The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, January 22, 2008, 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; Richard Montalbano; Joe Palmer; Anthony DiSandro; Jim Vlahos; Michael D’Aniello

Board of Trustees – Absent:
Cheryl Austin; 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; Rhoda McFadden, History Professor and Faculty Union President; Joan Brookshire, Associate Vice President of Academic Affairs.

**Nominating Committee**

College Solicitor, Marc Davis asked for a motion to elect the slate of nominees. Ms. Mann made a motion to elect the slate of officer nominees, Mr. Palmer seconded and the Board unanimously approved the Slate of officers as follows:

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chairperson:</td>
<td>Paul S. (Mike) Bitner</td>
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<tr>
<td>Vice Chairperson:</td>
<td>Anthony DiSandro</td>
</tr>
<tr>
<td>Treasurer:</td>
<td>Michael J. D’Aniello</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Andrew B. Cantor</td>
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<tr>
<td>Assistant Secretary</td>
<td>Gertrude K. Mann</td>
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Mr. Bitner thanked the Nominating committee as well as the Committee Chair for their efforts.

**Call to Order**

Chairperson Bitner called the meeting to order at 4:04 p.m.

**Approval of Minutes**

The minutes from December 17, 2007, were unanimously approved.

**Introduction of Guests**

Ms. Schwartz introduced the guests.

Dr. Stout welcomed and introduced Tom Mercier, Vice President of Administration and Finance. Tom began on January 7, 2008 and his appointment was approved by the Trustees at the December meeting.

Mr. Bitner welcomed Mr. Mercier on behalf of the Board.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- For the Six Months Ended December 31, 2007

  Mr. D’Aniello reviewed the balance sheets included in the Board packet.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the six months ending December 31, 2007. Mr. Palmer 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 spring 2008 enrollment summary shows that total Unduplicated Headcount is up more than 7 percent as compared to last year. E-Learning is up 21 percent as compared to this time last year and is now ahead of last year’s final number. New students enrolled at Central Campus for the spring is up 7 percent and is up 21 percent at West Campus.

- **Student Access and Success**
Dr. Moono, Dean of Student Success, was recently named one of the 10 Outstanding First Year Student Advocates from over 116 nominees from around the country by the University of South Carolina’s National Resource Center for the First-Year Experience and students in transition. This year’s advocates will be honored at the 27th Annual Conference on the First-Year Experience in February. Dr. Moono will also be recognized in the Chronicle of Higher Education, the Center’s online newsletter (E-Source for College Transitions) and on the Center’s web page. Dr. Stout noted that she is pleased with Dr. Moono’s recognition and is excited about the College receiving this national recognition.

The College’s Honors Club presented a check in the amount of $739.77 to Family Services on December 12. The students raised money by selling hoagies and water on campus during the fall semester. Over the past three years, the Honors Club has donated more that $3,000 to Family Services.

The 2007 American Scholastic Press Association Contest/Review awarded the College’s Literary Magazine with “First Place with Special Merit,” making the College’s magazine the best in the country in its category. The magazine has a long history of excellence and recognition. Kudos to the entire magazine team, including the advisors, the student staff, and the magazine’s contributors on this tremendous honor.

- **Process Improvements**

Over the coming months, the College is working with Datatel to shape our current website into a more dynamic communications tool. Last week, the College reviewed two different creative approaches to the new website design along with a recommended navigational scheme. The goals for this redesign are to:

- Improve the usability of website.
- Personalize the website to match users’ interests.
- Develop the website to be part of our recruitment “toolkit” for interactive and ongoing communication with perspective students.
- Capture prospective student information as a student browses our website so that we can develop an enrollment management approach to managing interest in the College to result in an increase in the number of admissions applications from prospective students by 20 percent.
- Provide students and other virtual visitors with the most relevant, dynamic and up-to-date information about their specific area of interest in the College.

- **Program News**
The Continuous Nursing Program was competitively selected as one of the 10 Bellwether Finalist Winners in the Instructional Programs and Services category and has been invited to compete for the prestigious 2008 Bellwether Award at the upcoming Community College Futures Assembly on January 28 in Orlando, Florida. The Award Winners are announced at the final luncheon of the conference and a conference presentation is considered in the selection criteria. The Bellwether Awards annually recognize outstanding and innovative programs and practices that are successfully leading community colleges into the future. Dr. Stout offered congratulations to Bev Welhan and the nursing faculty and noted that Bev will be presenting in Orlando.

- Model and Modern Workplace

On January 11, the joint Support Staff Union and Administrative Working Group to study the Hay Classification System met for a full day session. So far, most support staff union members have completed position description questionnaires (PDQs) and supervisors have reviewed the PDQs. The updated PDQs will support the development of a classification system that better aligns the work of the support staff membership with the realities of the roles and responsibilities of their current jobs. In many cases, job descriptions are more than 20 years old. I applaud the work of the Working Group and the Support Staff membership for their nearly 100 percent responses to the call to complete the PDQs.

- President’s Outreach

On January 14 and 15, I attended the Commission for Community Colleges Council of Presidents meeting. As part of the meeting, a group of presidents met with Policy Secretary Donna Cooper to discuss the community college budget request and to discuss policy issues around PHEAA and financial aid policy reform to improve the reach of PHEAA dollars to community college students; alignment of the community college and high school curricula to improve the college readiness of high school students; and the work of community colleges in building the State’s capacity in STEM (science, technology, engineering and math) fields. The budget request and the accompanying policy briefs are in this month’s packet behind the “Legislative Committee” tab.

In addition, on the evening of January 15, a small group of presidents met with Senator Wonderling, co-chair of the Senate’s community college caucus, to discuss opportunities to connect the community college agenda with larger policy issues facing the Commonwealth. Dr. Stout noted that Senator Wonderling’s District includes four community colleges: Montgomery, Bucks, Lehigh Carbon, and Northampton community colleges.

- Legislative

The College received word from Congresswoman Schwartz and Congressman Gerlach that our earmark requests for support for our advanced technology initiative and West Campus expansion received funding for $429,000 and $100,000 respectively. We are working to get
both members on our campuses for check presentations in the coming weeks. Dr. Stout thanked the Board members who advocated for support of these requests.

- **Other**

The College will host a combined Piano Dedication for the new Steinway & Sons pianos and a Lively Arts 20th Anniversary Celebration on Saturday, February 16.

**Become an Entrepreneurial College**

Total private fund raising revenue from December 1, 2007 to January 3, 2008 was $430,020. Highlights of new commitments included $200,000 from Sharon L. Danella through the Danella Foundation and Trust to create the Sharon L. Danella Endowed Scholarship Fund; $34,132 in grants from the Pottstown Area Health and Wellness Foundation for Service Learning and for Dental Sealants; $25,000 from College alums Sheila and James Wallace to create the Sheila and James Wallace Endowed Scholarship Fund; $20,000 from Ellyn and Seth Lehr to create the Stephen A. Lehr Memorial Award Endowment in memory of their son, a student at the College who died of muscular dystrophy; and a $5,000 IRA rollover gift from Arthur Loeben to benefit his endowed scholarships. The Courage to Create Capital Campaign grew by $31,866, including a new $25,000 commitment from College vendor CBIZ.

Special thanks to Dr. Aaron Shatzman and his wife Karen for sharing their beautiful home with the College and the Foundation last Thursday evening. Thanks to their generosity, we were able to spread the word about the many strengths of the College, and our Art Barn effort specifically, to a number of new friends. The new campaign news brief is attached behind this report.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **2007-2008 Operating Budget Revision**

The State’s method for allocating funds to the Community Colleges changed significantly in 2005-2006. With funding no longer allocated based on EFTS, a level of uncertainty exists regarding the level of State funding that would be available. As a result of this uncertainty, a conservative 3% estimated increase was used to project the level of State support while developing the 2007-2008 operating budget. The actual level of state support exceeded the estimate by $300,000.

Mr. Kahn made a motion to approve the 2007-2008 Operating Budget Revision. Mr. Cantor seconded the motion and the Board unanimously approved.
- **Funding for 2007-2008 Capital Projects**

In the 2007-2008 capital budget of $4,300,785, the College recognized that there was funding of $983,426 to support requests for equipment replacements, new academic equipment and deferred maintenance and renovations. The remaining portions of the budget are for debt service and existing lease commitments. However, there are a number of projects requiring capital funding for 2007-2008 and requiring support from the plant fund balance.

Mr. Kahn made a motion to approve the funding for 2007-2008 capital projects including equipment replacements, new academic equipment and deferred maintenance and renovations. Mr. Palmer seconded the motion and the Board unanimously approved.

- **Internal Audit Update: Review of College Bank Reconciliation**

During the College’s financial audit for FY 2005-06, the independent auditors cited the College for failing to have its bank accounts reconciled in a timely fashion. As a result, the Finance Committee of the Board of Trustees modified the work schedule of the College’s internal auditor to include a quarterly review of the Bank reconciliation process. The internal auditor reports that these reconciliations are happening on a timely basis. This is an information item.

- **Internal Audit Update: Audit of Cultural Affairs Revenues (FY 2007-2008)**

The Saturday, September 29, 2007 performance of the Pittsburgh Ballet was selected for review. The Box Office Ticket reconciliation and Attendance List were reviewed. An expected revenue figure was calculated by taking the attendance list and multiplying the number and price of each ticket sold and totaling the various price categories. The expected revenue amount was then compared with the revenue amount reported on the Box Office Ticket reconciliation. The proceeds of ticket purchases made by selected patrons on the event attendance list were traced to individual deposits and verified to the College’s general ledger to ensure receipt and proper recording. Interviews were conducted with the Director and Assistant Director of Cultural Affairs to review operating procedures. No deficiencies were identified. This is an information item.

- **Internal Audit Update: Audit of Facilities Use (FY 2006-2007)**

During the twelve (12) month period between July 1, 2006 and June 30, 2007, a total of ninety six (96) and nine (9) events were sponsored by external organizations at the Central and West Campuses respectively. Fifteen (15) events held at Central Campus and five (5) events held at the West Campus were selected for detailed testing. Several process recommendations were presented to improve controls on facilities use. These were reviewed and endorsed by the Finance Committee. This is an information item.

- **Internal Audit Update: Audit of Independent Contractors Calendar Year 2006**
In preparation for the audit, the College auditor reviewed IRS regulations for the classification of individuals as independent contractors. The certification process used by the Human Resources Department for the classification of individuals as independent contractors was also reviewed to ensure compliance with IRS regulations. No deficiencies were identified. This is an information item.

- **College Response to Auditor’s Management Letter**

  The College staff has responded in writing to the recommendations and issues raised in the Management Letter. To date, significant progress has been made in implementing the recommendations made by the auditors. Specifically, the College has taken steps to supply additional staff training. The Chart of Accounts conversion and Accounts Payable document imaging projects are important process improvements that will enhance our reporting capabilities and a GASB 45 implementation strategy has been approved by the Board of Trustees. This is an information item.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **University Center**

  The University Center (UC) at Montgomery County Community College was conceived so that residents of the Tri-county service area could continue their education beyond an associate’s degree without having to commute to Philadelphia or other distant locations. Partnership agreements were written and executed between the College and each of the other four partners. Each agreement specifies which program each partner may offer, and includes a financial arrangement which includes a yearly partnership fee and a percentage of tuition or a “per student” fee. Each agreement is for three years, renewable at the end of each year for an additional year, resulting in a three-year rolling agreement. This is an information item.

- **Sabbatical Leaves**

  Regina Janoski, Assistant Professor of Nursing, has requested a sabbatical leave for the spring 2009 semester to expand her knowledge of the high fidelity human simulator (HFHS, alternative known as Sim-MAN) and to develop a number of patient scenarios—based on this system—to be used in NUR 110.

  Ms. Janoski’s work will complement the sabbatical research conducted by nursing faculty member Elizabeth Mencel on the use of SimMAN in NUR 210 and will provide the Nursing program with another faculty member trained in the use of this technology. In addition, students entering NUR 210 will have the advantage of having work with the patient simulator in a previous class.
Mr. Palmer made a motion to approve Regina Janoski’s request for a sabbatical leave for the Spring 2009 semester. Ms. Mann seconded the motion and the Board unanimously approved.

- Promotions

Five candidates applied for promotion.

**Five are being recommended for promotion:**

Ms. Patricia Allen: Instructor to Assistant Professor of Nursing

Ms. Denise C. Davidson: Instructor to Assistant Professor of Nursing

Mr. Jason Wertz: Instructor of Computer Science to Assistant Professor of Computer Science.

Ms. Elaine Venuti: Instructor of Microbiology/Biology to Assistant Professor of Microbiology/Biology

Christine R. Dunigan: Instructor of Nursing to Assistant Professor of Nursing

Mr. Palmer made a motion to approve the recommendation to promote the candidates listed. Ms. Mann seconded the motion and the Board unanimously approved.

- 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 December 2007

  - Administrative Appointments (2)

  **Matthew Kaminski**
  Director of First Year Initiatives
  Effective: December 10, 2007

  **Barbara Lynn Holtzman**
  Student Accounting Supervisor
  Effective: December 14, 2007

  - Separations – None
Retirements

Kathryn Lelii-Gratz  
Information Services Specialist  
12/31/07

Antoinette Olivetti  
English Professor  
12/26/07

James Gaul  
Receiving/Mail  
12/31/07

Zelma McAllister  
Help Desk Specialist  
12/31/07

Richard Greenwood  
English Professor  
12/31/07

Lawrence Elias  
Computer Science Associate Professor  
12/31/07

Joan McClintock  
Professor of Dental Hygiene  
12/31/07

Mr. Disandro made a motion to ratify the Professional Hires for December 2007. Mr. Palmer seconded and the Board unanimously approved the motion.

Physical Plant

Mr. Montalbano reported for the Committee.

  - Complaint from Cathcart Neighbors

    The Cathcart neighbors have written the College a two page letter outlining concerns about the College’s maintenance and operations of our maintenance facility (the “quonset hut”) located on Cathcart Road across from the College’s main property. The College has operated out of this facility for at least three decades. Specifically, the neighbors are concerned about the following and are requesting remediation of these issues in 2008:

      a. Noise pollution
      b. Light pollution
c. Trash and inappropriate storage of materials

d. Lack of natural barriers

e. Inappropriate operating hours

f. General building conditions

In response to the letter, the College is preparing a plan that includes short term strategies to immediately address these concerns and will review longer term strategies that will assess the pros and cons and feasibility and costs of relocating the storage facility to the main campus.

The president will host a dessert and coffee reception with the neighbors in the coming weeks to discuss these strategies, to gain more input and to ensure that we are responsive to neighbor concerns. This is an information item.

- **Music Practice Rooms & Black Box Theater Architectural & Engineering Services Agreement**

  Bloomfield & Associates was selected to conduct the feasibility studies based on its expertise in communications facilities design. They offer the College a knowledgeable base of experience to address a variety of issues expected to be important to design of the music practice rooms and Black Box Theater including noise transmission, lighting and communications technology.

  Mr. Montalbano made a motion to Award a contract to Bloomfield & Associates in a not-to-exceed amount of $103,772 for architectural, engineering and other associated services necessary to design, bid and administer the Music Practice Room and Black Box Theater. Ms. Mann seconded and the Board unanimously approved.

**Legislative**

Dr. Stout reported for the Committee.

  Dr. Stout advised the committee to review the policy briefs included in the Board Packet. She reminded the Trustees of the upcoming Annual Commission meeting and dinner on March 31 and April 1, 2008. Dr. Stout encouraged the members to join her and the All Academic Team for Lobbying Day to support the efforts of the College to secure adequate state funding.

**Bids**

George Mulligan reported on the bids.

  - **Graduation Tent and Chair Rental**
On motion by Mr. DiSandro and seconded by Ms. Bramnick, the recommendation to award The Party Center as the lowest responsive and responsible bidder to provide (best services) in the amount of $22,150.00 was unanimously approved.

**Old Business**

There was no Old Business.

**Chair’s Report**

Mr. Bitner handed out the new committee assignments. Mr. Bitner complimented Dr. Stout on the success of the Board Orientation. Cheryl Austin and Eric Kretschman attended the orientation.

There will no longer be a Legislative Committee for the Board. Instead, all Board members will be invited to participate in legislative meetings and conversations.

Mr. Bitner thanked Mr. Cantor for his continued loyalty with the Legislative Committee.

**New Business**

There was no New Business.

**Adjournment**

The meeting was unanimously adjourned at 4:45 P.M. The next meeting is scheduled for Tuesday February 19, 2008 at 4: 00 p.m. at the Central Campus in the Rotelle Family Board Room.

_____________________________ Andy Cantor

Secretary

Board Minutes, January 22, 2008