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

Board of Trustees – Present:
Mike Bitner, Chairperson; Lea Bramnick; Andrew Cantor; Anthony DiSandro, Vice Chairperson; Jim Genuardi; Charles Kahn; Lynne Lechter; Trudy Mann, Assistant Secretary; Richard Montalbano; Joseph Palmer; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Michael D’Aniello, Timothy Hendricks, 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; 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; Steady Moono, Dean of Student Success; George Mulligan, Executive Director of Capital Projects and Support Services; Pat Nester, English Associate Professor; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean of Social Sciences; Richard Snyder, Kreischer Miller; 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.

Presentation of Resolution

Mr. Bitner presented Pat Nester with a resolution for being named Pennsylvania’s Professor of the Year for 2006 by CASE and the Carnegie Foundation for the Advancement of Teaching.

Dr. Stout presented Ms. Nestler with a framed certificate sent by CASE and the Carnegie Foundation and the Advancement of Teaching in honor of her achievement. Dr. Stout also had the program framed.

Ms. Nestler thanked Dr. Stout for her support of the College.
Approval of Minutes

The minutes from November 20, 2006 were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Treasurer’s Report

Mr. Kaiser reported for the Committee.

- For the Five Months Ending November 30, 2006

Tuition through November 30, 2006 is $11,332,000 or 51 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 November 30, 2006 are $17,693,000 or 31 percent of the budget. Total Operating Expenditures for the same period are $18,986,000 or 33 percent of the budget. Highlights include:

- $1,239,000 received from Montgomery County through November.
- $5,488,000 received from the State through November.
- $840,000 in debt service and loan payments were made during the month.

Mr. DiSandro made a motion to approve the Treasurer’s Report for the five months ending November 30, 2006. Mr. Smith 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 2006 final enrollment hit an all-time high of 11,394 students. E-learning, Out-of-County students and Dual Enrollment students were the primary drivers for this growth. Total unduplicated headcount is up 3.53 percent (11,394) compared to last year’s final number of 11,006.

- Gifts and Grants

PECO has awarded the College a $15,000 grant to support the College’s summer 2007 LEAD program. Last year, PECO/Exelon was a primary supporter of the program awarding the College $25,000 to extend the reach of the LEAD program to West Campus.
- **Program News**

Montgomery County Community College was awarded $1,371,264 from the U.S. Department of Labor to expand the scope of its Automotive Technology program, including expansion of the program to Pottstown. The College is one of 72 community colleges nationwide awarded funds under President Bush’s Community Based Job Training Grants Initiative. More than 450 colleges applied for funding from this program.

- **General Kudos**

The Montgomery County Community College Student Literary Magazine has once again won a first place award from the American Scholastic Press Association. The 2005-2006 magazine, *Perspectives*, included 34 poems and short stories and ten illustrations, most in full color.

Our College was prominently featured in the fall 2006 Community College for International Development newsletter. Page one featured a story written by Alana Mauger about student Nicola Manning, a single mother from Antigua. The newsletter also included a feature about our Fulbright Scholar, Dr. Fernando Carmargo and another about last summer’s study abroad trip to Italy.

- **Legislative Outreach**

On December 8, 2006, Senator Rafferty visited the Central Campus. He was the featured reader for our Friday reading sessions with the youngsters from our Children’s Center. The Senator also took a hard hat tour of the ATC construction site.

On December 12, 2006 Representative Kate Harper was a guest on the president’s Montgomery County Community College on the Air student produced radio show.

- **Become an Entrepreneurial College**

The College community stepped up to the Foundation’s call for participation in the Employee Annual Giving Campaign. Not only did we meet our goal of raising $20,000, we also secured new annual fund gifts from 65 employees, improving our overall campaign participation rate compared to last year.

The College’s Foundation, through the leadership of Board member John Irvin, has secured a $30,000 grant from Johnson and Johnson Company to support our nursing program. With the grant, the program will be able to purchase its first Laerdal human patient simulator.

The first edition of the new Alumni, Friends and Donors magazine *Big Dreams* was distributed. It will come out twice a year and showcases the best assets of

On December 3, 2006, the College hosted an art opening in the Multiple Choice Gallery at the Central Campus of art from the residents at Normandy Farms. Many of the residents were artists before they retired. Alma Jacobs helped to kick off the Friends of the Galleries annual campaign. This is a campaign to reach out to people who support the arts to help us keep the galleries moving forward. Approximately 200 people attended the event.

Dr. Stout introduced Dr. Shatzman to speak about Dr. Anna Roper, History Instructor, whose article was published in Science Education the System of Cultural Studies. The article was published in Russian.

The front page of The Mercury showed the progress of the tunnel connecting the two buildings at West Campus.

Finance Committee

Mr. Kahn reported for the Committee.

- Act 46 Enrollment Audit

Act 46 of 2005, among other things, affects the manner by which community college enrollment is audited. Act 46 effectively shifts responsibility for conducting the annual enrollment audit from the State to each college’s independent auditor. The Act stipulates that a verification of enrollment must be submitted to the Pennsylvania Department of Education by January 1st each year. The Department then has ninety days to notify the colleges of any issues identified.

Mr. Kahn introduced Richard Snyder from Kreischer Miller. Mr. Snyder explained the findings from the 2005-2006 enrollment audit.

Mr. Kahn made a motion to approve the 2005-2006 Act 46 enrollment audit. Mr. Cantor seconded the motion and the Board unanimously approved the 2005-2006 Act 46 enrollment audit.

- Univest Investment Proposal

At its October meeting, the Finance Committee approved Univest’s strategy for actively investing $16,000,000 in a structured portfolio of fixed income debt securities with staggered maturities timed to meet the projected net cash outflows of the Facilities Master Plan.

Univest proposes to employ three distinct strategies for investing portions of the College’s remaining balance.
1. Invest up to $2,000,000 in highly liquid short-term money market instruments to ensure adequate funds are readily available to support the day-to-day cash needs of the College.
2. Invest up to $2,000,000 in short-term certificates of deposit and short-term government agencies balancing the desire for higher yields with the need for liquidity.
3. The Finance Committee will consider investing the remaining dollars of the fund balance in other investment instruments in January.

Mr. Kahn made a motion to approve the investments of up to $2,000,000 in highly liquid short-term money market instruments and up to $2,000,000 in short-term certificates of deposit and short-term government agencies in accordance with its investment policy. Ms. Lechter seconded the motion and the Board unanimously approved the investments of up to $2,000,000 in highly liquid short-term money market instruments and up to $2,000,000 in short-term certificates of deposit and short-term government agencies in accordance with its investment policy.

Independent Auditing Services RFP

Soliciting competitive proposals provides management with a tool for conducting an unbiased and impartial evaluation of the quality and cost of services provided. Hege Kramer Connell Murphy and Goldkamp (HKCMG) has been the College’s independent auditor since 1991, so now is an appropriate time to solicit proposals for independent auditing services. In 2006 HKCMG merged with Kreisher Miller.

The scope of services for the College audit includes:
1. An audit of the College financial statements including issuing a Management Letter highlighting any material weaknesses, recommendations and new auditing standards to consider.
2. Single audit of the College’s compliance with the requirements of Federal funding programs.
3. Enrollment audit in compliance with Act 46 of 2005 including tuition compliance and capital expenditures.

The scope of services for the Foundation audit includes:
1. An audit of the Foundation statement of financial position, related statements of activity and cash flows.

This is for information only.

Curriculum Committee

Mr. Palmer reported for the Committee.

Call Center Update
The Student Affairs led Call Center initiative grew out of our desire to improve student success by improving our ability to effectively field and respond to current and prospective student telephone inquiries. The initiative was piloted this fall semester to support three student affairs areas at the Central Campus: Student Success Center, Records and Registration and the Admissions Office.

This is for information only.

- **Sabbaticals**

Dr. Kendall Martin, Assistant Professor of Computer Science plans to explore and investigate the use of hyperbolic trees, a graphical structure that can be used to generate representations of knowledge and evaluate their effectiveness as an organizational tool to support student learning. Hyperbolic trees are common in applications where there is a significant amount of information to organize and browse. Dr. Martin, who takes her sabbatical in spring 2008, will explore whether a similar style application could be developed with the computer literacy content of one of the introductory CIS courses.

Mr. Smith made a motion to approve Dr. Kendall Martin’s sabbatical request. Ms. Lechter seconded the motion and the Board unanimously approved Dr. Kendall Martin’s sabbatical request.

- **Promotions**

Cory Bank, Instructor of Psychology is applying for a promotion to Assistant Professor of Psychology. Cory has been with the College since spring 2003. He has earned a BA in Psychology from Ithaca College, and an M.Ed. and Ph.D. in School Psychology from Temple University.

Mr. Palmer made a motion to approve the recommendation to promote Cory Bank, Instructor of Psychology to Assistant Professor of Psychology. Mr. Smith seconded the motion and the Board unanimously approved the recommendation to promote Cory Bank, Instructor of Psychology to Assistant Professor of Psychology.

- **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.

**New Course**
Introduction to World Music Cultures – MUS 114, is a three-credit elective course and is intended to fulfill the Humanities/Arts/Cultural studies distribution requirements.

Revised Courses
Advertising – MKT 131, is having the course title changed to Advertising and Promotion.
Office Administration – MGT 221, is having the course title changed to Supervision.

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

Ms. Mann reported for the Committee.

- ATC Update

It has been a year and a week since the College issued notices to proceed to each of the four prime contractors for the ATC project. Since the completion of structural steel in October the project’s focus has been almost entirely on enclosing the building. Starting at the top, all flat roof sections are now in place and await perimeter flashing work and installation of roof drains. Standing seam metal roof panels have been affixed to the clerestory roof on the southeast side of the building and will next be placed on the clerestory roof facing southwest. Metal panels, one of three exterior types used, have been installed on the exterior of the southeast clerestory. Installation of the clerestory windows and atrium skylight should occur within the next two to three weeks, while the observatory roof and dome have been in place since early November.

Updated 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
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.

An estimate $163,898 of contingency is currently available.

This is for information only.

- **Norfolk Southern Railroad Agreement**

  The two engineering firms, Carroll Engineering Corporation and Langan Engineering and Environmental Services, which conducted the review of the Phase II environmental site assessment prepared by Environmental Standards, confirmed that the methods and findings are sound. Additionally, both firms support Environmental Standards’ estimate of $120.00 per cubic yard to remove and properly dispose of the fill material in order to prepare the site for a surface parking lot. As a result, the minimum estimate to prepare the site is in excess of $2,000,000.

  College staff is prepared to begin exploring alternative options for suitable parking at the West Campus including:

  1. Engaging a realtor to begin confidentially exploring options for suitable parking.
  2. Developing an additional 200 parking spaces at the former PECO building which is located at 140 College Drive.
  3. Purchase the Metal Weld facility from Pottstown Borough.

Ms. Mann made a motion to approve investigating and pursing alternative solutions for suitable parking at the West Campus and terminating the lease agreement with Norfolk Southern Railroad by January 2, 2007. Mr. Smith seconded the motion and the Board unanimously approved investigating and pursing alternative solutions for suitable parking at the West Campus and terminating the lease agreement with Norfolk Southern Railroad by January 2, 2007.

- **Kramer Marks Scope of Services**

  In reviewing the nature of the additional “site engineering” services required it became apparent that Kramer Marks Architects, not the College, would be best positioned to develop the scope of work, secure proposals to accomplish it, work hand-in-hand with the site engineer to complete the work, and coordinate the development of written specifications for civil/site engineering components of the construction specifications for the Art Barn project.
Ms. Mann made a motion to approve an amendment to the Kramer Marks Architects contract for the Art Barn project to include site/civil engineering and landscape architectural components in an amount not to exceed $30,000. Mr. Genuardi seconded the motion and the Board unanimously approved an amendment to the Kramer Marks Architects contract for the Art Barn project to include site/civil engineering and landscape architectural components in an amount not to exceed $30,000.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Full-Time Administrative Appointments November 1, 2006 – November 30, 2006**
  
  Dr. Rosanne Minarovic, Grant Writer  
  Effective Date: November 6, 2006

  Raymond Ricketts, III, Program Coordinator, Employability/GED West Campus  
  Effective Date: November 6, 2006

- **Full-Time Faculty Appointments November 1, 2006 – November 30, 2006**

  Gay Seidman, Academic Advisor  
  Effective Date: November 6, 2006

Mr. DiSandro made a motion to ratify the full-time administrative and faculty appointments made November 1, 2006 through November 30, 2006. Mr. Genuardi seconded the motion. The Board unanimously ratified the full-time administrative and faculty appointments made November 1, 2006 through November 30, 2006.

**Bid**

George Mulligan reported on the bids.

- **Monument Signage**

  On motion by Mr. DiSandro and seconded by Mr. Cantor, the recommendation to award ISIGN in the amount of $116,700 as the lowest responsive and responsive bidder was unanimously approved.

**Chair’s Report**

Mr. Bitner asked Mr. Palmer, Chairman of the Nominating Committee to give the committee’s report. Mr. Palmer thanked the committee for their participation. The proposed slate of officers for 2007 is as follows:

Mike Bitner, Chairman
Old Business

There was no old business.

New Business

The Board adjourned to an Executive Session to discuss personnel and real estate. No action is to be taken.

Adjournment

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Tuesday, January 16, 2007 in The Rotelle Family Board Room.

_____________________________  Andy Cantor
                          Secretary

Board Minutes, December 18, 2006