The meeting of the Montgomery County Community College Board of Trustees was held on Monday, June 18, 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; Trudy Mann, Ed Mullin; Joseph Palmer; Thaddeus Smith

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

Also Present:
Karen Stout, President; Susan Adams, Vice President Marketing and Development; Eric Almonte, Director of Equity and Diversity Initiatives; Lesley Aronson, Montgomery County Community College Graduate; 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 Communications; Michael Green, User Support Engineer; Stephen Greico, Dean of Humanities Division; Leon Hill, Director of Institutional Research and Assessment; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Debbie Hunt, Coordinator and Assistant Professor Hotel Restaurant Management; 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; 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; 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 Development; Barbara Smellie, Administrative Assistant to the President

Call to Order

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

Approval of Minutes

The minutes from May 21, 2007 were unanimously approved.
**Introduction of Guests**

Ms. Schwartz introduced the Information Technology Team:
Mary Lou Barron, Mary Beaver, Bob Carter, Sue Hauck, Preston Hess, Steve Kephart, Danielle Kiveris, Michael Knight, Kathy Lelii-Gratz, Frank Lieb, Fran Lukacik, Kathy Miller, Ninette Ostroff, Ana Quemuel, Erick Robinson, Bill Rosenbaum, Alan Rozarto, Jim Stasik, Geri Stokes, Kris Torres, Leslie Valerio, Shayne Wallace, Glenn Woehrel, Nina Xu.

Dr. Stout and Mr. Bitner presented the Informational Technology Team with their Award for being named the fourth most digital savvy community college in the country.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Eleven Months Ending May 31, 2007**

  Tuition through May 31, 2007 is $21,808,000, or 98 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, Nursing Term, first summer session and all non-credit classes. Total operating revenues for the period ending May 31, 2007 are $50,442,000 or 88 percent of the budget. Total Operating Expenditures for the same period are $47,208,000, or 83 percent of the budget. Highlights include:

  - $14,574,000 received from Montgomery County through May.
  - $15,287,000 received from the State through May.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the eleven months ending May 31, 2007. Mr. Mullin seconded the motion and the Board unanimously approved the Treasurer’s Report.

**Presentation of All Academic Team Resolutions**

On behalf of the Board, Chairman Bitner presented Lesley Aranson with an All-Academic Team Resolution. Lesley graduated from Montgomery County Community College in May 2007 and will transfer to the University of Richmond where she will study Political Science and Pre-Law. Lesley was also presented with a plaque from USA Today.

**President’s Report**

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

- **Enrollment**
In comparing the 2006 and 2007 summer session totals, the enrollment for all of the sessions combined (at this time) reflects an increase in total headcount of 5.4 percent, an increase in total credits of 5.6 percent, an increase in total annualized FTEs of 5.5 percent and an increase of 10 percent in E-Learning.

The fall 2007 total unduplicated headcount is up 10.5 percent as compared to the same time last year with the West Campus showing an increase of 19 percent and the Central campus showing a 7.8 percent increase. E-Learning is up 18.9 percent. Total FTEs are up 11.7 percent compared to last year this time.

- **Gifts and Grants**

  The College was recently awarded $367,939 from the Pennsylvania Higher Education Assistance Agency (PHEAA) for the Workforce Advancement grant for Education (WAGE) program. This program targets adult students facing financial barriers in pursuing higher education opportunities.

  The College has been awarded a grant for $224,680 from the Pennsylvania Department of Public Welfare to support the KEYS (Keystone Education Yields Success) program. KEYS is a Pennsylvania Department of Public Welfare program designed to help TANF and Food Stamp recipients succeed in community college.

- **Program News**

  A total of 17 students and two College faculty members departed the Blue Bell campus on May 30 for Madrid, Spain as part of the 2007 Study Abroad program. In addition to their stay in Madrid, the students will be taking a tour of southern Spain including planned excursions to museums, events, and points of interest.

- **Build a Model and Modern Workplace**

  To improve the College’s ability to communicate in the event of a campus emergency or inclement weather, we have implemented a state-of-the-art notification system that is capable of sending messages instantly and simultaneously to cell phones, Blackberrys, PDAs, pagers and e-mails. This new service is designed to supplement current methods of communication which includes the website, radio and television and the College hotline.

- **Invest in Campus Renewal**

  Renovations on the Blue Bell campus are being made to the student lounge on the 100 level of College Hall and include removing the built-in benches, planters, and partition walls to make the space more open and inviting. We will also replace the lighting, ceiling tile, carpet, and paint in the area. The plans also call for computer stations, new piano, a large screen television, and new furniture.
- **Staff Outreach**

  Raising over $10,400, the College’s Relay for Life team, the MCCC Bookworms, more than did their part to support the Pottstown Relay for Life event to raise money for the American Cancer Society. The MCCC Bookworms were first in donation amount among 80 participating teams.

  The College received a grant from the Pennsylvania Performing Arts on Tour (a program of the Mid Atlantic Arts Foundation) to bring the Pittsburgh Ballet Company to the College.

  The College also received $20,000 from the National Endowment of the Arts to support its collaborative project with Upper Dublin and Wissahickon Public Libraries, Gwynedd Mercy College, Upper Dublin School District, Act II Playhouse, Ambler Main Street and Ambler Theater. The project plans to revitalize the role of quality literature in popular culture.

- **Legislative**

  The Trustees hosted a legislative Breakfast briefing on Friday, June 8. We focused our message on the urgent need for increased state capital support of the community colleges and on the need for transfer legislation of the future to allow for transfer of 60 credits, the full associates degree.

  Lea Braminck and I recently had lunch with Senator Connie Williams and discussed the need to continue to move the expectation for transfer to the acceptance of 60 credits, the need for increased capital support for the state’s 14 community colleges and her interest in the college increasing its reach to Norristown.

- **Become an Entrepreneurial College**

  The Foundation held the third annual Leading Women and Golf Symposium on May 3 at the Blue Bell Country Club. A total of 12 companies and individuals sponsored this year’s event, which raised more than $10,000 in net revenue (exceeding last year’s net revenue) and an additional $2,000 of in-kind services.

  The College was awarded $562,500 to provide customized job training to GSI, Inc., a Montgomery County based e-commerce solutions company in King of Prussia. The training will update skills for 315 current employees and will ensure consistent customer service and marketing skills for 300 new full-time jobs to be created by January 2008.

  The College hosted a Grants Breakfast to acknowledge the work our faculty and staff are doing to find alternative funding to support our student’s success. In 2006-2007, over $8 million dollars in grant funding was awarded to the College.
The College recently received a $1 million dollar private anonymous donation to be used to equip the Advanced Technology Center (ATC). This is the largest private donation the College has ever received.

**Finance Committee**

Mr. Kahn reported for the Committee.

- Review of Capitalization Threshold Amount

The College’s current threshold for accounting and classifying equipment as either capital or operating is $500. The College’s current capital threshold affects its ability to take full advantage of federal grants. Many grants do not fund capital equipment. The capital threshold used in federal grants is the lesser of $5000 or the amount used by the institution; in the College’s case $500.

As a result, equipment purchases in excess of $500 are classified as capital and therefore ineligible for reimbursement. College staff recommends increasing the current capital threshold to $2,500.

This amount affords management a measure of reasonable flexibility and enhances the College’s ability to fully leverage grant awards.

Mr. Kahn made a motion to approve the increase the capital threshold from $500 to $2,500 effective July 1, 2007. Mr. Mullin seconded the motion.

Dr. Stout reminded the Board that accountability for purchasing will still apply. Ken Kaiser added that with this change, certain grants can now be reflected as operating.

The Board unanimously approved to increase the capital threshold from $500 to $2,500 effective July 1, 2007.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- Comprehensive Grading

As part of the student success initiative, the College’s grading policy will change to include the following plus/minus grades—C+, B+ and A- in addition to the flat grades of A, B, C, D and F. The faculty wanted the ability to discriminate more definitively between those students who had borderline grades or where there was a wide range of
students within the same grade. Dr. Stout took a moment to recognize Peggy Lee Clark and the effort she put into creating the new policy.

Mr. Palmer made a motion to approve the new grading policy. Mr. Smith seconded the motion and the Board unanimously approved the new grading policy.

-New Programs

-Environmental Science A.S.

The Environmental Science A.S. program is designed to prepare students for transfer to a four-year college or university. By integrating a broad spectrum of science and data manipulation and analysis courses the curriculum prepares students for advanced study and a variety of careers in ecology, hydrology, air and water quality compliance, regional planning, and interpretive education in the private, governmental, and non-profit sectors.

Upon successful completion of this program, a graduate will be able to:

- Describe and apply the scientific method.
- Use established scientific standards and methods to collect, analyze and interpret data.
- Install, calibrate and manipulate basic scientific equipment.
- Demonstrate knowledge of career opportunities and responsibilities associated with environmental science jobs.

Mr. Palmer made a motion to approve the new Environmental Science A.S. program. Mr. Smith seconded the motion and the Board unanimously approved the new Environmental Science A.S. program.

-Digital Broadcasting

The A.A.S. curriculum in Digital Broadcasting offers a comprehensive background and Digital Broadcasting expertise comparable to the first two years at a media conservatory. Successful graduates of the Digital Broadcasting degree will be able to apply a basic knowledge of communication history and theory to practical use. In addition, the curriculum will prepare the students to effectively plan, design, and produce video and audio storytelling packages. Graduates should also be able to use current technology, and terminology to obtain entry level employment in the broadcasting or electronic media field.

Mr. Palmer made a motion to approve the Digital Audio Production and Digital Broadcasting A.A.S. degrees. Ms. Mann seconded the motion and the Board unanimously approved the Digital Audio Production and the Digital Broadcasting A.A.S. degrees.

-Request to Modify a Curriculum
- Automotive Technology AAS and Certificate

The Automotive Technology Program has been in existence since 1991 and prepares students to be Service Mechanics and Technicians, key jobs in this PA High Priority Occupation. Beginning Fall 2006 semester, the program was moved from the Eastern Center for Arts and Technology to the MACS Center in Lansdale, Pennsylvania. The program has nearly quadrupled in enrollment (from 8 to 30 students) due to the increased classroom and shop capacities at the MACS Center.

In the last five years, the number and complexity of computer controls of engines have dramatically increased. An automotive technology graduate cannot function to his/her full potential in the service industry without a thorough knowledge and understanding of computers found in cars.

The following modifications are recommended:

- AUT 180, Computerized Engine Controls a new course will replace CIS 110.
- AUT 150, Automotive Electricity and Electronics will be a prerequisite for AUT 210, Fuel and Admissions.
- AUT 210 will be a prerequisite for AUT 230, Engine Performance.
- Add PSY 137, Introduction to Organizational Psychology to meet the current A.A.S. degree core curriculum requirements.
- Students may choose between MGT 110, Introduction to Business or MGT 121, Small Business Management.
- EGT 110, Basic Electronics will replace CIS 110 in the Certificate Program.

Mr. Palmer made a motion to approve the modifications to the Automotive Technology A.A.S. and Certificate Programs. Mr. Genuardi seconded the motion and the Board unanimously approved the modifications to the Automotive Technology A.A.S. and Certificate Programs.

-Communications AA Degree

The proposed transfer curriculum will focus on a communication core and the non-production aspects of the field. The multiple options have been eliminated and a clear core of courses (three credits in each area – Media Communication, Speech-Communication, and Theater) has been designed to provide familiarity with the various disciplines within the Communication field.

The discipline specific changes proposed to accomplish this include:

- Remove SPC 110, Introduction to Speech Communication as a requirement.
• Add COM 114, Survey of Performing Arts as a requirement.
• Delete:
  o COM 101, Introduction to Media Communication.
  o COM 180, Applied Media.
• Add:
  o COM 100, Mass Media and Society.
  o COM 160, Media Literacy Workshop.
• Drop the ‘s’ from Communications in the degree title.
• Expand the discipline name for Speech to Speech-Communication.

The proposed curriculum will allow students to use electives to focus on an aspect of the field of communications that interests them. The changes will also improve transferability.

Mr. Palmer made a motion to approve the modifications to the Communication A.A. program. Ms. Lechter seconded the motion and the Board unanimously approved the modifications to the Communication A.A. program.

-Promotions

Each year eligible faculty who are interested in and eligible for promotion must submit their application and eligibility review for promotion to Human Resources by the second Monday of October of the year preceding when the promotion will take effect.

Four are being recommended for promotion:

• Dr. Jay Templin Associate Professor of Biology to Professor of Biology.
• Robert Novelli Instructor of Speech Communication to Assistant Professor of Speech-Communication.
• Dr. Mark Amdahl Assistant Professor of English to Associate Professor of English.
• Linda Roy Assistant Professor of Nursing to Associate Professor of Nursing.

Mr. Palmer made a motion to approve the recommendation to promote Dr. Jay Templin from Associate Professor of Biology to Professor of Biology, Robert Novelli from Instructor of Speech-Communication to Assistant Professor of Speech-Communication, Dr. Mark Amdahl from Assistant Professor of English to Associate Professor of English, and Linda Roy from Assistant Professor of Nursing to Associate Professor of Nursing. Ms. Mann seconded the motion and the Board unanimously approved the above mentioned recommendation for promotions.

Physical Plant

Mr. Mullin reported for the Committee.
-West Campus Building Name Scheme

Since 1996, the term West Campus referred exclusively to the building located at 101 College Drive. However, since January 2006, the College expanded into 16 High Street and created a true campus with the completion of the pedestrian underpass in April.

Differentiating each building is now necessary as preparations are underway to implement a comprehensive West Campus signage plan designed to provide efficient direction and guidance to our students, the community and other campus visitors.

The following proposed names are simple, concise and reference each building’s relationship to various landmarks located in Pottstown.

<table>
<thead>
<tr>
<th>Current Name</th>
<th>Proposed Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 College Drive</td>
<td>South Hall</td>
</tr>
<tr>
<td>16 High Street</td>
<td>North Hall</td>
</tr>
</tbody>
</table>

Mr. Mullin made a motion to approve the proposed facilities naming scheme for West Campus. Mr. Mann seconded the motion and the Board unanimously approved the proposed facilities naming scheme for West Campus.

**Personnel Committee**

Mr. Smith reported for the Committee.

- 2007-2008 Administrative Salary Increase

For 2007-2008, the College proposes awarding annual salary increases of 3.6 percent for those administrators whose performance meets expectations. This proposed maximum increase is based on the 3.6 percent base increase stipulated in the faculty and support staff contract.

Mr. Cantor made a motion to approve the annual increases of 3.6 percent for administrators whose performance meets expectations. Ms. Lechter seconded the motion and the Board unanimously approved the annual increases of 3.6 percent for administrators whose performance meets expectations.

-Records Management and Retention

Development and implementation of an effective records management and retention policy supports the goals of Privacy Compliance and Campus Renewal.

The College may collect and maintain personal and confidential records related to its students and their parents, employees and other individuals or organizations conducting business with the College. Responsible stewardship of these records including proper
collection, storage and disposal is mandated and regulated by several federal laws such as FERPA (Family Educational Rights and Privacy Act of 1974), HIPPA (Health Insurance Portability and Accountability Act of 1996) and the GLBA (Gramm-Leach-Bliley Act).

Mr. D’Aniello made a motion to approve the Records Management and Retention policy and associated Records Retention Schedule as presented. Mr. Palmer seconded the motion and the Board unanimously approved the Records Management and Retention policy and associated Records Retention Schedule.

- **Full-Time Administrative Appointments May 1, 2007 – May 31, 2007**
  
  Joseph Picco, Automotive Technology Project Manager  
  Effective Date: May 14, 2007

  Allan Rozarto, Network Engineer  
  Effective Date: May 14, 2007

  Sharon Styffe, Program Manager of Professional Development Training  
  Effective Date: May 7, 2007

- **Full-Time Faculty Appointments May 1, 2007 – May 31, 2007**

  Barbara Ochester, Assistant Professor of Nursing  
  Effective Date: May 1, 2007

- **Full-Time Administrative Separations May 1, 2007 – May 31, 2007**

  Grace Spena, College Nurse  
  Effective Date: May 17, 2007

**Bids**

George Mulligan reported on the bids.

- **Advanced Technology Center: Tiered Classroom AV Equipment, RM 222**

  On motion by Mr. Mullin and seconded by Mr. Palmer, the recommendation to award Cenaro, Malvern, Pennsylvania in the amount of $64,432.00 as the lowest responsive and responsible bidder was unanimously approved.

- **Advanced Technology Center: Television Studio Equipment**

  On motion by Ms. Mann and seconded by Mr. Mullin, the recommendation to award Vistacon, Allentown, Pennsylvania in the amount of $103,722.91 as the lowest responsive and responsible bidder was unanimously approved.
- **Printing of the Lively Arts Brochure, Poster & Postcards**

  On motion by Ms. Lechter and seconded by Mr. Palmer, the recommendation to award Migu Press, Warminster, Pennsylvania in the amount of $21,608.00 as the lowest responsive and responsible bidder was unanimously approved.

- **Solid Waste and Recycling**

  On motion by Ms. Bramnick and seconded by Mr. Palmer, the recommendation to award G & C Waste Services, Norristown, Pennsylvania in the amount of $51,486.00 for both campuses as the lowest responsive and responsible bidder was unanimously approved.

- **Natural Gas Supply**

  On motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to award Amerada Hess, in the amount of $12.085/mcf Central Campus, $12.281/mcf 101 College Drive, and $12.608/mcf 16 High Street as the lowest responsive and responsible bidder was unanimously approved.

**Chair’s Report**

Mr. Bitner reported for the Board.

Dr. Stout had an article published in a national magazine on leadership. Mr. Bitner wishes everyone a great summer.

**Old Business**

There was no old business.

**New Business**

Dr. Stout invited the Board members to an end of year dinner following the meeting.

**Adjournment**

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, September 17, 2007 in The Rotelle Family Board Room.

______________________________  Andy Cantor  
Secretary

Board Minutes, June 18, 2007