The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 15, 2008, at 4:00 p.m. in The Rotelle Family Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Cheryl Lynne Austin; Lea Bramnick; Michael D’Aniello, Treasurer; Anthony DiSandro, Vice Chairperson; Charles Kahn; Trudy Mann, Assistant Secretary; Ed Mullin; Joseph Palmer; Jim Vlahos

Board of Trustees – Absent:
Andy Cantor; Eric Kretschman; Rich Montalbano

Also Present:
Karen Stout, President; Susan Adams, Vice President for Marketing and Development; Mary Lou Barron, Director Administrative Systems; Joan Brookshire, Associate Vice President of Academic Affairs; Mike Coyle, Controller; Marc Davis, College Solicitor; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Susan Hauck, Director Instructional Technology; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Peggy Lee-Clark, Instructor of Hospitality Management and Executive Vice President Faculty Union; Joe Mancini, Executive Director Technical Services; Mike Mandrachia, Director of Accounting; Alana Mauger, Director of Communications; Tom Mercier, Vice President for Administration and Finance; Joshua Mitchell, Director Technical Training and User Support; Steady Moono, Vice President of Student Affairs; George Mulligan, Executive Director of Capital Projects and Support Services; Diane O’Connor, Executive Director of Human Resources; Debra Poelhuis, Director of Radiography; Lynn Rothman, Director of Marketing; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean Social Science; Amit Singh, Dean Business and Computer Science; Connie Speier, Administrative Assistant Social Science; Kathrine Swanson, Vice President for Institutional Effectiveness and Strategic Initiatives; Bev Welhan, Dean Health Sciences; Darlene Yerkey, Executive Assistant for Marketing and Development

Call to Order

Chairperson Bitner called the meeting to order at 4:05 p.m.

Approval of Minutes

The minutes from November 17, 2008 were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.
Presentation of Tops in Technology Proclamation

Senator Rafferty represented the entire Montgomery County Senate Delegation in awarding a citation from the Senate of Pennsylvania congratulating Montgomery County Community College for being named Tops in Technology.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Five Months Ending November 30, 2008

  Tuition through November 30, 2008 is $13,137,000 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 November 30, 2008 are $18,824,000 or 30 percent of the budget. Total Operating Expenditures for the same period are $24,799,000 or 39 percent of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the five months ending November 30, 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

  Spring 2009
  Total Unduplicated Headcount is nearly ten percent ahead of the same time last year. Total FTE’s is also nearly ten percent ahead of the same time last year. New students at Central are up nearly nine percent and nearly eleven percent at the West Campus. E-Learning headcount is 29.80 percent ahead last year.

  Fall 2008
  Fall headcount enrollment exceeds 12,700, which is close to a six percent increase over last year’s final headcount. FTEs and credits generated are up more than six percent compared to last fall.

- Athletics

  Then men’s basketball team won against Delaware County Community College and the women’s basketball team won against Lehigh Carbon Community College. Photographs from the soccer team’s end of year banquet were shown.
- **Model and Modern Workplace**

  The College’s annual Service Recognition and Faculty Promotions ceremony was held on December 4. Employees were honored for a cumulative 1,000 years of service.

  The College’s first ever Mustang Spot Award went to the entire Information Technology Team for their heroic effort in containing and then removing a week long virus that wreaked havoc with the College’s network and installed personal computer base for more than a week. The Mustang Spot Award program was launched as a way to spontaneously thank and acknowledge “beyond the call of duty” contributions of individual employees as well as groups of employees.

- **Extended Community and Strategic Partnerships**

  On November 19, the Admissions Office hosted our annual counselors’ breakfast at the William Penn Inn, with 75 high school and middle school counselors in attendance.

- **Events**

  The Multiple Choice Gallery in College Hall is hosting an exhibition of mixed media work by the residents of Meadowood at Worcester from November 17-January 11. A reception was held on December 6. The reception and exhibit are free and open to the community.

- **President’s Outreach**

  On Saturday, December 6, I served on Congressman Jim Gerlach’s Service Academy Review Board interviewing candidates for his congressional appointments to the military academies.

- **Become an Entrepreneurial College**

  The 2008-2009 Annual Giving program is half way into the year. To date, the Faculty/Staff Campaign has raised $34,399, 115 percent of the goal for the year, and $9,320 more than the total raised in FY2008.

  Total private fund raising revenue for the month of November was $43,594. Highlights include a gift of $7,200 to support the Archibald E. and Martha W. Loeb Memorial Scholarship, and an anonymous gift of $5,000 for the Community Service Scholarship.

  In the Board packet after the President’s Report is an article from the Community College Journal that features the College’s smart technology.
Celeste Schwartz gave a powerpoint presentation explaining how the College integrates technology across campus.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Act 46 Enrollment Audit**

  Act 46 shifts responsibility for conducting the annual enrollment audit from the State to each college’s independent auditor. The Act stipulates that a verification of enrollment must be submitted to the Pennsylvania Department of Education by January 1st of each year. The Department then has 90 days to notify the colleges of any issues identified.

  The College engaged Kreischer Miller to conduct the 2007-2008 Act 46 enrollment audit. The scope of the audit includes a verification of FTE enrollment, tuition compliance, and State-funded capital expenditures.

  All 14 community colleges mutually agreed upon a common report format to ensure consistency in the depth and thoroughness of the audits as well as fair and equal treatment of the individual colleges by the Pennsylvania Department of Education.

  Mr. Kahn made a motion to approve the 2007-2008 Act 46 enrollment audit. Ms. Bramnick seconded the motion and the Board unanimously approved the 2007-2008 Act 46 enrollment audit.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

- **Academic Program Review, Radiography Technology A.A.S.**

  The Radiography Program (RAD) is a six-semester program of study leading to the Associate of Applied Science degree. In the most recent accreditation review by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in 2007, the Program was awarded eight years of continued accreditation—the highest level of accreditation granted by JRCERT. Since this is an accredited program that is accredited by an outside agency, a modified academic program review was conducted.

  Mr. Palmer made a motion to approve the acceptance of the Academic Program Review for the Radiography A.A.S. program. Mr. Mullin seconded the motion and the Board unanimously approved the acceptance of the Academic Program Review for the Radiography A.A.S. program.
- Program Modification, Radiography A.A.S.

Based on the findings of the RAD Program’s Outcomes Assessment Plan, Accreditation Self Study Report, and on-site accreditation findings, the Radiography faculty, Radiography Program Director, Dean of Health Sciences and Radiography Advisory Committee, recommend continuing the RAD Program with modifications. It is recommended that consideration be given to the following strategic initiatives:

**Strategic Initiative 1 – Curriculum Modifications:** It is proposed that MAT 100 and MAT 106 be listed to fulfill the math requirement, with students having the option of selecting one to fulfill the requirement. The addition of a three-credit math requirement necessitates that three credits be removed from the curriculum in order to keep the curriculum at 70 credits. This will be done by deleting RAD 228 (2 credits) and RAD 222 (2 credits) and distributing their course context and one credit to other program courses.

**Strategic Initiative 2 – RAD Lab Renovation:** Renovation of the current Radiography Lab so that it can include a full digital radiography unit will be necessary to assure that students have access to the same level of equipment used in the industry.

**Strategic Initiative 3 – Full-time Clinical Coordinator:** The position of a full-time Clinical Coordinator, will ensure program stability and student success in the clinical component of the program.

Mr. Palmer made a motion to approve the proposed modifications to the Radiography A.A.S. program. Ms. Mann seconded the motion and the Board unanimously approved the proposed modifications to the Radiography A.A.S. program.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- Right to Know Policy

Most components of Pennsylvania’s new Right to Know Law take effect in January 2009.

In the Board packet is a Right to Know draft policy, prepared by College legal council. This policy is being used as a template policy by all 14 community colleges.

In addition to adoption of this policy before January, our College must designate a Right to Know Officer and post the name of the Officer and the Right to Know request form on the College’s web site. It is recommended that Celeste Schwartz, Vice President for Information Technology, serve as our Right to Know Officer.
Mr. DiSandro made a motion to approve the Right to Know Policy and the designation of the Right to Know Officer and that the policy becomes effective January 1, 2009. Ms. Mann seconded the motion and the Board unanimously approved the Right to Know Policy and the designation of the Right to Know Officer and that the policy becomes effective January 1, 2009.

- Ratification of November 2008 Professional Appointments

**APPOINTMENTS**

**ADMINISTRATIVE APPOINTMENTS**

**Tara Wainwright**
Perkins/KEYS Coordinator, WC
Effective Date: November 17, 2008

**ADMINISTRATIVE APPOINTMENTS PART-TIME**

**Donray Bennett**
Upward Bound Coordinator
Effective Date: November 10, 2008

**SEPARATIONS**

**Stephen Pearl**
Director of Business & Computer Science Programs
November 30, 2008
Supervisor: Amit Singh

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

**Nominating Committee**

Mr. Mullin reported for the Committee.

The nominating Committee chaired by Ed Mullin along with Board members Trudy Mann and Jim Vlahos had discussions for nominating the 2009 Officers for the Board of Trustees. The following slate was decided upon:

- Chairperson: Paul S. (Mike) Bitner
- Vice Chairperson: Anthony DiSandro
- Treasurer: Michale J. D’Aniello
- Secretary: Andrew B. Cantor
- Assistant Secretary: Gertrude K. Mann
The Board will acknowledge the nominees for action at the January 2009 Board meeting.

**Legislative Update**

Dr. Stout reported on legislative issues.

- **County**

  The County will rescind $1 million of its June 2008 approved $18.2 million operating contribution to the College. The County’s CY2009 investment reduces the County’s contribution to the College from 28.5 percent to 27.3 percent. The College is taking action to respond to the reduction by carefully reviewing the filling of vacancies, reducing operating expenses by $500,000, delaying new program launches, limiting the running of low enrolled classes in the spring semester and implementing process improvements like document imaging to save paper and storage space.

- **State**

  Presently, the community college operating line has not been reduced; however a number of grant programs that benefit our College are seeing mid-year reductions of 4.25 percent.

  We are continuing to invite state legislators to the College to participate in College-based events. Senator Wonderling and Representative Shapiro were both guests on my radio show in December.

  Behind the scenes, Senator Rafferty and Representative Gerber worked together to secure $150,000 in state funds to support the Art Barn fund raising effort.

- **Federal**

  The American Association of Community Colleges is working closely with the presidents to put community colleges on the map in the new administration including becoming part of the solution to the workforce issues emerging from the current economic crisis. In the Board packet is a copy of President-Elect Obama’s community college policy platform.

**Bids**

George Mulligan reported on the bids.

- **Pre-fabricated Kilns**

  On motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to award Bailey Pottery Equipment Corporation in Kingston, New York as the lowest responsive and responsible bidder to provide two pre-fabricated gas kilns for the new
kiln room at the Fine Arts Center in the amount of $30,684.42 was unanimously approved.

- **Four-Cell Cooling Tower Refurbishment Project**

  On motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to award John Calvitti Co., Inc. of Philadelphia, Pennsylvania as the lowest responsive and responsible bidder to refurbish the four-cell B.A.C. cooling tower located with the College’ Chiller Plant in the amount of $58,396 was unanimously approved.

- **East House HVAC Renovation Project**

  On motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to award Air Control Technology, Inc. of West Berlin, New Jersey as the lowest responsive and responsible bidder for the renovation of the East House HVAC systems in the amount of $56,316 was unanimously approved.

- **Pedestrian Bridge Abutments and Wingwalls**

  On motion by Mr. Mullin and seconded by Ms. Mann, the recommendation to award Donald E. Reisinger, Inc. of West Chester, Pennsylvania as the lowest responsive and responsible bidder for concrete bridge abutments and wingwalls to support the College’s new pedestrian bridge in the amount of $87,348 was unanimously approved.

**Chair’s Report**

Mr. Bitner wished everyone a happy and healthy holiday.

**Old Business**

There was no old business.

**New Business**

Dr. Stout asked the Board to reinstate the Tuition Assistance Program (TAP) for the spring 2009 semester. TAP applicants must be Montgomery County residents who have been laid off from full-time employment after September 1, 2008. Applicants must first apply for Career Link funding and financial aid. Qualified applicants will be able to register on a space available basis on January 20, 2009, which is the day before the start of spring semester classes. TAP waivers are available up to 12 credits per student and students must pay for all fees, supplies and books associated with their courses.

TAP is available at Delaware County Community College, Northampton County Community College, Bucks County Community College and Community College of Philadelphia.
Mr. Mullin made a motion to reinstate the Tuition Assistance Program to Montgomery County residents, as well as allowing Dr. Stout to approve the Tuition Assistance Program for out of county residents at her discretion. Ms. Mann seconded the motion and the Board unanimously approved to reinstate the Tuition Assistance Program to Montgomery County residents, as well as allowing Dr. Stout to approve the Tuition Assistance Program for out of county residents at her discretion.

Adjournment

The meeting was unanimously adjourned at 5:05 p.m. The next meeting is scheduled for Tuesday, January 20, 2009 in The Rotelle Family Board Room.

_____________________________ Andy Cantor
Secretary

Board Minutes, December 15, 2008