The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 22, 2008 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, Vice Chairperson; Jim Vlahos; Michael D’Aniello; Cheryl Austin; Andy Cantor; Rich Montalbano; Ed Mullin

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, Director of Communications; Steady Moono, Vice President of Student Affairs; Aaron Shatzman, Dean of Social Sciences; Kathrine Swanson, Vice President of Institutional Effectiveness and Enrollment Management; 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; Diane O’Connor, Executive Director of Human Resources; George Mulligan, Executive Director of Capital Projects; Michael Coyle, Controller

Call to Order

Chairperson Bitner called the meeting to order at 4:24 p.m.

Chairperson Bitner announced that there was an Executive Session for 55 minutes prior to the Board Meeting to discuss renewal of the President’s contract.

Approval of Minutes

The minutes from June 16, 2008, were unanimously approved.
**Introduction of Guests**

Ms. Schwartz introduced the guests.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Month Ended July 31, 2008**

  Tuition through July 31, 2008 is $1,682,000, or 7 percent of the budget. This figure includes the credit classes for the 2008 ten week, second summer and mid summer sessions and all non-credit classes. Total Operating Revenues for the period ending July 31, 2008 are $6,553,000, or 10 percent of the budget. Total Operating Expenditures for the same period are $2,923,000, or 5 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the month ending July 31, 2008. Mr. Mullin seconded the motion and the Board unanimously approved the Treasurer’s Report.

- **For the Two Months Ended August 31, 2008**

  Tuition through August 31, 2008 is $2,181,000, or 9 percent of the budget. This figure includes the credit classes for the 2008 ten week, second summer and mid summer sessions and all non-credit classes. Total Operating Revenues for the period ending August 31, 2008 are $7,095,000, or 11 percent of the budget. Total Operating Expenditures for the same period are $9,090,000, or 14 percent of the budget.

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

**President’s Report**

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

- **Enrollment**

  The summer sessions ended with an overall summer headcount of 7,838, an increase of 3.73 percent over last year, and with FTE’s at 1,263, an increase of 3.31 percent over last year. Our most significant growth was in e-learning with an overall 27.15 percent increase.
Total Unduplicated Headcount is over 12,200 students, 1.02 percent ahead of last year’s final fall headcount and total FTE's is 5.91 percent ahead of last year's final fall FTE's. We have a higher percent of full-time students enrolled for this fall than we did last fall, which accounts for the higher increase in FTE than in headcount.

- **Student Success**

  The Workforce Investment Board’s Career Link Express office is now embedded in the West Campus Student Success Center and is open Monday through Friday, 8:30am-4:00pm.

  Dr. Stout noted that the office is funded by the Workforce Investment Board and will assist those who are unemployed or underemployed.

- **Events**

  Fall orientation sessions were offered to day and evening students at both campuses between August 20 and 28. The sessions served 187 students from the West Campus and 1,242 at the Central Campus.

- **Athletics**

  A Coaches reception at the Central Campus introduced the new coaches of all the teams to the high school athletic community on September 17. Of note, the men's and women's soccer teams are both fielding 18 players.

  Dr. Moono gave Mustang gift bags to each Board Member. The bag also included a schedule of the Men’s and Women’s Soccer home games.

- **Other**

  Dr. Stout noted that the College’s Default rate is 6.7 percent. The benchmark rate for two-year colleges is 8.4 percent. A total of 1066 students went into repayment and 72 students defaulted. To reduce the default rate, the College uses attendance reporting. Financial Aid is not issued for students who do not attend.

- **Staff Outreach**

  Steady Moono, Vice President of Student Affairs, spoke at Messiah College on August 28th for their Opening Day ceremonies. He addressed students and a special meeting with those who work in the Agape House. The work of the Agape House is centered on the largest malaria research center in Africa, which is based in Zambia. Dr. Moono is an alumnus of Messiah and was born in Zambia.
John Flynn, Vice President of Academic Affairs and Provost, was part of a panel presentation at the Institute for Community College Development at Cornell University on July 29th. The topic was Achieving the Dream.

Celeste Schwartz coauthored the article “Student Input in College Decision Making” that appears in EDUCAUSE Quarterly, Number 3 2008. The article is in the packet behind this report.

The High Street Bridge will be replaced in 2010. Dr. Stout attended a hearing about the proposed changes and timeline for construction. The construction will create some disruption to the 16 High Street building at West Campus.

- Events

More than 800 people attended the Allan C. Myers Memorial "Day on the Farm" Antique Car Show and Texas Barbecue on August 24, including 11 of 15 student scholarship recipients and their families. More than $50,000 was raised in donations. Thank you to Trustee Cheryl Austin for attending and showing her support.

More than 5,000 walkers, runners, cyclists and volunteers participated in the LIVESTRONG Challenge that departed from the College’s Blue Bell campus. The participants of the 5K Run/Walk and 10, 40, 70 and 100-mile rides raised nearly $3 million to support the nearly 12 million Americans living with cancer.

- Become an Entrepreneurial College

Total private fund raising revenue for the months of June, July and half of August was $407,161. Highlights include more than $46,000 received for the Allan C. Myers Memorial Scholarship Fund, $92,500 in external grants, and $10,000 from Univest for the presenting sponsorship at the Scholarship Scramble Fall Golf Outing. The Courage to Create Capital Campaign grew by more than $188,000. Highlights of new gifts to the Campaign include a $75,000 grant from the Connelly Foundation, a $25,000 gift from Fran and James Maguire through the Maguire Foundation, and a $25,000 gift which represents a second gift from the anonymous donor who has already named the Kiln Room.

Dr. Stout thanked the Members of the Board who will be attending the Golf Outing and invited the Members to attend the Alumni Hall of Fame reception. Dr. Stout thanked Dr. Moono for the Mustang gift bag.

Finance Committee

Mr. D’Aniello reported for the Committee.
- Renewal of Insurance Coverage for 2008-2009

The College’s property and casualty insurance program insures the College against damage and loss related to crime, misconduct, fire, flood, automobile accident, workers compensation and more. This year’s premium is $398,726 which represents a 1.2 percent decrease over 2007-2008 rates.

Through a competitive bid process, The Pennsylvania School Boards Association was awarded the contract to provide the Comprehensive Package, Umbrella Liability and Legal Liability coverage while the PMA Insurance Group was awarded the contract to provide Workers Compensation coverage. Included in The Pennsylvania School Boards Association’s bid is the performance of an annual appraisal of the College’s buildings and contents. Inclusion of these services will save the College an estimated $15,000 in 2008-2009.

Mr. D’Aniello made a motion to approve the CBIZ proposal for the renewal of the College’s insurance coverage for 2008-2009. Mr. Mullin seconded and the Board unanimously approved.

- Proposed Internal Audit Plan

This year’s proposed audit work plan calls for ten diverse audits including first time audits of the Family Medical Leave Act (FMLA) and Workers Compensation Insurance Claims.

Conducting audits of these ten items ensure that adequate controls and procedures are in place to properly safeguard College resources and to ensure that sufficient services are available to students, staff and the community at large.

Mr. D’Aniello made a motion to approve the enclosed list of proposed internal audits to be performed during FY 2008-2009. Ms. Mann seconded and the Board unanimously approved.

- 2008 State Public School Building Authority MCCC Revenue Bond Update

The Bank of NY Trust Company deposited proceeds from the 2008 State Public School Building Authority (SPSBA) MCCC bond issue into money market accounts for the College.

Funds are currently invested in Bank of NY Trust Company Dreyfus Cash Management money market account. This account is yielding 0.2 percent more than the Pennsylvania Treasurer’s Invest Program.
Mr. D’Aniello made a motion to endorse the placement of bond proceeds in the Dreyfus Cash Management money market account yielding 2.49 percent as of July 31. Mr. Palmer seconded and the Board unanimously approved.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **College Hall Architectural & Engineering Services Contract Award Background**
  
  On September 3rd Fletcher Thompson and IKON.5 appeared before the Committee for consideration as the Architectural & Engineering firm for the College Hall renovation project. The Firms presented a brief sample of work reflecting design style, concepts for College Hall, examples of library designs, special challenges, and fee structure.

Mr. Mullin made a motion to accept a fixed fee contract in the not-to-exceed amount of $1,400,000 to Fletcher Thompson Architects for architectural, engineering and other associated services necessary to design, bid and administer the College Hall / Library renovation project. Ms. Mann seconded and the Board unanimously approved.

- **Environmental Compliance Initiative**
  
  The Environmental Compliance Initiative will occur over a five-year period. Turning Bird Consulting (TBC) will: prepare protocols appropriate for the colleges; prepare and provide training for peer auditors; organize, schedule and work out the details of each audit; supervise peer auditors in the field; prepare and submit audit reports; assist the institution with corrective actions; monitor progress of institution and ensure deadlines are met; prepare the completion report; and be a resource for the institution during the entire process. Fox Rothschild’s role is to: negotiate the EPA agreement; work as a liaison with the EPA and colleges; provide legal guidance during the audit and corrective action process; review the audit report; prepare disclosures for submission to the EPA; request extensions where needed; and review and submit the completion report.

Mr. Mullin made a motion to authorize the College to enter into the Self-Audit Peer-Assisted Environmental Compliance Audit Project Member Participation Agreement. Ms. Mann seconded and the Board unanimously approved.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Recommendation for Emeritus Status**
The following faculty and professional/administrative staff are eligible for Emeritus Status in accordance with the attached Emeritus Status Policy approved by the Board of Trustees on August 21, 1995. The next step is to send each individual a letter asking them to verify the discipline and years of service, and then a brass plate will be prepared for the plaque.

**Bachmann, Peter**  
Professor - Astronomy  
1995 - 2008

**Lelii-Gratz, Kathryn**  
Information Service Specialist  
1969 - 2007

**Oliveti, Antoinette**  
Professor - English  
1977 - 2007

**Elias, Laurence**  
Associate Professor – Computer Science  
1979 - 2007

**Greenwood, Richard**  
Professor - English  
1976 - 2007

**McClintock, Joan**  
Professor – Dental Hygiene  
1985 – 2007

**Hofmann, Roseanne**  
Professor - Math  
1978 – 2007

**Whyte, Samuel**  
Professor - English  
1967 – 2007

**Zimmer, William**  
Associate Professor – Economics
1968 – 2008

Vavrina, Thomas
Associate Professor – Engineering Technology
1983 - 2008

Brendlinger, Brian
Director of Student Activities
1970 – 2008

Eckhardt, Joseph
Professor – History
1968 – 2007

Ledger, Wayne
Registrar
1973 – 2008

Mr. DiSandro made a motion to grant Emeritus status to the thirteen individuals on the enclosed list. Mr. Palmer seconded and the Board unanimously approved.

- Professional Hires June 2008

ADMINISTRATIVE APPOINTMENTS (6)

Christopher Coia, Director of Student Leadership and Involvement
Effective Date: June 27, 2008

Michael Coyle, Controller
Effective Date: June 30, 2008

Sarada Devbhaktuni, Senior Programmer Analyst
Effective Date: June 30, 2008

Stephen Pearl, Director of Business and Computer Science
Effective Date: June 30, 2008

Kelly Sharkey, Accounting Services Manager
Effective Date: June 9, 2008

**Summer Trout**, Tutorial Coordinator West Campus
Effective Date: June 2, 2008

**SEPARATIONS**

**ADMINISTRATIVE FULL TIME (3)**

**Charlene Johnson**
SPOC/KEYS Counselor
June 28, 2008
Supervisor: Leonard Bass

**Jeff McGonigle**
Help Desk Coordinator
June 28, 2008
Supervisor: Joshua Mitchell

**Sharon Styffe**
Program Manager of Professional Development
June 28, 2008
Supervisor: Suzanne Holloman

**RETIREMENTS (4)**

**Brian Brendlinger**
Director Student Activities
June 28, 2008
38 years

**Wayne Ledger**
Registrar
June 28, 2008
35 years

**Thomas Vavrina**
Engineering Tech Associate Professor
May 31, 2008
25 years

**William Zimmer**
Economics Associate Professor
May 31, 2008
40 years

- **Professional Hires July 2008**

**ADMINISTRATIVE APPOINTMENTS (4)**

Aaron Krassner, Director of Testing and Assessment
Effective Date: 7/21/08

Josh Tomkiel, IT Help Desk Coordinator
Effective Date: 7/28/08

Dennis Barrera, Assistant Director of Admissions/International Recruitment
Effective Date: 7/21/2008

Cynthia McCabe, Director of Records and Registration/Registrar
Effective Date: 7/21/08

**FACULTY (1)**

Kevin Strunk, Reference Librarian West Campus
Effective Date: 7/14/2008

**SEPARATIONS**

**ADMINISTRATIVE FULL TIME (1)**

Jennifer Azzarano
Associate Director of Marketing and Communication
7/26/2008
Supervisor: Susan Adams

**RETIREMENTS (1)**

Clifford Barcliff
Professional Hires August 2008

**ADMINISTRATIVE APPOINTMENTS (6)**

**Janet Baker**, Executive Assistant to Human Resources  
Effective Date: 8/4/08

**Cindy Haney**, Executive Director of Enrollment Services  
Effective Date: 8/4/08

**Douglas Vore**, Associate Director of Financial Aid  
Effective Date: 8/18/08

**Tracey Wrywas**, Associate Director of Financial Aid  
Effective Date: 8/18/08

**Bruce Bach**, Director of Athletics  
Effective Date: 8/11/08

**Dennis Wesley**, Director of Budgets and Special Accounting  
Effective Date: 8/11/08

**FACULTY APPOINTMENTS (7)**

**Garvey Lundy**, Sociology Instructor  
Effective Date: 8/11/2008

**Gary Winchester**, Mathematics Instructor  
Effective Date: 8/11/08

**Dr. Zingsuh Zhu**, Physics Assistant Professor  
Effective Date: 8/11/08
Jill Pescatore-Beccaris, Economics Instructor
Effective Date: 8/11/08

Karen Bicocchi, Accounting Instructor
Effective Date: 8/11/08

Anna Godfrey, Mathematics Instructor
Effective Date: 8/11/08

Fran Lassiter, Faculty Diversity Fellow
Effective Date: 8/11/08

SEPARATIONS

ADMINISTRATIVE FULL TIME (3)

Matthew Kaminski
Director of First Year Initiatives and Judicial Affairs
8/22/08
Supervisor: Steady Moono

Oscar Cabrera
Foreign Language Instructor
8/22/08
Supervisor: Stephen Grieco

Carolyn Brunschwyler
Executive Assistant to the VP of West Campus
8/29/08
Supervisor: Dean Foster

RETIREMENTS (1)

Ruth McNaught
Librarian, Associate Professor
8/25/08
Supervisor: Diane Lovelace
Mr. DiSandro made a motion to ratify the new hires. Mr. Palmer seconded the motion and the Board unanimously approved.

- President’s Contract Renewal

Mr. DiSandro reported that the Trustees completed the annual evaluation of the performance of the President. The ratings were extremely positive. The Board has approved a new contract for a five year period until 2013. Mr. DiSandro, on behalf of the entire Board, applauded Dr. Stout for the outstanding performance in 2007-2008 and complimented the entire College leadership team on continuing to meet the goals of the College’s strategic plan.

Mr. DiSandro made a motion to approve the President’s contract renewal. Ms. Mann seconded and the Board unanimously approved.

Dr. Stout thanked the Board for taking the time to complete the evaluation and expressing their confidence in her leadership for another five years. She also thanked the College Administrators, Faculty and Staff for their hard work and dedication.

Legislative

- Federal

The President signed into law the re-authorization of the Higher Education Act. The re-authorization increases the Pell Grant maximum to $8,000; creates year-round Pell Grants; streamlines the FAFSA process; and requires colleges to provide information on 26 data items. A major theme of the re-authorization is to clamp down on the increasing cost of higher education. The new law creates ‘transparency’ lists that include the top five percent of colleges with the highest costs; a list of the top ten percent of colleges with the lowest costs; and a list of colleges with the highest annual tuition increases.

- State

A full wrap up/analysis of the Commission’s statewide advocacy efforts and the results of the 2008-2009 budget process are attached. The Commission’s lobbying firm, Crisci and Associates, prepared this analysis.

- Local
The Commissioners approved our 2008-2009 operating and capital budgets in mid-June. On October 1, we will hold a grand opening celebration/ribbon cutting for the Norristown Resource Center. More details will follow on that event.

**Bids**

George Mulligan reported on the bids.

- **Fine Arts Center Landscape Improvements**
  
  On motion by Mr. Mullin and seconded by Mr. Cantor, the recommendation to award Land-Tech Enterprises as the lowest responsive and responsible bidder to provide the Landscape improvements to the Fine Arts Center in the amount of $257,630.00 was unanimously approved.

- **Asphalt Paving Repair – ATC Access Road**
  
  On motion by Ms. Mann and seconded by Mr. Mullin, the recommendation to award James D. Morrissey, Inc. as the lowest responsive and responsible bidder to provide the Asphalt Paving Repair for the ATC access road in the amount of $109,377.00 was unanimously approved.

  Mr. D’Aniello made a motion to amend the original bid to include the additional $27,000.00 project contingency to account for unknown costs. Mr. Kretschman seconded and the Board unanimously approved.

- **Softball Field Fencing**
  
  On motion by Mr. Mullin and seconded by Mr. Palmer, the recommendation to award Pro Max Fence Systems, Inc., as the lowest responsive and responsible bidder to provide the Softball field fencing in the amount of $5,621.00 was unanimously approved.

**Chair’s Report**

Mr. Jim Genuardi has resigned from the Board. Mr. Bitner thanked the President’s Cabinet and the Trustees for their work.

**Old Business**

Dr. Stout noted that the inaugural Alumni Weekend will take place beginning October 3, 2008. She invited the Board to attend the weekend’s events.

**New Business**


There was no New Business.

Adjournment

The meeting was unanimously adjourned at 4:54 P.M. The next meeting is scheduled for Monday October 20, 2008 at 4:00 p.m. at the West Campus in the Community Room.

_____________________________  Andy Cantor
  Secretary

Board Minutes, September 22, 2008