The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 17, 2007, at 4:00 p.m. in The Rotelle Family Board Room.

Board of Trustees – Present:

Mike Bitner, Chairperson; Lea Bramnick; Michael D’Aniello, Treasurer; Jim Genuardi; Charles Kahn; Trudy Mann, Assistant Secretary; Ed Mullin; Joseph Palmer; Thaddeus Smith; Anthony DiSandro, Vice Chairperson; Richard Montalbano

Board of Trustees – Absent:

Andrew Cantor; Timothy Hendricks, Dennis Sharkey

Also Present:

Karen Stout, President; Susan Adams, Vice President Marketing and Development; Marc Davis, College Solicitor; John Flynn, Vice President of Academic Affairs and Provost; Matt Klenk, Editor of the Montgazette; John Rodriguez, Movie and Music Columnist for The Montgazette; Dean Foster, Vice President, West Campus Administrative Officer; Amit Singh, Dean of Business and Computer Science; Stephen Grieco, Dean of Humanities Division; Joe Mancini, Executive Director of Technical Services; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Mike Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; Steady Moono, Dean of Student Success; George Mulligan, Executive Director of Capital Projects and Support Services; Linda Rehfuss, Dean of Math, Science and Advanced Technology; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean of Social Sciences; Katherine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Kathleen McGirr, Controller; Barbara Smellie, Administrative Assistant to the President

Call to Order

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

Chairperson Bitner announced that there was an Executive Session for 45 minutes prior to the Board Meeting to discuss Personnel related issues. No actions were taken.

Approval of Minutes

The minutes from June 18, 2007 were unanimously approved.
**Introduction of Guests**

Ms. Schwartz introduced the guests.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Month Ended July 31, 2007**

  Tuition through July 31, 2007 is $1,447,000 or 6 percent of the budget. This figure includes the credit classes for the 2007 ten week, second summer and mid-summer sessions, and all non-credit classes. Total Operating Revenues for the period ending July 31, 2007 are $6,288,000, or 10 percent of the budget. Total Operating Expenditures for the same period are $2,361,000, or 4 percent of the budget.

  Mr. Bitner made a motion to approve the Treasurer’s Report for the month ending July 31, 2007. Ms. Bramnick seconded the motion and the Board unanimously approved the Treasurer’s Report.

- **For the Month Ended August 31, 2007**

  Tuition through August 31, 2007 is $1,657,000, or 7 percent of the budget. This figure includes the credit classes for the 2007 ten week, second summer and mid summer sessions, and all non-credit classes. Total Operating Revenues for the same period are $7,009,000, or 12 percent of the budget. Total Operating Expenditures for the same period are $6,374,000, or 11 percent of the budget. Highlights include:

  Mr. D’Aniello made a motion to approve the Treasurer’s Report for the month ending August 31, 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.

The Board viewed a video clip from Action News titled “Community Colleges A Good First Choice”. Brittany Kulbeda, a Montgomery County Community College graduate, was featured in the segment. She is part of the Jack Kent Cook Foundation Bucknell University Scholarship Program.

- **Enrollment**
As of September 7, total unduplicated headcount is up 4.65 percent compared to last year (11,718 students compared to 11,197). West Campus duplicated headcount is up 9.3 percent compared to last year and is already 11.9 percent ahead of last year’s final number (2,224 students compared to 1,980). Central campus duplicated headcount is up by 2.9 percent and is 4.2 percent ahead of last year’s final number. The numbers of new students enrolled at the Central and West campuses are at record highs at 2,799 and 702 respectively.

The College has been awarded a five-year National Science Foundation Scholarship in Science, Technology, Engineering, and Mathematics (S-STEM) grant in the amount of $600,000. Bill Brownlowe, Rosanne Hofman, and Linda Rehfuss led the development of our successful grant proposal, “Fostering a Successful Learning Community for Science, Technology, Engineering, and Mathematics Scholars”. This project is designed to increase enrollment and student success in the STEM disciplines, by providing scholarships, mentoring, and career awareness programs for students.

- **Process Improvement**

As part of our Student Success Initiatives, the First Year Team redesigned the College’s New Student Orientation Program.

The 2007 LEAD Institute celebrated its closing ceremony on August 9th with 31 students completing this year’s program.

- **Program News**

The NCLEX-RN Annual Report (7/01/06-6/30/07) reflects a Montgomery Nursing Program Pass rate of 89.31 percent which exceeds the Pennsylvania rate of 86.43 percent and the national rate of 87.61 percent. This Annual Report data exceeds the Nursing Program’s benchmark of equally or exceeding the Pennsylvania NCLEX pass rate for Associate Degree Graduates

- **Gifts and Grants**

The College is one of only 10 institutions in the nation to be awarded a 2007 HP Technology for Teaching Leadership Award. The award package includes HP Tablet personal computers (PCs), cash and professional development with a total value of more than $120,000. Leadership awards are additional, higher value grants awarded to HP Technology for Teaching grant recipients whose projects demonstrate success in their first year of implementation. The College was selected for reinvestment because of its success in using HP technology to enhance instruction, demonstrating a measurable, positive impact on student achievement, and proposing innovative plans to expand their programs to have broader impact on student success.
- Other

Thanks to a tip from Trustee Trudy Mann, the College test drove a small electric powered vehicle provided by Miles Automotive Group. The idea of using electric powered vehicles fits in nicely with our sustainability initiative, the President’s Climate Commitment and the interest in providing a Public Safety with additional low cost green transportation options.

- Legislative

The Commission for Community Colleges held its Annual All Trustee Assembly on September 10 and 11 in Hershey. The Trustees Council met on Monday. Congrats to Joe Palmer for assuming the role of Co-Chair of the council. On Tuesday, the Trustees learned about the “Building Business Champions” initiative and discussed the role that community colleges play in science, math, engineering, and technology education. Thanks to Joe, Andy Cantor, and Thaddeus Smith for representing our Trustees at the Commission meeting.

- Become an Entrepreneurial College

The College, through the Foundation has secured a $100,000 gift from the Gladys Pearlstine Trust through her son, Norman and her daughter, Nancy Conger. The dollars are to be used to support faculty development initiatives.

Total private fund-raising revenue from July 1 to September 7, 2007 is $549,533. This includes new pledge commitments but not payments on existing pledges. For this same period, total Annual Giving Revenue is $5,909, including unrestricted, general scholarships and Art Barn Campaign designations. Other highlights of the period include $48,475 in revenue for the Allen C. Myers Scholarship Fund, brought in through Day on The Farm event contributions; a $25,000 contribution from Univest toward the Art Barn Campaign; a five-year pledge of $125,000 from Alma Jacobs, with $100,000 going toward the ATC and $25,000 toward the Art Barn; a four-year $100,000 pledge from alumnus George Marin, also for the ATC; and $100,000 received from the Gladys and Raymond Pearlstine Charitable Remainder Trust.

Dr. Stout introduced Matt Klenk the student editor of the Montgazette. The Montgazette has been revitalized with the first issue distributed on the first day of classes. This monthly publication is produced by student writers and photographers with support from faculty advisors Leslie Becker-Brown and Michael Pogach, and the managing advisor, Alana Mauger. The Board offered kudos to the students and reinforced their support for the importance of the College having a successful College newspaper.
Finance Committee

Mr. Kahn reported for the Committee.

- Update of Renewal of Insurance Coverage for 2007-2008

The College’s property and casualty insurance program insures the College against damage and loss related to crime, misconduct, fire, flood, automobile accident, workers compensation and more.

This year’s premium is $403,396 which represents an 18.96 percent increase over 2006-2007 rates. The increase is primarily related to the addition of the ATC.

- GASB 45 Implementation Plan

At the June Finance Committee meeting representatives from Kreisher Miller reviewed the rules and implications of GASB 45: Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions.

The objective of GASB 45 is to ensure that the cost of benefits employees are contractually entitled to receive upon retirement are properly accounted for in the period they are earned. The effective date to implement GASB 45 for organizations with less than $100 million in revenues is fiscal year 2008-2009. As a result, an implementation plan to address and manage the impact of GASB 45 must be adopted in order to support and facilitate development of the 2008-2009 budgets.

- Art Barn Funding Agreement

Funding for the Art Barn renovation and new construction was originally to be supported by the Foundation through repayment of a portion of the 2005 revenue bonds and private fundraising. The State notified the College in December that it would fund 50 percent of the project by assuming the Art Barn’s portion of the 2005 revenue bonds. With the State’s commitment in place, the Foundation must raise an estimated $3,000,000 to fully fund the project.

Mr. Kahn made a motion to allocate $3,000,000 from the Campus Master Plan designated fund balance to fund a portion of the Art Barn project which will be repaid by the Foundation in accordance with the Art Barn’s portion of the amortization schedule detailed in the 2005 revenue bonds. Ms. Bramnick seconded the motion. The Board unanimously approved the motion.

- Proposed Internal Audit Plan

This year’s proposed audit work plan calls for ten audits including by first time audits of the Campus Store (Barnes and Noble) and the College’s vending machine
contractor (All Seasons Services). The composite risk rating of the ten proposed audits is 1.70.

Mr. Kahn made a motion to approve the enclosed list of proposed internal audits to be performed during FY 2007-2008. Mr. Mullin seconded and the Board unanimously approved the motion.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Study Abroad**

  This year, June 2007, the College collaborated with area community colleges to offer study abroad to more students. Community College of Philadelphia went to London. Delaware County Community College went to Florence. Bucks County Community College went to Costa Rica. Our College’s destination was Madrid. The colleges agreed to offer standard tuition to any student who participated in their respective program. Nineteen students and two faculty members participated in our trip. Two Spanish courses (Spanish 102 and Spanish 201) and one history course (History 107) were offered. Several day trips and one weekend trip were included as well as several extra curricular activities. This is an information item.

- **Core Curriculum Revision Update**

  From Spring 2005 until April 2007 when the Core Steering Committee submitted its final report to the All-College Curriculum Committee, the Committee actively solicited feedback about a proposed new core curriculum through meetings and surveys from all members of both the College’s internal and external communities. From this feedback a list of (13) core learning goals with attendant learning outcomes – categorized as core skills, knowledge and values – was developed. In addition, the Committee also invited an outside consultant to review and provide feedback on the thirteen core learning goals. This is an information item.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **Property Transfer Request**

  The property owners at 1098 Morris Road are requesting that the College transfer ownership of a small sliver of land to them which is adjacent to the parcel previously transferred to Whitpain Township. The small sliver of land in question is currently maintained by the property owners and its transfer would assure that ongoing
maintenance issues would not impact the College. As a result of the parcels location and lack of utility, the College’s legal counsel, Fox Rothschild, supports transferring ownership. Counsel recommends providing a letter to the property owners expressing the College’s support for their request. The property owners would then be required to petition the county to gain control of the land. This is an information item.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Recommendation for Emeritus Status**

  The Board of Trustees may grant emeritus status to recognize faculty and professional administrative staff who have served the College in a positive and professional manner over an extended period of time. These eleven individuals meet all the conditions set forth in the Board policy and are proposed to secure emeritus status.

  Rizzo, Gary  
  Associate Vice President of Academic Affairs

  Lacy, John  
  Professor – Accounting

  Lacy, Ann  
  Associate Professor – Speech/Communication

  Black, Kenneth  
  Professor – PE/Health

  Freiwalld, Joseph  
  Professor – Mathematics

  Devine, Marie  
  Assistant Director of Library

  Reilly, Charles  
  Professor – English

  Moore, Robert  
  Assistant Director of Financial Aid
Yarbrough, Irene
Associate Professor – Mathematics

Hodges, Jesse
Professor – Psychology/Health & Physical Education

Smith, Edwina
Professor - Mathematics

Mr. DiSandro made a motion to grant emeritus status to the eleven individuals listed above. Ms. Mann seconded and the Board unanimously approved the motion.

- **Travel and Business Related Expenses Policy and Procedures**

  Monitoring and regulating travel and business related expenditures have become a central focus for public institutions in response to recent reports of abuses and excessive spending. Therefore, comprehensive review of the College’s travel policy was undertaken in order to update and strengthen the safeguards in place that ensure the proper steward of College funds.

Mr. DiSandro made a motion to approve the Travel and Business Related Expenses Policy and associated procedures as presented. Mr. Smith seconded and the Board Unanimously approved the motion.

- **Full Time Professional Hires June, July and August 2007**

  David Lewis, Director of Marketing and Communication
  Effective Date: 6/25/07

  Barbara Brooks Smellie, Administrative Assistant to the President
  Effective Date: 6/4/07

  Margaret Forbes, Manager of West Library
  Effective Date: 7/12/07

  Dr. Amit Singh, Dean of Business and Computer Science
  Effective Date: 8/6/07

  Melissa LoRusso, Coordinator of Alumni Relations and Special Events
  Effective Date: 8/13/07

  Aaron Krassner, Coordinator of Testing and Assessment
  Effective Date: 8/20/07
Denise Nuccio, Financial Aid and Enrollment Generalist  
Effective Date: 8/27/07

- Full-Time Administrative Separations

Harry Nadeau, Associate Dean of Student Affairs West Campus  
Effective Date: 7/11/07

John Hosey, Student Accounting Supervisor  
Effective Date: 7/11/07

Allan Rozarto, Network Engineer  
Effective Date: 7/30/07

Connie McCalla, Executive Director of Human Resources  
Effective Date: 8/3/07

Evon Walters, Vice President of Student Affairs and Enrollment Management  
Effective Date: 8/17/07

Yvette Forrest, Coordinator of Title III  
Effective Date: 8/17/07

Diane Sherwood, Administrative Assistant Academic Affairs  
Effective Date: 8/15/07

Frank Lukacik, Instructional Technology Specialist  
Effective Date: 8/30/07

Mr. DiSandro made a motion to ratify the Professional Hires for June, July and August 2007.  
Ms. Mann seconded and the Board unanimously approved the motion.

Mr. DiSandro reported that the Trustees completed the annual evaluation of the performance of the President. The process began in June with each Board member completing an evaluation instrument. The Personnel Committee reviews the results and presents them to the full Board. Mr. DiSandro, on behalf of the entire Board, commended Dr. Stout for the outstanding performance in 2006-2007 and complimented the entire College leadership team on continuing to meet the goals of the College’s strategic plan.

Legislative

Dr. Stout alerted the Trustees of the State operating and capital budget request that was endorsed by the Pennsylvania Commission for Community College Board of Directors and the Trustees at
the All Trustees Assembly. She thanked Trustees Palmer, Smith and Cantor for attending the assembly.

She also invited Trustees to attend a breakfast meeting with the Senate and House community college caucuses on October 17 in Harrisburg.

**Bids**

George Mulligan reported on the bids.

- **West Campus Signage**

  On motion by Mr. Mullin and seconded by Mr. Palmer, the recommendation to award NW Sign Industries as the lowest responsive and responsible bidder in the amount of $47,516.00 was unanimously approved.

**Chair’s Report**

Mr. Bitner reported for the Board.

Trustee Lynn Lechter’s resignation has been accepted. She has resigned due to family obligations.

Mr. Bitner complimented the staff who presented at the Board Retreat for doing an “outstanding” job.

**Old Business**

There was no old business.

**New Business**

There was no new business

**Adjournment**

The meeting was unanimously adjourned at 4:34 P.M. The next meeting is scheduled for Monday, October 15, 2007 at West Campus in room 106.

_____________________________ Andy Cantor

Secretary

Board Minutes, September 17, 2007