The meeting of the Montgomery County Community College Board of Trustees was held on Monday April 28, 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; Cheryl Austin; Andy Cantor; Jim Genuardi

Board of Trustees – Absent:
Charlie Kahn

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; 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; Kathrine 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; Linda Rehfuss, Dean of Mathematics, Science and Advanced Technology and Assistant Professor of Biotechnology; Suzanne Holloman Dean of Workforce Development and Continuing Education; Tom Mercier, Vice President for Administration and Finance; Rosemarie Whitely, All Pennsylvania Academic Team; Rob Walper, Fox Rothschild.

Call to Order

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

Approval of Minutes

The minutes from March 24, 2008, were unanimously approved.

Introduction of Guests
Ms. Schwartz introduced the guests.

Mr. Bitner presented a Board of Trustee Resolution to student Rosemarie Whitely for being a member of the All Pennsylvania Academic Team.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Nine Months Ended March 31, 2008**

  Tuition through March 31, 2008 is $22,421,000 or 59 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 March 31, 2008 are $46,731,000, or 77 percent of the budget. Total Operating Expenditures for the same period are $41,026,000, or 68 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the nine months ending March 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**

  Total Unduplicated Headcount is 5.5 percent ahead of last year's final count of 10,360. West Campus duplicated headcount is 10.8 percent above last year's final number of 1,835 and Central Campus duplicated headcount is 2.17 percent above last year's final number 7,892. E-Learning headcount is 26.5 percent above last year's final number of 1,709. Total FTE's are up 7.8 percent compared to last year's final number of 3,508.

- **Student Access and Success**

  On March 14, 48 students were inducted into Phi Theta Kappa, the national honor society for two year college students, at the West Campus and on April 1, 115 students were inducted into Phi Theta Kappa at the Central Campus. The PTK Chapter secured 5-Star status, the highest ranking, for 2007-2008.
On March 31, four students were recognized at the All-Pennsylvania Academic Team Awards Ceremony. The four students were Melisa Lee, Rosemarie Whiteley, Edward Gabbert, and Nikia Williamson.

The GED graduation ceremony for the College's GED program, funded by the WIB, was held on April 16. A total of 58 students participated. The ceremony is held twice each year at the West Campus.

- **Events**

The College hosted the first Business and Computer Science Distinguished Lecture Series presentation on April 16 in the Science Center auditorium. Dr. Charles I. Plosser, President and CEO of the Federal Reserve Bank of Philadelphia, discussed the link between education and the Federal Reserve’s monetary policy goals. Approximately 275 students, faculty, staff and community members attended the event.

The students of the African-American Student League offered a memorial program to commemorate the 40th Anniversary of the death of Dr. Martin Luther King, Jr.

On April 18, the College held its annual banquet to honor student club leaders. The Montgazette was named the Club of the Year for the Central Campus and Doug’s Corner and Phi Theta Kappa were the West Campus Clubs of the Year. At the banquet the new Student Government Officers for 2008-2009 were also announced. Natalie Urban will be the SGA President at Central and Sara Minkler will be the SGA President at West.

- **Other**

The College’s Study Abroad program currently has 14 students enrolled in for the summer trip to Madrid, Spain: two students from Bucks County Community College, one student from Delaware County Community College, and 11 from our College. One instructor will be traveling with the students and will teach Spanish 101 and 102. Because of the Euro exchange rate and to make the trip less expensive, the trip has been shortened from 4 weeks to 3 weeks.

- **Program News**

The College recently entered into an agreement with Widener University for graduates in the Engineering Science program. Under the agreement, students who graduate with an Associate in Science degree in Engineering Science will be admitted
into the Bachelor of Science in Engineering at Widener University and can choose courses of study that include Chemical, Civil, Electrical or Mechanical Engineering.

The West Campus Testing Center has been approved by the General Educational Development Testing Service as a GED Testing Site. The process from application to approval took about 6 months, and included an onsite visit and inspection. The plan is to offer GED Testing beginning in January of 2009. Aaron Krassner, our Coordinator of Testing and assessment, will serve as the Chief Examiner.

Dr. Stout noted that the College used to bus students to Reading Area Community College to take the exam but now the West Campus Testing Center can offer the exam.

- **Campus Renewal and Sustainability**

In continued support of our sustainability efforts, Mike Biletta secured an internal grant from the College's Foundation to support information sessions regarding the use of Compact Fluorescent Lamps (CFLs). At these sessions, the first 1000 applicants received a free CFL for their own use at home or at work. The project, titled "Sustainability without Sacrifice," was developed to illustrate that the simplest change can make a major impact on reducing greenhouse gas emissions.

Congressman Jim Gerlach joined College officials on March 27 to announce $100,000 in funding to support the continued growth of the West Campus in Pottstown. The funds will help to expand courses and services into the Pottstown Borough to meet growing demand and to help facilitate the recent and continued revitalization of the community.

- **Staff Outreach**

Helen Haynes and Tony Davis will be recognized by the Montgomery County Advisory Council of the Pennsylvania Human Relations Commission at their May 14th Awards Luncheon for outstanding contributions to civil rights and service.

The Student Government and Clubs at West Campus recently hosted the 7th Annual Lasagna Dinner. Congratulations to Brian Brendlinger who was the honoree for the evening. The event raised $1600 for Relay for Life, Brian's chosen charity.

- **President’s Outreach**

At the April 17 Commissioner’s meeting, I was appointed to a 22 member Blue Ribbon Commission of public and private sector representatives to help set the direction for the County’s economic development policy. The goal of the initiative is
to breathe life into underserved areas of the county, primarily older boroughs like Norristown, Pottstown and Jenkintown, and attract private investors.

- **Legislative**

On March 31 and April 1, the Pennsylvania Commission for Community Colleges held its annual meeting. Thank you to Trustees Palmer and Austin for attending. April 1 was Lobby Day for our colleges. Three of our legislators joined us for the community college caucus breakfast (Representatives Harper, Murt and Taylor). Later that morning, a bus load of 30 Montgomery County Community College students, donned in College shirts and with our College banner in hand, descended on the steps of the Rotunda inside the capitol for a press conference. Our one-on-one visits included time with Senators Wonderling, Rafferty and Williams and with Representatives Shapiro, Gerber, Mensch, Curry and Godshall. Representatives Leach, Moyer, Quigley and Kenney joined our student group for photos later in the afternoon. All in all, this year’s Lobby Day was our best yet from the perspective of the Commission as well as our individual college. In one day, we nearly reached our entire delegation and our show of student pride supported our message for increased funding, especially for capital.

- **Become an Entrepreneurial College**

Total private fund raising revenue for the month of March was $43,525, including three new gifts of $5,000 to the *Courage to Create Capital Campaign for the Fine Arts Center*.

The Collegiate Consortium for Workforce and Economic Development received $500,000 of funding from the Department of Defense to develop a career, education and training initiative to support Reserve and National Guard members from the Delaware Valley who have served in active duty in support of Operation Enduring Freedom and/or Operation Iraqi Freedom. The centerpiece of the program is the establishment of a Veteran’s Scholarship program at Collegiate Consortium member colleges and university. Since the beginning of recruitment of candidates in the fall of 2007, 19 veterans have taken 134 credit hours at our College—the most number of veterans of any consortium member colleges/university. These veterans have been interviewed, advised of their educational benefits, counseled regarding prior learning assessment opportunities related to their military training, and provided with a $1500 scholarship for tuition and fees for the program of study of their choice. A grass-roots outreach program has also been initiated by the Consortium that will announce the Veteran’s Scholarship Program through regional corporations and agencies. Additionally, the College will host the first of several Delaware Valley Veterans
Education and Career Fairs on June 6, 2008 on our campus, with outstanding cooperation and support of the regional Career Link Veterans Representatives.

Susan Adams presented on the April 15, 2008 press conference to announce the return of the Montgomery County Community College Mustangs. Susan showed photos from the press conference as well as a clip from a Channel Six news broadcast. She noted that the press conference attracted lots of media attention. The College will be participating in the National Junior College Athletic Association in Region 19. Each Trustee member received a brochure about the new Mustangs Athletic Fund.

Dr. Stout noted that each Trustee member received a copy of her editorial published in the Community College Weekly as well as another article published last week in the Philadelphia Inquirer.

Finance Committee

Mr. DiSandro reported for the Committee.

- 2008 Revenue Bond Issue

The College selected Wachovia Securities to provide investment banking services for the creation and selling of a $40 million bond issue. The bond issue will finance the planned College Hall and Library Renovation Project and the Parkhouse Hall Renovation Project. The project team has been selected and an initial meeting conducted to develop time lines and action items. Direction from the Finance Committee recommended marketing the bonds as soon as possible. Board action is required to adopt an authorization of project and funding resolution.

Mr. Robert Walper from Foxrothschild presented further explanation of the Resolution to the Board. He noted that once adopted the Resolution will be effective immediately.

Mr. DiSandro made a motion to approve the project and funding resolution. Mr. Palmer seconded the motion and the Board unanimously approved.

- Update on Health Care Employee Benefits Expenses

The County pre-pays the College’s Health Care premiums based on assumed enrollment in order to take advantage of available discounts. Actual enrollment fluctuates throughout the year. At the conclusion of the calendar year, Independence Blue Cross (IBC) prepares a settlement of the benefits usage to the pre-paid premiums. In January 2008, the College received an invoice in the amount of
approximately $658,000. This settlement amount was comprised of premiums owed of approximately $220,000 for the 2006 settlement for which the College wasn’t billed and $440,000 for the 2007 settlement. A detailed explanation of settlement balances was requested through the College’s insurance broker. This is an information item.

- **PHEAA Bond Liquidity**

  PHEAA bonds are auction rate bonds, which means that the interest rate is reset every 28 days based on the amount of participation in the auction and the participants' bids in the auction. The auction also provides a place to liquidate these securities. The credit crunch that started in the sub-prime mortgage market has impacted these auctions. Basically, the lack of liquidity in the markets, the concerns about the mono-line insurers, and the tightening of capital at banks, has bled over into the adjustable rate market, which includes the PHEAA notes. This is an information item.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Academic Program Review Process**

  Mr. Palmer reported on the Academic Program Review (APR) process. All programs are reviewed at least once every five years with exceptions for externally accredited programs. Addressed in each review are issues related to the quality of the program’s overall curriculum, namely: the specifics of the program of study, instruction, facilities/resources, and faculty. A special emphasis is placed on the documentation of the assessment of student learning. In addition, each review focuses on how well the program is performing in relation to a number of key measures: enrollment, retention, graduation, transfer, student demographics, and ratio of full-time to part-time faculty. A fiscal analysis, documentation of workforce needs, and analysis of survey responses are also included. Mr. Palmer noted that the faculty and staff have embraced the APR process and are always looking at ways to improve the curriculum. He also offered kudos to Joan Brookshire for her effort in leading the APR and assessment efforts. This is an information item.

- **Mathematics A.A. Academic Program Review**

  The Mathematics A.A. program is designed for students who want to transfer to a four-year college or university and major in mathematics or secondary mathematics education. While enrollment in the program is modest, students across all programs at the College take mathematics courses. Therefore, this academic program review,
while focusing on the Mathematics A.A. program, also acknowledges the supporting role played by the discipline of mathematics in the education of all students at the College.

The strength of the program lies with the program faculty and their ongoing assessment and improvement of mathematics courses, both in response to changes in student needs and in response to new and emerging trends in the teaching of mathematics. In addition to grounding the curriculum in standards of the American Mathematics Association of Two-Year Colleges and in the Calculus Reform Movement, the mathematics faculty is actively involved in College-wide student success initiatives—most notable, Achieving the Dream, a national grant-funded program.

Mr. Palmer made a motion to accept the Academic Program Review for the Mathematics A.A. program. Mr. Cantor seconded the motion and the Board unanimously approved. Ms. Bramnick commented on the thought, care, and dedication of the math faculty in conducting this APR.

- Program Modification

As indicated in the Mathematics AA Academic Program Review, several curricular changes have been recommended. Each is addressed below.

1. Change program requirements to better align the program with the requirements of existing articulation agreements and, thereby, ease student transfer to four-year colleges.

   Current description

   A minimum of 16 credits in mathematics must be completed with a grade of “C” or better. MATH 190, MAT 201, and either MAT 202 or MAT 220 are required.

   Recommended description

   A minimum of 16 credits in mathematics must be completed with a grade of “C” or better. MAT 190, MAT 201, and either MAT 220 or MAT 223 are required. MAT 188 and MAT 189 may be substituted for MAT 190.

2. Reduce the number of credits needed to graduate from 68 to 60 by increasing the number of Exercise and Wellness requirements from 2 to 3 credits and deleting 9 credits in electives. This will better align the program with transfer program requirements. All general education requirements will still be met.

3. Change the Program Objectives to Program Outcomes and align the new outcomes to reflect those developed as part of the Program’s assessment plan.
Mr. Palmer made a motion to approve the modifications to the Mathematics A.A. program. Mr. D’Aniello seconded the motion and the Board unanimously approved.

- **Grade Appeal Policy**

  In FA/07, the All-College Curriculum Committee conducted a comprehensive environmental scan of similar grade appeal practices at all Pennsylvania community colleges then, after much discussion, crafted a revised policy most notably renaming it the *Grade Appeal* policy; clarifying language; establishing clear procedural steps with realistic timeframes for completion of each; creating a corresponding Grade Appeal form to assist with case documentation; and institutionalizing the policy by adding a reference to Workforce Development and Continuing Education courses. The draft policy was shared with the All-College Curriculum Committee, Student Life Committee, President’s Leadership Council, and Academic Affairs administration. Lastly the All-College Curriculum Committee formally approved the revised policy.

Mr. Palmer made a motion to approve the revised Grade Changes and Challenges Appeal policy including renaming the policy the Grade Appeal policy. Mr. D’Aniello 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.

- **Professional Hires**

  **Administrative Appointments (3)**

  **C. Nicole Henderson**
  Director of Upward Bound
  Effective: March 24, 2008

  **Rosanne Minarovic**
  Director of Grant Development
  Effective: March 1, 2008
Mr. DiSandro made a motion to ratify the Professional Hires for March 2008. Mr. D’Aniello seconded and the Board unanimously approved the motion.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **Parkhouse Hall Renovation and Infill Project**

  In late January, staff released a Request for Proposals to secure professional architectural and engineering services for design of the Parkhouse Hall renovation and infill project. A pre-proposal conference to discuss the scope of the work was held in Parkhouse Hall and was attended by the following six firms:

  Burt Hill, Philadelphia  
  DLR Group, Philadelphia  
  IKON.5 Architects, Princeton  
  KCBA Architects, Hatfield  
  Kramer/Marks Architects, Ambler  
  Spillman Farmer Architects, Bethlehem
Staff review and screening of proposals was completed, with three firms (DLR, KCBA, Spillman Farmer) displaying the best and most complete understanding of project issues and requirements invited to interview. Staff involved in the review of proposals and interview process included the Vice President for Academic Affairs, the Vice President for Administration & Finance, the Deans of Business & Computer Science, Humanities and Social Sciences, and the Executive Director of Capital Projects & Support Services.

Mr. Mullin made a motion to approve a fixed fee contract in the not-to-exceed amount of $970,000 be awarded to Spillman Farmer Architects for architectural, engineering and other associated services necessary to design, bid and administer the Parkhouse Hall renovation and infill project. Ms. Mann seconded and the Board unanimously approved the motion.

- **16 High Street (North Hall) 2nd Floor Build Out**

  Given credit enrollment growth at West Campus, new initiatives in Continuing Education, and increased requests for classroom space from University Center Partners, the College intends to notify Silvi by May 1, 2008 of its intent to occupy the 2nd floor of 16 High Street beginning August 1, 2009. Fifteen months’ notice is required per the lease. Silvi then is required to arrange for the College to work with his architect to plan and design the space, and then to contract for renovation of the space. The College is responsible for its own furniture, fixtures and equipment.

Mr. Mullin made a motion for the notification to Silvi and the Commonwealth of Pennsylvania of the College’s intention to occupy the 2nd floor of 16 High Street beginning August 1, 2009. Mr. Palmer seconded and the Board unanimously approved the motion.

**Legislative**

Dr. Stout reported for the Committee.

- **Summary of Legislative Outreach**

  In addition to the Legislative activities highlighted in the President’s Report, we have worked to bolster outreach to key members of our delegation with activities and events in April. The background sheet in the Board packet outlines these contacts. Actively engaging legislators in College activities and College life helps us to better build our case for increased funding as legislators get to meet with students and hear about our strengths from their constituents. This is an information item.

  Dr. Stout noted that she attached a copy of the letter Senator Williams wrote to Senate leadership in support of community college funding.
Bids

George Mulligan reported on the bids.

- **Computerized Delivery Sequence (CDS) Mailing Services**

  On motion by Mr. Genuardi and seconded by Mr. Palmer, the recommendation to award Alcom as the lowest responsive and responsible bidder to provide the mailing service in the amount of $29,852.25 was unanimously approved.

Chair’s Report

Mr. Bitner commended the staff on the outstanding job with the Retiree Reception. He reminded the Trustees that the May meeting will be at West Campus.

Old Business

Dr. Stout reminded the Trustees that Commencement will be May 22, 2008. The reception will begin at 6 PM and Commencement will begin at 7 PM. Alma Jacobs will receive an Honorary Degree during the ceremony and Chris Matthews will be the keynote speaker. On the Tuesday prior to Commencement, the Student Awards Banquet will be held at Presidential Caterers in Norristown.

New Business

There was no New Business.

Adjournment

The meeting was unanimously adjourned at 4:48 P.M. The next meeting is scheduled for Monday May 19, 2008 at 4:00 p.m. at the West Campus in the Community Room.

_____________________________ Andy Cantor

Secretary

Board Minutes, April 28, 2008