The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 19, 2008, at 4:00 p.m. in The Rotelle Family Board Room.

**Board of Trustees – Present:**
Mike Bitner, Chairperson; Cheryl Lynne Austin; Lea Bramnick; Andrew Cantor, Secretary; Michael D’Aniello, Treasurer; Anthony DiSandro, Vice Chairperson; Jim Genuardi; Charles Kahn; Ed Mullin; Jim Vlahos

**Board of Trustees – Absent:**
Richard Montalbano; Trudy Mann; Joseph Palmer; Eric Kretschman

**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; Dean Foster, Vice President, West Campus Administrative Officer; Stephen Grieco, Dean of Humanities; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Mike Mandrachia, Director of Accounting; Rhoda McFadden, History Professor and Faculty Union President; Tom Mercier, Vice President for Administration and Finance; George Mulligan, Executive Director of Capital Projects and Support Services; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean Social Science; Amit Singh, Dean Business and Computer Science; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Darlene Yerkey, Executive Assistant for Marketing and Development

**Call to Order**

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

**Approval of Minutes**

The minutes from January 22, 2008 were unanimously approved.

**Introduction of Guests**

Ms. Schwartz introduced the guests in attendance.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- For the Seven Months Ending January 31, 2008

  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 seven months ending January 31, 2008. 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.

- **Enrollment**

  The spring 2008 enrollment summary shows that total unduplicated headcount is up 4.7 percent as compared to last year. E-Learning is up 29.5 percent as compared to this time last year. New students enrolled at Central Campus for the spring is up 5.7 percent and is up 6.47 percent at West Campus. Total FTE’s is up more than eight percent compared to last year.

- **Student Success**

  Two current and one former student, all participants in our program with The Arthur P. Noyes Research Foundation, are among the authors of: “A Randomized, Archival, Follow-Forward Exploration of the Metabolic Syndrome in Clozapine Treated Patients” that has been submitted to the journal, *Clinical Schizophrenia*.

- **Events**

  Both Central and West Campuses held “Welcome Week” activities January 23 through February 6 to help students have a successful start to their semester.

  Steady Moono is in San Francisco accepting an award as one of the top ten student advocates in the country among two-year and four-year universities.

  On February 1, the College hosted the second annual Developmental Educators Summit, a one-day discussion-fueled gathering of developmental educators from the southeastern region of Pennsylvania. The keynote address was given by Dr. Nwachi Tafari, Director of Developmental Studies at Guilford Technical College in North Carolina.

- **Other**

  In response to the major fire on the 200 block of High Street in downtown Pottstown on Saturday, January 26, several of the College’s student clubs and organizations held fund-raisers to benefit those who lost their home and belongings in the fire.

- **Program News**

  The Radiography Program recently had a JRCERT Accreditation meeting in November that evaluated its site visit/self-study. Out of the nearly 100 programs that were evaluated the College’s program was one of 37 programs that received the maximum accreditation of eight years.
- **Gifts and Grants**

The College was one of 20 grant recipients across the state and one of four in Montgomery County to receive funds to expand clinical education and provide training equipment. The College will receive a $43,372 Nurse Education Grant Initiative and $47,265 in local funding.

- **Build a Model and Modern Workplace**

The Faculty Diversity Fellowship brochure was distributed to the Board. This program will bring a visiting faculty member to the College each year. The program is specifically designed to promote and support the careers of exceptional minority junior faculty. Thank you to John Flynn, Aaron Shatzman and Rhoda McFadden for their leadership.

George Mulligan was nominated as the new president of the Philadelphia Area Collegiate Cooperative (PACC). Essentially 100 percent of our orders are placed electronically, by far and away the best of any of the PACC schools.

- **Invest in Campus Renewal and Sustainability**

As part of our participation in the President’s Climate Commitment, the College is participating in the national RecycleMania competition and will be adopting measures to reduce waste. The national competition began January 28, and runs over a 10 week period.

STAR CHASM, the winter 2007 issue of the College’s literary magazine was just released and was printed through the College’s Copy Production Center on 20 percent post-consumer paper.

- **President’s Outreach**

On February 11-13, I attended the National Legislative Summit and visited members of our Senate and House delegations to advocate for national community college issues.

Thank you to the Board members who came to the Legislative meeting in late January 2008, when we met with Larry Flick from Duane Morris and shaped our strategy for legislative requests from the federal budget for next year. I carried our request for seed money for the Health Careers program expansion, which was well received by Congresswoman Schwartz and Senator Specter. In addition, we will ask Congressman Gerlach to help us continue with West Campus Expansion.

- **Legislative**

Congressman Jim Gerlach held a Veterans’ Forum at West Campus on February 1.

We have requests out to the entire delegation to visit the Advanced Technology Center. Congressman Dent will visit the Central Campus in late April.

Governor Rendell presented his budget for the new fiscal year on February 5. As it stands, community colleges will receive a three percent increase in operating funding and no new dollars for capital.
- **Other**

  The Philadelphia Auto Show ran from February 2-10, and the College was there with a booth staffed by personnel from the Admissions Office and automotive technology faculty and staff.

- **Become an Entrepreneurial College**

  The College hosted a business meeting and industry forum for the Southeastern Pennsylvania Food Manufacturing Consortium in the Advanced Technology Center at the Central Campus in Blue Bell. The consortium includes 12 food manufactures from across Montgomery and Chester counties.

  Melisa Lee, one of the students we nominated for the All Pennsylvania Academic Team has been named by the Coca Cola Foundation as Pennsylvania’s New Century Scholar. Melissa is also the student speaker at the Commission’s annual meeting at the end of March. We will invite Melisa to the next Board meeting held at West Campus.

  The College has been named to the 2007 President’s Higher Education Community Service Honor Roll. This honor recognizes our College’s leadership in helping to build a culture of service and civic engagement on our campuses. We are only one of two Pennsylvania community colleges named to President Bush’s honor roll.

  In the Board packet are two articles from Campus Technology. The first article is about the call center; highlighting what we are doing with our call center. The second article is about campus technology. Celeste Schwartz is quoted on all that we are doing to save money when we make IT purchases.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Univest Quarterly Update**

  In February 2006, the College engaged Univest to develop, execute and oversee an appropriate investment plan for replacing the laddered certificate of deposit strategy employed by the College. After several discussions and presentations over the course of a year, the Committee authorized Univest to invest up to $26,000,000 of College funds.

  Currently, Univest is actively managing $22,675,000 in College assets.

  This is for information only.
The College solicited proposals from a number of large financial institutions for the purpose of selling a $40 million bond issue. The bond issue will finance the planned College Hall and Library Renovation and Expansion Project and the Parkhouse Hall Renovation Project. The Vice-President of Administration and Finance, Controller and Executive Director of Accounting carefully evaluated four detailed written proposals. They were assessed based on price, timeline, experience, strategy and services offered. The proposals came from Janney Montgomery Scott, RVC Capital Markets, PNC Capital Markets and Wachovia Securities. PNC Capital Markets and Wachovia Securities were brought in by College staff to provide additional information regarding their services.

Mr. Kahn made a motion to recommend that the College engage Wachovia Securities for investment banking services for the financing of the planned College Hall and library Renovation and Expansion Project and the Parkhouse Hall Renovation Project. Mr. DiSandro seconded the motion and the Board unanimously approved that the College engage Wachovia Securities for investment banking services for the financing of the planned College Hall and library Renovation and Expansion Project and the Parkhouse Hall Renovation Project.

The College released, to large area firms, a formal request for proposals to serve as the Bond Counsel for the issuance of a $40 million bond.

The Vice-President of Administration and Finance, Controller and Executive Director of Accounting carefully evaluated six detailed written proposals. They were assessed based on price, timeline, experience, strategy and services offered. Saul Ewing has been the lead Bond Counsel for the College on its previous bond issues and has an unmatched knowledge of the College and its needs. Therefore, the College recommends as its first choice Saul Ewing. Their fee as Bond Counsel for our proposed financing would be in the range of $16,500 to $19,500, exclusive of out-of-pocket expenses not to exceed $1,250.

Mr. Kahn made a motion to recommend the hiring of Saul Ewing as College Bond Counsel. Mr. Cantor seconded the motion and the Board unanimously approved the hiring of Saul Ewing as College Bond Counsel.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Professional Hires January 2008**

  **Administrative Appointments**

  **Tom Mercier**
  Vice President for Administration and Finance
  Effective: January 7, 2008
Annie Badasarian
Annual Giving Coordinator
Effective: January 7, 2008

Susan Darlington
Instructional Designer
Effective: January 2, 2008

Faculty

Catherine Carsley
Assistant Professor of English
Effective: January 1, 2008

Dr. Cathy Hoult-Shewring
Assistant Professor of History
Effective: January 1, 2008

Susan Buchler
Developmental English Instructor
Effective: January 1, 2008

Barbara Hordis
Accounting Instructor
Effective: January 1, 2008

Monica D’Antonio
English Instructor
Effective: January 1, 2008

Michael Whistler
Theatre Instructor
Effective: January 1, 2008

Erin White
Surgical Technology Instructor
Effective: January 1, 2008

Joseph Kornoski
Orientation Instructor
Effective: January 1, 2008

Brandon Karman
Mathematics Instructor
Effective: January 1, 2008
Mr. DiSandro made a motion to ratify the Professional Hires and Separations for January 2008. Mr. D’Aniello seconded the motion and the Board unanimously approved the motion.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **140 College Drive Pottstown**

  Approximately two years ago the Borough of Pottstown entered into an agreement with the firm Simone Collins of Berwyn to develop plans for parking facilities at 140 College Drive in Pottstown. In addition to the parking facilities Simone Collins was asked to design a walkway/promenade along South Street to connect the 140 College Drive property with downtown Pottstown. The plans were completed by Simone Collins but, due to lack of match funding, the Borough was forced to forfeit a Pennsylvania Department of Conservation and Natural Resources grant that would have partially paid for the work. About one year ago the Borough decided to defer the project pending identification of funding to support its cost. The existing design documents and specifications are about 90 percent complete so the College is in the position of being able to take advantage of the work already done by making a relatively small investment in the additional professional services necessary to complete the plans.
An improved parking facility at 140 College Drive will accommodate approximately 200 vehicles.

Mr. Mullin made a motion to award Simone Collins of Berwyn in the amount of $45,627.50 plus reimbursable expenses for professional services related to improvement of parking facilities at 140 College Drive in Pottstown. The award contingency shall be removed upon receipt of written permission from Pottstown Borough to transfer ownership of the existing drawings from the Borough to the College. Mr. D'Aniello seconded the motion and the Board unanimously approved the above mentioned motion.

Mr. Mullin clarified that the union activity recently in front of the Art Barn was not directed toward the College, but the general contractor.

**Legislative**

Dr. Stout reported for the Committee.

> The minutes of the January 30, 2008, Legislative meeting are included in the Board packet. The Legislative Committee meetings are open to any Trustee that is interested in attending.

> Larry Flick discussed the status of the College’s appropriations requests.

> The committee discussed potential requests and strategy for the federal fiscal year 2009 funding.

> The Commission Annual meeting is March 31 and April 1. Students and Trustees from all 14 community colleges will be asked to spend a day on the Hill on April 1.

**Chair’s Report**

Mr. Bitner invited the Board to attend the Honors’ dinner after the meeting.

**Old Business**

There was no old business.

**New Business**

Dr. Stout asked that the Board review the draft master calendar for 2008/2009. The student newspaper was also distributed.

Mr. D’Aniello requested that an updated Board contact sheet be distributed.

Mr. Kahn asked if there are any legal cases pending against the College. Mr. Davis said there are two issues; however, they are coming to a close. Dr. Stout added that the Physical Plant and Personnel Board committees have been briefed on the issues respectively.
Mr. Kahn asked if there are any other counties in Pennsylvania requesting to have community colleges. Dr. Stout mentioned that at least two counties or consortia of counties have applied, however, they have not made any formal progress toward approval.

Mr. Kahn said he went to the dog show in October and said they have contributed $5,000 towards scholarships each year for the past two years and plans to continue contributing. Dr. Stout said this is part of a five-year/$5,000 commitment made between the College and the dog show for using our facility.

Dr. Stout advised that the January meeting with the Cathcart neighbors went well. The next meeting is scheduled for February 25, 2008.

**Adjournment**

The meeting was unanimously adjourned at 4:40 p.m. The next meeting is scheduled for Monday, March 24, 2008 in The Rotelle Family Board Room.

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Andy Cantor
Secretary

Board Minutes, February 19, 2008