The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 19, 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; Charles Kahn; Trudy Mann, Assistant Secretary; Andy Cantor, Secretary; James Vlahos; Eric Kretschman; Dennis Sharkey; Richard Montalbano; Joe Palmer

Board of Trustees – Absent:
Anthony DiSandro; Jim Genuardi; Ed Mullin

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; Bev Welhan, Dean of Health Sciences; Linda Rehfuss, Dean of Mathematics, Science and Advanced Technology and Assistant Professor of Biotechnology; Rhoda McFadden, History Professor and Faculty Union President; Richard Snyder, Auditor (Kreischer Miller)

Call to Order

Chairperson Bitner called the meeting to order at 4:01 p.m.

Approval of Minutes

The minutes from October 15, 2007 were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Four Months Ended October 31, 2007

Tuition through October 31, 2007 is $12,439,000, or 53 percent of the budget. This figure includes the credit classes for the 2007 ten week, second summer and mid summer sessions, Fall Term and all non-credit classes. Total Operating Revenues for the period ending October 31, 2007 are $18,382,000, or 30 percent of the budget. Total Operating Expenditures for the same period are $15,285,000, or 25 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the month ending October 31, 2007. Ms. Mann 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

Fall enrollment is up 5 percent compared to last year (11,815 compared to 11,249). October 22 was the first day of Spring 2008 Registration. There were 1,541 students who registered, compared to 1,302 on the first day of registration last year. This represents an increase of 18.4 percent.

- Student Access and Success

On October 19, Phi Theta Kappa inducted 51 new members at the West Campus and one honorary inductee, Michael Ondo, financial aid advisor at West Campus. On October 24, Phi Theta Kappa inducted 104 new members at the Central Campus.

The College held a graduation ceremony for Police Academy Class 702 on October 10 at the Montgomery County Public Safety Training Campus in Conshohocken. A total of 21 cadets graduated. Kevin Steele, Assistant District Attorney and Chief of Trials Division for the Montgomery County District Attorney’s Office, was the keynote speaker during the ceremony. This ceremony is one of three held annually. The majority of the graduating cadets had jobs upon graduation. Many of the graduates pursue a degree at the College.

- Gifts and Grants

The Heinz Endowments awarded a $50,000 to the College’s Foundation to support year two funding of the Achieving the Dream initiative, which is a collaboration
between the Heinz Foundation and the Lumina Foundation for Education. Achieving the Dream supports the College’s overall Student Success effort.

Linda Rehfuss, Barbara Lontz, and Marion Graziano recently had their proposal for a session at the 2008 Achieving the Dream Strategy Institute in Atlanta accepted. The team will present on our comprehensive approach to improving student success in developmental mathematics.

An article highlighting the College’s efforts to increase student success in developmental mathematics recently appeared in the *Chronicle of Higher Education* entitled, “Getting Students Through Remedial Math Is a Constant Struggle, but This College Keeps Trying”. The article gives national attention and recognition to the innovative efforts of our math faculty.

- **Model and Modern Workplace**

The College is proud of the opportunities it offers to employees for continuing education. A recent success story is about an employee and graduate of the College, Charles “Chip” Roberts. He has completed his Albright bachelor’s degree with a perfect 4.0. This December’s graduation is the largest to date for the Degree Completion Programs, and Chip will graduate with highest honors and is in the top 10 percent (3.92-4.0) of all grads from all nine Albright sites. He was recently inducted into Alpha Sigma Lambda (National Honors Society for non-traditional adult students) and Psi Chi (National Honor Society in Psychology).

- **Campus Renewal and Sustainability**

On November 2, the College officially cut the ribbon to celebrate the new student lounge in the lower level of College Hall. The new lounge at Central Campus, along with the new lounge at West Campus (to be dedicated later this month) were designed by student leaders to begin to modernize student gathering spaces on both campuses. Our hope is that these new spaces will encourage students to stay on campus and to get involved in co-curricular activities that will enhance their chances for academic success.

- **Staff and Student Outreach**

The College offered a week of activities in observance of National Hunger and Homelessness Awareness Week (November 11-17), at the Central Campus. All proceeds benefited the Community Housing Services of Lansdale.

The Humanities Division presented The Annual Writers Conference with Keynote speaker Frank McCourt on November 2\(^{nd}\) & 3\(^{rd}\). The conference was well attended, with a sold out crowd for Mr. McCourt’s address. Congratulations to the
conference’s Executive Team, led by Dana Resente, Conference Coordinator, English Faculty and alum.

- **Legislative**

Congresswoman Schwartz called on November 5 to inform Dr. Stout that the earmark request for $440,000 to support our observatory and astronomy program development efforts remains in the Labor/HHS and Education appropriations bill that passed in the House on that evening. The bill now goes to conference and requires the President’s signature. The bill has been vetoed by the President due to the attachment of earmarks.

- **Become an Entrepreneurial College**

Total private fund raising revenue for the first quarter of the fiscal year was $386,000. In October, new commitments totaled $67,646 including a $20,000 gift from the National Endowment of the Arts for a program called *The Big Read* and a $10,000 gift from Radian for the *Courage to Create* Capital Campaign. Annual giving revenue is at $18,294 which is 83 percent of the $22,000 goal. Alumni, retiree and board annual giving appeals were distributed in October and the results will be reflected in November.

- **Other**

An article from the magazine *University Business* (October 2007) edition titled *Chief Information Officers Speak Out* profiles Celeste Schwartz. The article discusses security, staffing, and how Chief Information Officers (CIO’s) respond to changing technology on campus.

Included in the President’s Report is a review of former Trustee Win Smith’s book, “The Rise and Fall of Public Education In America” recently Win Spoke at a reception and book signing in the Central Campus Bookstore to about 30 attendees.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Employee Healthcare Benefits Update**

Each year Bruce Walter and Karen Murphy from CBIZ Benefits and Insurance Services, the College’s insurance broker, provides an update on the medical benefit premiums that the College will pay in the coming year. Medical benefit premiums, net of all prepayment discounts, are scheduled to increase 1.5 percent in 2008 compared to a 2.9 percent increase in 2007. This is an information item.
Mr. Palmer congratulated and commended those in charge of keeping the health care increases low. He stated that it was a tremendous accomplishment. Dr. Stout explained that it is a group effort along with the assistance of CBIZ to keep the increases low. She noted that the savings also include a prepayment discount due to the County prepaying the premium.

- **Independent Audit for 2006-2007**

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

Along with the audited financial statements, the independent auditors issue a management letter outlining issues for future consideration, highlighting new auditing standards and reporting any control deficiencies, significant deficiencies or material weaknesses.

Mr. Richard Snyder from Kreischer Miller reported the results of the single audit to the committee. There were no deficiencies in internal control considered to be a control deficiency or material weakness were identified.

Mr. Kahn made a motion to approve the 2006-2007 audit. Mr. Montalbano seconded the motion and the Board unanimously approved the 2006-2007 audit.

Dr. Stout congratulated Kathy McGirr and the finance team for securing a clean audit.

- **Fund Designations for 2006-2007**

At the end of each fiscal year the Board designates or transfers any increases in net assets within or between funds to ensure the efficient operation of the College. Net assets remained consistent with the previous years at $2,623,160 in 2006-2007 compared to $2,697,304 in 2005-2006.

Mr. Kahn made a motion to approve the Fund Designations for 2006-2007. Ms. Bramnick seconded the motion and the Board unanimously approved the Fund Designations for 2006-2007.

- **Authorization of Project and Funding Resolution**

Due to an increase in student enrollment at the Central Campus and the aging of two key original campus facilities, the College Hall/Library and Parkhouse Hall, there is a
need to renovate and expand these facilities to meet the demands of current and future students.

The Board of Trustees, by adopting a Resolution, is seeking approval of the County of Montgomery’s support of 50 percent of the debt service on the 35 million dollar estimated cost of the above projects to match the Commonwealth of Pennsylvania’s commitment with the first County support for the effort coming in January 2009.

Mr. Kahn made a motion to approve the Authorization of Project and Funding Resolution. Mr. D’Aniello seconded the motion and the Board unanimously approved.

Mr. Kahn reflected on the Memory of Mr. Dwight Dundore the former Trustee who recently passed. There was a moment of silence on behalf of Mr. Dundore.

Mr. Bitner welcomed the new Trustee Eric Kretschman and once again welcomed Trustee Mr. Jim Vlahos.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- Community College Baccalaureate Programs

There are four models across the nation for community colleges to play a role in increasing access to baccalaureate degree including- articulation agreements, university centers, university extension centers, and community college baccalaureate degrees.

Within the first three models, the university controls the baccalaureate degree requirements and confers the degrees. The community college baccalaureate model is a more recent one, in which the community college controls the degree requirements and confers the degrees. The Curriculum Committee discussed the pros and cons of each approach. The College currently effectively utilizes the articulation and university center models. This is an information item.

- Student Success Initiative Update

The Curriculum Committee is regularly updated on the College’s work in this area. This past year saw the planning for the Achieving The Dream: Community Colleges Count Initiative. This is a five year initiative with the College entering its second year.

The Curriculum Committee was updated on the College’s progress in priority areas including the focus on developmental mathematics, reading and English, placement
testing practices, advising and gatekeeper courses. Activities to date were shared with the Board as well as planned future activities. This is an information item.

- **Sabbatical Summaries**

  Sabbatical leaves are an effective way of revitalizing and rejuvenating faculty or providing them with the blocks of time needed to complete a project. Each year the Curriculum Committee reviews summaries of the Sabbatical activities granted in the past year.

  The Committee visited the nursing laboratory to see a demonstration of the Sim Man Project presented by Elizabeth Mencel. The Sim Man allows Ms. Mencel to develop simulation scenarios that will assist nursing students to practice critical thinking, decision making, and procedural applications without involving human patients. It will also be used to test students prior to formal course evaluation.

- **Faculty Accomplishments**

  Mr. Palmer encouraged the Board to review the summary of faculty accomplishments included in the Board Packet. This is an information item.

### Personnel Committee

Mr. Bitner reported for the Committee.

- **Professional Hires October 2007**

  **Administrative Appointments**

  **Medea Rambish**
  Director of Developmental Education and Learning Assistance
  Effective: September 1, 2007

  **Pamela Borkowski-Valentin**
  Research Analyst
  Effective: October 22, 2007

  **Kathleen Hawkins**
  Assistant Director of Children’s Center
  Effective: October 8, 2007

  **Max Brodsky**
  Network Engineer
  Effective Date: October 1, 2007
Kathryn Ishler  
Instructional Designer  
Effective: October 1, 2007

Separations

None

Mr. Bitner made a motion to ratify the Professional Hires for October 2007. Ms. Mann seconded and the Board unanimously approved the motion.

Bids

George Mulligan reported on the bids.

- Art Barn Communications Cabling

  On motion by Mr. Palmer and seconded by Mr. Cantor, the recommendation to award Blackbox Network Services as the lowest responsive and responsible bidder to provide (best services) in the amount of $40,862.00 was unanimously approved.

Chair’s Report

Mr. Bitner reported for the Board.

- Appointment of Nominating Committee

  The following Trustees were appointed for the 2007 nominating committee:

  Ed Mullin – Chair  
  Trudy Mann  
  Jim Genuardi  
  Andy Cantor

  These members will present a state of affairs for 2008 at the December Board Meeting for action at January’s Board meeting.

Mr. D’Aniello encouraged Board members to attend College related functions in addition to the Board of Trustee meetings. Dr. Stout noted that two events in December are opportunities for this type of participation including the Employee Service Recognition Ceremony on December 6, 2007 and the combined Holiday dinner for the volunteer boards on December 17, 2007.

Old Business

There was no old business.
New Business

There was no New Business.

Adjournment

The meeting was unanimously adjourned at 4:41 P.M. The next meeting is scheduled for Monday, December 17, 2007 at 4:00 p.m. at the Central Campus in the Rotelle Family Board Room.

_____________________________ Andy Cantor
Secretary

Board Minutes, November 19, 2007