The meeting of the Montgomery County Community College Board of Trustees was held on Monday March 24, at 4:00 p.m. in the Rotelle Family Board Room.

Board of Trustees – Present:

Mike Bitner, Chairperson; Lea Bramnick; Trudy Mann, Assistant Secretary; Eric Kretschman; Joe Palmer; Anthony DiSandro; Jim Vlahos; Michael D’Aniello; Ed Mullin

Board of Trustees – Absent:

Cheryl Austin; Andy Cantor; Jim Genuardi; Charlie Kahn

Also Present:

Karen Stout, President; Susan Adams, Vice President of Marketing and Development; Loren Szczesny, 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; 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; 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; Jenny Sheaffer, Director of Dental Hygiene; Linda Rehfuss, Dean of Mathematics, Science and Advanced Technology and Assistant Professor of Biotechnology; Martin Treys, Montgomery County Community College Student.

Call to Order

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

Approval of Minutes

The minutes from February 19, 2008, were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Seven Months Ended January 31, 2008

Tuition through January 31, 2008 is $12,926,000, or 55 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 January 31, 2008 are $26,679,000, or 44 percent of the budget. Total Operating Expenditures for the same period are $31,407,000, or 52 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the seven months ending January 31, 2007. 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

Spring 08 enrollment is still strong with an increase of 5.22 percent from Spring 07 and an increase in FTEs of 7.61 percent from Spring 07. Summer registration began March 10, and as of March 13, we have a 9 percent increase in headcount and a 12 percent increase in FTEs for Summer I. The remaining summer sessions are flat at this point. Fall registration begins on March 24th.

Dr. Stout noted that Student Financial Aid Applications have increased 10.5 percent.

- Student Access and Success

The College held a graduation ceremony for Police Academy Class 704 on February 6 at the Montgomery County Public Safety Training Campus in Conshohocken. A total of 33 cadets graduated. Richard Harkness, Superintendent of the Tredyffrin Township Police Department, provided the keynote address.

- Events

The College is holding open community nights in its brand new, state-of-the-art observatory. The first was on March 5. Another is set for April 8.
Over spring break, a group of students traveled to Alabama to work with Habitat for Humanity to construct a new home for a family in need.

- **Gifts and Grants**

  The College has submitted two earmark requests, one through Congresswoman Allyson Schwartz and Senator Arlen Specter for a health sciences and wellness workforce initiative to help us to begin planning for the transformation of the Physical Education Building into a Health Sciences and Wellness Center. The second was submitted through Congressman Jim Gerlach for West Campus expansion, specifically for the Riverfront Academic Center.

- **President’s Outreach**

  The President's Advisory Council on Diversity, a group that includes faculty, administrators, staff, students and community members met on Thursday, February 28 (the group meets four times per year and is advisory to me on strategies to create a diverse learning and working environment) with our Achieving the Dream Coach and Data Facilitator. The agenda included a review of our access (recruitment) strategies and our work in eliminating the achievement gap among different cohorts of learners including African-American males and Hispanic students.

  Two former Trustees serve on this Council---Dr. Francis Jeyaraj and Mr. Thaddeus Smith. Representatives from the Pottstown NAACP, Family Services, Penn Asian Senior Services, Cheyney University, and the Institute for Corean-American Studies, ACLAMO, the Chinese School and the Tri-County YWCA are on the Council.

  Dr. Stout noted that the College is close to 23 percent for minority students.

  On March 9 – 12, Dr. Stout chaired a Middle States Team Visit to Onondaga Community College in Syracuse, New York. OCC is a campus about our size and is seeing dramatic enrollment growth since opening residence halls in fall 2005.

- **Staff Outreach**

  Brian Brendlinger was recently named Advisor of the Year by the American Student Association of Community Colleges (ASACC) at their annual National Student Advocacy & Leadership Conference in Washington, DC.

- **Become an Entrepreneurial College**
Total private fund raising revenue for the month of February was $60,297, including $43,000 in new pledges. Highlights of the new commitments included $25,000 from VIST Financial for a scholarship for business students; and $5,000 from art student and Capital Campaign Committee member Lina Minicucci for the fine arts center.

The Center for Workforce Development (CWD) has been asked to deliver Pump Maintenance & Repair training for ArcelorMittal, Conshohocken. This 160 hour training program (for 40 trainees) is valued at $43,000.00. This is the largest custom training grant in CWD's young history. CWD's partner, Northampton Community College, is providing the trainer. Dr. Stout offered kudos to Suzanne Holloman and Brook Hunt.

Susan Adams presented on new marketing efforts. She informed the Board that Think Big is registered on a national basis in the field of higher education and all College materials have been noted as such. The new plan will include billboards/transit and county newspapers. The promotional material will feature Montgomery County Community College students all with different backgrounds, majors, and goals. The following students are featured in the new ads:

Renee Bergendino-Nursing Major
Brian Mitchell -Communications Major
Margarita Gonzales- Dental Hygiene Major
Brent Frederick- Physical Education Major

The campaign will also include a larger radius and a focus on SEPTA regional rail line R5 and SEPTA 100 Line. Susan noted that the Center for Workforce Development will have its own marketing strategy. The print ads will focus on four parts of Think Big, including:

Think Success – 75 percent of our students transfer
Think Choices – Diversity and amount of degrees offered
Think Attention – Low student/Faculty ratio
Think Digital – Award winning Information Technology team

Martin Treys, a student, presented to the committee about his trip to Washington D.C. to lobby on behalf of the College. He spoke of meeting local politicians and their staff to prepare and discuss student wants and needs. The two issues the students focused on were the Pell Grant and the College Opportunity and Affordability Act.

Martin had the opportunity to meet with the staff members of local representatives such as, Joe Sestak, Jim Gerlach, Allyson Schwartz, Chaka Fattah, and Arlen Spector.
Dr. Stout honored Dr. Steady Moono with a framed copy of an ad detailing his recognition as one of the ten outstanding student advocates in the country from the Chronicle of Higher Education.

**Finance Committee**

Mr. DiSandro reported for the Committee.

- **2008-2009 Auxiliary Enterprises Budget Summary**

  The Auxiliary Enterprises budget details the anticipated revenues and expenditures attributable to the bookstore, food service, children’s center and coin operated services.

  Based largely on anticipated growth in bookstore commissions, total operating profits are projected to grow by $29,275 or 6.7 percent compared to the 2007-2008 budget. It is anticipated that Food Services and coin operated services will operate near break even. The Children’s Center will require support from the College.

  Mr. DiSandro made a motion to approve the 2008-2009 Auxiliary Enterprises Budget. Mr. D’Aniello seconded the motion and the Board unanimously approved.

- **Student Activities Budget**

  This year the Central Campus will be starting four new clubs (Dance Performing Club, Active Minds, Young Democrats, and Young Republicans). This year’s budget will support these student clubs in addition to clubs such as the Writer’s Club, Phi Beta Lambda and the Medical Assisting club. The Literary Magazine, the radio station and the student handbook are all supported by the student activities budget.

  This year’s proposed budget anticipates a $15,000 increase in handbook expenditures to support the redesign of the student handbook. The student activities office will offset some of the costs selling advertising for the handbook’s inside covers.

  The budget includes a $1 per credit hour student activities fee increase, the first increase since 1997, to support these additional activities as well as the re-launch of intercollegiate athletics.

  Mr. DiSandro made a motion to approve the 2008-2009 Student Activities Budget. Ms. Bramnick seconded the motion and the Board unanimously approved.

- **2008-2009 Student Aid Budget**
This year’s proposed budget projects that federal funding programs, collectively labeled as Title IV Programs, will increase 2.8 percent compared to the 2007-2008 projections.

Dr. Stout noted that the PHEAA WAGE Program, that was eliminated, will be something that the College will be pushing to restore on Lobby Day.

Mr. DiSandro made a motion to approve the 2008-2009 Student Activities Budget. Mr. Mullin seconded the motion and the Board unanimously approved.

- **2008-2009 Technology Fee Budget**

  The proposed budget for the 2008-2009 Technology Fee was developed within the context of the Technology Plan and considered input from a variety of College stakeholders. After careful consideration and review of technology requirements relative to the upcoming capital projects, it became clear that a modest $2 increase would be beneficial to diffuse the impact of upcoming 2009-2010 technology investments relative to these projects.

Mr. DiSandro made a motion to approve the 2008-2009 Technology Fee Budget. Mr. Palmer seconded the motion and the Board unanimously approved.

- **Medical Benefits Reconciliation for 2007**

  In January 2008, Karen Murphy forwarded the settlement with an invoice to the College in the amount of approximately $658,000. This settlement amount was comprised of premiums owed of approximately $220,000 for the 2006 settlement the College never received and $440,000 for the 2007 settlement. Monthly statements from Independence Blue Cross are typically received by the Human Resource department for review and approval however in 2007 there was a five month period when no statements were received despite numerous requests.

  The College has requested a detailed explanation of these settlement balances. Karen Murphy and Bruce Walters, of CBIZ Benefits and Insurance Services, the College’s insurance broker, continue to work with Independence Blue Cross (IBC) to identify and verify the accuracy of these settlement balances. They will document the variances with IBC monthly by group through 2006 and 2007 to get at the accurate figures. This is an information item.

**Curriculum Committee**

Mr. Palmer reported for the Committee.
- Dental Hygiene Academic Program Review

The Dental Hygiene Program is a four-semester program of study leading to the Associate of Applied Science degree. In the most recent accreditation review by the Commission on Dental Accreditation (CODA) in 2006, the program was awarded an accreditation status of “approval without reporting requirements,” with the recommendation of seven years of continued accreditation—the highest level of accreditation granted by CODA.

Mr. Palmer offered kudos to Jenny Sheaffer and Dr. Bev Welhan for their effort and their Accreditation rating.

Mr. Palmer made a motion to accept the Academic Program Review for the Dental Hygiene A.A.S. program. Ms. Bramnick seconded the motion and the Board unanimously approved.

- Faculty Accomplishments

Mr. Palmer asked the committee to review their packets for faculty accomplishments. This is an information item.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- Support Staff Union Classification Study

College administration made a commitment to support staff during the 2005 negotiations to review the accuracy of their job descriptions. The Hay Group was selected to lead and facilitate the process. An eight-person Working Committee was formed comprised of administration and support staff leadership. This is an information item.

- Megan’s Law Notification Policy

Megan’s Law requires the College to disseminate information about sexually violent predators to individuals whose duties include supervision of or responsibility for programs for school-aged children and younger.

The purpose of the Megan’s Law Notifications policy is to provide guidelines to employees for compliance with notification requirements under “37 Pa. Code § 56.4. Guidelines for schools and children and youth service.” The policy and procedures are intended to balance public safety with the rights of the individual. The policy was reviewed by Student Life, Legal Counsel, and the President’s Leadership Council.
Mr. DiSandro made a motion to approve the Megan’s Law Notification Policy as presented. Mr. Palmer seconded and the Board unanimously approved the motion.

- **Professional Hires**

  **Administrative Appointments (1)**

  **Josh Tomkiel**  
  Assistant Helpdesk Coordinator  
  Effective: February 18, 2008

  **Retirements (0)**

  **Separations (2)**

  **Administrative Full Time (1)**

  Debbie Dulepski  
  Assistant Director of the Library  
  02/18/08

Mr. DiSandro made a motion to ratify the Professional Hires for February 2008. Ms. Mann seconded and the Board unanimously approved the motion.

- **HR Audit and Assessment**

  The Human Resources Department plays an important role in meeting strategic and operational goals of the College. Unfortunately, frequent turnover in the Executive Director position over the past five years has resulted in a lack of consistent direction from this position. The Executive Director position was not filled pending the hiring of the Vice President of Administration and Finance. Additionally, open positions and the long term illness of one staff member has resulted in the department functioning at a bare-bones level.

  The College views this as an opportune time to evaluate functions performed by HR and propose a structure that will support the Model and Modern Workplace strategic goal. This is an information item.

- **Results of Open Enrollment for Medical Insurance**

  Each year, during open enrollment, employees have the opportunity to review and adjust their medical coverage. At this time, the College offers incentives to employees to help offset the rising cost of medical premiums. Eligible employees may receive a one time $500 payment for irrevocably converting from a higher cost
to a lower cost medical plan or a $2,500 payment each year for opting-out of the College sponsored medical and prescription coverage. Open enrollment occurs annually each November. This is an information item.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **College Hall Feasibility Study**

  The College’s feasibility study consultant, IKON.5 Architects from Princeton, NJ, presented the findings at the Physical Plant March meeting.

Mr. Mullin made a motion to approve the feasibility study results and authorize the College to proceed with RFPs to provide architectural and engineering services for the College Hall/Library. Ms. Mann seconded and the Board unanimously approved the motion.

**Legislative**

Dr. Stout reported for the Committee.

- **PA Commission Annual Meeting**

  Dr. Stout included a copy of the schedule of events for the PA Commission Annual Meeting and Lobby Day. She encouraged the Trustees to attend Lobby Day on April 1, 2008.

- **Summary of Federal Support**

  In 2007-08, over 2,100 Montgomery County Community College students will receive $4.8 million from Pell Grants to support their education. About 70 percent of the College’s Pell recipients are female and close to 40 percent are minority students. The number of students requiring financial assistance through Pell Grants increased by 23 percent since 2003, making this program a critical component of providing access for students who face financial barriers.

  Mr. Bitner noted that the Pell increased last year and will continue to do so for the next five years.

  To increase access to higher education, the College was recently funded for an Upward Bound program at $250,000 per year for the next four years. The program is a partnership with Norristown and Pottstown High Schools, to provide mentoring, tutoring and academic support services for completing high school and to prepare students for a successful postsecondary education.
Mr. Palmer noted that both the Pell Grant and the Perkins are equally important. In order to distinguish ourselves from other institutions, we will need more funding.

**Bids**

George Mulligan reported on the bids.

- **Storage Area Network**
  
  On motion by Mr. Mullin and seconded by Mr. D’Aniello, the recommendation to award Cambridge Computer as the lowest responsive and responsible bidder to provide the equipment in the amount of $146,009.00 was unanimously approved.

  Dr. Stout noted the large spread of bid amounts. Celeste Schwartz informed the committee that Cambridge Computer has a good reputation and that reference checks were completed. The equipment will be installed by Cambridge Computer.

- **Credit College Course Guide**
  
  On motion by Mr. Mullin and seconded by D’Aniello, the recommendation to award Alcom Printing Group as the lowest responsive and responsible bidder to provide (best services) in the amount of $119,160.00 was unanimously approved.

- **Live to Learn (Non-Credit) Community Mailers 2008-2009**
  
  On motion by Mr. Mullin and seconded by Mr. Palmer, the recommendation to award Bartash Printing Inc. as the lowest responsive and responsible bidder to provide (best services) in the amount of $82,355.00 was unanimously approved.

**Chair’s Report**

Mr. Bitner thanked the cabinet members for attending the Board meeting.

**Old Business**

Mr. Charles Plosser from the Federal Reserve Bank will lecture at the College in an event hosted by Dr. Amit Singh.

*Big Dreams*, the College alumni magazine is included in the packet for each Trustee. Dr. Stout offered kudos to Tina Hennessey, Alana Mauger, Jennifer Azarrano, and Melissa LoRusso.

Dr. Stout had an article published in the *Reporter* on the importance of investing in community colleges during an economic downturn.

**New Business**
There was no New Business.

Adjournment

The meeting was unanimously adjourned at 4:59 P.M. The next meeting is scheduled for Monday April 28, 2008 at 4:00 p.m. at the Central Campus in the Rotelle Family Board Room.

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Andy Cantor
Secretary

Board Minutes, March 24, 2008