The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 20, 2008 at 4:00 p.m. in the Verizon Room.

Board of Trustees – Present:

Mike Bitner, Chairperson; Lea Bramnick; Trudy Mann, Assistant Secretary; Joe Palmer; Jim Vlahos; Michael D’Aniello; Charlie Kahn; Ed Mullin

Board of Trustees – Absent:
Anthony DiSandro, Vice Chairperson; Cheryl Austin; Andy Cantor; 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; 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 Effectivness 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; George Mulligan, Executive Director of Capital Projects; Michael Coyle, Controller; Lynn Rothman, Director of Marketing; Susan Hauck, Director of Instructional Technology

Call to Order

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

Approval of Minutes

The minutes from September 22, 2008, were unanimously approved.

Introduction of Guests

Ms. Adams introduced the guests.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.
For the Three Months Ended September 30, 2008

Tuition through September 30, 2008 is $12,798,000, or 52 percent of the budget. This figure includes the credit classes for the 2008 ten week, second summer and mid summer sessions, Fall Term and all non-credit classes. Total Operating Revenues for the period ending September 30, 2008 are $18,322,000, or 29 percent of the budget. Total Operating Expenditures for the same period are $11,533,000, or 18 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the month ending September 30, 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.

Dr. Stout presented her report from the League Conference on Information Technology. On October 21, 2008, the College will receive an award from the Center for Digital Education-technology, for being the most advanced community college in the Country.

Kathrine Swanson presented an enrollment update to the committee. There are 12,452 students enrolled as of October 16, 2008 and the number is still growing. The enrollment has increased by 6 percent with a 20 percent growth in E-Learning. Currently the number of full-time students is greater than the number of part-time students. This change may be attributed to high school outreach and the large increase in students aged 18-21. Dr. Swanson thanked the Admissions team and Alonna Brown for their work with high school outreach. This year, the minority student population has increased by 10 percent. Since Fall 2000, the minority population has increased by 80 percent. International students are also increasing in number. Dr. Swanson noted that Dennis Barera, Admissions Recruiter, traveled to Asia to recruit international students. One of the goals for the Enrollment Management team is to increase the Hispanic student population. Dr. Swanson reported on the results of a focus group organized by Ludy Soderman. Dr. Stout thanked Kathrine for the report.

Dr. Stout noted the results of the Men’s and Women’s Soccer teams latest games.

Student Success

The College continues to reach out to veterans. As a result, we have seen an increase in the number of enrolled veterans from 153 last fall compared to 200 this fall.
- **Events**

The College Foundation held its 9th Annual Scholarship Scramble Golf Outing at Cedarbrook Country Club in Blue Bell on October 6, 2008. Approximately 80 golfers participated in the Outing, which raised $23,000.00 for student scholarships and programs.

Dr. Stout thanked Trustee Trudy Mann for helping to secure Cedarbrook as a site.

- **Invest in Campus Renewal and Sustainability**

The Advanced Technology Center was one of 66 facilities recognized in the category of Outstanding Design: Post-Secondary, by *American School & University Magazine*.

- **Staff Outreach**

Steady Moono was recently selected to serve on the Community and Two-Year Colleges 21- Member National Advisory Board, representing over 174 Community and Two-Year Colleges, for the National Association of Student Personnel Administrators (NASPA – Student Affairs Administrators in Higher Education). This is a 3 year term.

Suzanne Holloman, Dean Workforce Development and Continuing Education, was recently elected to act as chairperson for the Pennsylvania Commission on Community Colleges Workforce Development Committee for next year.

- **President’s Outreach**

An article that Dr. Stout co-authored with Steady Moono was recently published in the new League for Innovation publication, *Student Services Dialogues: Community College Case Studies to Consider*. The book is a collection of 21 student services case studies and is designed to facilitate dialogue for professional development. It is available through the League and in digital form on iStream.

- **Events**

The 2008 Alumni Hall of Fame induction ceremony was held on October 3 in the Advanced Technology Center and welcomed six new members: Marcia Moll Barone (1984), Teacher, Advisor & Trustee, The Perkiomen School; Bill Lowa (1974), President of The Lowa Group, and Member of the College’s Foundation Board; George Marin (1971), President, Data Tech Solutions, and Member of the College’s Foundation Board; Lt. Kevin McKeon (2000), Commander of Criminal Investigations Division, Norristown Police Department, and Adjunct Criminal Justice
Instructor for the College; Patricia Nunan (1989), CEO, Lifestyles Design; and James Vlahos Jr. (1985), President, Vlahos-Dunn Insurance, and Member of the College’s Board of Trustees. Over 140 guests were in attendance for the event.

- Then Central Campus hosted the College’s annual Community Day event on October 4. This year the event was themed “Think Green,” and offered events and information to raise awareness and help make going “green” fun. The day started with the American Heart Walk which raised nearly $1,500.

Dr. Stout offered kudos to Penny Sawyer and the Community Day committee for their outstanding job with Community Day.

- The College, in partnership with the Borough of Pottstown, The Mercury, the Schuylkill River Heritage Area (SRHA) and over 20 other local businesses and organizations hosted the Schuylkill River Festival on Saturday, October 11.

Dr. Stout noted that there were approximately 4000 to 5000 people in attendance. She congratulated Dean Foster for his leadership.

- Become an Entrepreneurial College

Total private fund raising revenue for the month of September was $81,412. Highlights include a $7,500 grant from the TD Banknorth Charitable Foundation, providing $6,500 to sponsor the Young Arts Explorers program and $1,000 for the Commerce Bank Scholarship, and $9,900 in new pledges to the employee annual giving campaign.

Referred by the Philadelphia Film Office, an independent film maker recently filmed scenes in our new biotechnology labs on the second floor of our Advanced Technology Center. The scenes will be part of the footage for an upcoming science fiction movie.

Dr Stout noted that due to Senator John McCain’s visit to Central Campus, the College was mentioned in the national media.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Univest Performance Update**

At the September meeting Univest’s investment team presented and reviewed the quarterly performance of the Investment Plan Summary as of July 31, 2008 and addressed questions about the liquidity of investments in PHEAA notes. The Board
requested Univest team members attend the October Finance Committee with an improved reporting format on the performance of College investments. This is an information item.

- **Deferred Payment Plan Review**

  The College started a Student Deferred Payment Plan in 1998. The intention of the plan is to help students to pay for their tuition and fee expenses over a semester period. The student pays a set-up fee of $35 to enter the plan. Fifty percent of the total expenses for the semester must be paid before the first day of class. The remaining expenses are then paid in two payments by the end of the semester. Historically, the fees collected from the Deferred Payment Plan (set-up and late fees) have offset any uncollectibles.

  The Spring 2008 Deferred Payment Program closed on March 17, 2008. The number of enrollees was 1060, consistent with the number of enrollees in Spring 2007, deferring $791,851 in tuition and fees. Deferred Payment set-up fees collected were $37,030, and late fees charged for the Term were $32,633 for a total of $69,663. This is an information item.

- **2007 2008 Independent Audit Update**

  The College’s accounting and finance staff completed all the necessary preliminary work for the audit prior to the independent auditors arrival in early September. On-site field work and testing lasted for approximately three weeks.

  As of the time of this writing, the auditors have not identified any material issues or concerns with the College’s financial performance or its financial procedures and controls.

  The final audit report will be presented to the Committee, along with the Single audit, in November. The Act 46 enrollment verification audit will be presented to the Committee in December. This is an information item.

**Curriculum Committee**

Mr. Palmer reported for the Committee

- **Faculty Presentation: Professional Development**

  Through the generosity of The Gladys and Raymond Pearlstine Endowment Fund, held within the College’s Foundation, Wayne Brew, Assistant Professor of
Geography, joined a number of colleagues from other colleges on an educational tour of several European countries. Sponsored by the Community Colleges for International Development, this faculty development program, entitled “European History and Culture Sampler”, took place from June 7-21, 2008, and included travel to England, France, Germany and the Czech Republic. This trip was an opportunity for faculty to become immersed in four different cultures, to be exposed to historical contexts that shaped these cultures, and to explore and experience life in the European Union. This is an information item.

- **New, Revised, and Deleted Courses**

The College’s faculty, program coordinators, and division chairs constantly review and assess the relevancy of the curriculum in meeting student goals of transfer and career preparation.

This review results in three types of course changes: (1) the introduction of new courses within proposed or already approved academic programs; (2) the revision of current courses; and (3) the elimination of courses. This is an information item.

**New Courses**

- Fundamentals of Modern Dance II – DAN103
- Fundamentals of Ballet II – DAN 122
- Ballet I – DAN 123
- Fundamentals of Jazz Dance I – DAN 131
- Dance Improvisation – DAN 151

- **Center for Workforce Development**

The Center for Workforce Development is an important component of the County’s economic development efforts. It is a part of Team Montco, a group of independent economic development agencies and organizations in the area. The collective goal is to utilize its rich reservoir of resources to maintain and enhance the County’s economic vitality.

CWD is currently organized into five operating segments: Custom Training, Workforce Development Grants, Consortiums, Coaching and Consulting. CWD’s current customer base falls into three (3) categories:

- Diversified manufacturers
- Service Firms
- Distribution
This is an information item.

- **Faculty Accomplishments**

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

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- **Land Development Plan Submission, Parkhouse Hall**

  Spillman Farmer Architects (SFA) has contracted with the engineering firm Chambers & Associates to develop the necessary plans for submission to the Township. Thus far, Chambers has completed a topographic survey update that will be beneficial to all current projects as well as future ones. Specific to the Parkhouse Hall project, Chambers will also handle the following submissions:

  - A highway occupancy permit application to PA DOT to allow project access off of Morris Road onto College property, thus saving wear-and-tear on the ATC access roadway.
  - An NPDES application to the County Conservation District for site storm water management and erosion control.
  - A planning module exemption request to Whitpain Township for addressing incremental wastewater treatment requirements generated by the completed project.

  College staff, SFA, and Chambers have developed the following schedule to advance the Parkhouse Hall land development plan:

  - Wednesday, October 15th – Physical Plant committee review & endorsement
  - Monday, October 20th – Board of Trustees endorsement
  - Thursday, October 30th – plan submission to Whitpain Township
  - Tuesday, November 11th – plan presentation before the Whitpain Planning Commission
  - Tuesday, December 2nd – plan presentation before the Whitpain Board of Supervisors

  Mr. Mullin made a motion to endorse the draft, Land Development Plan, and authorize, Spillman Farmer and Chambers Associates to proceed with moving it through the governmental approval process. Ms. Mann seconded and the Board unanimously approved.
16 High Street 2nd Floor Build-Out

The College signed a lease with Vesper High Street LLP (Mr. Silvi) on September 29, 2004 and occupied the 1st floor of 16 High Street in January 2006. In May, the College notified Silvi of its intent to occupy the 2nd floor effective August 2009. Given enrollment growth at the West Campus, the College needs this space for the addition of classrooms, faculty offices, and related spaces.

The College anticipates design changes to cost between $70,000 and $170,000 with the removal of the stairwell the key unknown. The College and Mr. Silvi have discussed the use of a portion $256,000 rent credit pre-paid to Mr. Silvi in 2006 to cover design changes.

Not included in design changes are plans to renovate the studio on the first floor to a café and relocate the West Campus cafeteria to 16 High Street. Rationale, project plans and costs associated with that renovation will be presented at a later date.

Mr. Mullin made a motion to authorize the College to fund design changes not to exceed $170,000 through either use of rent credit or Campus Renewal Funds upon completion of an independent review of design change costs. Mr. Palmer seconded and the Board unanimously approved.

Personnel Committee

Ms. Mann reported for the Committee.

APPOINTMENTS

ADMINISTRATIVE APPOINTMENTS (4)

Sherry Phillips
College Generalist
Effective Date: 8/25/08

Brett Schorle
Manager of Compensation & Benefits
Effective Date: 9/8/08

Andy Gulotta
Construction Project Manager (3 yr temp)
Start Date: 9/15/08
Maria Toth
Director of Nursing
Effective Date: 9/8/08

PT ADMINISTRATIVE APPOINTMENTS (2)

Kelly Donohue
Women’s Basketball Coach
Effective Date: 9/15/08

Denny Surovec
Men’s Basketball Coach
Effective Date: 9/15/08

FACULTY APPOINTMENTS (0)

SEPARATIONS

ADMINISTRATIVE FULL TIME (1)

Michael Green
User Support Engineer, West Campus
9/19/08
Supervisor: Preston Hess

ADMINISTRATIVE PART TIME (2)

Seanier Keyes
Upward Bound Program Coordinator
8/18/08
Supervisor: Nicole Henderson

Ruth Ann Hebble
Coordinator Disability Services, W.C.
9/12/2008
Supervisor: Leonard Bass

RETIREMENTS (0)

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

- **AACC Summary of the Higher Education Act**

  A copy of the summary of AACC’s analysis of the recently passed Higher Education Act is included in the Board packet. As implementation requirements become more clear, the Board will be updated on implications for the College.

- **2009-2010 State Budget Request**

  The Commission’s request calls for a 4.8 percent increase in operating and an additional $6.7 million in capital funding. This is an information item.

  Dr. Stout noted that Governor Ed Rendell has notified the State funded four-year colleges about rescinding 4.5 percent of previously allocated funds. As of now, this is not the same for community colleges. Dr. Stout will notify the Board if any budget implications arise.

- **Access and Success Policy Paper**

  The Commission has shaped a policy paper that would guarantee a community college graduate tuition scholarships to PASSHE colleges. The policy paper is modeled after similar programs in other states. This is an information item.

  Dr. Stout noted that this program would provide a pathway from State funded community colleges to State funded colleges using the community college as the pipeline. This may help the State save money and it rewards the students with a full tuition scholarship. She hopes that this will bring both community colleges and State colleges together.

Bids

George Mulligan reported on the bids.

- **Redundant Internet Service**

  On motion by Mr. Mullin and seconded by Mr. Palmer, the recommendation to award Cavalier Business as the lowest responsive and responsible bidder to provide the Redundant Internet Service in the amount of $23,976.00 was unanimously approved.

- **Prefabricated Pedestrian Bridge**

  On motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to award Contech Bridge Solutions as the lowest responsive and responsible bidder to provide
a contingent contract in the amount of $36,978.00 provided the contingency be removed at such time as all necessary governmental approvals are received for placement of the bridge in its intended location was unanimously approved.

- **Fume Hood Replacement Project**

On motion by Mr. Daniello and seconded by Mr. Palmer, the recommendation to award Myco Mechanical, Inc. as the lowest responsive and responsible bidder to provide the Fume Hood Replacement in the amount of $223,900.00 was unanimously approved.

**Chair’s Report**

Mr. Bitner congratulated Dr. Stout and the College for earning the award for being the Most Digitally Advanced Community College in the Country.

**Old Business**

Dr. Stout noted that the Salute to Excellence reception will take place on November 5, 2008 from 6 PM to 8 PM. She invited the Board to attend the event.

**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 November 17, 2008 at 4:00 p.m. at the Rotelle Family Board Room.

_____________________________ Andy Cantor

Secretary

Board Minutes, October 20, 2008