The meeting of the Montgomery County Community College Board of Trustees was held on Monday, May 18, 2009, at 4:00 p.m. in Pottstown, North Hall, Room 106.

Board of Trustees – Present:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Trudy Mann, Assistant Secretary; Cheryl Lynne Austin; Eric Kretschman; Ed Mullin; Lynne Lechter; Marcel Groen; Michael Paston; Jim Vlahos

Board of Trustees – Absent:
Lea Bramnick; Andy Cantor, Secretary; Michael D’Aniello, Treasurer; Regina Lowrie; Richard Montalbano

Also Present:
Karen Stout, President; Marc Davis, Fox Rothschild; 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; Bev Welhan, Dean of Health Sciences; 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; 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 Enrollment Management; Rose Makofske, Director of Equity and Diversity Initiatives; Susan Adams, Vice President for Marketing and Development; Diane O’Connor, Executive Director of Human Resources; Peggy Lee-Clark, Hospitality Mgt. Instructor and Faculty Union Vice President; Stephanie Groff, Student; Sam Lucidi, Student; Connie Speier, Co-President Support Staff Union; Arthur L. Gutkin, Adjunct Faculty; Steve O’Donnell, Coordinator of Chef Apprenticeship program; Barbara Lontz, Asst. VP of Academic Affairs, W.C.; Mark Schuster, Instructor of English; John Cook, J&J Waste Services; Deb Rogers, Office Manager, President’s Office

Call to Order

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

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Approval of Minutes

The minutes from April 20, 2009 were unanimously approved.
Public Testimony

Ms. Connie Speier, Co-President of the Support Staff Union addressed the Board in reference to the Operating and Capital budgets. Ms. Speier noted that the Board has not heard the support staff’s viewpoints on two issues:
1. Preserving current support staff medical benefits.
2. Reconciling issues agreed upon four years ago with the support staff union that remain unresolved (issues were not mentioned).
Mr. Bitner thanked Ms. Speier for her comments.

Presentation of Board Proclamations

Mr. Bitner presented two proclamations to students, Stephanie Groff and Samuel Lucidi, for being named to the All-Pennsylvania Academic Team.

Treasurer’s Report

Mr. DiSandro reported for the Committee in absence of Mr. D’Aniello.

- For the Ten Months Ending April 30, 2009

  Tuition revenues through April 30, 2009 are $24,964,000, or 99% of the budget. This figure includes all credit classes for the 2008 ten week, second summer and mid summer sessions, Fall 2008 and Spring 2009 Terms, and all non-credit classes. Total Operating Revenues for the period ending April 30, 2009 are $52,729,000, or 83% of the budget. Total Operating Expenditures for the same period are $49,555,000, or 78% of the budget.

Mr. DiSandro made a motion to approve the Treasurer’s Report for the ten months ending April 30, 2009. 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

  Summer 2009
  Our 14 week Summer semester began on May 13 and Summer Session I starts tomorrow (May 19). Total enrollment for Summer 2009 (as of May 11) is 7,723 – 11.19 percent above the same point in registration last year. There is an overall increase in FTE's of 12.21 percent. The increase in new students for summer sessions is 8.16 percent compared to last year.
Fall 2009
Estimating our potential Fall 2009 enrollment is challenging at this point in the registration cycle and we are calculating our potential increase using two methodologies until we get closer to the payment deadlines. Total Unduplicated Headcount for Fall 2009 is 7.95 percent ahead of the same point in registration last year. Yet, we are 27.27 percent ahead of where we were at the same number of days prior to the first day of classes in 2008. We are closely monitoring enrollment and opening new sections if space and faculty are available.

- Student Success

From a very competitive pool of twelve applicants, six students were selected to participate in the 2009 Residency Program at Bucknell this summer: Anthony Goetz, Karim Stephen Harmon, Danielle Marquette (West Campus), Dennis O'Donnell, Thuong (Judy) Phan, and Daniela Spevak (West Campus). From these six, at least three will be selected, upon graduation, to receive a full tuition scholarship to Bucknell.

Robert Smith, a student in the Business Program, was recently accepted into the selective summer program, "Explorations in Statistics", at the University of California, Berkeley. He was selected as one of only 24 students nationwide to participate. The program is funded by a grant from NSF and Robert's travel and accommodations will be provided for through this grant. Robert is a veteran of the war in Iraq and served in the Marine Corps.

- Events

The West Campus graduation reception on April 29 recognized 214 graduates—the most ever from this campus.

The annual Student Leadership and Involvement Banquet were held on April 17th. The Club of the Year Awards went to the Choir Club at the West Campus and to the Drama Club and Political Science Club at Central Campus. In addition, two students were recognized for their efforts in leading community service activities - Jane Rothmel at West Campus and Courtney Wilkerson at Central Campus.

The first season of Mustang Baseball and Softball came to a close. The Baseball Team had a winning record of 29-13 with their best game being the defeat of NJCAA Division II powerhouse Lackawanna College 3-2. The Softball Team worked hard and earned a record of 5-7 with their best win being the tough match with Ocean County College (2-1). The teams were honored at a reception held on May 12-at the Central Campus.
The POWER program graduated 16 POWER students and 11 POWER Plus students on May 7. It was their seventh graduation ceremony. Two of the students will also participate in the College’s graduation ceremony on May 21. One student will receive a Certificate in Human Services and the other a Certificate and Associates in Human Services. Other students in POWER’s graduating class have begun taking credit courses and some have gained employment.

- **Other**

The Student Government Presidents and Vice Presidents on both Central and West Campus were recently named. At the Central Campus, Patricia O'Mally, a Biological Sciences major from King of Prussia, will serve as the incoming President and Shaina Goldberg, a Nursing major from Ambler will serve as Vice President. At the West Campus, Jared Clemons, a nursing major from Pottstown will serve as the incoming President and Mary Thompson, a Secondary Education/History major from Royersford will serve as Vice President.

- **Program News**

- On May 15, the College announced the formal launch of the new Nuclear Engineering Technology A.A.S. program at Limerick Generating Station-Nuclear Power Plant.

- **Build a Model and Modern Workplace**

The Call Center development team was awarded the Montgomery County Community College 2009 Innovation of the Year Award at the Innovation of the Year breakfast on April 30. Their project enhanced productivity and effectiveness through the integration of new communications technology, procedure manual and new scripting. Kudos to Barbara Lefevre and Erick Robinson.

A reception to honor recent retirees and their 196 collective years of service was held on April 30. Those honored at this year’s event were Clifford Barcliff, Gilbert Cohen, Josiane Guilleux, Martin Johnson, Ruth McNaught, Michael Mini, and Rosalie Tappe.

The second Mustang Spot Award was recently awarded to Joyce Galloway and the United Way Committee for going above and beyond their responsibilities in order to increase College-wide donations by nearly $5,000. Their efforts not only encourage a collaborative, collegial spirit at the College but also result in bettering the community and supporting those in need. Participating on the team were Theresa Savard, Jim Stasik, Sandy Kasper, Sue Stephens, Liz Rudolph, Peg Bergman, Barb Carfagno, Arlene Cassidy, Kathleen Emery, Jeff Bowker, and Connie Barnes.
- **Invest in Campus Renewal**

On May 7, the College received notification that our 140 College Drive renovation project has been selected as one of the entities with which EPA will pursue negotiations to award a cooperative agreement for a cleanup grant funded through the American Recovery and Reinvestment Act.

- **Staff Outreach**

John Flynn, Vice President of Academic Affairs and Provost, was recently interviewed by Channel 6 that aired on April 29 on the topic of enrollment growth. Additionally, John testified in Harrisburg with Joe Forrester, President of Beaver County Community College, Maggie Closson, and Vice President for Student Affairs from Northampton Community College, on developmental education.

- **Become an Entrepreneurial College**

At the annual Grants Breakfast on May 5, we recognized over 80 faculty and administrators who served on grants teams during the past year to secure over $9 million in grants.

The Genuardi Family Foundation renewed its commitment to the *Visiting Artist Lecture Series* with a $10,000 contribution, which will allow the College to once again host students from the Norristown and Pottstown High Schools and introduce them to a world-renowned guest photographer.

As part of the President’s report, Dr. Stout asked Suzanne Holloman, Dean of Workforce Development and Continuing Education, to give a brief report on the American Recovery and Reinvestment ACT of 2009 and the College’s efforts to secure funding for workforce training.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Children’s Center Operating Resolution**

The Children’s Center on the Central Campus is an important asset in offering students with children additional access to a higher education. Children’s Center services are also a valuable resource for College faculty, administrators and support staff with children. The Center also partners with the College’s Early Childhood Education Program.

The $2,484,216 project will include funding of $500,000 from the College Hall Project and the remaining $1,984,216 from Children’s Center annual operating proceeds, grants and fundraising efforts paid back to the college over a fifteen-year period. The College will provide operating support of $23,500 for the first four years,
giving the Center time to ramp up enrollment and services. Repayment may occur sooner if additional fundraising efforts are successful.

Mr. Kretschman made a motion to approve the endorsement of the operating resolution that outlines the re-payment plan from the Children’s Center to the College. Mr. DiSandro seconded, and the Board unanimously approved.

- 2009-2010 Final Operating and Capital Budgets

The original budgets were developed and approved by the Finance Committee in February 2009. The College typically finalizes budgets at this time in preparation for the next fiscal year. Current economic conditions continue to impact State and County funding levels. State and County aid uncertainty continues to exist and the College’s best estimate of those levels is contained in these budgets. The following summary highlights the components of each budget.

**Operating Budget:**
There are no changes to the 2009-2010 operating budget that was originally developed and approved by the Committee in February 2009. The budget includes a $3.00 per credit tuition increase and modest increases in salary and non-salary expenses. The 2009-2010 operating budget represents a 4.9% increase over the 2008-2009 budget.

- Revenues – The final operating budget includes $18,202,534 in County funding. This represents an increase of $1,000,000, or 5.8%, over the revised 2008-2009 budget and recognizes that the County has restored the $1,000,000 rescinded in 2008-2009. State funding is projected to remain the same at $18,870,889 while total enrollment is anticipated to increase 3.5% for credit students.
- Expenses – Salaries and wages have been adjusted to reflect full staffing of all approved positions at contractual rates. Fringe benefit expenses reflect an increase in medical benefits estimated at 7.2%. The Other Expenses of $11,149,072 increased 2.3%.

**Capital Budget:**
There are no changes to the 2009-2010 capital budget that was originally developed and approved by the Committee in February 2009. The 2009-2010 capital budget represents a 5.5% increase over the 2008-2009 budget.

- County – The County’s level of capital support in the 2009-2010 budget of $3,319,357 and is the same as the 2008-2009 approved budget.
- State – The State’s level of capital support in the 2009-2010 budget is projected to be $3,216,094 and increase of $400,000 for anticipated Non-Mandated capital projects. The State will continue funding 50% of the approved debt service and will provide 44.5% of the 2009-2010 capital budget.
Mr. Kretschman made a motion to approve the final operating and capital budgets for 2009-2010 as presented. Mr. Groen seconded, and the Board unanimously approved.

- **Fox Rothschild Rates for 2009-2010**

  The College has retained the legal services of Fox Rothschild for a number of years. Each year the College solicits a proposal from Fox Rothschild for the continuation of these services including an itemized breakdown of matters covered and not covered by the quarterly retainer.

  Fox Rothschild’s proposed 2009 - 2010 fee scheduled is divided into three categories: Quarterly Retainer; items not covered under the retainer; and miscellaneous matters.

  New hourly rates will become effective on July 1, 2009.

Mr. Kretschman made a motion to approve retaining the services of Fox Rothschild as Legal Counsel for 2009 - 2010 at the quarterly retainer fee of $4,850; the hourly rate of $180.00 for items not covered by the retainer; and miscellaneous hourly rates up to $450.00 or calculated at a 20% discount compared to the customary hourly rates. Mr. DiSandro seconded, and the Board approved. It is noted that Mr. Groen abstained from participating in Finance Committee deliberation on the award and from voting.

**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Academic Calendar**
  The calendar for any college should take into consideration the academic needs of the institution and its students. In 2005-2006 a reading day was introduced in an effort to improve student success was well received. It has been included in each fall and spring semester since then and is included in the proposed 2010-2011 calendar. Also, at least one day is provided between the end of finals and when grades are due. This is made possible by the fact that all grades are entered electronically by the faculty and grade reports are available to students on-line. The All-College Curriculum Committee has approved the academic calendar after gathering input from its representative members, Student Affairs and the Academic Deans.

Ms. Austin made the motion to accept the Academic Calendar for 2010-2011. Ms. Mann seconded and the Board unanimously approved.

- **Program Modification, Chef Apprenticeship A.A.S. to Culinary Arts A.A.S.**

  In 2004, the College introduced a Chef Apprenticeship A.A.S. program. The program has two areas of concentration: Culinary Arts Option and Pastry Arts Option. The program also requires 6,000 hours of on-the-job training which at a minimum meant that it would take at least three years to complete the program. After completion, the graduate was qualified for Department of Labor certification as a
Journeyman Chef Apprentice. After several years it became obvious that the program was not appealing to a large number of students and those that did enter the program reported that the 6,000 hours of training was a significant barrier to completion. A total of three students graduated in the last two years. Therefore, the program faculty, administrators and advisory committee decided to modify the program to make it more appealing and realistic in expectations. The modifications include:

1. Change program title to “Culinary Arts”. The title “Culinary Arts” is the nationally recognized name for this type of program. Local schools, including Harrisburg Area Community College, Reading Area Community College, and The Art Institute have Culinary Arts programs. The apprenticeship hours are being greatly reduced, and therefore, the “Chef Apprenticeship” title is no longer appropriate.

2. Change the area of concentration titles to Professional Culinary Arts and Professional Baking & Pastry Arts. Because of the program title change to “Culinary Arts”, the present Culinary Arts Option needed to be changed to Professional Culinary Arts. The present Pastry Arts Option will become Professional Baking & Pastry Arts, which better represents the required courses.

3. Reduce the required number of on-the-job training hours from 6,000 hours to 450 hours. The reduction in the required number of on-the-job training hours is supported by the students and the advisory committee. Other academic institutions, including Johnson & Wales (2 years), The Culinary Institute of America (21 months), PA Culinary (15 months), Harrisburg Area Community College (2 years) and L’Academie de Cuisine (12 months) all have comparable time frames for degree completion as our proposed change.

4. Change DOL (Department of Labor) certification to ACF (American Culinary Federation) certification. ACF certification is widely recognized and respected, while most employers are not familiar with the DOL program.

5. Change the course designation code on the following courses from HOS (Hospitality) to CUL: 225 – Culinary Arts I, 226 – Culinary Arts II, 227 – Culinary Arts - III, 228 – Culinary Arts IV, 235 – Baking and Pastry Arts I and 236 – Baking and Pastry Arts II. These courses are not required in the Hospitality program but are required in the Culinary Program; thus the designation is more appropriate.

The cost of the program will be reduced by 6 credits. Students will be able to complete the program in two years; it currently takes three years, or more. If approved, the Chef Apprenticeship A.A.S. degree will still be available to students currently enrolled in the program. Students who wish to change their major will be advised accordingly.
Ms. Austin made the motion to approve the modifications to change the Chef Apprenticeship A.A.S. program to the Culinary Arts A.A.S. program effective for the Fall 2009 semester. Ms. Mann seconded and the Board unanimously approved.

Ms. Austin reminded everyone to read the information items in the packet for new and revised courses, the Digital Campus Academy and the faculty accomplishments.

Marc Schuster, English Instructor presented a brief film clip on Realism and Modernism that he created as part of his Digital Academy experience.

**Personnel Committee**

Ms. Mann reported for the Committee.

- **Family Medical Leave Act Audit and Policy**

  Each September, the College’s Board of Trustees Finance Committee approves an audit work plan that indicates the items or areas to be audited during the upcoming fiscal year by the College’s internal auditor. The Family Medical Leave Act (FMLA) was identified for review to determine that the College is in compliance with the provisions of the FMLA. Because FMLA is a personnel related function and policy area, the results of the audit as well as the policy recommended in the audit findings are appropriate for Personnel Committee review and action.

  Ted Burgoyne, Internal Auditor prepared the FMLA audit. One key recommendation calls for the College to develop and implement an FMLA policy to administer future FMLA-related employee events effectively.

  The FMLA policy has been reviewed by the members of the President’s Cabinet and the President’s Leadership Council and has secured legal review.

  Ms. Mann made the motion to accept the Internal Audit report findings and recommends the Board of Trustees approval of the Family Medical Leave Act policy. Mr. Mullin seconded and the Board unanimously approved.

- **Approval of May 2009 Professional Appointments**

  **Full-Time Administrative Hires (2)**

  Debra Khateeb, Director of Major and Planned Gifts  
  Start Date: 5/26/09

  Elinore Leonards, Director of First Year Initiatives  
  Start Date: 5/26/09
Faculty Appointments (1)

Erich Lichtscheidl, Foreign Language Assistant Professor
Start Date: 5/16/09

Separations

Administrative Full Time (3)

Max Brodsky, Network Software Engineer
4/15/09
Supervisor: Jim Stasik

Rodney Altemose, Associate Dean Student Affairs, C.C.
4/22/09
Supervisor: Steady Moono

Courtney Knapp, Recruitment Manager
5/1/09
Supervisor: Diane O’Connor

Full-Time Retirements (2)

Martin Johnson, Math Professor
8/31/09 (Employed 33 years; started 9/1/76)
Supervisor: Linda Rehfuss

Michael Mini, History Professor
8/31/09 (Employed 37 years; started 7/19/72)
Supervisor: Aaron Shatzman

Ms. Mann made a motion to approve the new appointments, separations and retirements. Mr. DiSandro seconded the motion and the Board unanimously approved the new hires.

Dr. Stout also noted that Dr. Dean Foster, Vice President and West Campus Administrative Officer, will be retiring as of June 30, 2009. The Board accepted Dr. Foster’s retirement with regret and best wishes and congratulated him on his many achievements at the West Campus.

Physical Plant Committee

Mr. Mullin reported for the Committee.

- 140 College Drive Parking Schematic Design Approval

Recently the College took ownership, from the Borough of Pottstown, of the former PECO property at 140 College Drive. The College plans to expand parking on the property to address the parking shortage at the West Campus. For the past several
years, the College has used the limited parking area associated with the building to alleviate the parking shortage. An additional 189 improved parking spaces will result from the project.

The Physical Plant Committee reviewed the schematics.

The construction cost estimate is in line with recent Board action to allocate $1.2 million for the construction of the 140 College Drive Parking Lot.

Mr. Mullin made the motion to approve the schematic design for the 140 College Drive Parking Lot project. Ms. Mann seconded, and the Board unanimously approved.

Mr. Mullin reminded everyone to review the Parkhouse Hall and construction update information items.

**Legislative Update**

Dr. Stout reported on legislative issues.

**College for the Unemployed**

An article related to President Obama putting higher education front and center in his important policy goals was discussed by Dr. Stout. She also mentioned that the 14 community colleges adopted a resolution where higher education sectors should join together with respect and unity to promote the importance of higher education and support for students and families.

Dr. Stout reminded the Trustees about the Legislative Breakfast the College is hosting on Friday, June 5 in the East House Rotelle Family Board Room.

**Bids**

George Mulligan reported on the bids.

**Solid Waste and Recycling**

On motion by Ms. Mann and seconded by Ms. Lechter the recommendation to award the amount of $46,622.00 to Waste Management of PA as the lowest responsive and responsible bidder. The Board unanimously approved.

**Chair’s Report**

Mr. Bitner thanked the new Trustees for coming to the West Campus. He also mentioned that a tour of the renovated second floor is available immediately following the meeting.
Old Business

Dr. Stout reminded everyone that commencement is on Thursday evening, May 21 and to RSVP.

New Business

There was no new business

Adjournment

The meeting was unanimously adjourned at 5:05 p.m. The next meeting is scheduled for Monday, June 15, 2009 in the East House Rotelle Family Board Room.

_____________________________ Andy Cantor
Secretary

Board Minutes, May 18, 2009