Call to Order

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

Approval of Minutes

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

Introduction of Guests

Ms. Schwartz introduced the guests.

President’s Report
Dr. Stout reviewed highlights of the President’s Report.

- **Enrollment**

  As of June 9 Fall enrollment is up in headcount by 6.7 percent and up in FTE's by 9.2 percent. We are continuing our outreach to students who have applied for admission but not yet tested and/or registered. Admission applications are up by over 10 percent at both the Central and West campuses.

  Dr. Stout noted that the College’s enrollment is counter cyclical. During an economic downturn, our enrollment typically increases.

- **Students**

  The College hosted a job fair for veterans on June 6. More than 200 area veterans attended the fair to meet with 50 local employers.

  The College is part of the Collegiate Consortium along with other community colleges in the metropolitan area and Drexel University. Congresswoman Schwartz assisted in obtaining earmarked funds to assist the College in helping veterans return to the workforce.

- **Events**

  The College held its 41st commencement ceremony on May 22 at the Central Campus during which 1,052 students received their degrees and certificates. Melisa Lee offered the student address and Chris Matthews offered the keynote speech to a full tent of graduates, parents, friends, neighbors, faculty and staff.

  Dr. Stout noted that Chris Matthews signed copies of his book for each Trustee.

- **Other**

  Recently, an article appeared in the *New York Times* which suggested that loans for community college students would be difficult, if not impossible, to secure because of the current mortgage crisis. In response to the article, the College has been in contact with the *New York Times* and has released a statement outlining the many resources for financial aid for community college students as well as the unilateral efforts being made through legislation and partnerships to ensure lending opportunities are available. Some local media outlets have shown active interest in covering the story.

- **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, 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 program at Kutztown University.

Our 15 Study Abroad students arrived safely in Madrid. As reported by the accompanying professor, the students have been truly enjoying their stay. Dr. Stout explained that the Study Abroad program was reduced by one week due to the Euro and the low value of the US Dollar. The program will include the same amount of academic studies but will decrease the amount extracurricular activities.

- **Gifts and Grants**

The College has been awarded two grants through the National Science Foundation's Advanced Technological Education program, totaling $791,824 in funding:

- The first project, "An Enhanced Science and Technology Educator Training Institute: Helping Teachers and Faculty Motivate, Recruit and Train the 21st Century Science and Technology Workforce," is designed to support regional efforts to increase the interest, breadth, and quality of science and technology education for students in grades 7-12 and community colleges and to increase the preparedness of students pursuing science and technology careers.

- The second project, "The College-Company Connection: Bringing Real-World Work Experience to Students through Strategic Partnerships," is a unique partnership between the College and Rohm and Haas, to provide biotechnology, biology, chemistry, physics, and engineering students with the opportunity to be trained in testing new materials for biopharmaceutical manufacturing.

  Dr. Stout offered kudos to Dr. Linda Rehfuss for her efforts in securing the grants.

- **Build a Modern and Model Workplace**

  On June 2nd, the College hosted an Inaugural Golf Outing & Bar-B-Q for employees at Lederach Golf Club in Harleysville. The event kicked off with a 9-hole scramble with 65 golfers, followed by a BBQ at the Clubhouse Pavilion for 113 employees and guests. Given the success of this inaugural event, other social activities for employees will be planned in the future.
The College hosted the annual post-commencement picnic and volleyball game on Friday, May 23, under the graduation tent. Once again, the facilities team won, this year defeating the College Hall Aces in a close game. Most of the campus employees turned out for the picnic style lunch and to celebrate the end of another successful academic year.

Dr. Stout offered kudos to Bruce Bach and Brian Brendlinger for hosting a great employee event. She also wished Brian kudos and the best of luck with his retirement.

- **Campus Renewal and Sustainability**

  The American Society of Highway Engineering recently recognized the Pottstown Pedestrian Underpass project as their 2007 Project of the Year (projects categorized under $5 million). The College was recognized as one of the partners and beneficiaries of the project.

  The College’s Climate Commitment Council has completed an inventory of the College’s greenhouse gas emissions as required by the Climate Commitment program. Next steps include the development of an action plan by June 2009. The inventory results and some of our early action steps to reduce consumption will be shared with the Physical Plant Committee in September.

- **Staff Outreach**

  Alana Mauger was recently elected to serve on the Board of Directors of the Perkiomen Watershed Conservancy for a three-year term. Additionally, Alana completed the Tri County Chamber's leadership program on June 12.

  Dr. Stout thanked and congratulated Alana for her service to the community.

- **President’s Outreach**

  On June 12, in the evening, Dr. Stout delivered the College’s budget request for 2008-2009 to the Commissioners in an open session in Upper Dublin. Dr. Stout explained that the budget has been accepted and approved 3-0. It included an operating increase of 10 percent and doubling of the capital commitment to include the debt service of Parkhouse Hall and College Hall renovation projects. She thanked the Board for their work and assistance on the budget’s success. A copy of the budget was given to each Trustee.

- **Become an Entrepreneurial College**
On June 5, more than 120 women participated in this year’s Leading Women Symposium and Golf Experience at Blue Bell Country Club, which raised more than $10K for the development of College programming specifically for women. This year’s keynote speaker was Judy Spires, CEO and President of Acme Markets. Sponsors included Acme, Exelon, Harleysville National Bank, Wachovia, Portico Systems, CertainTeed, Saul Ewing, Duane Morris, Cozen O’Connor, Dunleavy and Associates, Vision Mortgage, TCG Advertising, Julie Dickson/State Farm Insurance, Karen Stout and ISG Office Concepts.

Dr. Stout thanked Melissa LoRusso for her efforts.

- **Storm Damage**

  Dr. Stout noted that there was a storm which caused damage to the Colleges’ Cathcart building. The porch of the Cathcart building was destroyed when a tree fell onto the Cathcart entrance. The storm caused large scale damage throughout the County. The debris has been cleared and repairs will be made to the building.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **New Academic Program – Music A.A.**

  The proposed program will offer a strong foundation in music and musicianship skills, with a focus on aural and written theory, history, technology, and various performing ensemble opportunities. The program will expand course offerings with the addition of new music courses in Technology, Music Business and Piano. The new and revised courses will take advantage of the industry standard equipment and facilities now available in the Advanced Technology Center, which is a strength of the College. The implementation of the program is slated for fall 2009, however the College will begin to offer the new courses needed to continue building enrollment and interest in the program beginning in fall 2008.

  Mr. Palmer made a motion to approve the new Music A.A. Program with full implementation targeted for fall 2009. Mr. Cantor seconded the motion and the Board unanimously approved.

- **Computer Networking, Network Administration Concentration A.A.S**

  The Computer Networking, Network Administration A.A.S. program is a Pennsylvania Department of Education approved High Priority and High Cost program. The program in based on the curriculum developed by Cisco Systems, Inc., a leading company that designs and sells networking and communications
technology. As the requirements to become a Cisco Certified Network Associate (CCNA) change, our program must keep pace. The latest change has added significant material to the required CCNA curriculum and it necessitates the addition of a fourth Cisco course to the current three course sequence. The primary modifications to the curriculum include:

- Adding CIS 172B, Accessing the Wan (new Cisco course) to the fourth semester.
- Moving CIS 172, LAN Switching and Wireless Technologies (the third Cisco course) to the third semester.
- Removing CIS 231, Project Management (a non-Cisco course) as a required course and making it an elective. This change is being recommended to maintain the current total number of program credits at 62 and does not adversely affect the education of students.

There are no changes in the first two semesters of the program. However, all students in the program will be notified of these modifications and those students near the end of their program will have the option to complete the program under the curriculum in place when they started.

Mr. Palmer made a motion to approve the proposed modifications to the Computer Networking, Network Administration Concentration A.A.S. program. Ms. Mann seconded the motion and the Board unanimously approved.

- **Electronic Game and Simulation Design (EGSD) A.A.S.**

  The primary reasons for modifying the EGSD program, a Pennsylvania Department of Education approved High Priority and High Cost program, to bring it into compliance with the newly revised Communication curriculum and, to adjust the prerequisites for several core EGSD courses in order to help students progress through the program easily and complete their degree on time. The proposed change reduces the total number of credits in the program from 65 to 62, thus increasing the likelihood that students will complete the entire program.

- Adding COM 100 and its companion COM 160, Mass Media and Society and Media Literacy Workshop, respectively, to the first semester. These courses are required before any other Communication courses can be taken.
- Moving COM 101 and its companion COM 161, Survey of Mass Media and Media Workshop, respectively, to the second semester.
- Adding CIS 112, Data Structure and Algorithms, as an option in the third semester to give students more flexibility.
• Replacing a speech course with COM 105, Introduction to Acting, this will help to increase a student’s ability to participate in and contribute to a group in a highly creative manner. This is a key skill to game building.
• Adding COM 121, Scriptwriting Workshop, as a companion to the Introduction to Scriptwriting course.
• Adding additional Communication electives to the fourth semester to allow students to explore other areas of interest and eliminating one three-credit elective with a net result of decreasing total credits from 65 to 62.
• Making MAT 161, Pre-calculus I, a required course as opposed to an elective among several math courses.

All current EGSD students will be notified of the changes and those near the end of their program will be given the option of completing their program under the current program or the new program.

Mr. Palmer made a motion to approve the modification of the Electronic Game and Simulation Design A.A.S. Ms. Bramnick seconded the motion and the Board unanimously approved.

- Computer Application/Office Procedures A.A.S and Certificate Programs

As a result of the Academic Program Review for the Computer Applications/Office Procedures A.A.S. and Certificate programs (approved by the Board in February 2006), and consultation with the Program Advisory Committee, a number of significant changes to these programs were proposed. Both of these programs are designated by the Pennsylvania Department of Education as High Priority Occupations.

• Changing the title of this program to Office Administration A.A.S., a more appropriate, less confusing descriptor which is commonly used at other institutions.
• Updating the curriculum with a new course, CAO 250, Proofreading and Editing, that will replace an outdated course (Machine Transcription).
• Retitle the Word Processing courses to clarify content and enable more effective marketing, the new course titles will be Microsoft Word I and Microsoft Word II.
• Insert a course in Business Math that will replace the course in Accounting. This will provide broader and more appropriate workplace skills for administrative assistants.
• Revise the program purpose and outcomes to reflect the changes noted above and make the outcomes assessable.
• Reduce total program credits to 60 by removing one free elective to encourage students to complete the entire program.
Mr. Palmer made a motion to approve the modification of the Computer Application/Office Procedures A.A.S and Certificate Programs. Mr. Cantor seconded the motion and the Board unanimously approved.

- **New Revised and Deleted Courses**
  
  Mr. Palmer reported on a number of new and revised courses that are required to support the approved program changes. This is an information item.

- **Promotions**
  
  Eight Candidates applied for promotion.

  **All eight are being recommended for promotion:**
  
  Kathleen A. Shaw: Instructor to Assistant Professor
  
  Mary Ellen Parkinson: Instructor to Assistant Professor
  
  Richard B. Herbst: Instructor to Assistant Professor
  
  Patricia S. Rahmlow: Assistant Professor to Associate Professor
  
  Sherry Ratajczak: Assistant Professor to Associate Professor
  
  Peter C. Scheponik: Assistant Professor to Associate Professor
  
  Marybeth Y. Kensicki: Assistant Professor to Associate Professor
  
  Catherine M. Redden: Assistant Professor to Professor

  Mr. Palmer made a motion to approve the recommendation to promote the candidates listed. 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**

Ms. Mann reported for the Committee.

- **Administrative Salary Increases**
  
  For 2008-2009, the College proposes awarding annual salary increases of 3.80 percent for those administrators whose performance meets expectations.
Ms. Mann made a motion to approve the Administrative Salary Increase. Mr. Palmer seconded the motion and the Board unanimously approved.

- **Acceptable Use of Technology Policy**

  The *Acceptable Use of Technology* policy governs the appropriate use of the College’s technology resources. Based on the attorney’s review, (Dorothy M. Bollinger, Fox Rothschild) policy revisions include permitting educational and personal use of email by students, email hosted on vendor-owned technology, and individuals governed by the College’s acceptable use of technology policy to include the College’s faculty, staff, students, retirees, alumni, consultants, and governing and advisory boards.

Ms. Mann made a motion to approve the Acceptable Use of Technology Policy. Mr. Palmer seconded the motion and the Board unanimously approved.

- **Professional Hires**

  **Administrative Appointments (2)**

  Matthew LaViola  
  Senior Network Engineer  
  Effective: May 18, 2008

  Robert Klein  
  Grants Program Coordinator  
  Effective: May 12, 2008

  **Separations (1)**

  Kerry Rapp  
  Director of Budgets and Special Accounting

Ms. Mann made a motion to ratify the new hires. Mr. Palmer seconded the motion and the Board unanimously approved.

- **2008 Restructuring Proposal**

  In September 2007, with the departure of the Vice President for Student Affairs and Enrollment Management, the responsibilities for leadership of that area were assigned to Kathrine Swanson (Associate to the President) and Steady Moono (Dean of
Student Success). Both have performed admirably, moving forward their respective areas with a high degree of professionalism and collaboration. As a result, the following restructuring is proposed:

1. Eliminate VP for SA and Enrollment Management
2. Promote and Change the title of the Dean of Student Success to VP for Student Affairs
3. Promote and Change the title of the Associate to the President to VP for Enrollment Management
4. Replace and Re-Title the Dean of Success to Director of Student Success

Ms. Mann made a motion to ratify the appointment of Dr. Kathrine Swanson to Vice President for Institutional Effectiveness and Enrollment Management and Dr. Steady Moono to Vice President for Student Affairs. Ms. Bramnick seconded and the Board unanimously approved.

- **HR Audit and Assessment Recommendations**

The Hay Group conducted interviews with College and Union leadership to identify strengths and opportunities of the HR Department. The organization was asked to envision what a strategic HR Department would look like and what services would be provided. Consultants then prepared recommendations for future HR department structure to achieve the College’s strategic imperative to “Build a Model and Modern Workplace.” The recommended HR design supports primary functions (i.e., compensation, benefits, recruitment, etc.) and builds and executes strategy around leadership development, talent management, and diversity. This is an information item.

Dr. Stout noted that there is no budget impact in the first year of implementation. The positions noted for restructuring are currently vacant positions within the Human Resources area.

**Bids**

George Mulligan reported on the bids.

- **Gymnasium Improvements**

On motion by Mr. Palmer and seconded by Ms. Mann, the recommendation to award R.J McCarville Associates as the lowest responsive and responsible bidder to provide the improvements to the two gymnasiums in the Physical Education Building in the amount of $55,175.00 was unanimously approved.
- **Natural Gas Supply**

  On motion by Ms. Mann and seconded by Mr. Palmer, the recommendation to award Amerada Hess as the lowest responsive and responsible bidder to provide the Natural Gas Service for Central Campus in the amount of $13.442/mcf, College Drive in the amount of $13.893/mcf, and High Street in the amount of $14.078/mcf was unanimously approved.

- **Baseball & Softball Field Renovations**

  On motion by Mr. Cantor and seconded by Mr. Palmer, the recommendation to award Georgia Golf Construction Inc., as the lowest responsive and responsible bidder to provide the improvements to the Baseball and Softball fields in the amount of $29,927.00 was unanimously approved.

  Dr. Stout asked about the disparity between the bids. George Mulligan informed her that the difference between the bids was a normal occurrence with this type of project.

- **LEICA CME & EZ4 Microscope Bid**

  On motion by Mr. Palmer and seconded by Ms. Bramnick, the recommendation to award I. Miller Precision Optical Instruments as the lowest responsive and responsible bidder to provide the microscopes in the amount of $34,550.00 was unanimously approved.

  Mr. Cantor asked why the bid increased by $10,000.00 from last year to this year. George Mulligan informed Mr. Cantor that there was an increase in the amount of product being purchased.

- **South Hall Roof Replacement Project**

  On motion by Mr. Palmer and seconded by Ms. Bramnick, the recommendation to award ARC Roofing Corp. as the lowest responsive and responsible bidder to provide the South Hall roof replacement in the amount of $515,000.00 was unanimously approved.

- **Robotics Training Systems**

  On motion by Ms. Mann and seconded by Mr. Cantor, the recommendation to award KUKA Robotics Corporation as the lowest responsive and responsible bidder to provide the Refurbished Robotics Training Systems in the amount of $42,200.00 was unanimously approved.
George Mulligan noted that this project is partially grant funded and the system must be delivered by June 30, 2008 in order to receive the funding.

- **Telecommunications Services**

  On motion by Mr. Cantor and seconded by Mr. Palmer, the recommendation to award Broadview Networks Inc, as the lowest responsive and responsible bidder to provide telecommunications service to cover both campuses in the amount of $1,189.00 per month/2 yr total: $28,536.00 was unanimously approved.

- **Student Handbooks**

  On motion by Ms. Mann and seconded by Mr. Palmer, the recommendation to award Creasey Printing Services as the lowest responsive and responsible bidder to provide production of 12,500 2008-2009 Student Handbooks in the amount of $16,404.00 was unanimously approved.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the eleven Months Ended May 31, 2008**

  Tuition through May 31, 2008 is $24,064,000, or 102 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, first summer session and all non-credit classes. Total Operating Revenues for the period ending May 31, 2008 are $53,995,000, or 89 percent of the budget. Total Operating Expenditures for the same period are $52,091,000, or 86 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the eleven months ending May 31, 2008. Ms. Bramnick seconded the motion and the Board unanimously approved the Treasurer’s Report.

**Physical Plant**

Mr. D’Aniello reported for the Committee.

- **College Hall Architectural & Engineering Services**

  College staff is performing more research on references and comparison of fee structures of architects responding to the RFP to ensure consistency of comparisons. In general, the fees shown represent provision of basic architectural and engineering
services, systems commissioning, FF & E support and design of interior signage. This is an information item.

- **Career Link Lease**

  The College has been approached by Career Link to move a limited part of their Pottstown Access Point to the West Campus. Career Link primarily provides information and screening to potential clients for the GED program provided at the College, and to potential clients who may be prepared and interested in pursuing other programs (credit and non-credit) at the College. Locating Career Link on the West Campus supports the College’s strategic initiatives of *Extending Community and Strategic Partnerships* and *Expanding Access and Increasing Student Success*.

  A lease will be developed through legal counsel. Parameters of the lease will include:

1. Rent and utility costs would be $21 per square foot (similar to rent and utilities the College pays at 16 High Street) for 225 square feet (to be verified and adjusted as necessary after installation of partitions and furniture).
2. Career Link pays for the new partitions and furniture (estimated at $6,153).
3. Career Link pays for the installation and costs of phone lines.
4. Career Link will provide its own computers and support for those computers.

Mr. Cantor made a motion to recommend the College enter into a lease with Career Link within the parameters stated and after legal review. Mr. Palmer seconded the motion and the Board unanimously approved.

- **Cathcart Road Maintenance Facility Background**

  The College President, staff and neighbors have recently explored solutions that balance practices considerate of neighbor concerns while maintaining the functionality of the facility.

  College practices already implemented to alleviate neighbor concerns include: elimination of the second shift working out of the facility, scheduling work at the facility between 8 am and 5 pm, staging needed equipment for early morning use behind the Facilities Maintenance Building to the west of Cathcart Road, shielding lights and installing motion detectors, cleaning out buildings and areas surrounding the facility, storing equipment at different locations on College grounds, and closing building doors when staff are not present. Actions to address issues further this year include replacing the existing fence with a 10’ fence, rebuilding the east wall of the facility and replacing the garage door and opener with quieter versions. Trees will be planted providing visual barriers for the neighbors.
Mr. D’Aniello made a motion to approve (pending funding) the renovations for the Cathcart Road Maintenance Facility for $65,900 with 50 percent funded through the PDE and remaining from the College’s Unexpended Plant Fund. Ms. Mann seconded the motion and the Board unanimously approved.

**Finance Committee**

Mr. D’Aniello reported for the Committee.

- **Fox Rothschild Rates for 2008-2009**

  The College has retained the legal services of Fox Rothschild for a number of years. Each year the College solicits a proposal from Fox Rothschild for the continuation of these services including an itemized breakdown of matters covered and not covered by the quarterly retainer.

  - **Quarterly Retainer:** The proposed 2008-2009 quarterly retainer of $4,850 represents a $100.00 or 2.10 percent increase over the 2007-2008 rate. A listing of the items *covered* by the retainer is found in the enclosure.

  - **Items Not Covered Under the Retainer:** The proposed 2008-2009 hourly rate for items not covered under the retainer of $175.00 represents a $5.00 or 2.94 percent increase over 2007-2008 rates. The proposed items covered and not covered by the retainer are the same as last year.

  - **Miscellaneous Matters:** These include matters not covered by the quarterly retainer or by the hourly rate described above. Examples may include financing or bond arrangements; tax consulting; specialized contracts such as energy savings, Section 125 and 457 plans, construction litigation, immigration advice, audit responses and matters covered by insurance. The hourly cost for the majority of these matters ranges from $225.00 to $450.00. Other unique or non-customary litigation will be calculated based on a 20 percent discount compared to the customary hourly rates charged. There was no increase in the hourly cost for miscellaneous matters for 2008-09. New hourly rates will become effective on October 1, 2008.

Mr. D’Aniello made a motion to retain the legal services of Fox Rothschild. Mr. Cantor seconded the motion and the Board unanimously approved.

**Chair’s Report**

The Board will recess until September.
**Old Business**

Board members are asked to remain after the meeting for the group photo.

**New Business**

There was no New Business.

**Adjournment**

The meeting was unanimously adjourned at 4:50 P.M. The next meeting is scheduled for Monday September 22, 2008 at 4:00 p.m. in the Rotelle Family Board Room.

__________________________________________
Andrea Cantor
Secretary

Board Minutes, June 16, 2008