**

Joe Palmer is appointed to Montgomery County Community College’s Foundation Board. He will be succeeding Mr. D’Aniello. Mr. Bitner thanked Mr. D’Aniello for a job well done.

**Old Business**

There was no old business.
New Business

There was no new business.

Adjournment

The meeting was unanimously adjourned at 4:55 p.m. The next meeting is scheduled for Monday, October 16, 2006 in the East House Board Room.

_____________________________ Andy Cantor
Secretary

Board Minutes, September 18, 2006