The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 19, 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; Anthony DiSandro, Vice Chairperson; Jim Genuardi; Charles Kahn; Lynne Lechter; Richard Montalbano; Ed Mullin; Joseph Palmer; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Timothy Hendricks, Trudy Mann

Also Present:
Karen Stout, President; Susan Adams, Vice President Marketing and Development; Eric Almonte, Director of Equity and Diversity Initiatives; Joan Brookshire, Associate Vice President Academic Affairs; Marc Davis, College Solicitor; Debbie Eckman, Coordinator and Director of MLT Program; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Stephen Grieco, Dean of Humanities Division; Peggy Lee Clark, Instructor of Hospitality Management; Tina Hennessey, Director of Major Gifts; Mike Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; Connie McCalla, Executive Director of Human Resources; Kathy McGirr, Controller; Steady Moono, Dean of Student Success; 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; 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

The minutes from February 20, 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 Four Months Ending February 28, 2007

  Tuition through February 28, 2007 is $19,814,000 or 89 percent of the budget. This figure includes the credit classes for the 2006 ten week, second summer and mid summer sessions, fall term, 2007 spring term and all non-credit classes. Total Operating Revenues for the period ending February 28, 2007 are $36,049,000 or 63 percent of the budget. Total Operating Expenditures for the same period are $33,371,000 or 58 percent of the budget. Highlights include:

  - $7,084,000 received from Montgomery County through February.
  - $9,935,000 received from the State through February.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the eight months ending February 28, 2007. Mr. Mullin 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

  Registration for our summer 2007 sessions started on March 5, 2007, earlier than in past years in an attempt to attract students from other colleges and universities coming home to this area for Spring Break. Typically, our summer sessions attract many students with other “home” colleges.


- Other

  The College’s second annual Alternative Spring Break Program was held March 10 through March 18, 2007, with eight students going to Easley, South Carolina with two College supervisors to participate in Habitat for Humanity’s Collegiate Challenge.

  The College’s commitment to student engagement and service learning is strong as evidenced by two new programs. The “Do Something Tuesday” program features organizations that are on the Central Campus from roughly 10:00 a.m. to 2:00 p.m. for students to start up a conversation about how each are working to make
Montgomery County a better place and how students can help them achieve their mission.

The “Think About It Thursday” program from 12:30 p.m. to 1:30 p.m. in the Television Lounge offers activities to help students reflect about service and the community.

The College’s Alpha Kappa Zeta Chapter of Phi Theta Kappa has been awarded the 2006 Pinnacle Program Scholarship Award. The $100 Pinnacle Silver scholarship is in recognition of the chapter’s 10 percent increase in membership growth.

- Program News

The College received the national and state results for 2006 graduates from the American Registry of Radiologic Technologists. The College’s registry average (10 graduates) was 85.5 compared to the National average of 84.8 and the Pennsylvania average of 83.8.

After nearly two years of discussions, the College is establishing a Nursing program-to-program articulation agreement with West Chester University. Kudos to our nursing faculty.

Nineteen students are registered for the summer Study Abroad experience in Spain. Of those students, one is from the West Campus, one is from Community College of Philadelphia and one is from the University of Pennsylvania.

The College’s Medical Assisting Program has met the retention, placement, exam success and graduate and employer threshold required by the Curriculum Review Board of the American Association of Medical Assistants Endowment.

- Build a Model and Modern Workplace

With the Board’s approval of the New Clean Air Zone policy, the College is now moving into the implementation phase, introducing smoking cessation programs to students and staff before the new policy takes effect on September 5, 2007.

- Invest in Campus Renewal

On April 11, 2007, the College will break ground for the Art Barn building addition.

On April 26, 2007, we will be holding a West Campus 10th Birthday party and we will formally dedicate the new pedestrian walkway that connects the 16 High Street and 101 College Drive buildings.
- **Staff Outreach**

  The College’s American Heart Association’s Go Red for Women’s Day program at the West Campus was a huge success. Kudos to Grace Spena for heading up this effort.

  Dr. Bev Welhan, Interim Dean of Health and Physical Education, has been selected as the recipient of the Villanova University 2007 Medallion for Distinguished Contributions to Nursing Education which is to be award at a mass held at the university on Saturday, April 21, 2007.

  Gallery Directory Holly Cairns is being inducted into the Plymouth Whitemarsh High School Hall of Fame at a ceremony on April 20, 2007, for her leadership work in the area’s arts community including her work here with the development of our two galleries.

- **Legislative Outreach**

  Andy Cantor and Joe Palmer traveled with me to Harrisburg on March 14, 2007, for our annual legislative breakfast with members of our House delegation. We also visited Senators Rafferty and Wonderling and Representative Josh Shapiro in individual meetings.

  The Commission for Community College is advancing the following slate of officers for 2007-2008 and 2008-2009. My term ends June 20, 2007. Joe Palmer was elected Treasurer.

- **Events of Note**

  On March 11, 2007, the College hosted the 29th annual Montgomery County High School Art Competition in the Multiple Choice Gallery at the Central Campus. More than 200 people attended the awards ceremony celebrating about 350 works of art that were selected from 500 submitted pieces. Kudos to Holly Cairns for leading and coordinating this important event.

- **Become an Entrepreneurial College**

  The Art Barn capital campaign committee met on March 8, 2007. Regina Lowrie has accepted my invitation to formally chair the campaign effort and the campaign committee.

  Bill Lowa and Geoff Brandon were nominated and elected as Chair and Vice Chair of the Foundation effective in September 2007.

  Dr. Stout asked George Mulligan to give an overview of the Advanced Technology Center. Pictures of the ATC may be seen on the College’s web page.
Finance Committee

Mr. Kahn reported for the Committee.

- 2007-2008 Auxiliary Enterprises Budget

The Auxiliary Enterprises budget details the anticipated revenues and expenditures attributable to the bookstore, food service, Children’s Center and coin operated services.

In partnering with Barnes and Noble, the College held a Central Campus bookstore reopening on February 7, 2007. In addition to traditional textbooks, there is a wide variety of College spirit wear available, as well as a nicely equipped coffee area and student and faculty gathering spaces. Anticipated projected sales for 2007-2008 are $5,250,000 with anticipated commissions of $502,500 a $27,500 or 5.8 percent increase compared to the 2006-2007 budget.

In February 2007, Williamson’s was awarded the contract by the Board of Trustees to service all three areas. Collectively, these operations, including the new endeavors of the ATC and West Campus, are anticipating College support of $18,537 in 2007-2008.

Vending services will be provided to the College through a three year contract with All Seasons that was executed in 2006.

The 2007-2008 operation of the Children’s Center is expected to require an investment from the College of $23,965. This is $10,185 less than the 2005-2006 actual subsidy. Recognizing the need to remain gainful, the Children’s Center will implement an increase of $0.75 per hour in 2007-2008, which is reflected in the anticipated tuition revenue of $169,579. This will be the first increase in more than four years for the center.

Due to limited usage, the coin operated services represent a relatively minor aspect of auxiliary services. However, the College believes in maintaining this operation to provide students with access to a safe environment.

Mr. Kahn made a motion to approve the 2007-2008 Auxiliary Enterprises budget. Ms. Bramnick seconded the motion.

Mr. Palmer was concerned about the impact the $0.75 increase in child care fees would have on students who may not be able to afford the increase. Dr. Stout mentioned this is the first increase in more than four years.
Ms. Lecther asked if the Children’s Center could be listed separately from the auxiliary enterprises budget since it is a hybrid service. Dr. Stout said that this was discussed at the Finance Committee meeting and the Committee will look at options for how to present this budget in the future.

The Board unanimously approved the 2007-2008 Auxiliary Enterprises budget.

- **2007-2008 Student Activities Budget**

This budget is supported primarily through the allocation of the $2.00 per credit hour student activities fee as well as fundraising activities initiated and managed by the student clubs.

The student government body has projected an increase in club revenue of $16,380 compared to the 2006-2007 budget. These funds will be used to support additional planned club activities. Revenue generated by the student clubs represents 10.81 percent of total projected income. Additionally, projected enrollment increases as well as stable interest rates will provide an anticipated 2.56 percent increase in revenue compared to 2005-2006 actual revenue.

The Finance Committee would like Student Activities to re-instate the student newspaper. The Committee feels it is important for a college to have a student newspaper.

Mr. Kahn made a motion to approve the 2007-2008 Student Activities budget. Mr. Cantor seconded the motion.

Mr. Kahn encouraged the Board to review the list of clubs included in the packet. The student activities clubs go through a rigorous approval process with the Student Government Association. Student Activities is overseen by the Vice President of Student Affairs and Enrollment Management. The clubs are approved by the Curriculum Committee and follow Student Government constitution by-laws.

The Board unanimously approved the 2007-2008 Students Activities budget.

- **2007-2008 Student Aid Budget**

The 2007-2008 Student Aid budget details the array of aid available to students from scholarships, grants and Federal funding sources that include federal work study, Pell Grants and the Federal Family Education Loan Programs.

The maximum Federal Pell Grant in 2007-2008 is $4,310. This maximum represents an increase of $260 and the first increase since the 2003-2004 award year. The Federal Family Education Loan Program includes both subsidized and unsubsidized Stafford Loans in addition to PLUS Loans (Parent Loan for Undergraduate Students).
Mr. Kahn made a motion to approve the 2007-2008 Student Aid budget. Mr. Palmer seconded the motion and the Board unanimously approved the 2007-2008 Student Aid budget.

- **2007-2008 Technology Fee Budget**

  The 2007-2008 budget proposes a $2.00 fee increase to $9.00 per credit hour, effective fall 2007.

  The College Technology Plan has been systematically developed to consider a five year period in order to ensure that the efforts currently being put forth are in line with the goal of keeping the College in the forefront of technology in both the academic and administrative areas. The revenue generated from this fee is instrumental to the plan’s implementation.

Mr. Kahn made a motion to approve the 2007-2008 Technology Fee budget. Mr. Cantor seconded the motion and the Board unanimously approved the 2007-2008 Technology Fee budget.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Academic Program Reviews**

  The Medical Laboratory Technician AAS Program (MLT) has been at the College since 1977. It is one of several health programs with specialized accreditation. Specialized accreditation provides the public with assurances that the program meets or exceeds minimum standards established for curriculum, resources and faculty.

  This selective program can admit 16 students each fall. The total enrollment is limited by the number of clinical seats available in the affiliated hospitals. The students that complete the program are eligible for the American Society for Clinical Pathology Board of Registry Certification Examination. Since 2002, 100 percent of the graduates that took the examination passed on their first attempt.

  The College’s MLT Program, one of only seven NAACLS accredited programs in the State, has established “Shared Program” agreements with Bucks, Northampton and Delaware County Community Colleges, and enrolls students from these colleges under Montgomery County Community College’s tuition rate.

  Despite the numerous strengths of the program and the fact that it is “shared,” enrollment remains small. In part this is due to the competition from other “high profile” health programs especially nursing.
The program receives support from Perkins Funding. This allows the MLT program to maintain state of the art equipment and allows for supplemental instruction/tutoring to be made available to the MLT students.

The MLT faculty, MLT Coordinator/Director, Interim Dean of Health and Physical Education and the MLT Advisory Committee recommend continuation of the Program without modification and that consideration be given to the following two strategic initiatives:

1. To increase student enrollment in the Program through the implementation of an aggressive marketing campaign.
2. To set and maintain a minimum completion rate of 70 percent.

Mr. Palmer made a motion to accept the Academic Program Review for the Medical Laboratory Technician AAS Program. Mr. Smith seconded the motion and the Board unanimously accepted the Academic Program Review for the Medical Laboratory Technician AAS Program.

- New, Revised and Deleted Courses

The College’s faculty, program coordinators, and division deans constantly review and assess the relevancy of the curriculum in meeting student goals of transfer and career preparation.

New Course
- Mat Pilates – PEH 147, this two-credit elective course is an introductory course that addresses the basic concepts of body conditioning designed by Joseph H. Pilates.

Revised Course
- Safety and First Aid – PEH 245, it was required to revise the course description, learning outcomes, and course content to reflect the 2005 Consensus on Science for CPR and Emergency Cardiovascular and meet the 2005 Guidelines for First Aid adopted by the American Red Cross. Also, the following pre-requisites were added ENG 011, ESL 011, and REA 018.

This is for information only.

- Faculty Accomplishments

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

Ms. Lechter suggested that books written by faculty be circulated at the Board meetings. Dr. Stout said books have been shown on occasion; she will continue to bring books published by the faculty and invite the author(s) to future Board meetings. The Board will be invited to a
reception in the fall in the Barnes and Noble Campus Store for faculty authors. The Campus Store has a section dedicated to books written by the faculty.

This is for information only.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Leadership Academy Mentoring Program**

  To address the strategic initiative of developing a Modern and Model Workplace and to expand professional development opportunities at the College, the Leadership Academy was developed and kicked off in September 2005.

  The Leadership Academy is a two-year program, with the first year consisting of a series of half day workshops and continuous quality improvement training. The second year focuses on mentoring and implementing a project.

  Congratulations to Dr. Stout, senior staff and the 11 members of the program.

  Kudos to Kathrine Swanson for organizing the workshop. Fourteen people are enrolled in the second class.

  This is for information only.

- **Flexible Spending Account Grace Period Rule**

  The College began offering a standard flexible spending account to its eligible full-time employees on January 1, 2005.

  On May 18, 2005, the United States Treasury Department and the Internal Revenue Service announced a new Flexible Spending Account option which allows employees with Flexible Spending Accounts a two and one-half month grace period to pay for uncovered or un-reimbursed medical costs from the prior plan year with pre-tax funds.

  Mr. DiSandro made a motion to approve the amendment to the College’s current Flexible Benefits Plan to include the provision of a grace period of two and one-half months allowing the transfer of unspent benefits from one plan year to another effective for July 1, 2007. Mr. Mullin seconded the motion and the Board unanimously approved the amendment to the College’s current Flexible Benefits Plan to include the provision of a grace period of two and one-half months allowing the transfer of unspent benefits from one plan year to another effective for July 1, 2007.
- Full-Time Administrative Appointments February 1, 2007 through February 28, 2007

  Tina Hennessey, Director of Major Gifts
  Effective Date: February 19, 2007

  Charles Pritchett, Deputy Director of the Municipal Police Academy
  Effective Date: February 19, 2007

Mr. DiSandro made a motion to ratify the full-time professional appointments made February 1 through February 28, 2007. Mr. Palmer seconded the motion and the Board unanimously ratified the appointments.

**Legislative Committee**

Dr. Stout, Mr. Cantor and Mr. Palmer attended the annual legislative breakfast on March 14, 2007, with members of the House delegation.

Mr. Cantor expressed his views about the meeting with the delegation. Present at the breakfast were Representatives Mertz, Curry, Mensch, Moyer, Harper and Quigley. Dr. Stout stressed two issues with the state that she would like changed, Act 46, which was passed in 2006 and provided additional funds to community colleges. However, it has effected Montgomery County Community College and Reading Area Community College negatively. The Act funds are for occupational programs not transfer programs. The colleges and the Representatives feel this was not the intention when the legislature passed the Act and we will provide a technical amendment to satisfy the issue.

The second issue discussed was the capital contribution by the State to the community colleges. We are seeking $6.5 million; the Governor is seeking $2.5 million. That is an inadequate amount of funding for community colleges. The Representatives are in favor of doing something for the community colleges. We met privately with Senators Rafferty and Wonderling. They were very accommodating and helpful. Senator Wonderling’s district represents four community colleges. We also met with Representative Shapiro. Mr. Cantor was impressed with how much knowledge and interest the Senators and Representative had about the community colleges.

Mr. Palmer mentioned that there are myths community colleges need to overcome. The majority of students take transfer programs. It’s important to show people that community colleges offer a two or four year program which has a lot of merit. In regards to capital, the Representatives and Senators have given community colleges more challenges, and as a result, they need to assist more in funding capital needs.

Dr. Stout said that on the national legislative level we have followed up with Congressmen Gerlach and Schwartz’s office on our appropriations request that we made in February. Both are making our requests high priority.

We have six students on their way back today from Washington, D.C. who met with the delegation. They arrived Saturday and had training on Saturday and Sunday. They talked about
continuing increases to the PELL grant and increases to the Federal Work Study program. Two students are returning veterans and one is a Keys program participant.

Dr. Stout said wrote an editorials for the newspapers about the students’ visit to Washington D.C. and about community college transfer programs.

**Bids**

George Mulligan reported on the bids.

- **EPOS Interactive Voice Response System**
  
The College has been using the EPOS Interactive voice response system since 1999. Since our initial investment in the software, the EPOS Corporation has been purchased by Tier Technologies. Tier has since upgraded the product to support newer technologies including the upcoming Datatel Colleague Release 18 software.

  Upon the President’s review and authorization, a purchase order was issued February 28, 2007, in the amount of $31,357 to Tier Technologies. This action was taken because the purchase involved a vendor with whom the College has had an on-going business relationship, involved an upgrade to an existing proprietary system, and satisfied applicable provisions of Board procurement policy. Staff will be forthcoming with proposed changes to the Board’s procurement policy to address sole source purchase with clarity.

  Mr. Davis suggested that an amendment be filed with the Commonwealth.

  This is for information only.

- **LEICA CME & EZ4 Microscope Bid**

  On motion by Mr. DiSandro and seconded by Ms. Lechter, the recommendation to award I. Miller Precision Optical Instruments the LEICA CME & EZ4 Microscope bid in the amount of $24,875 as the lowest responsive and responsible bidder was unanimously approved.

- **ATC Propane Gas Service**

  On motion by Mr. D’Aniello and seconded by Mr. Genuardi, the recommendation to award Farm & Home, Telford, Pennsylvania a one year contract for the ATC Propane Gas Service in the amount of $1,5418 or a buyout of $19,950 as the lowest responsive and responsible bidder was unanimously approved.

**Chair’s Report**
Mr. Bitner evaluated the committee chair structure and decided not make any changes.

**Old Business**

Ms. Lechter said that approximately 40 people attended the Pan American Union League event hosting Montgomery County Community College’s Fulbright Scholar Dr. Camargo.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 5:20 p.m. The next meeting is scheduled for Monday, April 16, 2007 in The Rotelle Family Board Room.

**Executive Session**

The Board of Trustees went into an Executive Session to discuss issues of Personnel. The Executive Session adjourned at 5:35 with no recommendations for action requiring re-convening of the Board.

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Andy Cantor
Secretary

Board Minutes, March 19, 2007