The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, January 20, 2009, at 4:00 p.m. in the Rotelle Family Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Michael D’Aniello, Treasurer; Andy Cantor, Secretary; Anthony DiSandro, Vice Chairperson; Trudy Mann, Assistant Secretary; Eric Kretschman; Ed Mullin; Jim Vlahos

Board of Trustees – Absent:
Cheryl Lynne Austin; Lea Bramnick; Rich Montalbano

Also Present:
Karen Stout, President; Susan Adams, Vice President for Marketing and Development; 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; Mike Mandrachia, Director of Accounting; Stephen Grieco, Dean of Humanities; Linda Rehfuss, Dean of Mathematics, Science and Advanced Technology and Assistant Professor of Biotechnology; Barbara Lontz, Assistant Vice President of Academic Affairs; Alana Mauger, Director of Communications; Tom Mercier, Vice President for Administration and Finance; 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; Lynn Rothman, Director of Marketing; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean Social Science; Amit Singh, Dean Business and Computer Science; Kathrine Swanson, Vice President for Institutional Effectiveness and Strategic Initiatives; Deb Rogers, Office Manager, President’s Office

Call to Order

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

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Election of Officers

The Nominating Committee, chaired by Ed Mullin along with Board members Trudy Mann and Jim Vlahos, recommend the following slate of officers for the Calendar Year 2009:

- Chairperson: Paul S. (Mike) Bitner
Mr. Davis asked that a motion be made to approve the 2009 slate of officers presented by the Nominating Committee. Mr. Mullin made a motion to approve the slate of officers and Mr. D’Aniello seconded the motion. The Board unanimously approved the 2009 slate of officers.

**Approval of Minutes**

The minutes from December 15, 2008 were unanimously approved.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Six Months Ending December 31, 2008**

  Tuition through December 31, 2008 is $13,325,000, or 54% 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 December 31, 2008 are $23,904,000, or 37% of the budget. Total Operating Expenditures for the same period are $29,727,000, or 46.5% of the budget. Highlights include:

  - $11,304,000 received from the State through December. The budget for State support in 2008-2009 is $21,687,000.
  - $284,000 received from the County through December. The budget for County support in 2008-2009 is $21,522,000. The County provides the bulk of its cash payments between January and June of each fiscal year.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the six months ending December 31, 2008. Ms. Mann 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 9.7 percent ahead of the same time last year. Total FTE's is 11 percent ahead of the same time last year. New students at Central are up
14.4 percent and 8.1 percent at the West Campus. E-Learning headcount is 35 percent ahead of last year.

**Fall 2008 – Final**

Final Fall headcount enrollment reached 12,855, which is 7.11 percent ahead of last year's final fall headcount of 12,002. Total FTE's totaled 4,434, which is 7.02 percent ahead of last year's final fall FTE's of 4,143. New students were up 3.41 percent at Central compared to last year and E-Learning headcount ended 20.57 percent ahead of last year’s final count.

- **Events**

  The College has been invited to partner with the National Action Council for Minorities in Engineering (NACME) to build a pipeline of engineers by improving success rates in developmental math among underrepresented minority students.

  Tuition Assistance Program (TAP) information sessions were held on January 6 with approximately 62 people (46 at Central and 16 at West) attending. We have had approximately 250 telephone inquiries between December 22 and January 7. Dr. Stout noted that at this time there are about 50 applications for the program.

- **Student Success**

  The College will officially open its doors for GED testing starting in February 2009 at the West Campus. The Testing Center will have the capacity to test up to 20 GED examinees. The GED test will be administered twice a month to the general public and approximately once every five weeks to students who complete the WIB sponsored GED program at the College. Dr. Stout noted that we were previously sending the students to the Reading Area Community College for testing.

- **Program News**

  The Children's Center had their Keystone Stars Environmental Ratings Scales site visit in December, and was once again awarded Star 4 status, earning an overall score of 6.29 (7 is the highest, 5 is required for a Star 4 rating). Kudos to Debbie Ravacon, Director of the Children's Center, as well as the entire Children's Center staff.

  A notable 100 percent of the College’s 2008 Medical Assisting program graduates passed the National American Medical Technologists Registered Medical Assisting examination. Kudos to Kathy Schreiner.

  The College and West Chester University (WCU) of Pennsylvania have entered into a dual admissions and core-to-core agreement to facilitate the transfer of our students who graduate with an associate in arts degree or an associate in science degree and a grade point average (GPA) of at least 2.0 to enter WCU with junior (third year)
status. In addition to the dual admissions agreement, the two schools are also entering into a program-to-program agreement in the area of Nursing and will continue the program-to-program agreement in Early Childhood Education, which was signed in 2004. We are the first community college to have a core to core with West Chester.

- **Model and Modern Workplace**

  Holiday parties were held at both campuses on December 12 and December 19 and were well attended. Together, they raised over $1,400 for the Student Scholarship Fund. The West Campus’s "Green Theme" Holiday Party promoted environmental awareness. All decorations were of natural elements and a live tree was purchased and will be planted in the back of the campus. Catering was provided by Williamson's. Kudos to West Committee Members: Cindy Murphy, Summer Trout, Michele Stasik, Margaret Forbes and Kathleen Emery, and also to the Central Committee Members: Cindy Whitley, Connie Barnes, Sonya Latimore, Candy Basile and Kathleen Emery.

- **Invest in Campus Renewal**

  In February, the College will unveil its new Web site. In addition to a more sophisticated design, the new and improved mc3.edu offers many new features - including greater depth of information and more user friendly navigation through banner advertising and other devices. As part of our ongoing effort to use technology to enhance learning and improve student services, the site offers a host of new capabilities that enrich the user interface and streamline processes. Among the new and improved technological features, the site features faculty and student profiles, even via video stream. Additionally, prospective students are able to personalize their Web experience by providing information about themselves. This information will generate customized banner ads on return visits featuring programs and topics of interest. The system also has the capability for polling functions, replays of our new Mustangs games, and more. A real breakthrough of the site is its "Active Admissions" capability. Through Active Admissions, new students registering for classes will be reminded about what they need to do - to apply, get financial aid, etc. - through a series of checklists. The new web site will be presented to the Board in February.

- **Become an Entrepreneurial College**

  Total private fund raising revenue for the month of December was $115,209. Highlights include $10,000 check from Verizon for a grant, “Removing Barriers to Success for Victims of Domestic Violence;” $10,000 from Arthur Loeben for scholarship support; $5,000 from SuperKids of Montgomery County to support scholarships for students of the College who have aged-out of the county’s foster care system; and $5,000 from FJN Charitable Foundation to support Art Programs as part of the Courage to Create Campaign.
Dr. Stout also mentioned that today the College held an inauguration watch party in the ATC Atrium to watch the swearing in of the new President of the United States.

Also, Dr. Stout noted that an Open House was held at the Norristown Resource Center and approximately 35 students attended.

John Flynn gave a powerpoint presentation overviewing the College’s progress on the Achieving the Dream (AtD) initiative.

At the end of the President’s Report Dr. Stout had two action items requiring Board approval.

- **Posting Policy**

  The Posting Policy is intended to provide guidance for anyone wishing to engage in literature distribution, poster or sign displays, petitioning and similar non-commercial expressive activity at indoor and outdoor locations on College property. While fully recognizing every individual student’s personal rights, including the right of free speech, the Posting Policy describes elements of compliance, including adherence to the College’s Code of Conduct. This policy applies to all designated areas.

  The Student Life Committee has reviewed the Posting Policy and has recommended changes to address changing technology and facilities on campus. The revised policy offers a clearer description and guidelines for posting materials on campus. The approval process for posting materials on campus has also been refined and clarified.

  The scope of this policy is defined as printed (whether mechanical or hand created) materials including, but not limited to the following: flyers, posters, pictures, table tents, and banners, and is applicable to anyone who wishes to engage in literature distribution, poster or sign displays, petitioning and similar non-commercial expressive activity at indoor and outdoor locations on College property. The College’s Acceptable Use of Technology policy governs dissemination of electronic material.

  Mr. Mullin made a motion to approve the Posting Policy. Mr. D’Aniello, seconded and the Board unanimously approved.

- **Military Deployment or Reassignment Policy**

  After researching policy and procedures, the College determined that no formal policy existed on how this population of students should be handled when they have to drop or withdraw from the College because of military deployment or reassignment. Past practices that occurred in registration were identified and these included adjustments to the student’s tuition bill. A draft policy has been developed to ensure that all parties involved understand the allowable recourse and proper procedures to follow in the event of a drop or withdrawal due to military deployment.
A specific Board policy needs to be in place for this group of students since the College would be waiving current Board approved policy as it relates to withdrawals and tuition refunds. This proposed policy was reviewed by the Student Life Committee and the President’s Leadership Council. This Student Withdrawal for Military Deployment or Reassignment Policy is intended to address the following broad themes:

- Create and provide consistency in handling students who are called for military deployment or reassignment.
- Create clear guidelines for adjusting student registrations and billing because they have been deployed or reassigned for military purposes.
- Provide options for students who have been deployed or reassigned for military service.

The Department of Military and Veterans Affairs projects that 1,200 guardsmen will be activated in January, 2009.

Mr. Cantor made a motion to approve the Military Deployment or Reassignment Policy. Mr. Mullin seconded and the Board unanimously approved.

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- **Children’s Center Architectural & Engineering Services**

  Kramer Marks approached the firm of Chambers Associates to request a proposal for site engineering services related to the Children’s Center project. Chambers has already been working on the land development portion of this project under a sub-contract with Spellman Farmer Architects for the combined Parkhouse Hall/College Hall/Children’s Center Land Development Plan, and they also were project engineers on the Children’s Center siting study. Thus, Chamber is intimately familiar with the project and its issues. Their proposal to Kramer Marks was in the amount of $35,150 which, when added to the amount previously approved, would bring Kramer Marks’ project fee to a total of $190,150.

  Mr. Mullin made a motion to approve the addition of $35,150 to the previous base contract award of $155,000 for an adjusted contract total of $190,150. Mr. D’Aniello seconded and the Board unanimously approved.

- **Classroom Performance Area/Music Practice Rooms**

  That portion of the additional request involving fees from Bloomfield’s subconsultants ($6,720) represents work associated with replacement of the HVAC systems, work not originally contemplated at the time of proposal submission. This request is both reasonable and justifiable given the scope of work.
Mr. Mullin made a motion to approve the additional compensation to Bloomfield & Associates for an adjusted fee of $141,501.95. Ms. Mann seconded and the Board unanimously approved.

- **140 College Drive Transfer of Ownership**

  The College and SRHA have undertaken a capital campaign for further renovations to the site creating the Schuylkill Riverfront Academic and Heritage Center. The College plans to expand parking on the property to address the parking shortage at the West Campus. Improvements to the building include the development of four classrooms, an Interpretive Center, and landscaping that connects with the Borough’s promenade effort, and the development of an outdoor amphitheater to support cultural opportunities and outdoor classroom lectures.

  The physical condition of the property is sound and presents the opportunity for an additional 6500 square feet of usable space over two floors, a 1400 square foot garage, and the potential for a third floor expansion.

  Legal counsels for the College and the Boro have developed the transfer of ownership agreement that is satisfactory to both parties.

Mr. Mullin made a motion for the approval to execute the transfer of ownership agreement between the Borough of Pottstown and Montgomery County Community College for the property located at 140 College Drive pending final legal review by Counsel. Ms. Mann seconded and the Board unanimously approved.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Faculty Promotions**

  Four candidates applied for promotion.

  Four are being recommended for promotion:

  **Mr. Patrick Winston**  Assistant Professor to Associate Professor of Fine Art

  Patrick has been with the College since 1981, when he began teaching on a part-time basis until being hired as a full-time Assistant Professor of Fine Art in January 2005. Patrick earned a Bachelor of Fine Arts in Fine Arts from the University of Miami, a Master of Education in Art Education from the Tyler School of Art, Temple University, and a Master in Fine Arts in Fine Art from the School of Visual Arts.

  **Dr. Laura McAtee**  Instructor to Assistant Professor of Chemistry
Laura has been with the College since 2002, when she began teaching on a part-time basis until being hired as a full-time Instructor of Chemistry in January 2005. Laura earned a Bachelor of Science in Chemistry from Stetson University and a Doctorate in Organic Chemistry from Emory University.

Ms. Judy Davis-Radich  Assistant Professor to Associate Professor of Nursing

Judy has been with the College as Assistant Professor of Nursing since August 2003. Judy earned a Bachelor of Science in Nursing from Thomas Jefferson University, a Master in Science in Nursing from Weidner University, and a Master of Business Administration in Finance from Temple University.

Mr. Neil Goldstein  Assistant Professor to Associate Professor of Communications

Neil has been with the College since 1992, when he began teaching on a part-time basis until being hired as a full-time Instructor of Communications in August 1999. Neil was promoted to Assistant Professor of Communications in September 2003. Neil earned an Bachelor of Arts in English from Washington University and a Master in Arts in Technology and Human Affairs from Washington University.

Mr. DiSandro made a motion to approve the promotions of Patrick Winston to Associate Professor of Fine Art, Laura McAtee to Assistant Professor of Chemistry, Judy Davis-Radich to Associate Professor of Nursing and Neil Goldstein to Associate Professor of Communications. Ms. Mann seconded and the Board unanimously approved.

- Ratification of  December 2008 and January 2009 Professional Appointments

Full-Time Administrative Hires (10)

Don Moore III, User Support Engineer, W.C.  
Start Date: 12/8/08

Erin Jellesma, Coordinator Publications and Web  
Start Date: 12/15/08

Grace Spena, Director of Health & Wellness Initiatives  
Start Date: 1/5/09

Edward Isen, Assistant Help Desk Coordinator  
Start Date: 1/6/09

Joseph McGuriman, Director of Campus Safety  
Start Date: 2/9/09

Cynthia Engle, Executive Assistant to VP of West Campus  
Start Date: 1/5/09
Kelly Donohue, Coordinator of PE Center & Campus Recreation  
Start Date: 1/5/09

David Bell, Assistant Director of Library & AV Services  
Start Date: 1/12/09

Rose Makofske, Director of Equity and Diversity Initiatives  
Start Date: 1/20/09

Teresa Marks, Grant Accountant  
Start Date: 1/20/09

**Faculty Appointments (4)**

Rosemary Herman, Assistant Professor, Dental Hygiene  
Start Date: 1/5/09

David Whalen, Biology Instructor  
Start Date: 1/5/09

Pedro Gonzalez, Spanish Instructor  
Start Date: 1/14/09

Darryl Williams, ORI Instructor  
Start Date: 1/14/09

**Separations**

**Administrative Full-Time (3)**

Barbara Smellie, Administrative Assistant to the President’s Office  
Effective Date: 12/12/08

Rosanne Minarovic, Director Grant Development  
Effective Date: 12/19/08

Robert Klein, Grants Program Coordinator  
Effective date: 12/12/08

**Support Staff Full-Time (1)**

Robert Tait, Public Safety Officer  
Effective Date: 12/12/08
Full-Time Retirements (1)

Rosalie Tappe, History Professor
Effective Date: 12/31/08

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

Legislative Update

Dr. Stout reported on legislative issues.

- On the State level, community colleges are requesting a 4.8 percent operating increase. At this point community colleges have not had a cut for the fiscal year.
  
  • March 31 is Lobby Day for community colleges in Harrisburg. We will be in touch with the Trustees to line up a few to visit the legislators on March 31.
  • We will not be sending Trustees to the annual Legislative Summit, however, February 11 is the day scheduled to visit our delegation and if any of the Trustees would like to travel by train into Washington that day, you are welcome.

Bids

George Mulligan reported on the bids.

- Walkway Lighting Improvements

  On motion by Mr. Mullin and seconded by Mr. D’Aniello the recommendation to award a contract to High Peak Electrical, Inc. of Coopersburg, PA in the amount of $102,000.00 as the lowest responsive and responsible bidder was unanimously approved.

- Graduation Tent and Chairs Rental

  On motion by Mr. Mullin and seconded by Mr. D’Aniello, the recommendation that an award be made to Anthony Rental & Sales of Norristown, PA in the amount of $21,000.00 as the low responsive and responsible bidder was unanimously approved.

- LEICA CME Microscope Bid

  On motion by Ms. Mann and seconded by Mr. D’Aniello, recommends awarding the contract to I Miller Precision Optical Instruments, Inc. of Philadelphia, PA in the amount of $25,500.00 as the lowest responsive and responsible bidder was unanimously approved.
Chair’s Report

Mr. Bitner reported that the Board is in a transition situation at this time as we wait to hear from the Commissioners on the appointments of new Board members. He also noted that Joe Palmer and Charlie Kahn requested that they not be re-appointed. Lynne Lechter’s term is up and that seat is officially open for reappointment and he reminded everyone that Jim Genuardi resigned in September leaving another seat open.

Mr. Bitner reported that he usually makes committee appointments at the January Board meeting. However, he will wait until we hear back from the Commissioners on the new appointments before he appoints the committees for 2009.

Mr. Bitner also noted that the February Board meeting date has been changed from February 17 to February 23.

Old Business

There was no old business.

New Business

There was no new business

Adjournment

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, February 23, 2009 in The Rotelle Family Board Room.

__________________________ Andy Cantor
Secretary

Board Minutes, January 20, 2009