The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, January 16, 2007, at 4:00 p.m. in The Rotelle Family Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Andrew Cantor, Secretary; Michael D’Aniello, Treasurer; Jim Genuardi; Charles Kahn; Joseph Palmer; Thaddeus Smith

Board of Trustees – Absent:
Lea Bramnick, Lynne Lechter, Trudy Mann, Richard Montalbano, Ed Mullin, Dennis Sharkey, Timothy Hendricks

Board of Trustees – Called in:
Anthony DiSandro, Vice Chairperson

Also Present:
Karen Stout, President; Susan Adams, Vice President Marketing and Development; Eric Almonte, Director of Equity and Diversity Initiatives; Marc Davis, College Solicitor; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Stephen Grieco, Dean of Humanities; 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; Kathy McGirr, Controller; Steady Moono, Dean of Student Success; George Mulligan, Executive Director of Capital Projects and Support Services; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean Social Science Division; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Evon Walters, Vice President of Academic Affairs and Enrollment Management; Bev Welhan, Interim Dean, Health and Physical Education Division; 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

Mr. Bitner confirmed that the Board received the minutes from December 18, 2006.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.
President’s Report

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

- **Enrollment**

  Tuesday, January 16, 2007, is the first day of spring semester classes. Total credit headcount enrollment, compared to the same time last year, is up 1.54 percent. Central campus headcount is up 2 percent; West campus enrollment is down 1.47; and distance learning enrollment is flat. Total FTEs are up 1.77 percent.

  Last week, in preparation for the spring semester, the College held a series of new student orientations at both campuses.

- **Gifts and Grants**

  The College was awarded a $15,000 grant from the Verizon Foundation’s literacy grant program to purchase technology to complete the outfitting of the new GED/Employability Skills classroom at the 16 High Street building on the West Campus. Much thanks go to Dan Reavy, former Foundation Board of Director, for alerting the College of this grant opportunity.

  The College’s Foundation has been granted $100,000 from the Heinz Foundation to assist the seven Pennsylvania community colleges in the Achieving the Dream initiative with public engagement activities to help improve the awareness, image and benefits of our community colleges.

  Notification came during the holiday break that the College received a $5,000 grant through PHENND – Philadelphia (area) Higher Education Network for Neighborhood Development to extend the reach of our growing service learning program. Maureen Rose was the lead on this project.

- **Other**

  The College’s Student Success Initiative Core Team is traveling to Albuquerque, New Mexico next week for the annual Achieving the Dream strategy institute. The conference registration and travel fees are included in the Heinz Foundation grant that was awarded to the College to help us to identify and develop strategies to improve student success. Our team will be joining teams from 58 community colleges from across the country.

- **Ensure a Quality, Relevant, Coherent and Innovate Curriculum**

  Dr. Stout asked that Dr. Aaron Shatzman report on the Fulbright Scholar.
Dr. Shatzman said that the first Fulbright Scholar, Dr. Camargo arrived a week ago Friday and feels right at home at Montgomery County Community College. Dr. Camargo is from the University of Passo Fundo in Brazil. He is teaching Latin American History this semester. We have 28 students enrolled in the class; the most students enrolled in the class than any other time.

March 7, 2007, Dr. Camargo is presenting at the Union League in Philadelphia.

The College has received another grant from the Fulbright Visiting Scholar program to support the visit of a scholar from the Muslim world as part of its “Direct Access to the Muslim World” program. Dr. Rosnani Hashim, Professor, Institute of Education at the International Islamic University of Malaysia will join the College for the spring 2007 semester.

- Build a Model and Modern Workplace

The Finance area has introduced a new feature that is both employee friendly and reduces waste and saves postage. The bi-weekly payroll advices, once printed and sent to employees, are now available to view on-line for employees signing up for the on-line access feature. In the first month of the roll out of the new feature, 244 employees enrolled to secure on-line access to their payroll “stubs.” In addition, 66 new employees signed up for direct deposit of their paychecks, providing for further efficiencies in these important payroll processes.

- President’s Outreach

In late December, Dean Foster and myself met with the four superintendents from the Western part of the County and three representatives from the biotechnology industry to consider how and when to bring biotechnology courses to the West Campus and how to help the high schools develop a biotechnology curriculum that will articulate with us. This meeting is part of a quarterly meeting series with this group to continue to build collaborative programs. Our automotive technology grant was made possible, in part, because of this collaboration.

On January 18 and 19, 2007, I led the meeting of the Commission’s meeting of the Council of Presidents in Hershey.

- Staff Outreach

Vice President Dean Foster has been appointed to the Executive Committee of the Schuylkill River National and State Heritage Association Board of Directors.

- Legislative Outreach
The annual ACCT/AACC National Legislative Summit in Washington, D.C. is set for February 12-14, 2007. Several of our Trustees are attending this event. The Commission has set meetings for the entire Pennsylvania Trustee and Presidential delegation with senators Specter and Casey and on February 14, 2007, will host a breakfast meeting for all members of the Pennsylvania congressional delegation. This is the first time the Commission is hosting this type of event.

The Board’s Legislative Committee is working to host a breakfast reception and/or personal visits to the local offices of all new members of our state delegation. The breakfast is February 9, 2007; all Board members are invited to attend. In addition, the Committee will host its annual March visit to Harrisburg to visit with members of the delegation and the College will participate in the Commissions’ Harrisburg Lobby Day that is set for April 24, 2007.

- **Events of Note**

On January 9, 2007, the College hosted a ribbon cutting to unveil our library as a Foundation Center. More than 50 representatives from the non-profit community attended the event. The College is a Foundation Center thanks to the generosity of the North Penn Community Health Foundation.

The College hosted a visit for several colleagues from Cecil Community College on January 4, 2007 to share information on our biotechnology program and to tour the Advanced Technology Center. Before the holiday the College hosted a tour and demonstration for colleagues from Bucks Community College of our Call Center.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Six Months Ending December 31, 2006**

Tuition through December 31, 2006 is $11,219,000 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 December 31, 2006 are $22,242,000 or 39 percent of the budget. Total Operating Expenditures for the same period are $25,168,000 or 44 percent of the budget. Highlights include:

- $1,426,000 received from Montgomery County through December.
- $9,935,000 received from the State through December.

**Finance Committee**
Mr. Kahn reported for the Committee.

- **Update on Health Care Employee Benefits Expenses**

  There are currently three medical plan administered by CBIZ on behalf of the College, Keystone HMO, Blue Cross/Blue Shield Personal Choice and Blue Cross/Blue Shield Traditional.

  The total number of active employees enrolled in College sponsored medical and prescription plans increased from 5.2 percent from 2006 to 2007 from 427 to 449. The number of employees electing to remain in the Traditional program decreased from 46 percent from 13 to seven. As a result of implementing cost sharing for employees only, retirees between the ages of 62 and 65 are classified into separate groups.

  This is for information only

- **Univest Investment Proposal**

  Although the Committee approved Univest’s plan to invest funds in short-term instruments there was concern regarding the plan’s overall allocation and commitment to long-term investments. Univest’s second proposal called for investing more than 60 percent of the remaining funds in longer-term investments with an average maturity of four years. The Committee directed Univest to reconsider their long-term recommendation in light of the College’s total portfolio including the original $16,000,000 investment.

  Univest's proposal recommends investing the remaining $3,000,000 to $6,000,000 in fixed income securities with a targeted duration of four years. This effectively maintains the long-term portfolio's weighted average maturity at between 4 and 4 1/2 years. When balanced against the mid-term investments, the average duration for the entire portfolio is closer to the four year target, while the added liquidity provides greater near-term protection.

  The Finance Committee recommends Univest’s proposal to invest the remaining balance of College funds in fixed income securities with a targeted duration of four years.

- **Internal Audit Reports**

  - **Cash Reconciliations**

    The month end bank statement balances used in the reconciliations were traced to the month end cash balances appearing on the bank statements to ensure agreement. Detailed outstanding check lists were agreed to the amount of outstanding checks appearing on the bank reconciliations. The month end
general ledger balances used in the bank reconciliations were traced to the College General Ledger to ensure agreement. Journal entries to record transactions for reconciling items were also reviewed. No material issues were identified as result of the review.

This is for information only.

- **Student Addresses**
  
  - The Student Address Change Audit for fall 2005 had a favorable error rate of less than 1 percent for 10,581 registrations. Minor issues raised during the audit and are being addressed.

This is for information only.

- **College Sponsored Retirement Plans**

  Full-time College employees are required by law to participate in one of the following three retirement plans offered by the College:

  1. Public School Employees Retirement System (PSERS).
  2. State Employees Retirement System (SERS).
  3. Teachers Insurance and Annuity Association (TIAA) and College Retirement Equity Fund (CREF).

  The purpose of the audit was to determine whether College sponsored retirement plans are in compliance with applicable governmental regulations, collective bargaining agreements and College Policies and Procedures. No material issues were identified as a result of the audit.

This is for information only.

- **Children’s Center**

  Documentation was reviewed for all Children’s Center staff and volunteers active during the spring 2006 term to ensure compliance with Department of Welfare regulations. The documentation reviewed included: state police criminal record checks, child abuse history clearances, medical examination clearances, fire safety and first aid training certifications along with educational and age requirements.

  Selected child care payments were traced from customer statements into the College general ledger and banking records to ensure their timely deposit and accurate recording. Proposed enrollment schedules on child registration forms were compared to actual billing statements for reasonableness. Faculty/Staff and student records were reviewed to determine the eligibility status for
parents and guardians of children receiving discounted rates. No material issues were identified as a result of the audit.

This is for information only.

- **Deferred Payment**

  The College offers a deferred payment plan during the fall and spring terms to assist students in meeting their financial obligations. To participate in the plan, students must register for more than three credits in the term, complete a deferred payment plan loan agreement and pay a $35.00 non-refundable fee.

  Detailed testing was performed on deferred payment loan agreement records for a sample of students. Loan agreements selected in the sample were examined to determine that they were properly executed and accurately entered into the College’s computer system. Individual accounts were reviewed to ensure that all deferred loan fees and applicable late charges had been assessed. Delinquent accounts were reviewed to determine that an obligation was recorded. In addition, all accounts were examined to determine whether students with prior unsatisfied financial obligations were precluded from participating in the plan. The Student Accounting Supervisor was interviewed to review internal controls, desk procedures and collection procedures. No material issues were identified as a result of the audit.

This is for information only.

- **Vacation Accrual**

  College administrators are responsible for the accurate recording of employee vacation and sick leave for the administrators, confidentials, counselors, librarians, public safety officers and support staff under their supervision.

  Detailed testing was performed on vacation and sick leave records for a sample of employees. Supervising administrators were requested to provide departmental records to document and support the vacation and sick leave entries in the automated recordkeeping system for their employees. In addition, the administrators responsible for the supervision of the employees in the sample were requested to describe the procedures used for the authorization and recording of vacation and sick leave in their respective areas. The departmental records for each employee were compared with the entries made on the automated recordkeeping system during FY 2005-06 to ensure accuracy. No material issues were identified as result of the audit.

This is for information only.

- **College’s Response to Management Letter**
As part of their annual audit, each year the independent auditors submit a Management Letter to the College making recommendations for improving the College’s internal control structure and for developing its operating efficiencies.

This year’s Management Letter makes recommendations to address the following seven issues:

1. Account and cash reconciliations.
3. Accounts receivable from students and others.
4. Payroll related liabilities.
5. Accounting for and funding of post-employment benefits.
6. Operating efficiencies and analytical reviews.
7. Cross training of personnel.

The College staff has responded in writing to the recommendations and issues raised in the Management Letter. To date, significant progress has been made in implementing the recommendations made by the auditors.

The College’s response to the Management Letter was reviewed by the auditors and they endorse the College’s response.

This is for information only.

- Funding for 2006-2007 Capital Projects

At the end of 2005-2006, the Board approved a Plant Fund designation of $1,600,000, recognizing the need to fund a number of significant capital projects which are critical maintenance needs or key to implementing significant campus renewal initiatives.

The College has carefully developed a proposed list of capital expenditures funded from the designated Plant Fund balance totaling $1,054,225. If approved and the amount is spent, the remaining uncommitted Plant Fund balance will be $545,775.

The Finance Committee recommends approval of the capital projects and items to be funded from College Plant Fund balance totaling $1,054,225 during 2006-2007.

Curriculum Committee

Mr. Palmer reported for the Committee.

- FERPA Policy
The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly referred to as the Buckley Amendment, is a federal law that protects the rights of students by controlling the creation, maintenance and access to student’s educational records.

The proposed policy revision reflects and eight month review process that includes the input and guidance from the Student Life Committee, the President’s Leadership Council and the U.S. Department of Education.

The Curriculum Committee recommends approval of the revised Family Educational Rights and Privacy Act policy.

- **Program Modification: Health and Fitness Professional**

It is proposed to modify the Health and Fitness Professional AAS program. The proposed adjustments will allow for the graduates of the program to be more marketable by virtue of being eligible for Personal Trainer Certification and Health and Fitness Instructor Certification by the American College of Sports Medicine (ACSM). The modified Health and Fitness program is based on the knowledge, skills and abilities underlining ACSM certification, which align with industry standards and employer expectations.

The Curriculum Committee recommends approval of the modifications to the Health and Fitness Professional AAS Program.

- **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 Courses**

- Human Anatomy & Physiology for the Health and Fitness Professional – BIO 129, is a four-credit required course in the Health and Fitness Professional AAS program.
- Assessment of Human Fitness – PEH 226, is a three-credit required course in the Health and Fitness Professional AAS program.
- Practicum for the Health and Fitness Professional – PEH 296, is a three-credit required course in the Health and Fitness Professional AAS program.

**Revised Courses**

- Introduction to Kinesiology – PEH 222, is having the following items changed: learning goals, learning activities and the prerequisite.
- Introduction to Exercise Physiology – PEH 224, is having the following items changed: learning outcomes, learning materials, prerequisites and a co-requisite will be added.
Deleted Courses
- Health and Fitness Professional Seminar – PEH 297, is being deleted with its content being integrated into a new course, PEH 296
- Cooperative Internship for the Health and Fitness Professional – PEH 298, is being deleted with its content being integrated into a new course, PEH 296.

This is for information only.

- Faculty Accomplishments

A monthly update on faculty accomplishments is provided for the Curriculum Committee of the Board of Trustees.

This is for information only.

**Personnel Committee**

Dr. Stout reported for the Committee.

- Full-Time Faculty Retirement December 1, 2006 through December 31, 2006
  
  Joseph Freiwald, Math Professor
  Effective Date: December 31, 2006

- Full-Time Administrative Retirement December 1, 2006 through December 31, 2006
  
  Marie Devine, Assistant Director-Library/West Campus
  Effective Date: December 31, 2006

**Nominating Committee**

Mr. DiSandro joined the meeting by conference call.

Mr. Davis confirmed with Mr. DiSandro that he had the Board packet and related materials to review before voting on the action items.

Mr. Palmer reported for the Committee:

The Committee elected the following for the slate of Officers for 2007:

- **Chairperson:** Paul S. (Mike) Bitner
- **Vice Chairperson:** Anthony DiSandro
- **Treasurer:** Michael J. D’Aniello
Mr. Davis made a motion to approve the 2007 slate of Officers elected by the Nominating Committee. The Board unanimously approved the 2007 slate of Officers elected by the Nominating Committee.

Mr. Palmer complimented the Nominating Committee for taking this mission seriously. The committee also felt that we needed to maintain a long term focus to sustain the success and momentum of the College. They felt that it was important to cultivate a culture within the Board that is supportive of autonomy and risk taking and with a strong focus on the ability to assess new trends and related courses of action. They felt that continuity is an important factor in achieving these goals. As a result, the committee felt strongly that we recommend to the Chairperson to consider appointing a committee to consider these aspects and develop a position paper over the next six months that addresses succession planning for our Officers, Committee Chairpeople, and committee make-up.

Consistent with Mr. Palmer’s recommendation, Mr. Bitner appointed an Ad Hoc Committee to include:

- Joe Palmer
- Lynne Lechter
- Andy Cantor
- Karen Stout

**Approval of Action Items**

Mr. Davis said the following agenda items require action: 1, 2, 4, 6B, 6E, 7A, 7B and 8A. Mr. DiSandro did not have any questions pertaining to the action items.

Mr. Bitner made a motion to approve the above mentioned action items. The Board unanimously approved the above mentioned actions items.

**Chair’s Report**

Mr. Bitner thanked the Board for their trust in the Officers.

**Old Business**

Dr. Stout reminded the Board of the upcoming events that are listed on the agenda each month. The next Board meeting is scheduled for Tuesday, February 20, 2007, afterwards at 5:30 p.m. is the annual Honors Program dinner. The dinner will recognize the 2007 Honors students and the faculty that support the program. Dr. Stout encouraged the Board to attend.
New Business

There was no new business.

Adjournment

The meeting was unanimously adjourned at 4:50 p.m. The next meeting is scheduled for Tuesday, February 20, 2007 in The Rotelle Family Board Room.

_____________________________  Andy Cantor
                                 Secretary

Board Minutes, January 16, 2007