The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 20, 2007, at 4:00 p.m. in The Rotelle Family Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Lea Bramnick; Andrew Cantor, Secretary; Michael D’Aniello, Treasurer; Timothy Hendricks; Jim Genuardi; Charles Kahn; Lynne Lechter; Ed Mullin; Joseph Palmer; Thaddeus Smith

Board of Trustees – Absent:
Anthony DiSandro; Trudy Mann; Richard Montalbano; Dennis Sharkey

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 Division; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Ken Kaiser, Vice President for Administration and Finance; Mike Mandrachia, Director of Accounting; 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, Advanced Technology; 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; 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 January 22, 2007 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 Seven Months Ending January 31, 2007

Tuition through January 31, 2007 is $11,524,000 or 52 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 January 31, 2007 are 44 percent of the budget. Total Operating Expenditures for the same period are 51 percent of the budget. Highlights include:

- $4,623,000 received from Montgomery County through January.
- $9,935,000 received from the State through January.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the seven months ending January 31, 2007. 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

The College’s spring credit enrollment is up 2.82 percent in headcount and 3.47 percent in FTEs compared to the same time last year.

- Gifts and Grants

On February 1, 2007, the College hosted a press conference to accept a $15,000 gift from the Verizon Foundation’s “Check into Literacy” program to help us to expand our GED and Employability Skills training programming at the West Campus. The program is also funded by the Montgomery County Workforce Investment Board.

- Other

Dr. Brian Mitchell, president of Bucknell University, has accepted our invitation to serve as our 2007 commencement speaker. Our College is one of a handful of community colleges in the country that is benefiting from Jack Kent Cook Foundation funds granted to eight of our nation’s highly selective universities that share our goal of increasing community college student access to the baccalaureate. Because of this grant, Bucknell is working with our College and our students in developing a seamless pathway for transfer from Montgomery County Community College to Bucknell University.

With a score of 44-29, Central Campus students claimed victory over the faculty/administration in our first annual student/faculty basketball game. Kudos to the Student Success Center and Gay Seidman, for taking the lead in organizing the
event. A special thank you to Dr. Evon Walters for the professional tip-off. Bruce Bach and staff were tireless in their efforts in helping to make this new event so exciting.

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

On February 5, 2007, the College signed a core-to-core transfer agreement with Kutztown University. It is the first core-to-core agreement crafted by Kutztown with a community college and it is our College’s second core-to-core agreement with a PASSHE university. We also signed a program-to-program transfer agreement that ensures full transfer of our communications degree into Kutztown’s Bachelor of Science in Electronic Media.

- **Program News**

On February 7, 2007, 36 students graduated from the College’s Municipal Police Academy, a program we run at the County’s Training Campus in Conshohocken. Twenty nine of the 36 graduates have already secured employment. Many are also continuing to pursue their associate degrees at the College while working.

- **President’s Outreach**

I have been invited to deliver the Commencement Address to the Pottstown High School Class of 2007 at their 127th annual commencement exercise in early June.

On January 31, 2007, I offered testimony to the Senate Education Committee on the status of our progress in implementing Act 114, the legislation that was passed last July to ensure that a foundation of 30 credits transfers seamlessly from all community colleges to all state system universities. The testimony will be circulated.

I have been invited as one of ten community college presidents in the country to participate in Secretary Spelling’s national follow-up conversation with higher education leaders to identify strategies to address the findings of the recently completed Spellings Commission Report at a summit on March 21 and 22, 2007 in Washington.

- **Staff Outreach**

Kathrine Swanson is representing the College and the Office of the President on a working group formed by Senator Wonderling to develop a plan to build the economic development capacity of the Upper Perkiomen region.

Eric Almonte, Director of Equity and Diversity Initiatives, was appointed to the Norristown Police Athletic League Board of Directors. Eric is also on the Board of ACLAMO.
- **Legislative Outreach**

On February 9, 2007, the Board’s Legislative Committee hosted a breakfast for new members of the House. Representatives Moyer, Taylor and Mensch attended the orientation session. Thanks to the many Trustees who also attended.

I received a thank you letter from Representative Mensch addressed to the President, Board of Trustees and senior staff for hosting the breakfast.

Trustees Cantor, Palmer, Bramnick and Bitner along with President Stout attended the annual ACCT/AACC National Legislative Summit in Washington on February 12-14, 2007.

- **Become an Entrepreneurial College**

Thanks to the good work of our Workforce Development and Continuing Education unit, and specifically Brook Hunt, the College helped Green Tweed gain access to a $462,000 Customized Job Training Grant from the Commonwealth of Pennsylvania. The College will manage the grant assisting the company in finding proprietary training providers to meet the job training needs of its 591 existing workers and 133 projected new employees between now and September 2009.

The Foundation’s Evening Under the Stars event, to kick-off the opening of the ATC, is now set for September 15, 2007. The event was rescheduled to a new date when the Township expressed concern about hosting a public event in the facility before we secure the Certification of Occupancy.

PECO/Exelon has increased its initial promise of support to the 2007 LEAD program from $15,000 to $25,000.

On February 7, 2007, the College celebrated the grand re-opening of the Central Campus Store. The store, through our partnership with Barnes and Noble has been fully renovated into a destination for students, faculty and the community. The store features a gathering area for students, a section showcasing faculty authors and a full updated array of College “pride” items including sweatshirts, shorts, hats and other supplies.

**Finance Committee**

Mr. Kahn reported for the Committee.
- **Single Audit Report**

The College is obligated to comply with the requirements of its major federal programs in accordance with generally accepted auditing standards and the U.S. Office of Management and Budget Circular A-133 Compliance Supplement.

Each year as part of the annual audit process, the College’s Independent Auditors; Kreischer Miller, audits the College’s compliance with these major federal programs.

Kreischer Miller performed this audit and have expressed an unqualified opinion for the major federal award programs administered by the College. Total Federal Assistance increased $342,049 or 3.7 percent over 2004-2005.

The single audit statement by Kreischer Miller was circulated to the Board.

Mr. Kahn made a motion to approve the Single Audit Report for the year ending June 30, 2006 as submitted. Mr. Genuardi seconded the motion and the Board unanimously approved the Single Audit Report for the year ending June 30, 2006 as submitted.

- **Univest Update**

At its January meeting, the Finance Committee approved Univest’s plan to invest an additional $3,000,000 to $6,000,000 in an appropriate mix of fixed income securities with maturities that maintain the total portfolio’s duration between four and 4.5 years. The actual amount invested will be determined based upon the liquidity needs of the College.

At the February meeting, representatives of Univest discussed the impact of the callable features on the portfolio, shared a proposal for a revised monthly investment reporting format, reviewed the allocation of funds currently invested and proposed a strategy to capture additional returns.

The Committee discussed a proposal to invest additional College funds in a combination of short term investments in order to capture added return without affecting liquidity. Univest is working closely with the College to assess its liquidity needs and to ensure that incremental short term investments do not adversely impact the College’s day-to-day operations. There are opportunities to earn higher yields with short term commercial paper compared to money market balances. The Committee will consider more on this issue at its March meeting.

This is for information only.

- **Manual Foodservice Consideration**

In November the College solicited proposals for a manual foodservice provider.
Proposals were received from Williamson Hospitality (Williamson) and Greco Foodservices. Williamson’s proposal offers two options; one for providing services to the Central Campus and the ATC Coffee Bistro only and another for providing services College-wide including the West Campus. Greco Foodservices’ proposal is for servicing the West Campus only.

Williamson’s proposed fee structure is based on a monthly management fee with the College assuming responsibility for all operating profits and losses. Greco Foodservice also proposed a monthly management fee but retained responsibility for operating results.

Williamson’s proposal includes a strong branding strategy for the ATC Coffee Bistro; broader menu options including expanding their healthy choices program, Smarty Foods; instituting mechanisms for collecting feedback such as surveys, focus groups and suggestion boxes and enhanced marketing, communications and promotions. Williamson’s approach ensures consistency in the quality and service enjoyed at both the Central and West Campuses and incorporates the flexibility to adjust operating hours based on the College’s needs.

Mr. Kahn made a motion to award Willimason’s the contract for service at both the Central and West Campuses for three years with an option for a two year renewal. Mr. Mullin seconded the motion and the Board unanimously approved to award Willimason’s the contract for service at both the Central and West Campuses for three years with an option for a two year renewal.

- Appeal of 2001-2002 State Audit Adjustment Update

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 this claim.

The Settlement Agreement (Commonwealth Court, Docket No. 300 CD 2002) resolving the dispute between PDE and the College stipulated, among other things, that PDE waive any violations regarding the non-credit Fire Science Program for audit years FY’99 through FY’02. PDE waived violations in accordance with the Settlement Agreement for audit years FY’00 through FY’01. However, for the FY’02 audit year, PDE changed its interpretation of the Settlement Agreement claiming that FTEs associated with Emergency Medical Services are excluded, resulting in a liability of $98,222.

In June 2006 the College filed an appeal with the Secretary of Education claiming that consistent with the Settlement Agreement, PDE waived any violations regarding Public Safety Programs, including Emergency Medical Services, for audit years FY’99 though FY’02.
After considering the pre-hearing evidence, including the longitudinal analysis, the hearing examiner recommended that the Secretary of Education waive the College’s $98,222 obligation for ineligible Emergency Medical Services FTEs. The College and PDE executed a Settlement and Release agreement in January, 2007 excusing the College of its liability.

This is for information only.

**Physical Plant**

Mr. D’Aniello reported for the Committee.

- **ATC Update**

We are rapidly approaching substantial completion of yet another phase of the ATC project: building enclosure. Work has recommenced on the ATC-Science Center connector bridge following correction of the elevation difference between the bridge and Science Center.

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 five percent contingency, are estimated to be $5,654,581.

Contingency funds have been encumbered to support unanticipated rock removal, electrical code issues, engineering services, inclusion of a fire command center and projected professional and service fees.

This is for information only.

- **ATC Construction Management Fees**

When the contracts for architectural and construction management services for the ATC project were first let, a 14 month project timeframe was anticipated. As discussed at the Committee’s January meeting, Turner Construction’s scheduled services came to a close on January 18, 2007, and since that time staff has continued Turner’s services by utilizing an encumbered purchase order balance that had been
dedicated to reimbursable expenses. The College needs to continue to engage Turner given the project’s complexity.

Mr. Mullin made a motion to approve allocating $84,000 to fund the expense of continuing full-time services of Turner Construction through the month of June 2007 or the date of final completion, whichever comes first. The allocation shall include $8,200 for 10 hours/week of support during the period of technology installation, expected to occur following final completion. Mr. Cantor seconded the motion and the Board unanimously approved the above mentioned motion.

- **ATC Interior Signage**

The College’s standard architectural services contract does not include provisions requiring the architect to design interior signage. However, interior signage is required for building occupancy. It is considered an additional service for which, upon the owner’s request, the project architect or others may provide a written proposal with scope of work and hourly effort required.

Mr. Fey and his associate, Mr. Charles Chichester, were toured through the ATC and provided additional information in order to assist them in understanding the project. Their proposal is comparable in scope to the one provided by STV and includes all necessary work elements to produce an interior signage bid package based on standard manufacturer designs. Mr. Fey’s proposed pricing of $12,575 is slightly less than half that of STV, which previously proposed a fixed fee of $26,750.

Mr. Mullin made a motion to award the contract to Ralph Curtis Fey, A.I.A., Architects in the amount of $12,575 for design of the ATC interior signage package. Mr. Cantor seconded the motion and the Board unanimously approved the contract to Ralph Curtis Fey, A.I.A., Architects in the amount of $12,575 for design of the ATC interior signage package.

- **140 College Drive Architect Recommendation**

In October 2006, the College was awarded a $500,000 grant from the state’s Redevelopment Assistance Program. This award will help support the development of a Schuylkill Riverfront Academic and Heritage Center at 140 College Drive, in a former PECO building currently owned by Pottstown Borough. A portion of the building houses the Schuylkill River Heritage Area headquarters; the College will renovate and convert the building’s remaining 5,000 square-feet into academic and learning spaces.

The College solicited proposals for architectural services to facilitate the design and construction of the renovation. The three firms that submitted proposals were interviewed by the College along with representatives from the Schuylkill River Heritage Area. The following firms submitted proposals:
• Becker Winston Architects – Proposed Fee: $229,000
• Ralph Curtis Fey Architects – Proposed Fee: $151,000
• P. Richard Frantz - Proposed Fee: 6 percent of construction, estimated to be $120,000

Mr. Mullin made a motion to award the contract to Ralph Curtis Fey, A.I.A., Architects in the amount of $151,000. Mr. Cantor seconded the motion.

This is a professional service not a bid. The proposal by P. Richard Frantz is not a fixed fee.

The Board unanimously approved the contract to Ralph Curtis Fey, A.I.A., Architects in the amount of $151,000.

- College Hall Feasibility Study Update

At its January meeting, the Physical Plant Committee delayed its selection of an architect to lead the College Hall and Library feasibility study.

Since that meeting, College staff contacted four additional firms regarding the College Hall and Library feasibility study and the Plant Committee expects to forward a recommendation on how to proceed before the end of the fiscal year.

This is for information only.

- Clean Air Zone Policy

The proposed Clean Air Zone policy builds on Board of Trustees’ policy 5.3, Smoking and Tobacco Use, which prohibits smoking in all College buildings, within 20 feet of the entrance to a building and on the Central Campus quad. The proposed policy broadens the ban to all forms of tobacco and extends the Clean Air Zone throughout the campuses; essentially limiting the use of tobacco products to the parking lots. The proposed effective date of the revised Smoking and Tobacco Use policy is the first day of the fall semester or September 5, 2007.

Smoking cessation classes are planned for students and staff free of charge over the spring and summer in an effort to fully support those individuals wishing to quit smoking.

Mr. Mullin made a motion to approve the revised Smoking and Tobacco Use policy banning the use of tobacco products on all College campuses as outlined in the revised policy. Ms. Lechter seconded the motion. The Board unanimously approved the revised Smoking and Tobacco Use policy banning the use of tobacco products on all College campuses as outlined in the revised policy.

Dr. Stout congratulated the staff and College community for reaching a consensus and moving forward to being a smoke free campus.
Personnel Committee

Dr. Stout reported for the Committee.

- Pandemic Outbreak Plan

Dr. Stout asked Ken Kaiser to explain the Pandemic Outbreak Plan.

A pandemic is a global influenza that occurs when a new virus appears in the human population, causes serious illness, and spreads easily from person to person worldwide. On average, pandemics occur three times each century.

The Pandemic Outbreak Plan identifies three responses, or planning scenarios, based on student, faculty and staff absenteeism rates and on the timing of a pandemic in relationship to the academic calendar. Each scenario addresses issues such as class scheduling, employee pay and benefits, tuition collection and refund, communications, business continuity and recovery. Based on the matrix, the College anticipates operating under a normal schedule if employee absenteeism is ten percent or less, a limited schedule if rates are between 11 percent and 40 percent and cease operations if rates exceed 40 percent.

The Pandemic Outbreak Plan will be added to the Emergency Response Manual and a public version of the plan will be on the web site. A reference to the Pandemic Outbreak Plan will be printed in the college catalog and possibly in the student handbook.

Mr. Cantor made a motion to approve the Pandemic Outbreak Plan. Mr. Palmer seconded the motion. The Board unanimously approved the Pandemic Outbreak Plan.

- Results of Open Enrollment for Medical Insurance

During the November 2006 open enrollment period, a total of ten employees elected to convert to a lower cost medical plan. Each employee that irrevocably converted to a lower cost medical plan received a onetime $500 payment.

In addition, fourteen employees elected to opt-out of the College’s medical and prescription plan. Employees electing to opt-out are eligible to re-enroll during next year’s open enrollment or in the case of a qualifying life event.

This is for information only.


Stephen Grieco, Dean of Humanities
Effective Date: January 15, 2007
Elinore Leonards, Program Coordinator of Title III
Effective Date: January 22, 2007

Mark Motis, User Support Engineer
Effective Date: January 22, 2007

- **Full-Time Faculty Appointments January 1, 2007 through January 31, 2007**

The following faculty appointments were effective January 1, 2007:

Kevin Lampe, Biotechnology Assistant Professor
Thomas Donlan, Speech Instructor
Barbara Maurer, Reading Instructor
Stephanie Isaac, Mathematics Instructor
Kelli Spangler, Physics Instructor
Samuel Wallace, Geography Instructor
Janet Graden, Chemistry Instructor

Kristina Philpot, Academic Advisor
Effective Date: January 8, 2007

- **Full-Time Faculty Retirement January 1, 2007 through January 31, 2007**

Charles Reilly, English Professor
Effective Date: December 31, 2006

**Legislative Committee**

Dr. Stout reported for the Committee.

On February 9, the Legislative Committee held a breakfast for the new members of the State delegation.

March 14, 2007 is the breakfast meeting with the entire delegation in Harrisburg. All Board members are invited to attend.

The AACC/ACCT meeting in Washington went well. Enclosed in the Board packet is a review of the 2007 Community College Federal Legislative Issues.

On the State front, the community colleges are requesting a six percent increase in operating and $6.4 million increase in capital funding for FY2008 from the Commonwealth. The Governor’s budget included a three percent increase for community colleges and a $2.3 million increase in capital.
Included in the Board packet is a list of upcoming legislative activities. On March 1, 2007, Dr. Stout, along with three other community college presidents, will be testifying on behalf of the Commission for the Senate Appropriations Hearing.

**Bids**

George Mulligan reported on the bids.

- **Graduation Tent and Chair Rental**

  On motion by Mr. Mullin and seconded by Mr. Palmer, the recommendation to award The Party Center, Phoenixville, Pennsylvania the graduation tent and chair rental in the amount of $20,970.00 as the lowest responsive and responsible bidder was unanimously approved.

- **IT Server Upgrade**

  On motion by Ms. Lechter and seconded by Mr. Palmer, the recommendation to award Sysix, Conshohocken, Pennsylvania the IT server upgrade in the amount of $257,029.00; 84 month quarterly payments: $12,570 with a $1.00 buyout as the lowest responsive and responsible bidder was unanimously approved.

- **Art Barn Addition and Renovations**

  On motion by Mr. Palmer and seconded by Mr. Genuardi, the recommendation to award the following four vendors:

  - General Contractor, Perrotto Builders, Reading Pennsylvania, $3,209,800
  - Electrical, BSI Electrical, Montgomeryville, Pennsylvania, $905,000
  - Plumbing and F.P., Five Star Inc., West Chester, Pennsylvania, $503,300
  - HVAC, Five Star Inc., West Chester, Pennsylvania, $612,500

  the Art Barn addition and renovations in the total amount of $5,230,600.00 as the lowest responsive and responsible bidders was unanimously approved.

- **Live to Learn (Non-Credit) Community Mailers 2007-2008**

  On motion Mr. Cantor and seconded by Mr. Palmer, the recommendation to award Bartash Printing Inc, Philadelphia, Pennsylvania the Live to Learn (non-credit) Community Mailers 2007-2008 in the amount of $81,013.00 as the lowest responsive and responsible bidder was unanimously approved.
Chair’s Report

Mr. Bitner said that he will be appointing the chair and committees at the March Board meeting.

Old Business

Ms. Lechter inquired on behalf of parents the policy for students walking for graduation. Some parents were unable to see or to get pictures of their children last year.

It was explained that the graduates fill out a card with their name and academic degree and when they get to the stage they give the card to the announcer. It is too difficult to line the students up alphabetically to have them walk. The students names are in the program alphabetically by the degree they are receiving.

March 7, 2007, at 11:30 a.m. the Pan American Association is hosting Montgomery County Community College’s Fulbright Scholar Dr. Camargo at the Union League. All Board members are invited to attend. Contact Lynne Lechter for reservations.

Dr. Stout said the Board is invited to join the Honors Students for the annual dinner to recognize the honors students and honors faculty.

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, March 19, 2007 in The Rotelle Family Board Room.

_____________________________ Andy Cantor
Secretary

Board Minutes, February 20, 2007