The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 16, 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; Andy Cantor, Secretary; Charles Kahn; Trudy Mann, Assistant Secretary; Thaddeus Smith

Board of Trustees – Absent:
Jim Genuardi, Timothy Hendricks, Lynne Lechter, Richard Montalbano, Ed Mullin, Joseph Palmer, 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; Joan Brookshire, Associate Vice President of Academic Affairs; Mark Davis, College Solicitor; James Fisher, Univest; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Tom Goldkamp, Kreischer Miller; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Ken Kaiser, Vice President for Administration and Finance; Phillip Katulka, Univest; Mike Mandrachia, Director of Accounting; Evon Martin, Assistant Professor of Chemistry; Alana Mauger, Coordinator of Media and Public Relations; Connie McCalla, Executive Director of Human Resources; Rhoda McFadden, History Professor and Faculty Union President; Steady Moono, Dean of Student Success; George Mulligan, Executive Director of Capital Projects and Support Services; Robert Olszewski, Kreischer Miller; 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; Denise Yannarell, Univest; 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 September 18, 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 Three Months Ending September 30, 2006**

  Tuition through September 30, 2006 is $11,058,000 or 50 percent of the budget. This figure includes the credit classes for the 2006 ten week, second summer and mid summer sessions, fall term and all non-credit classes. Total Operating Revenues for the period ending September 30, 2006 are $16,821,000 or 29 percent of the budget. Total Operating Expenditures for the same period are $8,921,000 or 16 percent of the budget. Highlights include:

  - $562,000 received from Montgomery County through September.
  - $5,321,000 received from the State through September.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the three months ending September 30, 2006. Ms. Mann seconded the motion and the Board unanimously approved the Treasurer’s Report.

**President’s Report**

- **Enrollment**

  Based on third week fall enrollment reports, total credit headcount enrollment is 11,174 setting another all-time high for the College. This is up almost 2 percent compared to the same time last fall. Our fall count is not final as the College is still enrolling students for late start sections and in dual credit programs with the high schools.

- **Grants**

  The College was awarded a Title III federal grant from the Department of Education. The five year, $1.5 million grant will fund efforts to advance the College’s student success initiative in the areas of improving advising and counseling services, advancing developmental education curriculum development, implementing early warning systems for students in need, and moving forward the first year student experience action plan. This is a very competitive grant competition. Congratulations to Dr. Steady Moono and his Title III project team for their extraordinary efforts. This grant took months of writing, research, planning and collaboration.
- Other

On October 3, a group of College representatives visited with Bucknell University’s President and other Bucknell representatives to begin to shape a transfer agreement and program as part of the Jack Kent Cooke Foundation funded program that is designed to facilitate transfer to community college students to elite four year universities across the country.

- Program News

The College’s Medical Laboratory Technician program has received notification of a 100 percent pass rate on the American Society for Clinical Pathology certification examination for the classes of 2005 and 2006. These graduates are now qualified to work as Medical Laboratory Technicians in a variety of clinical laboratory environments. Congratulations to Debbie Eckman and her faculty for their quality teaching that contributed to their graduates’ success.

The editor of INNOVATIONS SHOWCASE just emailed the College that our article “Montgomery County Community College: Cultural Center for Writers” has been published by the League for Innovation. The article was written by four students and alumni. Kudos to Professor Pat Nestler for her leadership of the Writers’ Club and Conference. Norman Mailer is the keynote speaker for this year’s Writers’ Conference on November 3, 2006.

- Build a Model and Modern Workplace

The President’s Blog, “Roadmap,” has offered members of the College community an opportunity to respond to the Student Life Committee’s proposed Clean Air proposal. Sixty five comments were posted to the Blog and offer valuable feedback that will further shape this proposal before it comes to the Board of Trustees for consideration.

The Financial Aid office has implemented an autopackaging tool that has resulted in processing efficiencies for packaging student aid for both grants and loans. In addition to improved service and process efficiencies, the department is experiencing a 6 percent increase in FAFSA applications for 2006-2007 compared to 2005-2006.

- President’s Outreach

On September 29, I presented at the College’s Student Leadership Retreat at Normandy Farms on my expectations of student leaders. I also gathered input on their expectations of presidential leadership in helping to advance and advocate for the work of their clubs and organizations. Congratulations to Brian Brendlinger for organizing the retreat.
On September 28 and 29, I facilitated the proceedings of the Commission’s annual All Trustees Assembly. Special thanks to Trustees Bitner, Palmer and Smith for attending the assembly.

- Events of Note

On October 6, the College’s Alumni Association presented the annual Alumni Hall of Fame awards program. Five alumni were inducted into this special group. The event, held at the West Campus, attracted about 120 attendees. Special thanks to Kerri Murphy, Susan Adams, Alana Mauger and Matt Porter for their contributions to the success of the event and to Trustees Palmer and D’Aniello for attending.

The College held a topping off ceremony on October 9, inviting members of the College community to sign their names to the last piece of steel that was added to the Advanced Technology Center on Tuesday, October 10.

On October 12, the West Campus hosted a Town Hall meeting: “Hate Groups: They’re Targeting Our Community and Our Children.” The meeting featured a panel conversation of area leaders and was coordinated by the Montgomery County Advisory Council to the Pennsylvania Human Relations Commission. Kudos to Eric Almonte for bringing the event to the College.

- Become An Entrepreneurial College

The Collegiate Consortium has issued another equity stake payment of $30,000 to the College for this academic year. In addition, the Consortium secured a $500,000 earmark from the Department of Defense appropriation to fund retraining programs for returning servicemen and women. The earmark was secured through the leadership of Congresswoman Schwartz and with the support of Senators Santorum and Spector. A press conference announcing the funding will be held on October 24 at the Consortium office at the old Naval Shipyard off Broad Street.

On September 23, the Foundation held its annual golf outing at Bellewood Country Club outside of Pottstown. The event raised approximately $17,000 and supported our celebration of the 10th birthday of the West Campus. Special thanks to Trustee Mann for participating in this event.

The College’s 16 High Street project will receive, along with Gary Silvi, the Tri-County Chamber of Commerce’s Economic Development Project of the Year award at the Chamber’s annual Economic Development Luncheon on November 16. This same project also secured a Rehab runner-up award. A clipping from the Philadelphia Business Journal regarding the runner-up was distributed.

In mid-September the Foundation launched the Faculty/Staff Giving Campaign. To date we have received $16,000.
Finance Committee

Mr. Kahn reported for the Committee.

- Independent Audit for 2005-2006

Effective July 1, 2006 Hege Kramer Connell Murphy & Goldkamp, P.C and Kreischer Miller merged. Mr. Kahn introduced Tom Goldkamp and Robert Olszewski from Kreischer Miller.

Mr. Olszewski said they met with the Finance Committee and he gave highlights of the major events that occurred from the management discussions and analysis.

- Government-total assets of College - $100 million
- Total net assets of the College - $58 million
- Tuition and Fees, increased approximately $1 million due to enrollment and tuition increases.
- General Fund - $15.8 million
- Operating Fund - $5.6 million
- Excess revenue over expenses in the General Fund is approximately $2.4 million. It was recommended that $2.1 million go towards the Plant Facilities for continuation of Master Campus Plan.
- Approximately $8.5 million was spent in capital this year, which was primarily for the Advanced Technology Center.
- The ACT 46 audits are new this year. Previously the audits were done by the State.

Mr. Kahn said that in the management letter sent by Kreisher Miller there was a mention of a material weakness. The promptness of cash reconciliation was an issue. Steps have been taken to ensure promptness in the future.

Mr. Kahn made a motion to approve the 2005-2006 Independent Audit. Mr. Cantor seconded the motion and the Board unanimously approved the 2005-2006 Independent Audit.

- Fund Designations for 2005-2006

At the end of each fiscal year the Board designates or transfers changes in net assets within or between funds to ensure the efficient operation of the College and to support future strategic initiatives.

Net assets increased $2,697,304 in 2005-2006 compared to $2,457,303 in 2004-2005. This year’s increase is due primarily to increasing State operating support as a result of ACT 46.
The recommended fund designations for 2005-2006 are the General Fund, Auxiliary Enterprises Fund, Special Purpose Fund (Technology Fees), Student Activities Fund, Unexpended Plant Fund, Replacement and Renewal Fund.

Mr. Kahn made a motion to approve the above mentioned designations and transfers for the fund balances and permits these designations and transfers to be reflected on the College’s 2005-2006 financial statements. Mr. DiSandro seconded the motion and the Board unanimously approved the above mentioned designations and transfers for the fund balances and permits these designations and transfers to be reflected on the College’s 2005-2006 financial statements.

- **Univest Investment Plan**

At its April meeting, the Finance Committee directed Univest to invest College funds in short-term instruments until a formal plan aligned with the funding needs of the Facilities Master Plan and other College initiatives was developed. With the Board of Trustees’ review and endorsement of the Facilities Master Plan update in September, Univest is now prepared to begin actively investing College assets.

Univest’s initial plan calls for actively investing approximately $16,000,000 in a structured portfolio of fixed income debt securities with staggered maturities in a laddered arrangement with maturities timed to meet projected net cash outflows of the Facilities Master Plan. The remaining balance will remain in short term money market instruments as Univest continues to develop plans to transition College funds into investments with longer term maturities and to ensure and support the efficient day-to-day operation of the College.

Mr. Kahn introduced Phillip Katulka from Univest. Mr. Katulka gave a summary of the Univest Investment Plan.

Mr. Kahn made a motion to approve Univest’s plan to begin transitioning $16 million in College funds from short-term instruments into investments with maturities that more closely align with the College’s longer term facilities master planning goals. Mr. DiSandro seconded the motion and the Board unanimously approved Univest’s plan to begin transitioning $16 million in College funds from short-term instruments into investments with maturities that more closely align with the College’s longer term facilities master planning goals.

**Curriculum Committee**

Mr. Smith reported for the Committee.

- **Noel Levitz Student Satisfaction Inventory Results**

  The Noel-Levitz Student Satisfaction Inventory (SSI) is administered to students every other year during the fall semester. The purpose of completing the SSI is to inform the College community about students’ level of satisfaction with different areas of the institution. The SSI was administered during the fall 2005 semester, in
follow-up to the fall 2003 semester results. Students rate their level of satisfaction for each item, as well as the level of importance they place on that item. Results of the 2005 survey were analyzed and compared to the 2003 results to assess areas in which the College has improved, as well as opportunities for improvement.

Students rated their “overall satisfaction with the experience” higher than they did in 2003. Also, their responses on the question “If you had it to do over again, would you enroll here” were higher than in 2003.

This is for information only.

- Academic Program Review, Physical Sciences

The Physical Sciences program is a 65-66 credit program that has been at the College, in whole or in part, since the inception of the College. The primary areas of instruction include chemistry, physics, astronomy and geosciences. The program is primarily designed to prepare students who seek transfer to a variety of programs such as pre-medical, pre-dental, physician assistant and several others, as well as the primary areas of chemistry, physics, etc.

The specific recommendation to the Curriculum Committee as a result of the academic program review, is to continue the program without modifications and recommendations to further align the curriculum for transfer, to address the full-time, part-time teaching ratio and to improve laboratory facilities.

Mr. Smith made a motion to approve the Academic Program Review for the Physical Sciences AS program. Mr. D’Aniello seconded the motion and the Board unanimously approved the Academic Program Review for the Physical Sciences AS program.

- Sabbatical Summaries

Sabbatical leaves are an effective way of revitalizing and rejuvenating faculty or providing them with the blocks of time needed to complete a project. The following faculty completed sabbaticals last year, Pam Pfalzer, Professor of Nursing; Robert Dunlevy, Assistant Professor of Accounting; and Deborah Dalrymple, Professor of Nursing.

Dr. Stout mentioned that Ms. Dalrymple did an interactive demonstration for the Curriculum Committee on how she integrated technology into the nursing curriculum.
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.

**Legislative Committee**

Dr. Stout reported for the Committee.

- **State and Federal Relations Update**

  It is expected that at some time right before or after Thanksgiving, regardless of the outcome of the fall congressional elections, Congress will enact a Transportation Appropriations bill that includes all of the House and Senate line-item funding projects and the $500,000 for the West Campus project will remain in tact and be enacted at that time.

  On July 20, 2006, the Senate Appropriations Committee passed its Labor-HHS-Education legislation. It contained a funding line-item for $200,000 for Montgomery County Community College’s Advanced Technology Initiative. This funding was included at the request and sponsored by Senator Santorum for the College. It can be used for equipment, curriculum and other “non-bricks-and-mortar” purposes.

This is for information only.

- **2006-2007 State Legislative Strategy and State Budget Request**

  Montgomery County Community College and the Schuylkill River National Heritage Association Academic and Heritage Center will be receiving a $1 million grant for the Academic and Heritage Center located at Montgomery County Community College’s West Campus, on behalf of Senators John Rafferty and Vince Fumo. We are expecting to receive the check shortly.

  In January, the Commission for Community Colleges will be asking for a six percent increase in our operating allocation from the state and $6.4 million in the capital line item for community colleges for the 2007-2008 budget.
This is for information only.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Full-Time Administrative Appointments September 1, 2006 – September 30, 2006**
  
  Kathleen Emery, Director of Career Services and Coordinator of Student Leadership
  Effective Date: September 25, 2006

  Diane Coyle, Academic Scheduling and Computer Science Support Coordinator
  Effective Date: September 18, 2006

  Nina Geisler, Assistant Director of Administrative Services, West Campus
  Effective Date: September 11, 2006

- **Part-Time Administrative Appointments September 1, 2006 – September 30, 2006**

  Sandra Gould, Admissions Officer
  Effective Date: September 18, 2006

Mr. DiSandro made a motion to ratify the full-time and part-time administrative appointments made September 1 though September 30, 2006. Mr. D’Aniello seconded the motion. The Board unanimously ratified the appointments.

**Bids**

George Mulligan reported on the bids.

- **Kodak Point-of-Care CR 120 System**

  On motion by Ms. Mann and seconded by Mr. Cantor, the recommendation to award Medical Imaging, Hatboro, Pennsylvania the Kodak Point-of-Care CR 120 System in the amount of $34,400 as the lowest responsive and responsible bidder was unanimously approved.

**Chair’s Report**

Mr. Bitner asked that the Board please make note of the upcoming events that are on the agenda.

**Old Business**

There was no old business.

**New Business**
There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Monday, November 20, 2006 at 16 High Street, Pottstown.

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Andy Cantor
Secretary

Board Minutes, October 16, 2006