The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 17, 2008 at 4:00 p.m. in the Rotelle Family Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Tony DiSandro, Vice Chairperson; Trudy Mann, Assistant Secretary; Lea Bramnick; Joe Palmer; Cheryl Austin; Michael D’Aniello; Ed Mullin; Andy Cantor, Secretary; Eric Kretschman

Board of Trustees – Absent:
Charlie Kahn; Rich Montalbano; Jim Vlahos

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 Grecko, 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; Diane O’Connor, Executive Director of Human Resources; Amit Singh, Dean of Business and Computer Science; Rhoda McFadden, History Professor and Faculty Union President; Richard Snyder, Certified Public Accountant Kreischer Miller; Erick Robinson, Manager of Telephony; Barbara Lefevre, Call Center Manager; Connie Speier, Administrative Assistant Social Science Division

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

Approval of Minutes
The minutes from October 20, 2008, were unanimously approved.
Introduction of Guests

Ms. Schwartz introduced the guests.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Four Months Ended October 31, 2008

Tuition through October 31, 2008 is $13,040,000, or 53 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 October 31, 2008 are $18,662,000, or 29 percent of the budget. Total Operating Expenditures for the same period are $19,637,000, or 31 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the four months ending October 31, 2008. 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

Fall 2008
Fall headcount enrollment exceeds 12,600, a more than five percent increase over last year. FTEs and credits generated are up nearly six percent compared to last fall.

Spring 2009
Total Unduplicated Headcount is over 17 percent ahead of the same time last year. Total FTE’s is already 15.79 percent ahead of the same time last year. New students at Central are up 6.15 percent and 31.9 percent at the West Campus. E-Learning headcount is 28.82 percent ahead last year.

- Events

The College’s annual Writers Conference was held on November 14 and 15 with a sold out keynote address offered by Michael Cunningham, author of the Pulitzer Prize winning novel, The Hours. For the first time in the history of the conference, the College provided free simulcasts of Cunningham’s keynote address to the West Campus. Dr. Stout offered Kudos to Dana Resente, Conference Coordinator and full-
time English faculty and Dr. Steve Grieco, as well as to the entire team of students, faculty and staff who made the Conference such an overwhelming success.

The Student Veterans Organization hosted a Continental Breakfast on November 11 at both campuses for College faculty and staff in recognition of Veterans Day. More than 200 Veterans are enrolled at both of our campuses.

Dr. Stout noted that the event was wonderful and that the College is creating a welcoming environment for Veterans. Next August there will be a change in the G.I. bill and Dr. Stout believes this will result in an increase the number of Veterans on campus.

On November 10, we jointly hosted a press conference with Central Montco Technical High School to announce our growing partnership. The College currently offers 10 dual enrollment courses at the high school and is sharing their state-of-the-art kitchen to support our culinary program. In addition, this fall, we offered continuing education courses in the evening for adults at the high school in yoga, adobe photoshop, floral design, auto survival and introduction to the MAC operating system for the everyday user.

- Invest in Campus Renewal and Sustainability

On November 11, we unveiled the use of five Amish Scooters for faculty and staff to travel from one building to another on the Central Campus via foot propelled scooter rather than a gas propelled car as part of our Climate Commitment initiative.

- Events

On September 16, the College held a press conference and music showcase to announce the launch of its new Music degree program. Music faculty and students shared their experiences, student musicians performed, and tours were given of the new music technology classrooms. Enrollment in music classes at the College increased from 196 students in 2004 to more than 500 students this semester. The new Music degree program already has transfer agreements with Temple University, West Chester University and the University of the Arts, with more agreements in the works. The event was covered by the Intelligencer.

- Become an Entrepreneurial College

Total private fund raising revenue for the month of October was $41,539.

The 2008-2009 Annual Giving program is off to a great start. To date, the Faculty/Staff Campaign has raised $19,393, 65 percent of the goal for the year, and
75 percent of the total raised in FY2008. Full-time Faculty/Staff participation is at 17 percent. The Alumni Giving Campaign has raised $4,511, 19 percent of the goal for the year, and 35 percent of the total raised in FY2008. There are 77 alumni donors; this is 39 percent of the total number of alumni donors in FY2008.

Dr. Stout noted that we are currently at 93 percent of the goal for the year.

Dr. Steady Moono and Barbara Lefevre presented on the Call Center.

The Call Center began operating September 22, 2006. The goals of the Center are to improve customer service, align staffing with student needs, and enhance productivity. The offices involved with the Call Center are Admissions, Records and Registration, and the Student Success Center and New Student Orientation for the Central and West campuses. The Center is expanding later this month to include the Financial Aid office.

A tremendous amount of planning goes into adding an office to the Call Center. Barbara LeFevre and her team must identify phone numbers, equipment/software installation, train employees, create a procedure manual, implement menu script changes, and implement a routing strategy.

Barbara has been able to collect preliminary data which shows the Call Center has met its success metrics. She believes the reasons for this success are increased communication, consistent information, proper training, and excellent technology.

Dr. Stout congratulated Barbara Lefevre and Erick Robinson for their work with the Call Center and noted the importance of the Board seeing the behind the scenes work the staff does to meet the needs of the students.

Finance Committee

Mr. D’Aniello reported for the Committee.

- Independent Audit for 2007-2008

Mr. Richard Snyder from Kreischer Miller reported the results of the 2007-2008 Audit.

It is the auditors' opinion that the financial statements present fairly, in all material respects and in conformity with generally accepted accounting principals, the financial position of the College as of June 30, 2008. No deficiencies in internal control considered to be a control deficiency, significant deficiency or material weakness were identified. The College's total assets grew to $152.5 million from $105.8 million in June 2007, due almost entirely to the Art Barn construction
and proceeds from the bond issued in June 2008 to fund the College Hall and Parkhouse Hall renovations.

Mr. D’Aniello made a motion to approve the 2007-2008 Audit. Mr. Mullin seconded the motion and the Board unanimously approved the Audit.

- 2007-2008 Fund Designations

Each year the Committee reviews and approves the Fund Designations to ensure efficient operations and fulfillment of the Board approved Master Facilities Plan. The General Fund Designation is decreased from the prior year. All other funds Designations are increasing. The General Fund will transfer $4,400,000 to the Replacement and Renewal Fund for capital projects.

Mr. D’Aniello made a motion to accept the designations and transfers for the fund balances and permits these designations and transfers to be reflected on the College’s 2007-2008 financial statements. Ms. Mann seconded the motion and the Board unanimously approved the fund designations.

- Internal Audit of Payments for Goods and Services

The College conducted an internal audit on vendor invoices for the payment of goods and services. Some of the items reviewed were purchase orders, cancelled checks, and receiving documentation. There were no major weaknesses discovered. This is an information item.

Curriculum Committee

Mr. Palmer reported for the Committee

- Student Code of Conduct

A student code of conduct is intended to provide a campus environment in which all students have an equal opportunity to learn, study, and grow as scholars and citizens of the larger community. Students are expected to treat all members of the college community with dignity, respect, fairness, and civility and to behave in a responsible manner at all times both in and outside of the classroom. While fully recognizing every individual student's personal rights, including the right to free speech, the College has an established Student Code of Conduct policy to describe behavior that is in violation of acceptable college standards and the disciplinary sanctions and disciplinary procedures for code violations. The Code applies to behavior on College
owned-property, in College classes conducted on campus or at a distance, and at all College-sponsored activities whether on or off campus.

The revision to the Code of Conduct is intended to address the following broad themes:

- Create a Code of Conduct that has clear time limits within it.
- Create a Code of Conduct that is descriptive and understandable.
- Create a Code of Conduct that is current and addresses all issues comprehensively.
- Create a Code of Conduct that has rules that are transparent, accessible, and preserve the rights of all members of the College Community.

Mr. Palmer made a motion to approve the revised Student Code of Conduct Policy. Mr. D’Aniello seconded and the Board unanimously approved the revised Student Code of Conduct Policy.

- **Sabbatical Presentation**

  **Kendall Martin**, Assistant Professor of Computer Science, explored the use of hyperbolic trees, a graphical structure that can be used to generate visual representations of knowledge. She specifically evaluated their effectiveness as an organizing tool to support student learning in CIS 111(Computer Science I: Programming and Concepts). Hyperbolic trees are common in applications where there is a significant amount of information to organize and browse. Dr. Martin examined the use of Hypergraph j, a cutting edge software program, as a tool to help students master Java programming in CIS 111. With the use of this visual, interactive interface and the tablet computing systems, students will be able to quickly locate the various programming concepts required to master Java. After application in CIS 111, additional computer sciences courses will use this new instructional resource. This is an information item.

- **New Courses**

  **Spanish 230**, Spanish: Films, Culture, and Conversation, is a three credit elective course that explores films representing the broad spectrum of Hispanic experiences. Course study includes Hispanic America and Spain as depicted in movies with a cultural, historical and political background. Classes will be conducted in Spanish. This course will fulfill a humanities elective requirement.

  **Art 190**, Career Strategies for the Artist, is a three credit elective course that will provide students with practical information about building a career in the arts. Students will learn skills that will enable them to better market, manage and promote
themselves and their art, whether it be working in-house for a company or starting their own freelance business. Topics include: career opportunities, portfolio presentation, copyright for print and the web, submitting artwork to galleries, licensing your artwork and more. Students will be able to identify and work towards professional goals in an art career. Throughout the semester students will also explore various professions and business practices within the arts. This is an information item.

- **Student Success Initiative Update**

“Achieving the Dream: Community Colleges Count” is a five year initiative and the College is entering its third year of participation. In 2007-2008, the College’s focus was on the national implementation of several interventions designed to increase the success of students in developmental mathematics. Results from these interventions are beginning to become available. Additionally, early results from the restructuring of how courses are offered through the Developmental Studies Laboratory are promising.

The College has five priority areas and goals to accomplish. The five goals are to decrease the amount of time some students spend in developmental Math, increase student success in Math 010, gain a deeper understanding of student performance in developmental reading, developmental English and the next level of developmental math, and gain a deeper understanding of student performance in gatekeeper courses.

In the future, the College will develop strategies to decrease achievement gap, continue to look at the developmental curriculum, and investigate PSSA and placement test correlations. There will also be opportunities to develop and implement strategies to increase the success rates in those highly enrolled/low success rate courses. The College will continue to collect data on strategies in place as our students move on to the college level courses. 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. D’Aniello reported for the Committee.

- **Design Development Review of Parkhouse Hall Renovation Project**
Spillman Farmer Architects (SFA) presented an update of the design progress to date. The presentation addressed the latest floor plans incorporating input from faculty, staff and students; a more developed atrium design; some options for the building’s two main entrances; and total project cost estimates.

Mr. D’Aniello made a motion to accept and endorse the design development plans presented by SFA and authorization for them to proceed with development of the project’s construction documents.

- **Children’s Center Architectural Services**

At the College’s request, Kramer/Marks Architects provided a lump sum service proposal for architectural services for the Children’s Center. The firm’s proposal is attached and the total cost for services is $155,000.

Kramer/Marks has clearly demonstrated an exceptional understanding of the needs of the College in the Children’s Center project, they have already produced quality preliminary concepts, and have designed successful projects of similar size.

The College believes that accepting the Kramer/Marks proposal will ensure that a high quality architectural firm will provide high quality professional services on this project.

Mr. D’Aniello made a motion to approve, subject to final contract review, of the hiring of Kramer/Marks for a fee not to exceed $155,000 to provide professional services on this project. Ms. Mann seconded and the Board unanimously approved.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

**Professional Hires October 2008**

**APPOINTMENTS**

**ADMINISTRATIVE APPOINTMENTS (5)**

**Gerri Light**
Business Systems Trainer
Effective Date: 10/6/08

**Lynn Rothman**
Director of Marketing
Effective Date: 10/6/08
Matthew Giannetto  
Manager of IT Security  
Effective Date: 10/6/08

Shirley Suder  
Administrative Assistant, Foundation  
Effective Date: 10/7/08

Igor Parfeniouk  
Enrollment Generalist  
Effective Date: 10/13/08

SEPARATIONS

ADMINISTRATIVE FULL TIME (1)

Barbara Caruso  
Coordinator of Health & Wellness  
10/22/08  
Supervisor: Steady Moono

RETIREMENTS (0)

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

Legislative

- Federal Update

  On November 6, 2008 an ad hoc group of Trustees met with Larry Flick from Duane Morris to discuss our strategy for federal relations in the coming year. Our $100,000 earmark request for the Health Sciences and Wellness Center remains in the Labor, HHS, Education appropriations bill for FY2009.

- State Update

  On October 25, the Commission held a meeting of the Senate Community College Caucus and the 14 community college presidents to begin to outline an agenda for community college issues and budget requests for 2009-2010. Senator Wonderling is one of the co-chairs of the Senate Caucus.

- Other
As part of our advocacy strategy, our College is actively working to invite legislators to campus to support our events. Senator Rafferty presented a proclamation at the Riverfront Festival in October for our leadership role in coordinating the event. He is also preparing a proclamation to recognize our “Tops in Technology” award. Representative Taylor spoke at our PTK induction and was a guest on Dr. Stout’s radio show this month. Representative Shapiro and Senator Wonderling will be guests on the December radio show. Commissioner Jim Matthews was the keynote speaker at the recent GED graduation ceremony.

Dr. Stout encouraged the Trustees to read the 2008 Federal Election Update included in the packet.

On October 28, Dr. Kathrine Swanson and MCCC student Lauren Des Londe offered testimony before the State Board of Education on Affordability. Dr. Stout encouraged the Trustees to read the transcript included in the packet. She noted that Lauren Des Londe’s story is inspirational and is one of the reasons why the College continues to work on student access and success.

The Association of Community College Trustees held its annual conference in New York City. Trustees Palmer, Austin and Bramnick attended along with Dr. Stout. Each Trustee commented on the workshops they attended and all thought that it was an enriching experience.

**Bids**

George Mulligan reported on the bids.

- **Digital Pianos**

  On motion by Mr. Mullin and seconded by Mr. Palmer, the recommendation to award Jacob’s Music Company as the lowest responsive and responsible bidder to provide 34 digital pianos for the amount of $46,050.00 was unanimously approved.

**Chair’s Report**

Mr. Bitner named the 2008-2009 Board Nominating Committee. The Committee consists of Ed Mullin, Trudy Mann, and Jim Vlahos. The Committee will report at the next Board Meeting.

**Old Business**

There was no Old Business.

**New Business**
Dr. Stout invited the Board to attend the Joint Boards Holiday Dinner on December 15 and the Employee Service Recognition Ceremony on December 4.

**Adjournment**

The meeting was unanimously adjourned at 4:55 P.M. The next meeting is scheduled for Monday December 15, 2008 at 4:00 p.m. at the Rotelle Family Board Room.

_____________________________ Andy Cantor

Secretary

Board Minutes, November 17, 2008