The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 20, 2006, at 4:00 p.m. at 16 High Street, Pottstown.

Board of Trustees – Present:
Mike Bitner, Chairperson; Lea Bramnick; Andrew Cantor; Michael D’Aniello, Treasurer; Anthony DiSandro, Vice Chairperson; Jim Genuardi; Timothy Hendricks; Charles Kahn; Joseph Palmer; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Lynne Lechter, Trudy Mann, Richard Montalbano, Ed Mullin

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; Mark Davis, College Solicitor; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Michael Green, User Support Engineer; Leon Hill, Director Institutional Research Assessment; 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; Rhoda McFadden, History Professor and Faculty Union President; 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; Darlene Yerkey, Executive Assistant for Marketing and Communications

Call to Order

Chairperson Bitner called the meeting to order at 4:05 p.m.

Approval of Minutes

The minutes from October 16, 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 Four Months Ending October 31, 2006**

  Tuition through October 31, 2006 is $11,203,000, 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 October 31, 2006 are $17,321,000 or 30 percent of the budget. Total Operating Expenditures for the same period are $14,154,000 or 25 percent of the budget. Highlights include:

  - $1,052,000 received from Montgomery County through October.
  - $5,488,000 received from the State through October.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the four months ending October 31, 2006. Mr. Cantor 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**

  Fall credit enrollment remains on target to meet our projections and budget. FTEs are up 3.18 percent compared to last year with headcount up 2.76 percent and credits generated up 3.12 percent.

- **Gifts and Grants**

  The Foundation Board has approved funding from its Internal Grants program for the following projects for the upcoming spring semester:

  - On-Line, Engineering Lab based course
  - Service-Learning Civic Journalism
  - Girls Go Tech Conference
  - Ipod Loaner Program

- **Other**

  Our Student Success initiative continues to move forward with a high level of engagement from across the College. Our Coach and Data Facilitator (supported by the Heinz Foundation for our participation in the Achieving the Dream effort) return to our campus on December 1 for an all day session with our planning teams as well as the College community. Board members are invited to join us for the day’s Plenary Session that begins with lunch at Noon and ends at 1:30 p.m.
The Student Affairs and Enrollment Management Division’s Call Center pilot, guiding all calls to Admissions and Records and Registration to one point of contact, is a success. Eighty percent of calls were answered within the 30 second service standard set by the Call Center Team. Congrats to Barb Lefevre, our Call Center Manager and the Call Center Staff.

In September we participated in Constitution Day. A bus took Montgomery County Community College students and staff to the Constitution Center as part of the USA Today initiative. The students who participated in Constitution Day created a video to recap the day. The video was shown to the Board.

- **Program News**

The current quarterly report reflects a Nursing Program pass rate of 96.67 percent which is well above the Pennsylvania pass rate of 88.41 percent and the National rate of 87.88 percent. Kudos to our entire Nursing faculty and staff team.

- **President’s Outreach**

On Saturday, November 18, I participated as a member of Congressman Gerlach’s Service Academy Review Board interviewing prospective young men and women from the 6th Congressional District for appointments to the military academies.

- **Legislative Outreach**

On October 24, the College participated in a press conference at the Collegiate Consortium headquarters to accept a federal grant of $500,000 (from the Department of Defense) to re-train returning Iraqi war veterans. Congresswoman Allyson Schwartz helped to secure the funding and she was joined by Congressman Chaka Fattah in making the check presentation.

On October 25, the College accepted $500,000 from Senator John Rafferty to renovate the 140 College Drive building in Pottstown into the Riverfront Academic and Heritage Center in partnership with the Schuylkill River National Heritage Association.

- **Events of Note**

Pulitzer Prize winning author Norman Mailer entertained an overflow audience on November 3 to kick-off our highly successful annual Writer’s Club Conference. Kudos to Professor Pat Nestler and her team of faculty, student and alumni organizers for another wildly successful event.

November 16, a luncheon was held in Washington, D.C. honoring Pat Nestler, where she was named as Pennsylvania’s Professor of the Year for 2006 by CASE and the
Carnegie Foundation for the Advancement of Teaching. This is the third award to a Montgomery County Community College faculty member in six years.

A clip from the Alumni Hall of Fame event was shown to the Board of graduate Mark Pomilio who is now a tenured faculty member at Arizona State University and a very successful artist.

November 14, was the Foundation Scholarship Recognition event. Thank you to Trustees Bitner and Palmer for attending.

- **Become An Entrepreneurial College**

  The College launched a multi-faceted promotional campaign to build awareness of the launching of the University Center at the West Campus. The promotional plan includes cable television, outdoor and print media as well as an enhanced presence on the College’s web site for the Center. Susan Adams presented a PowerPoint presentation which included a 30 second University Center commercial.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Fixed Assess Implementation**

  The 2004-2005 management letters issued by the College’s independent auditor highlighted the need for the College to implement a formal program for monitoring fixed assets.

  The first step to developing the fixed assets program was to establish the criteria for identifying which assets to track. Assets will be tracked and classified for two purposes:

  1. To deter and to detect theft: these are assets purchased or otherwise acquired by the College with a unit cost in excess of $500.00 and that are easily susceptible to theft.
  2. To calculate and record depreciation: depreciation will be calculated and recorded in the College’s general ledger for assets purchased or otherwise acquired by the College with a unit cost in excess of $500.00 with an anticipated useful life of more than one accounting cycle.

  The initial focus of the program is on assets purchased after July 1, 2005. The College will begin calculating and recording depreciation for assets purchased after July 1, 2006. The independent auditor will continue calculating depreciation for previously purchased assets.

  This is for information only.
**Manual Foodservice RFP**

In July 1999, the College signed a five year agreement granting Williamson Hospitality the sole and exclusive right to satisfy the manual food service needs of the Central campus including managing the cafeteria and providing on campus catering. Subsequent to the original five year agreement, the College and Williamson Hospitality entered into three consecutive one year extensions.

With the current extension set to expire on June 30, 2007, along with the condition that sixty days written notice is required to cancel or amend the agreement, it is now an appropriate time to go to market to secure a manual food service agreement that considers the comprehensive needs of the College including both the Central and West campuses.

The manual food service RFP is scheduled to be widely advertised in November with two finalists presented for the Committee’s review and consideration in February.

This is for information only.

**Budget Work Session on 2007-2008 Budgets**


**2007-2008 Operating Budget**

The proposed 2007-2008 operating budget of $60,088,683 represents a 5.0% increase over the 2006-2007 operating budget. The following assumptions were made in calculating the 2007-2008 operating budget:

- 3.1 percent increase in total enrollment.
- No change in the enrollment mix from 2005-2006.
- 2.40 percent or $2.00 increase in the tuition rate.
- $2.00 increase in the Technology Fee.
- $18,321,000, or a 3 percent increase in actual 2006-2007 State Support.
- $16,538,113, or a 11.2 percent increase in County Support.
- Contractual salary increases of approximately 3.6 percent.
- 10 new positions at $50,000 each.
- 7.7 percent increase in benefit costs, including rate increases as well as increased costs associated with new positions.
- PECO rates are expected to increase by 5 percent for 2008, other energy and utilities costs are anticipated to increase as well.

Mr. Kahn made a motion to approve the 2007-2008 Operating Budget. Mr. DiSandro seconded the motion and the Board unanimously approved the 2007-2008 Operating Budget.
- **2007-2008 Capital Budget**

The proposed 2007-2008 capital budget of $4,300,785 provides funding for all the existing debt service and leases, including funding for the:

- West Campus expansion (16 High Street).
- Advanced Technology Center.
- Five year loan and 1999 bond.
- Leases for various equipment and facilities.

The proposed capital budget recognizes funding of $550,000 to support special requests for capital projects and purchases. A prioritized list of capital funding requests will be compiled as a result of the budget conferences scheduled for January and February.

Mr. Kahn made a motion to approve the 2007-2008 Capital Budget. Mr. DiSandro seconded the motion and the Board unanimously approved the 2007-2008 Capital Budget.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Programming Activity**

  It is proposed that the Computer Systems A.A.S. – PC/LAN Option and the corresponding Certificate in PC/LAN have their names changed to Computer Networking A.A.S. program and Certificate in Computer Networking respectively. The Computer Networking program will then have two concentrations within the program, Computer Support Specialist Concentration and Network Administration Concentration. It is also proposed to delete three existing curricula, Computer Systems A.A.S. – Software Engineering Option, Computer Systems A.A.S. – UNIX Option and Certificate in Unix Operating Systems.


- **New, Revised and Deleted Courses**

  The College’s faculty, program coordinators and division chairs constantly review and assess the relevancy of the curriculum in meeting student goals of transfer and
career preparation. Board policy requires that these course changes come to the Curriculum Committee as information items.

- **New Courses**
  - Customer Service Skills for the Help Desk Professional – CIS 173
  - Supporting Users and Troubleshooting Desktop Applications – CIS 274
  - Network Security Fundamentals – CIS 275
  - Economics of the Global Economy – ECO 130

- **Revised Courses**
  - PC Maintenance and Support – CIS 113
  - Introduction to the UNIX/Linux Operating System – CIS 141
  - Advanced Topics in the UNIX/Linux Operating System – CIS 142
  - PC Applications on the Network – CIS 155
  - NetWare Administration and Support – CIS 156
  - Windows 2003/XP Administration and Support – CIS 158
  - Networking Fundamentals (Cisco Semester 1) – CIS 170
  - Internetworking Design (Cisco Semesters 3 & 4) – CIS 172
  - Database Management Systems/SQL – CIS 245
  - Digital Media – ART 132
  - Digital Imaging – ART 137
  - Pastels – ART 154

- **Deleted Course**
  - Introduction to Network Security – CIS 175

This is for information only.

- **Student Success Initiative**

The Student Success Initiative is an initiative that comes directly from the College’s new strategic plan to 2010, Great Expectations: Keeping the Promise of Student Access and Success.

In the past year the College participated in the Foundations of Excellence project which was a year long project that critically looked at the policies and data that are most directly impacting our first year students. Results of this project will be used to further the Student Success Initiative. Additionally, the College is participating in Achieving the Dream: Community Colleges Count, a national effort to help more community college students succeed (earn degrees, certificates, or transfer). Furthermore, the College recently was awarded a Title III grant targeted at advising and developmental education. The College is taking advantage of these opportunities to aid in the overall Student Success Initiative.
The Student Success Initiative is an on-going effort that will lead to increased success of students the College serves.

This is for information only.

- Faculty Accomplishments

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

This is for information only.

**Physical Plant**

Mr. D’Aniello reported for the Committee.

- Art Barn Design Review

  Whitpain Township approved the College’s Art Barn Land Development Plan on June 20, 2006.

  The Art Barn project is scheduled to be completed in two phases. Phase I includes the construction of 17,000 square feet of gallery, classroom and faculty office space while phase II consists of renovating 9,500 square feet of existing academic space.

  Dr. Stout mentioned that this approval allows us to move forward with an RFP to secure the construction services to move forward with the projected groundbreaking in April.

  Mr. D’Aniello made a motion for the acceptance and endorsement of the Art Barn design presented by Kramer-Marks Architects. Mr. Genuardi seconded the motion and the Board unanimously accepted and endorsed the Art Barn design presented by Kramer-Marks Architects.

- Art Barn Furniture Plan Proposal

  At the College’s request, STV has developed a written proposal for interior design services related to moveable furniture for the Art Barn project. Briefly, the requested services entail the development of a comprehensive furniture package to include finalized furniture layouts, fabric and finish selections, furniture specifications and a budgetary cost estimate.

  Mr. D’Aniello made a motion to approve the awarding of a contract to STV Architects for Art Barn furniture not-to-exceed the amount of $11,840. Mr. Cantor seconded the motion and the Board unanimously approved the awarding of a contract to STV Architects for Art Barn furniture not-to-exceed the amount of $11,840.
- **ATC Update**

  The final piece of structural steel was lowered into place on Wednesday, October 11, and the large crane that sat on site since late July has been dismantled and removed. Students, faculty and staff had a brief opportunity to autograph the symbolic final steel beam before its placement in the ATC-Science Center connector bridge.

  College staff has been engaged in strategic discussions with legal counsel and the scheduling consultant developing plans to ensure substantial completion milestones are achieved.

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. The total cost of construction resulting from the bids awarded is $15,312,500. Other associated costs, including a 5 percent contingency, are estimated to be $5,654,581.

This is for information only.

- **Underpass Update**

  The contractor and PENNDOT stated that the project’s initial two and a half month timeline does not accurately align with the project’s true scope and requirements. The original timeline is based on a $500,000 project while the revised timeline reflects a $1,100,000 project. Additionally, according to PENNDOT’s workday calendar, which projects the average number of workdays available each month, calls for a total of only seven workdays between November 1 and March 1. The number of calculated workdays per month considers inclement weather trends, holidays, weekends and other factors.

  Dr. Stout believes the underpass will be open by May 2007.

This is for information only.

- **Norfolk Southern Railroad Agreement**

  Subsequent to executing a lease agreement with Norfolk Southern Railroad (NSR) in June to lease a six acre parcel of land adjacent to 101 College Drive in Pottstown a Temporary Right of Entry was granted to conduct a Phase II environmental site assessment.
Although NSR agreed to extend the due diligence period by sixty days the addendum to do so is currently under legal counsel’s review. As a result, the two additional engineering firms contacted, Carroll Engineering Corporation and Langan Engineering & Environmental Services, were unable to conduct a thorough site investigation and assessment at this time. However, after reviewing the available data, both firms indicated that Environmental Standards’ methods and finding are sound.

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 January 2, 2007. College staff is prepared to engage a realtor to begin confidentially exploring alternative options for suitable parking at the West Campus.

This is for information only.

- Central Campus Monument Signage Application Update

Ken Kaiser reported on the monument signage:

The College is prepared to begin implementing Phase II of its signage plan which calls for replacing the Central Campuses’ four monument signs that are strategically located around the perimeter of the campus.

Based on feedback and direction received from Whitpain Township’s Planning Commission on September 12, the College revised its monument signage plan and submitted a revised application for the Commission’s consideration in October.

As part of the revised application, the College requested the following variances to support the construction and use of the new LED monument signs.

1. To permit a sign with a light source to be located within seventy-five feet of a right-away or within two hundred feet of a traffic light.
2. To permit a sign with an image or text to be changed more than once every twenty-four hours.
3. To permit lighting and LED message displays which are not controlled by a timer or turned off by 11:00 p.m.

The project is scheduled to be bid this fall and with an estimated twelve week construction duration be completed prior to the opening of the ATC in the fall 2007.

Dr. Stout said that Morris Road and the Morris Road entrance construction is expected to be completed by December 22, 2006.

This is for information only.
**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Cost Sharing and Co-pays for Active Employees**

  Acknowledging the impact of rising health care costs, both the faculty and the support staff agreed to participate in premium cost sharing and increased co-pays during the most recent contract negotiations.

  Administrators will participate in a blending of the cost sharing and co-pay provisions governed by the faculty and the support staff contracts. As such, administrators will be subject to the same premium cost sharing arrangement as the faculty and to the co-pay schedule of the support staff. Public Safety Officers and confidential staff will follow the provisions of the support staff contract.

  Therefore, effective January 1, 2007, administrative staff will contribute ten percent of the difference between comparable Personal Choice and Keystone plans with an annual maximum of $600 and effective July 1, 2007 are subject to the co-pay schedule stipulated in the support staff contract. Effective July 1, 2007, Public Safety Officers and confidential will contribute ten percent of the difference between comparable Personal Choice and Keystone plans with annual maximum of $300 and be subject to the co-pay schedule stipulated in the support staff contract.

  Additionally, employees with alternative coverage may op-out of the medical and prescription plan all together in exchange for a $2,500 payment.

  This is for information only.

- **Cost Sharing and Co-pay Increases for Retirees**

  With nearly 200 retirees actively enrolled in College sponsored medical plans along with the reality of rising health insurance premiums, it is time to consider subjecting retirees between the ages of 62 and 65 to the terms of the new cost sharing and co-pay provisions.

  There are currently 18 retirees less than the age of 65 enjoying the same benefit coverage available to active employees and 181 retirees more than 65 years of age receiving supplemental coverage to Medicare. To address this imbalance, administration is proposing to subject employees retiring after December 31, 2007 to cost sharing, and between age 62 and 65 to future cost sharing and co-pay increases. The College will honor its commitment to maintain the same benefits enjoyed upon retirement for all current retirees and for those employees retiring prior to January 1, 2008.
Mr. DiSandro made a motion for the approval of exempting all current retirees and employees retiring prior to January 1, 2008 from any and all cost sharing, as well as any co-pay increases. Employees retiring after December 31, 2007 will be subject to cost sharing and if between the ages of 62 and 65, to future cost sharing and co-pay increases. Mr. Cantor seconded the motion and the Board unanimously approved exempting all current retirees and employees retiring prior to January 1, 2008 from any and all cost sharing, as well as any co-pay increases. Employees retiring after December 31, 2007 will be subject to cost sharing and if between the ages of 62 and 65, to future cost sharing and co-pay increases.

- **Dental Plan Renewal Proposal**

  In April 2006, AmeriHealth advised the College that effective June 1, 2006 the cost to administer dental claims per employee per month was increasing from $5.50 to $5.75. As a result, CBIZ solicited alternative proposals in an effort to maintain or improve the current rate structure.

  After considering several proposals, Guardian Dental is recommended based on the savings per claim, as well as the improved service and cost savings for College employees.

Mr. DiSandro made a motion for the approval of the change in dental administrators from AmeriHealth to Guardian Dental effective January 1, 2007. Mr. Cantor seconded the motion and the Board unanimously approved the change in dental administrators from AmeriHealth to Guardian Dental effective January 1, 2007.

- **Exit Interview Procedure**

  Exit interviews are a Human Resources best practice that provides timely, clear and specific information that is useful for the College’s retention efforts and its capacity to accomplish its goal to build a modern and model workplace.

  The benefits of conducting exit interviews include:
  - To learn the reasons why employees are leaving.
  - To take corrective action that will reduce turnover.
  - To improve the College’s performance by improving employee productivity.
  - To provide feedback to management regarding supervisory strengths and areas for improvement.
  - To improve satisfaction among remaining employees.

  Individual employee exit interview responses will be kept confidential and shared only as anonymous group data.

This is for information only.
- **Private Fund Raising Capacity Building Plan**

In June 2006, the consulting firm of Schultz and Williams delivered their report and recommendations on how to further advance the College’s private fund raising capacity. Among the report’s recommendations is the need to bolster the human resources dedicated to support private fund raising, especially in the areas of major gifts, planned giving, and annual giving.

Dr. Stout distributed an article from the *New York Times*, “Big Givers Turn to Poorly Financed Community Colleges.” The article talks about why major investors feel that it is worth investing in community colleges.

Per the Board’s direction at the June Executive Session, the following is the list of personnel adjustments, for this academic year, that will support and further develop the College’s private fund raising goals and capacity for the future:

1. Promote Susan Adams to the position of Vice President for Marketing and Development.
2. Fill the former Executive Director to the Foundation position with a Director of Major Gifts.
3. Fill Susan’s vacated Director of Marketing and Communications position.

The following are the proposed adjustment for next academic/fiscal year:

1. Separate the Coordinator of Annual Giving/Alumni Relations position into two positions.
2. Hire an additional support staff position per the consultant’s report recommendations.

The third year of implementation of the plan’s recommendation includes:

1. Hire a Director of Planned Giving.

- **Full-Time Administrative Appointments October 1, 2006 – October 31, 2006**

Kerry Rapp, Director of Budgets and Special Accounting  
Effective Date: October 2, 2006

Mr. DiSandro made a motion to ratify the full-time administrative appointment made October 1, 2006 through October 31, 2006. Mr. Cantor seconded the motion. The Board unanimously ratified the full-time administrative appointment made October 1, 2006 through October 31, 2006.
Bids

George Mulligan reported on the bids.

- Parkhouse Hall HVAC Project

    On motion by Mr. Cantor and seconded by Mr. Palmer, the recommendation to award Allstates Mechanical the Parkhouse Hall HVAC Project in the amount of $549,000 as the lowest responsive and responsible bidder was unanimously approved.

Dr. Stout said this is the beginning of the total renovation of Parkhouse Hall.

Chair’s Report

- Appointment of Nominating Committee

    Mr. Bitner nominated the following Trustees to the Nominating Committee:

    - Joe Palmer – Chair
    - Charlie Kahn
    - Trudy Mann
    - Ed Mullin

Old Business

There was no old business.

New Business

Dr. Stout gave the following reminders:

    - December 18, is the joint holiday dinner for the Board of Trustees, Foundation and Alumni boards.
    - December 7, is the Employee Service Recognition event at 3 p.m.
    - December 18, there will be tour of the Art Barn before the Board meeting.

Adjournment

The meeting was unanimously adjourned at 5:20 p.m. The next meeting is scheduled for Monday, December 18, 2006 in the East House Board Room.

_____________________________ Andy Cantor
Secretary

Board Minutes, November 20, 2006