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

Board of Trustees – Present:

Mike Bitner, Chairperson; Lea Bramnick; Charles Kahn; Trudy Mann, Assistant Secretary; Andy Cantor, Secretary; Eric Kretschman (arrived at 4:40 p.m.); Richard Montalbano; Joe Palmer; Jim Genuardi; Ed Mullin; Cheryl Austin; Anthony DiSandro

Board of Trustees – Absent:
Michael D’Aniello; James Vlahos

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 Greico, Dean of Humanities; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Mike Mandrichia, 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; Rhoda McFadden, History Professor and Faculty Union President; Joan Brookshire, Associate Vice President of Academic Affairs.

Call to Order

Chairperson Bitner called the meeting to order at 4:01 p.m.
Chairperson Bitner welcomed Ms. Cheryl Austin to the Board of Trustees.

Approval of Minutes

The minutes from November 19, 2007 were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests.
Treasurer’s Report

Dr. Stout reported for the Committee.

- For the Five Months Ended November 30, 2007

Tuition through November 30, 2007 is $12,472,000, 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 November 30, 2007 are $18,612,000, or 37 percent of the budget.

Mr. Palmer made a motion to approve the Treasurer’s Report for the month ending November 30, 2007. Ms. Bramnick 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

The final Fall 2007 Enrollment Summary shows a 5 percent increase in total unduplicated headcount. E-learning enrollment is up 13.5 percent and newly enrolled student headcount is up 6.9 percent at the Central Campus and 13.6 percent at the West Campus. Total FTEs are up 5.95 percent compared to last year.

- Student Access and Success

On December 13, nine students graduated from the POWER program, which stands for the Partnership On Work Enrichment and Readiness. POWER is a 14-week educational program for people in mental health recovery. The program, which is free of charge to POWER students, is funded by the Montgomery County Office of Mental Health and by the College, as well as by private foundations, such as the Patricia Kind Family Foundation. The funding makes it possible for each student to receive free tuition and materials for the program, as well as a stipend of $10 per week to help with the cost of transportation. Dr. Stout offered kudos to Diane Haar for her leadership of the POWER program.

- Gifts and Grants

The College was awarded a four year Upward Bound grant from the federal Department of Education in the amount of $1,000,000. Upward Bound will provide under-served high school students from Norristown and Pottstown with academic, career, and cultural enrichment experiences to prepare them for success in higher education.
Congratulations to the Upward team for their leadership in preparing a strong grant proposal. The Upward Bound team consisted of Eric Almonte, Medea Rambish, Marc Schuster, Dana Murry-Resente, Pat Rahmlow, Rosanne Hoffmann, Walter Hunter, Alonna Brown, Penny Sawyer, Tony Davis, Leon Hill, and Tom Mellon.

During the past year a current earmark secured by the Collegiate Consortium provided for the creation of a College/University veteran’s working group, provided a $10,000 grant to support veteran’s services on each campus, created a resource manual for veteran’s educational benefits and distributed $10,000 of scholarship dollars to member colleges on behalf of veterans.

The Consortium has just secured a $1 million earmark from the Department of Defense that was supported by our entire regional congressional delegation led by Representative Allyson Schwartz that will enable the program to grow. More specifically there will be an increase in the distribution from $10,000 to as much as $25,000 per college/university to provide continued support for veteran’s services on each campus; a significant portion of the funds will be provided for veteran’s scholarships at member colleges/university; and the Consortium will continue convening college/university, careerlink (One Stop) veteran’s representatives, and other veteran’s groups to recruit veterans to our campuses.

- **Program News**

  The NCLEX-RN Year to Date Report (01/01/07) reflects a Montgomery County Community College Nursing Program pass rate of 84.06 percent, which exceeds the Pennsylvania rate of 82.36 percent. This report data exceeds the Nursing Program’s benchmark of equaling or exceeding the Pennsylvania NCLEX pass rate for Associate Degree graduates.

- **Model and Modern Workplace**

  On December 6, 87 employees were recognized for a total of 1200 years of service to the College at the Annual Service Recognition Ceremony. Two faculty members, Marty Gelman and Allan Lander, celebrated 40 years of service.

- **Campus Renewal and Sustainability**

  The Call Center Expansion integration at the West Campus is under way with much success. This improvement provides a timelier and more efficient way of responding to student phone inquiries, allows the front desk staff to attend to walk in traffic without the disruption of phones, provides a strong alignment for the Student Success Centers, Admissions Office, and Registrars Office at both campuses and sets expectations and standards for student service
- **Staff and Student Outreach**

The 2007 West Campus’ “Bookworms” Relay for Life team was honored as the top new team fundraiser at the Relay for Life 2008 Kick-Off meeting this month. Dr. Stout offered Kudos to Deb Rogers and the West Campus for their efforts.

The College hosted a Counselor Breakfast at the William Penn Inn on November 28 with 75 counselors in attendance. The counselors represented 18 public high schools, 3 middle schools, 3 private high schools, 1 Cyber school, and 2 technical schools. Presentations were delivered regarding student engagement including, engaging in college early through dual enrollment, financial aid options, academics, and student perspectives.

- **Gifts and Grants**

The College has received notification of funding from the Pottstown Area Health and Wellness Foundation for two projects: 1) “Service Learning to Build Capacity of Community- Based Non-profit Organizations” for $25,370 and 2) “Dental Sealant Day – Community Outreach Initiative with Dental Hygiene Student Support” for $8,762. Dr. Stout thanked Dean Foster for his leadership in securing the funding.

- **President’s Outreach**

On the evening of December 3, Dr. Stout visited Normandy Farms Estates and updated more than 100 residents on activities at the College including the Art Barn construction project and fund raising campaign.

On December 11, Dr Stout offered remarks to members of the United States Senate and House community caucus members in Washington D.C. about our work with our Community Based Job Training Grant in developing a pipeline of trained automotive technicians to meet an unmet need for skilled workers in this area within our region. Dr. Stout included her remarks with the Board packet.

On December 3, Dr. Stout traveled to Harrisburg to participate along with Trustee Palmer as a member of the Commission’s ad hoc group of presidents and trustees working with the Department of Education to review ways to improve local sponsorship of the community colleges. A report of the committee’s findings and recommendations will be available in January.

- **Become an Entrepreneurial College**

Total private fundraising for the months of October and November was $286,420. New commitments included a $50,000 payment from the Heinz Endowments for the Achieving the Dream initiative, a $44,000 gift for the Partnership on Work
Enrichment and Readiness program from the van Amerigen Foundation and $10,000 for a new nursing scholarship, the Margaret Miller Scholarship in Nursing which will begin with a Fall 2008 scholarship. The Courage to Create capital campaign grew $119,590 including a $100,000 anonymous pledge, and two $5,000 gifts, one from Fleming and van Metre Advertising Agency. Employee giving was $24,556 or 112 percent of goal with participation from 149 employees. Alumni and retiree giving is at $15,450 which is 91 percent of the $17,000 goal.

Dr. Stout noted that she is most proud of the employee giving. She believes that it shows the level of staff commitment to the College’s mission and models the way for those in the community to give.

- Other

Dr. Stout reported on the results of the search for the Vice President of Administration and Finance.

Three candidates visited the campus and participated in Open Forums with the College community. Two were invited back to meet with members of the Finance and Personnel Committees, Dr. Stout, and Dr. Stout’s direct reports. As a result of the process, Dr. Stout recommended the appointment of Tom Mercier as the Vice President for Administration and Finance effective January 7, 2008.

Chairperson Bitner congratulated the efforts of Dr. Stout and the search committee for an outstanding job.

Mr. DiSandro made a motion to approve the recommendation of Mr. Tom Mercier for the position of Vice President of Administration and Finance. Mr. Cantor seconded the motion and the Board unanimously approved the recommendation.

Finance Committee

Mr. Kahn reported for the Committee.

- Act 46 Enrollment Audit

Act 46 of 2005, among other things, affects the manner by which community college enrollment is audited. Act 46 shifts responsibility for conducting the annual enrollment audit from the State to each college’s independent auditor. The Act stipulates that a verification of enrollment must be submitted to the Pennsylvania Department of Education by January 1st each year. The Department then has ninety days to notify the colleges of any issues identified.
The College engaged Kreisher Miller to conduct the 2006-2007 Act 46 enrollment audit. The scope of the audit includes a verification of FTE enrollment, tuition compliance and State funded capital expenditures.

Mr. Kahn made a motion to approve the 2006-2007 Act 46 Enrollment Audit. Mr. Montalbano seconded the motion and the Board unanimously approved the 2006-2007 Act 46 Enrollment Audit.

- **2008-2009 Operating Budget**

  The proposed 2008-2009 operating budget of $63,912,856 represents a 5.6 percent increase over the 2007-2008 operating budget.

Mr. Kahn made a motion to approve the 2007-2008 operating budget. Mr. Palmer seconded the motion and the Board unanimously approved the 2007-2008 operating budget.

- **2008-2009 Capital Budget**

  Each year the College develops a capital budget based upon the capital funds provided by the State and County. Once obligations for existing leases, debt service and leasehold improvements are considered, the balance remaining, if any, is issued to fund requests for equipment replacement, new equipment and facilities maintenance and renovations.

  The proposed capital budget recognizes funding of $650,000 to support requests for deferred maintenance and small capital renewal needs.

Mr. Kahn made a motion to approve the 2008-2009 capital budget. Ms. Mann seconded the motion and the Board unanimously approved the 2008-2009 capital budget.

- **GASB 45 Implementation Plan**

  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.

Mr. Kahn made a motion to recommend adopting the GASB 45 implementation strategy. Mr. Cantor seconded the motion and the Board unanimously approved.

**Curriculum Committee**
Mr. Palmer reported for the Committee.

- **Honorary Degree Recommendation**

  Board of Trustees policy provides a provision for the Trustees to grant an honorary associate degree, the Associate in Letters (A.L.), to outstanding individuals who have demonstrated meritorious service to Montgomery County Community College, to the community, to their profession and/or displayed leadership in civic and cultural affairs. The policy requires that nominations be made by the President or the Board, reviewed by the Curriculum Committee, and recommended to the Board for consideration.

  The President recommends the granting of an honorary degree to Alma Jacobs, a long time friend, supporter and volunteer on behalf of the College.

Mr. Palmer made a motion to approve the nomination of Alma Jacobs for the honorary degree of Associate in Letters (A.L.) in accordance with the Board policy for granting Honorary degrees. Ms. Mann seconded the motion and the Board unanimously approved.

- **Computer Science A.S.**

  The Curriculum Committee recommends not to accept the Academic Program review (APR) for the Computer Science A.S. program and requests the academic affairs leadership and program faculty bolster the APR to include data on student transfer of credits, student satisfaction and employment as well as address issues raised that relate to the perceived level of college readiness of Computer Science majors.

- **New Course: MAT 010B**

  The goal of this one credit course* is to provide an option for the student who is border-line in assessment scores between MAT 010- Fundamentals of Arithmetic and Mat 011- Beginning Algebra thus accelerating their pace of completion without disrupting their chance for success throughout the developmental math education continuum. Students who receive a Math Accuplacer score of 20 to 72 place into the MAT 101 course. When this was analyzed and divided into two tiers, 20-40 and 41-72, the difference in success rates was astounding. Students who “placed” into the upper tier were successful at a 73 percent rate versus only a success rate of 53 percent for students who placed in the lower tier. This led to the question of whether the students in the upper tier could benefit from a more condensed version of MAT 010, thereby spending less time (and money) in developmental math courses.

  The course is offered in a one- week format. To date is has been offered as a pilot prior to the start of fall 2007 semester and will be offered several times prior to the
start of the spring 2008 semester. Additional one-week offerings will be scheduled as appropriately determined. This is an information item.

*1-credit indicates the cost to the student, credit does not count towards graduation.

- 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. Disandro reported for the Committee.

- Professional Hires November 2007

  Administrative Appointments (1)

  **Yasmin Williams**
  Records Management Coordinator
  Effective: November 5, 2007

  Separations

  **Eric Almonte**
  Director of Equity and Diversity
  Supervisor: Katherine Swanson

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

**Physical Plant**

- Art Barn Architectural Services Agreement

Kramer Marks Architects (KMA) has requested a supplemental allowance for landscape architectural services in the amount of $10,000 to cover additional services for construction plans and bid documentation of the Art Barn landscape plan, reflecting the expansion of both the project scope and area. Additional funds will also be needed to cover the landscape architect’s reimbursable expenses, which should not exceed $2,500. The total requested contract amendments, then, is $21,000 ($5,500 + $3,000 + $10,000 + $2,500), making KMA’s adjustment contract value $266,000 (or 4.0 percent of the project budget).
Mr. Mullin made a motion to approve the amendment to the KMA contract for the Art Barn project to include additional site/civil engineering and landscape architectural services in the amount of $21,000. Ms. Mann seconded and the Board unanimously approved the motion.

**Legislative**

Dr. Stout reported for the Committee.

The publication *Learning Times*, from the Pennsylvania Commission for Community Colleges was included in the Board packet. Dr. Stout asked that the Trustees review the upcoming events for 2008 especially the Annual Meeting & All-PA Academic Team Banquet on March 31 and April 1, 2008.

Dr. Stout noted that the Governor will give his annual budget address in early February. The commission is anticipating a budget that will highlight higher education particularly community colleges.

**Bids**

George Mulligan reported on the bids.

- **Door Replacements**

  On motion by Mr. Mullin and seconded by Mr. Cantor, the recommendation to award John G. Moser & Son as the lowest responsive and responsible bidder to provide (best services) in the amount of $20,049.00 was unanimously approved.

- **Medium Voltage Cable Replacement**

  On motion by Ms. Mann and seconded by Mr. Genuardi, the recommendation to award Carr & Duff, Inc. as the lowest responsive and responsible bidder to provide (best services) in the amount of $24,830.00 was unanimously approved.

- **Lighting Panel Replacement**

  On motion by Mr. Kahn and seconded by Mr. Mullin, the recommendation to award Wescott Electric Co. as the lowest responsive and responsible bidder to provide (best services) in the amount of $189,700.00 was unanimously approved.

- **Emergency Exit Signs & Lighting**

  On motion by Mr. Palmer and seconded by Mr. Cantor, the recommendation to award Alfred J. Fry III, Inc. as the lowest responsive and responsible bidder to provide (best services) in the amount of $20,002.00 was unanimously approved.
Nominating Committee

Mr. Mullin reported for the Nominating Committee.

The following slate of officers is proposed for 2008.

- Paul “Mike” Bitner – Chair
- Anthony DiSandro – Vice Chair
- Andrew Cantor - Secretary
- Gertrude Mann – Assistant Secretary
- Michael D’Aniello - Treasurer

Chair’s Report

Mr. Bitner wished everyone a Happy New Year and congratulated Dr. Stout and her staff for their excellent work in 2007.

Old Business

There was no Old Business.

New Business

There was no New Business.

Adjournment

The meeting was unanimously adjourned at 4:55 P.M. The next meeting is scheduled for Tuesday January 22, 2008 at 4:00 p.m. at the Central Campus in the Rotelle Family Board Room.

_____________________________ Andy Cantor
 Secretary

Board Minutes, December 17, 2007