The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 15, 2007, at 4:00 p.m. at the West Campus in the Community Room of North Hall (16 High Street, Pottstown).

Board of Trustees – Present:
Mike Bitner, Chairperson; Lea Bramnick; Michael D’Aniello, Treasurer; Charles Kahn; Trudy Mann, Assistant Secretary; Ed Mullin; Thaddeus Smith; Anthony DiSandro, Vice Chairperson; James Vlahos

Board of Trustees – Absent:
Andrew Cantor; Jim Genuardi; Richard Montalbano; Joe Palmer; Dennis Sharkey

Also Present:
Karen Stout, President; Susan Adams, Vice President of Marketing and Development; Marc Davis, College Solicitor; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President and West Campus Administrative Officer; Amit Singh, Dean of Business and Computer Science; Stephen Grieco, Dean of Humanities; 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; 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; Eric Almonte, Director of Equity and Diversity Initiatives; Bev Welhan, Dean of Health Sciences; Deb Rogers, Office Manager for the President’s Office; Mark Motis, User Support Engineer Central Campus

Call to Order

Chairperson Bitner called the meeting to order at 4:03 p.m.

Chairperson Bitner introduced and welcomed Mr. James Vlahos to the Board of Trustees.

Approval of Minutes

The minutes from September 18, 2007 were unanimously approved.

Introduction of Guests
Ms. Adams introduced the guests.

**Presentation to the Board of Trustees**

Mr. Bill Clarke Jr. of CBIZ Benefits & Insurance Services of PA and Mr. Gary Deflorentis of the Pennsylvania School Boards Association Insurance Trust presented to the Board of Trustees a Safety Award. The award was in recognition of the College’s proactive approach toward safety and loss control. Montgomery County Community College is the first community college to earn this award. The award was presented to Chairperson Bitner.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Three Months Ended September 30, 2007**

  Tuition through September 30, 2007 is $11,258,775, or 53 percent of the budget. This figure includes the credit classes for the 2007 ten week, second summer and mid-summer sessions, 2007 Fall Term and non-credit classes. Total Operating Revenues for the period ending September 30, 2007 are $17,733,775, or 29 percent of the budget. Total Operating Expenditures for the same period are $10,182,162 or 17 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the month ending September 30, 2007. Mr. Mullin seconded the motion and the Board unanimously approved the Treasurer’s Report.

**President’s Report**

Dr. Stout offered kudos to the Information Technology and Public Safety groups for their work in cutting computer theft to near zero. She also commended Mike Mandracia for his work with implementing the Fixed Assets program which also positions the College to take a pro-active approach with loss control.

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

- **Enrollment**

  As of October 8, total unduplicated headcount is up 5.08 percent compared to last year (11,741 students compared to 11,173). West Campus duplicated headcount is up 10.3 percent compared to last year and is 10.8 percent ahead of last year’s final number. Central Campus duplicated headcount is up by 1.5 percent and is 2.5 percent ahead of last year’s final number. The number of new students enrolled at the Central Campus is up 5.7 percent and West Campus is up 11.9 percent.
- **Students**

Trustees will soon receive an invitation to the annual *Salute to Excellence* event to honor students receiving Foundation sponsored scholarships. The event is set for November 7 from 6-8 p.m. Donors are also recognized for their support of student access and success.

- **Student Access and Success**

Seventeen members of the College’s Student Success Initiative team attended the first annual Achieving the Dream Student Success Summit in Harrisburg on October 12. Next week, on October 17, the College’s Achieving the Dream Coach and Data Facilitator return to campus to review our progress in meeting the objectives we laid out in our first year of work, primarily to improve student success rates in developmental mathematics.

On October 11, Dr. John Flynn and Dr. Katherine Swanson, co-chairs of our Student Success Initiative, presented an overview of our work and the implications for increased collaboration with our K-12 partners to the Montgomery County Superintendents at their monthly meeting at the Intermediate Unit.

- **Program News**

All eleven Radiography students who graduated in May 2007 have successfully passed their national certifying examination. Of this number, 10 were successful on their first attempt and the eleventh member of the class was successful on the second attempt. Radiography is able to report this as a 100 percent pass rate.

- **Other**

The College hosted the 13th Annual Technology Conference on October 5. The conference was well attended by approximately 250 faculty and administrators in higher education. Kudos to the College’s Information Technology area for coordinating the event.

The College hosted its 14th annual Community Day celebration on October 6 at the Central Campus. The event was one of the best attended in its history. A steady flow of people from the community came out to enjoy the campus and all the events that were planned such as the Open House, the Wellness Fair, student club tables, voter registration and all of the family friendly entertainment. The Montgomery County Kennel Club Dog Show was hosted by the College on October 7, 2007.

The College played a significant role in the launching and success of the first ever Schuylkill River Festival. The Festival was held on Saturday, October 13.
Congratulations to Dean Foster and his team for taking on the organization of this event and pulling together community leaders across the Pottstown region to sponsor the event. Part of the event also included two art shows on Friday, October 12 hosted at the West Campus. Senator Rafferty and Representative Quigley offered proclamations to the College and to the Schuylkill River Heritage Area. Mayor Thomas offered a proclamation from the Borough Council. Dean Foster estimated that there were approximately 2500 people in attendance. Dr. Stout thanked Dr. Foster for his contribution to the Festival. The Festival is a good example of how the College can be a catalyst to help with community and economic revitalization in Pottstown.

A first ever meeting of the Senate and House community college caucus is set for October 17 in Harrisburg for Wednesday, October 17. Both Trustee Palmer and Dr. Stout plan to attend and a number of our delegation members are part of the caucus and also plan to attend. Representative Kate Harper co-chairs the House Caucus and Senator Rob Wonderling co-chairs the Senate Caucus. The members of the caucus are listed in the Board Packet.

- Become an Entrepreneurial College

The Foundation raised a total of $1,907,841 in 2006-2007, an all-time record and more than doubling last year’s amount raised of $848,822. Dr. Stout congratulated Susan Adams for her work with the Foundation.

Total fundraising from September 10-30 was $167,244 including 20,000 from the Patricia Kind Family Foundation for a new, three-year $60,000 grant to support the POWER Program, $15,000 from the Penn Charitable Foundation, and $10,000 from Comcast for the Advanced Technology Center. The figure above also includes some additional revenue from the annual Day on the Farm, which supports the Allan C. Myers Scholarship fund. Total revenue to date for this year’s event is $50,355- a record amount for this twenty-one year old annual tradition.

Also, during this time period, there were two major special events – Evening Under The Stars, with a projected net revenue of more than $40,000 and the eighth annual Foundation golf outing, with a projected net revenue of $23,000, an increase of 35 percent over last year. Additionally, the employee annual giving campaign kicked off with an internal event that raised $6,400, an increase of 12 percent on early pledges from the prior year.

October 5, 2007 was the Alumni Hall of Fame Induction Ceremony. There were 6 inductees total. Three videos were shown. The first was Robert Cominsky Business 1974. The second was Susan Nicholas Gephart Art 1977. And third, Juloi M. Algarin Criminal Justice 1979. The other three videos will be shown at the next board meeting.
Finance Committee

Mr. Kahn reported for the Committee.

- **2006-2007 Independent Audit Update**

  Each year the independent auditors, Kreisher Miller, conduct an audit of the College’s financial statements to assess its accuracy, to evaluate the College’s accounting procedures and to confirm the adequacy of financial controls.

  This year, the independent auditors will present their audit report along with the management letter to the Committee in November rather than in October. This is an information item.

- **Univest Quarterly Update**

  Currently, Univest is actively managing $24,000,000 in College Assets. The overall portfolio asset allocation is approximately 33 percent cash including PHEA (Pennsylvania State Higher Education Assistance) bonds and 67 percent fixed income. Our target blended portfolio allocation is 85 percent fixed and 15 percent liquid. The current asset allocation provides us the flexibility to manage our short term liquidity needs of the Facilities Master Plan while providing a longer term competitive return. Approximately, $16,000,000 is invested in a fixed income laddered structure. This is an information item.

- **Comprehensive Banking RFP**

  The College currently maintains bank accounts with three separate local banks including checking, depository and direct deposit accounts. In addition, a fourth bank provides ATM services to the College.

  Consolidating the various College accounts to a single bank will improve efficiency, reduce costs, provide opportunities to engage in revenue producing partnerships and enhance the services available to the College community. This is an information item.

- **Active Account Management Update**

  In June, information related to the steady increase in the number and volume of uncollectible accounts was shared with the Committee. Although a significant portion of this increase is attributable to changes in Federal Title IV financial aid refund responsibilities and classifications, the growth in uncollectible accounts does
have a significant effect on the College’s financial resources and is therefore a concern.

As a result, this summer the College engaged the services of an account management firm, TekCollect, to help manage and reduce the volume and impact of uncollectable accounts.

Through the first two months of the program, TekCollect has successfully recovered approximately $5,000. This is an information item.

**Curriculum Committee**

Dr. Stout reported for the Committee.

- **Recruitment Plan**

  The Office of Admissions presented to the Committee its three-year recruitment plan. The recruitment plan is anchored by the strategic priorities of access and the extension of the College’s reach into the community. The Strategic Plan highlighted the need for proactive financial aid outreach, improving high school yield rates, and extending out reach into the adult population.

- **Community College Survey of Student Engagement (CCSSE)**

  The results of the CCSSE were presented to the Committee for review and discussion of implications. The CCSSE was administered to students during the Spring 2007 semester.

  Our results indicate that the College is above the average for the following benchmarks: Academic Challenge and Student-Faculty Interaction. Conversely, the College is below the average in Active and Collaborative Learning, Student Effort, and Support for Learners. Neither the scores above or below the average were significant, suggesting that our results for these five benchmarks are similar to other peer community colleges. In addition, students seemed to suggest that their experience with Academic Advising was satisfactory.

- **Faculty Accomplishments**

  Dr. Stout encouraged the Board to review the list of faculty accomplishments listed in the Board Packet. This is an information item.

**Personnel Committee**

Mr. DiSandro reported for the Committee.
Professional Hires September 2007

Administrative Appointments

**Dr. Doreen Fisher**  
Director of E. Learning  
Effective: September 7, 2007

**Barbara Caruso**  
Coordinator of Health and Wellness Initiatives  
Effective: September 4, 2007

**Cheryl Mearhoff**  
Director of Dual Enrollment  
Effective: September 14, 2007

Faculty Appointments

Regular Full Time

**Dr. David Gonzalez**  
Associate Professor of Biology  
Effective: September 1, 2007

**Joseph Castaldi**  
Automotive Technology Instructor  
Effective: September 1, 2007

**Dr. Harold Halbert**  
English Instructor  
Effective: September 1, 2007

**Ryan Johnson**  
History Instructor  
Effective: September 1, 2007

**Dr. Catherine Parzynski**  
History Instructor  
Effective: September 1, 2007

Separations

Administrative Full Time
Mr. DiSandro made a motion to ratify the Professional Hires for September 2007. Ms. Mann seconded and the Board unanimously approved the motion.

**Legislative**

The Legislative Committee meeting set for October 10 was postponed due to scheduling conflicts.

Dr. Stout reported that we are beginning our advocacy season at the State level with a meeting of the Community College Caucus, Presidents and the Trustees Council on October 17 in Harrisburg. In that meeting we will begin to make a case for our 2008 operating and capital budget request. A solid number of our legislators are on the caucus. The draft budget request and list of caucus members is included in the Board Packet.

The Legislative calendar included in the packet outlines legislative activities/opportunities at the local, state and federal level for the 2007-2008 academic/fiscal years. All Board members are invited to Participate.

Dr. Stout called attention to an editorial from the *Chronicle of Higher Education*, calling for federal tax policy to focus on students who need the tax benefits the most. Specifically, it makes the case for revamping the Hope and Lifetime Learning credits into a single credit that will also count most educational expenses as eligible for the credit. This is an information item.

**Bids**

George Mulligan reported on the bids.

- **Loop Road resurfacing Project**

  On motion by Mr. DiSandro and seconded by Mr. D’Aniello, the recommendation to award S&H Landscaping as the lowest responsive and responsible bidder in the amount of $135,621.00 was unanimously approved.

**Chair’s Report**

Mr. Bitner reported for the Board. He complimented the College for the completion of the pedestrian underpass which connects the 16 High Street and 101 College Drive buildings.

Mr. Bitner also thanked everyone for attending the meeting and encouraged the Board members to attend as many functions as possible, especially those that acknowledge students.
Old Business

There was no old business.

New Business

Dr. Stout announced the date for the ATC Grand Opening (October 16) and invited the Board members to the event for former Board member Mr. Win Smith. The event will be on November 12.

Adjournment

The meeting was unanimously adjourned at 4:46 P.M. The next meeting is scheduled for Monday, November 19, 2007 at Central Campus in the Rotelle Family Board Room.

_____________________________ Trudy Mann

Assistant Secretary

Board Minutes, October 15, 2007