The meeting of the Montgomery County Community College Board of Trustees was held on Monday, April 16, 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; Jim Genuardi; Charles Kahn; Richard Montalbano; Ed Mullin; Joseph Palmer; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
Anthony DiSandro, Timothy Hendricks, Lynne Lechter, Trudy Mann

Also Present:
Susan Adams, Vice President Marketing and Development; Eric Almonte, Director of Equity and Diversity Initiatives; Joan Brookshire, Associate Vice President of Academic Affairs; Marc Davis, College Solicitor; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Neil Goldstein, Assistant Professor of Communications; Stephen Grieco, Dean of Humanities Division; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Ken Kaiser, Vice President for Administration and Finance; Peggy Lee-Clark, Instructor of Hospitality Management; Tobie Mackler, Professor of Communications; Mike Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; 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; 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 Development

Call to Order
Chairperson Bitner called the meeting to order at 4:00 p.m.

Approval of Minutes
The minutes from March 19, 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 Nine Months Ending March 31, 2007

Tuition through March 31, 2007 is $20,080,000 or 90 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 March 31, 2007 are $43,186,000 or 76 percent of the budget. Total Operating Expenditures for the same period are $37,993,000 or 66 percent of the budget. Highlights include:

- $9,545,000 received from Montgomery County through March.
- $15,287,000 received from the State through March.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the nine months ending March 31, 2006. Mr. Smith seconded the motion and the Board unanimously approved the Treasurer’s Report.

President’s Report

Mr. Bitner reported for Dr. Stout.

Dr. Stout will not be at the meeting today. She is returning home from the American Association of Community Colleges annual national conference. While there, she and two of our talented staff members, Kathrine Swanson and Leon Hill, organized and presented a three hour workshop on building organizational capacity to leverage data in decision making.

This morning, Dr. Stout accepted an award on the College’s behalf from the Center for Digital Education. Our College secured a fourth place finish among all community colleges in the country with enrollment over 7,500 students for our use of technology in instruction and in delivery of services to students. Celeste, on behalf of the Board of Trustees, congratulations on your leadership in this area and please send our collective thanks to your entire information technology team.

Finance Committee

Mr. Kahn reported for the Committee.

- Appointment of Independent Auditor

In 2006 Hege Kramer Connell Murphy and Goldkamp (HKCMG) merged with Kreisher Miller. HKCMP has been the College’s independent auditor since 1991. HKCMG has provided excellent and responsive service over the years, yet it is appropriate and a best business practice to periodically solicit competitive proposals in order to conduct an unbiased and impartial evaluation of the quality and cost of services provided.
In December the College solicited proposals for independent auditing services for the College and the Foundation.

After reviewing the proposals and conducting several interviews, two finalists were selected for the Committee’s consideration.

The two finalists were selected based on breadth and depth of experience, competitive fee structure and quality of references. Each finalist, Kreisher Miller and Herbein and Company have extensive non-profit and governmental experience and expertise. Both firms also provide auditing services to other Pennsylvania community colleges.

Mr. Kahn made a motion to recommend the appointment of Kreisher Miller as the independent auditor for the College and Foundation for three fiscal years including 2006-2007, 2007-2008, and 2008-2009. The College shall retain the option to terminate the contract with 90 days written notification. Mr. Cantor seconded the motion and the Board unanimously approved the above recommended appointment.

- Univest Presentation

At its February meeting, the Finance Committee requested that Univest work in conjunction with the College staff to assess the College’s comprehensive cash flow needs. Evaluating short, mid and long-term liquidity needs is necessary before additional funds may be allocated from the money market accounts into higher yielding short-term instruments in order to capture incremental returns.

Univest is currently authorized to invest up to $26,000,000 in College assets.

Univest is proposing a strategy of investing additional College funds in a combination of short-term investments in order to capture added return without affecting liquidity.

A thorough analysis reveals that the College’s cash flows are cyclical and dependent upon tuition revenue, government appropriations and payroll.

Mr. Kahn made a motion to approve Univest’s proposal to invest additional funds in short term investments (less than one year) with preserving liquidity and capturing additional returns remaining the highest priority. Mr. Cantor seconded the motion and the Board unanimously approved Univest’s proposal to invest additional funds in short term investments (less than one year) with preserving liquidity and capturing additional returns remaining the highest priority.

Curriculum Committee

Mr. Palmer reported for the Committee.
- **Academic Program Review: Communications A.A.**

The Communications A.A. program has been at the College since 1985. Enrollment in the Communications program is one of the highest at the College and a major focus of programming for the new Advanced Technology Center. Enrollment in the program has grown 52 percent from 2000-2005, yet the number of graduates has not kept pace with this growth. Students, both current and graduated, surveyed for this program review report a high level of satisfaction with the program.

After review by the Communications faculty, the Speech-Communications faculty, a newly formed Advisory Committee and the Dean of Humanities, it is recommended that the Communications A.A. degree be continued with the following:

**Modifications**
1. Remove the production tracks from the current A.A. and create two new A.A.S. degrees.
2. Revise the A.A. degree

**Recommendations**
1. West Campus Expansion
2. Feasibility study for new degrees

A Communications A.A. Program DVD was shown to the Board. The DVD was created by the faculty, students, and staff.

Mr. Palmer made a motion to accept the Academic Program Review for the Communications A.A. program. Mr. Smith seconded the motion and the Board unanimously approved to accept the Academic Program Review for the Communications A.A. program.

- **New and Revised 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.

**Revised Courses**
- Guitar Class 1 – MUS 150, is having MUS 120, the current prerequisite removed, and replaced with the following developmental and ESL prerequisites: ESL 011, ENG 011, ESL/REA 017 and REA 018.
- Jazz History – MUS 210, is having MUS 120 and ENG 101, the current prerequisites removed and replaced with the following developmental and ESL prerequisites: ESL 011, ENG 011, ESL/REA 017 and REA 018.

This is for information only.
- **Academic Calendar 2008-2009**

The proposed calendar for Academic Year 2008-2009 is included in the Board packet. The calendar for any College should take into consideration the academic needs of the institution and its students.

Mr. Palmer made a motion to approve the 2008-2009 Academic Calendar. Mr. Smith seconded the motion and the Board unanimously approved 2008-2009 Academic Calendar.

- **Faculty Accomplishments**

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

This is for information only.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **ATC Update**

Apart from work on the storefront entrances and occasional activities involving various exterior finish elements, the exterior of the ATC is essentially complete.

Substantial progress has occurred inside of the ATC. Drywall is done on the first floor, essentially complete on the second floor, and nearly complete on the third floor.

Bi-weekly meetings involving College staff, College counsel, the architect, the construction manager, the College’s scheduling consultant and the general contractor continue to be held. The substantial completion date of May 31, 2007, appears attainable, but will require that all prime contractors and their subcontractors work closely to coordinate activities, avoid conflicts, and resolve issues expeditiously.

Updated captioned project pictures and other project information can be seen on the project web site ([http://www.mc3.edu/atc/index.html](http://www.mc3.edu/atc/index.html)).

This is for information only.

- **ATC Budget and Expenditure Summary**

Each month College staff provides the Physical Plan Committee with an update regarding the ATC budget compared to accumulated costs.

The estimated budget is based on the bids awarded to the four prime contractors and other associated project costs. The total cost of construction resulting form the bids
awarded is $15,312,500. Other associated costs, including a five percent contingency, are estimated to be $5,654,581.

Through March 31, 2007 the College expended $13,202,963 in support of the ATC. This is for information only.

- **Underpass Update**

  Work on the Pottstown Pedestrian Underpass began in earnest in October 2006.

  The underpass is funded through a combination of grants with additional funds provided by Pottstown Borough, PENNDOT and the College. The underpass’ original canopy design was revised and reduced in order to conserve resources to ensure adequate funding is available to complete the project in a timely manner.

  Although the revised canopy will not be fabricated and installed until late June or early July, the underpass is expected to open in time for the West Campus ten year anniversary celebration for April 26, 2007.

This is for information only.

**Personnel Committee**

Mr. Sharkey reported for the Committee.

- **Employee Profile Update**

  A profile of College’s workforce was shared with the Personnel Committee in March 2006. After analyzing the data, the Committee requested that the profile be updated and shared with them annually.

  As of February 1, 2007, 1,039 employees worked at the College. The College continues to value and emphasize the need to recruit and hire a diverse workforce.

  An issue still confronting the College is the need to manage its aging workforce. The average age of all full-time employees is 50.1 years. In response to this trend, succession planning is underway in order to identify, develop and prepare a pool of internal candidates.

This is for information only.

- **Management Training Series**

  Effective performance management is an essential component of an organization success. It ensures that employees have a clear understanding of expectations,
establishes guidelines and procedures for assessing performance and provides constructive feedback intended to improve performance and ultimately help the organization reach its goals.

The Welford Group will provide a series of management workshops designed to assist the College’s managers and supervisors in the art of effective performance management. The three part series consists of the following:

- Managing Performance, Part 1: Bringing Out the Best in Others
- Communicate with Style: Dynamic Strategies for Effective Communication
- Managing Performance, Part 2: Correcting Performance Problems

This is for information only.

- **Applicant Tracking and Approval Application**

Currently, the employee recruitment process is costly, time-consuming and paper-laden for all involved. All employment forms are completed on paper and approval processes require physical routing of paperwork.

NovusHR is a web based Applicant Tracking and Rating Solution designed specifically for the public sector. NovusHR is designed to give the College the unique ability to create customized forms such as job requisitions, job application, hiring checklists and interview forms that match our current paper forms thereby enhancing ease of use.

The recruitment cycle will be significantly reduced and candidates will remain engaged throughout the process which all increases the likelihood of recruiting qualified employees.

This is for information only.

- **Full-Time Administrative Appointments March 1, 2007 through March 31, 2007**

  Katherine Schmitt, Accounting Manager of Accounting and Accounts Payable
  Effective Date: March 19, 2007

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

  Hedy Hinderlighter, Title III Advisor
  Effective Date: March 26, 2007

Mr. Sharkey made a motion to ratify the full-time administrative and faculty appointments made March 1 through March 31, 2007. Mr. Smith seconded the motion and the Board unanimously ratified the appointments.
**Legislative Committee**

Mr. Sharkey reported for the Committee.

Enclosed in the Board packet is a list of the 2007 Community College Legislative Priorities.

**Bids**

George Mulligan reported on the bids.

- **Steinway & Sons Concert Grand Model B Piano**

  On motion by Mr. D’Aniello and seconded by Ms. Bramnick, the recommendation to award Jacob’s Music the Steinway & Sons Concert Grand Model bid in the amount of $65,880 as the lowest responsive and responsible bidder was unanimously approved.

- **Credit College Course Guide 2007-2008**

  On motion by Mr. Cantor and seconded by Mr. Palmer the recommendation to award Bartash Printing, Inc. the Credit College Course Guide 2007-2008 bid in the amount of $121,752.00 as the lowest responsive and responsible bidder was unanimously approved.

- **Advanced Technology Center Presentation Hall-Audiovisual Equipment**

  On motion by Mr. Palmer and seconded by Mr. Mullin the recommendation to award Vistacom the Advanced Technology Center Presentation Hall-Audiovisual Equipment bid in the amount of $125,110.18 as the lowest responsive and responsible bidder was unanimously approved.

**Chair’s Report**

Mr. Bitner reminded the Board to attend the Pennsylvania Community College’s annual meeting in Harrisburg next week. The four students of the Pennsylvania All Academic Team will also be in attendance.

The Board meeting in May is at West Campus.

**Old Business**

There was no old business.

**New Business**

There was no new business.
Adjournment

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, May 21, 2007 at 16 High Street in Pottstown, Pennsylvania.

_____________________________ Andy Cantor
Secretary

Board Minutes, April 16, 2007