The meeting of the Montgomery County Community College Board of Trustees was held on Monday May 19, at 4:00 p.m. in the Community Room, North Hall.

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; Charlie Kahn

Board of Trustees – Absent:
Jim Genuardi; Rich Montalbano

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; 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; 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; Melisa Lee, All Pennsylvania Academic Team and New Century Scholar; Edward M. Gabbert, All Pennsylvania Academic Team.

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

Approval of Minutes
The minutes from April 28, 2008, were unanimously approved.

Introduction of Guests
Ms. Schwartz introduced the guests.
Mr. Bitner presented a Board of Trustee Resolution to students Melisa Lee and Edward Gabbert for being members of the All Pennsylvania Academic Team. Mr. Palmer noted that both Melisa and Edward represented the College in Harrisburg on Lobby day and that they were excellent ambassadors for Montgomery County Community College.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- For the Ten Months Ended April 30, 2008

  Tuition through April 30, 2008 is $22,506,000, or 95 percent of the budget. This figure includes the credit classes for the 2007 ten week, second summer and mid summer sessions, Fall and Spring Terms and all non-credit classes. Total Operating Revenues for the period ending April 30, 2008 are $49,575,000, or 82 percent of the budget. Total Operating Expenditures for the same period are $45,650,000, or 75 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the ten months ending April 30, 2008. Ms. Mann 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

  To date, we are up 1.51 percent in FTE’s for summer enrollment, mostly due to the lower enrollments in the Mid-Summer session. The most significant enrollment growth is in e-learning with an overall increase of 25 percent. All comparisons are based on first day of classes for the terms.

  As of May 6, we are up in Fall enrollment headcount by 13 percent and up in FTE's by 16 percent. We are currently registering an average of 14 students more per day than we were at this point last year.

- Student Access andSuccess

  All seven students who participated in last summer's Bucknell Community College Summer Residency Program have been admitted to Bucknell for the fall with full tuition scholarships. The next greatest number of students admitted from two of the five partner schools were four each from Community College of Philadelphia and
Garrett College (MD). To have every one of our students admitted is quite a testament to the work of our faculty and staff and especially to the outstanding achievements of all of these gifted and highly dedicated students. Please join me in congratulating: Oscar Beteta, Sonja Blazekovic, Dana Cardona, Daniel Moses, Anders Peterson, Nikia Williamson, and Alishia Wrubleski.

Six students were accepted to participate in the 2008 Bucknell Community College Summer Residency Program. From a pool of twelve very competitive applicants the following six students were selected: Alper Dincer, Jacquelyn Little-Pursell, Kris Maglione, Sara Minkler, Elizabeth Schorn, and Francis Terpening. These six compose the pool from which at least three will be selected to receive full tuition scholarships to transfer to Bucknell in fall 2009.

- **Program News**

The College has entered into an agreement with Kutztown University for graduates in the program of Health and Fitness Professional. Under the agreement, our students who graduate with an Associate in Applied Science degree in the Health and Fitness Professional program will be admitted into the Bachelor of Science in Leisure and Sports Studies degree at Kutztown University.

The NCLEX-RN Year to Date Report (01/01/08 - 3/31/08) reflects a Montgomery County Community College Nursing Program pass rate of 89.66 percent which exceeds the Pennsylvania rate of 82.12 percent and the National rate of 87.06 percent. This report data exceeds the Nursing Program's benchmark of equaling or exceeding the Pennsylvania NCLEX pass rate for Associate Degree graduates. Dr. Stout congratulated the nursing faculty and students for their success rate.

- **Build a Modern and Model Workplace**

The College's 2008 Innovation of the Year Award was presented on May 1 to the team responsible for creating and implementing the POWER Program, a 14-week education program for people in mental health recovery. Team members include Diane Haar, Associate Professor of Human Services and Director of POWER; Lori Schreiber, Adjunct Instructor of Human Services and POWER Community Liaison; Pam Kennedy, POWER Student Advisor; and Dianne Johnson, Social Sciences Academic Program Assistant. The POWER Program, which stands for Partnership On Work Enrichment and Readiness, began in spring 2006 and has served more than 90 students to date. Dr. Stout thanked the Board members who attended the award program.
The College held its “graduation” ceremony for the 2008 Leadership Academy participants on May 13. The luncheon included project presentations completed by participants with guidance from their mentors.

- **Campus Renewal and Sustainability**

  The College placed 8th out of almost 100 colleges and universities entered in the waste minimization category of the Recycle Mania competition. This means that our total recyclable material as a percentage of our total waste is high. Kudos to Susan Hauck for leading this effort and our entire facilities team for supporting this initiative. Additionally, as a result of moving to duplex printing as the default on printing in the student open lab areas, we are saving four reams of paper per day.

- **Staff Outreach**

  Linda Rehfuss, Dean of Math, Science and Advanced Technology, was elected to serve on Board of Directors for the Life Science Career Alliance. She will serve a 3 year term holding up the mission of the Alliance which is to maintain and increase the strength of life sciences in the Delaware Valley by maintaining and improving the regional life sciences workforce.

- **Legislative**

  Attached to the President’s report is the Commission’s position paper on the new transfer portal and the required next steps to move toward full faith and credit transfer of the associate arts and associate in science degrees. Representative Shapiro pledged, in his comments at the portal launch, to support increasing the number of guaranteed credits from 30 to 60. Dr. Stout noted the new web site address for the transfer portal is www.patrac.org.

  Senators Washington, Rafferty, Greenleaf and Wonderling have co-sponsored important legislation to adjust the current portion of the operating budget allocation formula as it relates to economic development stipends. The legislation would ease the current year-to-year volatility of the allocation to each college and would base the allocation on actual audited enrollment rather than estimated enrollment.

  Mr. Palmer questioned if it is only for schools who are state funded. Dr. Stout noted that it would include only those institutions that are fully State funded. There was some discussion concerning the transferability of the College’s credits and Dr. Stout informed the Board that MCCC’s credits are 99.7 percent transferable to PASSHE colleges.

- **Become an Entrepreneurial College**
The annual Grants Breakfast recognized the work of our faculty and staff in supporting the College’s mission through alternative funding. In looking back over the year, we continue to see a 14 percent increase in support with total grant funds obtained by 4/30/2008 at $9,504,766. Additionally, over 80 different faculty and administrators served on grants teams during the past year. Over 30 employees are paid through grant projects, plus several peer mentors and tutors, as well as course release/overload compensation for faculty work on grant projects.

**Finance Committee**

Mr. Kahn reported for the Committee.

- 2008 -2009 Operating and Capital Budgets

**Operating Budget**

There are no changes to the 2008-2009 operating budget that was originally developed and approved by the Committee in December 2007. A $1.00 per credit tuition increase along with modest expense increases in fringe benefits and energy are consistent with the assumptions used to develop the original budget. The 2008-2009 operating budget represents a 5.6 percent increase over the 2007-2008 budget.

**Capital Budget**

There are no changes to the 2008-2009 capital budget that was originally developed and approved by the Committee in December 2007.

Dr. Stout will present the budget to the County Commissioners on June 12, 2008.

Mr. Kahn made a motion to approve the final operating and capital budgets for 2008-2009 pending final approval by the County Commissioners. Mr. Palmer seconded the motion and the Board unanimously approved.

Dr. Stout gave a presentation of the 2008-2009 Operating and Capital Budgets with the aid of a PowerPoint. She outlined the amount required from both the County and the State. The College is asking for an increase of funding from the County which will place them closer to 33 percent or their 1/3 contribution.

She discussed the student demographics as well as the proposed tuition increase of $1.00 per credit. This will amount to a $24.00 per academic year increase for a full-time student enrolled in twelve credits per semester. Students are the primary revenue source for the College. This is due to enrollment growth and tuition
increases. Coming in at second and third are the State and the County respectively. It is assumed that enrollment will increase 3.2 percent this year.

Dr. Stout demonstrated that the College shows the contributions from the County in two ways. The first includes a credit, the second does not. Mr. D’Aniello suggested that the College no longer show the contribution with the credit from investment income. Mr. Kahn noted that the College showed the County share with the investment due to advancement of funds many years ago. Dr. Stout agreed that the College should look into Mr. D’Aniello’s suggestion.

Mr. D’Aniello asked if the fees were competitive with other community colleges and Dr. Stout answered that they are lower than other institutions.

- **Univest Quarterly Update**

Univest’s strategy of investing College funds in a structured portfolio of fixed income debt securities, both callable and non-callable, with staggered maturities in a laddered arrangement has yielded significantly higher returns than the College could earn through Certificates of Deposit.

The investment portfolio has a weighted average maturity of less than 2 years and was designed to meet the projected net cash outflows of the Facilities Master Plan. This is an information item.

Mr. Kahn noted that the Finance Committee is closely monitoring funds invested in PHEAA Bonds.

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

The December 31, 2007 bank reconciliations for all cash accounts contained in the College General Ledger were reviewed by the College internal auditor on February 25, 2008. Bank reconciliations as of March 31, 2008 have also been completed. This is an information item.

- **Internal Audit Update: Audit of Campus Store Contract (FY 2006-2007)**

The College internal auditor reviewed the major provisions of the contract between the College and Barnes and Noble and performed testing in the following seven (7) areas to ensure Barnes and Noble’s compliance with its provisions:

- Sales Commissions payable to the College
- Departmental Discounts
- Insurance Coverage
- Textbook Pricing
- Renovation Expenditures
- Donations
- Textbook Scholarships

Barnes and Noble was found to be in compliance for each of the seven areas tested by the internal auditor. No material issues were identified as a result of the audit. This is an information item.

- Internal Audit Update: Audit of Vending Food Services Commissions

The auditor selected twenty six (26) vending machines for review from six (6) monthly commission reports submitted by All Seasons. The amount of commissionable sales was scheduled on a spreadsheet for the time period selected for each machine. Route Card History Reports (RCHR) were then requested from All Seasons for the month that coincided with the machine selected from the monthly commission report. The (RCHR)s contain detailed information on each machine every time it is serviced in any way; i.e. restocking, collection, etc. The information includes: product pricing, inventory levels, expected revenue based on changes in inventory and actual cash collections, variances between expected revenue and actual cash collections. The amount of commissionable sales per the commission report was compared to the actual amount of cash collections per the (RCHR) to ensure that the amount of commissionable sales for each machine tested was accurately reported to the College by All Seasons. This is an information item.

Curriculum Committee

Mr. Palmer reported for the Committee.

- Academic Program Review

The Social Science Program is designed for students who want to transfer to a four-year college or university and major in a social science discipline or prepare for careers in law, medicine, or public service.

In the years following the last formal review of the Program in 2001-2002, overall enrollment and enrollment of new students has dropped, while enrollment in social sciences courses has increased during the same period. The Academic Program Review team, comprised of faculty members from the various social science disciplines and led by two senior faculty members, developed a number of strategies--including the addition of concentrations in History and Psychology--to strengthen the curriculum and, thereby, increase enrollment.
While there are no instructors or a coordinator assigned specifically to the Program, faculty teaching in the social sciences are notable in terms of academic training, contributions to scholarships, commitment to teaching, breath of specialization, and diversity. Feedback from students indicates that they are very satisfied with the quality of the Program, the content of the courses and the instructors’ interest in their subject matter.

Tuition to fees to program cost for the Social Science Program is 39.97%, in comparison to the College’s tuition to fees of 41.2%.

Mr. Palmer made a motion to approve the Academic Program Review for the Social Science A.A. program. Ms. Bramnick seconded the motion and the Board unanimously approved.

- **Program Modification**

As indicated in the Social Sciences A.A. Academic Program Review, several curricular changes have been recommended. Each is addressed below.

A. Delete the Economics elective requirement in the third semester and replace it with a free elective.

B. Delete the fourth semester requirement for a course in Mathematics, Science or Computer Science. Replace with a free elective.

C. Delete one free elective from the Program. This is being done in order to reduce the total number of credits required for the A.A. degree from 63-64 to 60-61, which is in line with the number of credits accepted in transfer by the College’s major transfer partners.

D. Move the Political Science requirement from second to third semester to allow for alignment of concentration. Substitute a free elective.

E. Move the Physical Education elective from second semester to fourth semester to balance semester credit loads. This will balance the course load over the four semesters.

F. Change wording for first semester Math elective to read “Mat 106 or above” instead of “Math 103 or higher”.

G. Add a History Concentration and a Psychology Concentration. Offering concentrations in History and Psychology will improve retention and persistence.
because it will help interested students identify academic goals and intentions early in their college careers.

H. Change the name of the Program from “Social Science” to “Social Sciences”.

I. Change the Program Description and Program Objectives as recommended in the new course of study.

Mr. Palmer made a motion to approve the modifications to the Social Sciences A.A. program. Ms. Mann seconded the motion and the Board unanimously approved.

- **Academic Calendar**

The calendar takes into consideration the academic needs of the institution and its students. In 2005-2006 a Reading Day was introduced in an effort to improve student success was well received. It has been included in each fall and spring semester since and is included in the proposed 2009-2010 calendar. Also, at least one day is provided between the end of finals and when grades are due.

Mr. Palmer made a motion to approve the 2009-2010 Academic Calendar. Mr. Mullin seconded the motion and the Board unanimously approved.

- **New Academic Program Development Process**

Part of the mission of Montgomery County Community College is to respond to student, local and regional needs for programming. This may take the form of a single course, several courses or an entire new program. The process for the College to enact a new program entails many steps and a great deal of work on the part of faculty and administration. It also involves most areas of the College including finance and administration, student affairs, marketing and occasionally outside reviewers or consultants. This is an information item.

Dr. Flynn outlined the steps involved with developing a new program. Mr. Palmer added that the College has, in his opinion, the highest quality courses which make our courses easy to transfer. These programs are continually being revised and improved.

Mr. Bitner thanked Dr. Flynn for his outstanding job.

- **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 (2)**
  
  **Joshua Mitchell**
  Director of Training and User Support
  Effective: April 21, 2008
  
  **Diane O’Connor**
  Director of Human Resources
  Effective: March 1, 2008

Mr. DiSandro made a motion to ratify the Professional Hires for April 2008. Mr. D’Aniello seconded and the Board unanimously approved the motion.

Physical Plant

Mr. Mullin reported for the Committee.

- **Schuylkill Riverfront Academic and Heritage Center**

  The College and its legal counsel have drafted a Memo of Understanding (MOU) between the College and the Schuylkill River Greenway Association to define the responsibility of each organization toward the funding of the renovation and the “sharing” of funds raised for the renovation when those funds are jointly solicited. The College will be responsible for 2/3 of the renovation costs of the building and its own furniture, fixtures and equipment (FF&E), while SRHA will be responsible for 1/3 of the renovation costs and its own FF&E.

Mr. Mullin made a motion to endorse the Memorandum Of Understanding between the College and the Schuylkill River Greenway Association. Ms. Mann seconded and the Board unanimously approved the motion.

Bids

Tom Mercier reported on the bids.

- **Printing of the Lively Arts Brochure, Poster & Postcards**
On motion by Mr. Cantor and seconded by Mr. D’Aniello, the recommendation to award Consolidated Drake Press as the lowest responsive and responsible bidder to provide the printing service in the amount of $15,978.00 was unanimously approved.

- **Solid Waste and Recycling**

  On motion by Ms. Mann and seconded by Mr. Cantor, the recommendation to award Waste Management as the responsive and responsible bidder to provide the solid waste and recycling service in the amount of $11,940.00 was unanimously approved.

  Dr. Stout noted that Waste Management was not the lowest bid however is was better for the College to use the same organization for these services.

- **Custodial Paper and Plastic Supplies**

  On motion by Mr. Cantor and seconded by Mr. Palmer, the recommendation to award Prestige Packaging as the overall lowest responsive and responsible bidder to provide the custodial supplies in the amount of $42,693.25 was unanimously approved contingent upon the review of the language by the College Solicitor.

- **Classroom Performance Area & Music Practice Rooms Project**

  On motion by Mr. Cantor and seconded by Mr. Mullin, the amended recommendation to award General Contractor, Donald E. Reisinger, Inc., $485,000; Electrical, High Peak Electrical; $178,100; Plumbing, Donald E. Reisinger, Inc., $23,725; Fire Protection, Donald E. Reisinger, Inc., $50,882; HVAC, Myco Mechanical, Inc., $476,900 as the lowest responsive and responsible bidders to provide the construction services in the total amount of $1,214,607.00 was unanimously approved.

- **Wooden Floor Refinishing**

  On motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to award Jack Devine Gym Floor Restoration as the lowest responsive and responsible bidder to provide the gym floor refinishing in the amount of $29,250.00 was unanimously approved.

**Chair’s Report**

**Old Business**

Mr. DiSandro and Mr. Cantor questioned whether or not the bid for Classroom Performance Area & Music Practice Rooms Project should have come before the Physical Plant Committee. Dr. Stout noted that bids, by past practice, have always come to the Board as a whole for review and approval and that the Physical Plant Committee reviewed the project scope including
advising on selection of the architect and that the Finance Committee recommended partial funding of the project using plant and renewal funds at its December 2007 meeting.

**New Business**

There was no New Business.

**Adjournment**

The meeting was unanimously adjourned at 5:19 P.M. The next meeting is scheduled for Monday June 16, 2008 at 4:00 p.m. in the Rotelle Family Board Room.

____________________________________ Andy Cantor

Secretary

Board Minutes, May 19, 2008