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 October 19, 2009 were unanimously approved.

Public Testimony

There was no public testimony.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.
- **For the Four Months Ending October 31, 2009**

Tuition revenues through October 31, 2009 are $16,159,000, or 60.2% of the budget. This figure includes all credit classes for the 2009 ten week, second summer and mid summer sessions, Fall Term and all non-credit classes. Total Operating Revenues for the period ending October 31, 2009 are $21,881,000, or 33% of the budget. Total Operating Expenditures for the same period are $20,317,000, or 30.6% of the budget. Highlights include:

- $6,314,391 received from the State through October. The budget for State support in 2009-2010 is $22,087,000.
- $632,911 received from the County through October. The budget for County support in 2009-2010 is $21,522,000. The County provides most of its payments between January and June of each fiscal year.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the four months ending October 31, 2009. 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.

- **Enrollment**

  **Fall 2009**

  As of November 2, total Unduplicated Headcount for the Fall semester is 10.2 percent ahead of last year (13,976 compared to 12,622). E-Learning headcount is 33 percent ahead of last year. New students at Central are up 3.6 percent compared to last year. New students at West are up 3.9 percent compared to last year. Total credits generated are up 12 percent.

  **Spring 2010**

  As of November 2, total Unduplicated Headcount for the Spring 2010 semester is 15.7 percent ahead of the same point last year (5,280 compared to 4,529). E-Learning headcount is 34 percent ahead of last year. New students are up 37 percent at Central and 32 percent at West as compared to last year. Total credits generated are up 15 percent.

- **Student Success**

  Montgomery County Community College held its GED Graduation Ceremony on October 28, 2009 at West Campus. Sponsored by The Workforce Investment Board, there were seventy-seven graduates. The keynote speaker was Dr. Richard Saylor, Chief Medical Officer at Pottstown Memorial Medical Center.
- Athletics

Three of the students on the Women’s Soccer Team have been named to the All-Region team: First Team, Jeannine Mason (Forward), Danielle Lillo (Back); Second Team, Stephanie Doran (Midfield). Congratulations to these outstanding student-athletes.

The Men's Soccer Team ended their season with a notable 10-4 record. Congratulations to Head Coach Andy Kelly for a great season.

- Program News

A recent collaborative proposal for "Cooling the Liberal Arts Curriculum, A Campaign for Climate Change Education at 4- and 2-Year Liberal Arts Colleges" has been selected by NASA with a grant award of $486,919. The project will be implemented by Dickinson College in partnership with HACC, Montgomery College - Maryland, Montgomery County Community College, and Northampton Community College. The College’s portion of the grant will be $39,492. Kudos to Professor of Geology, Rob Kuhlman, who is our Co-Program Initiator on the project. NASA received 161 proposals and only fifteen were funded.

- Events

The Annual Writers Conference took place on November 6 and 7 at the Central Campus. The keynote address was offered by author, Maxine Hong Kingston on November 6th and a day of workshops and panel discussions followed on the 7th. Kudos to Hal Halbertson, Instructor of English and coordinator of the event, assistant coordinators Dana Resente, Instructor of English, and Diane McDonald, Instructor of English and the College’s English faculty, students and alumni for all of their dedication and hard work.

- President’s Outreach

On October 28 and on November 2, Dr. Stout hosted her semi-annual “Wraps with the President” sessions with students from the West and Central campuses respectively.

Dr. Stout also mentioned that on January 12, the PA Commission for Community Colleges will be offering a forum for gubernatorial candidates Also, the State budget passed in October.

Finance Committee

Mr. Kretschman reported for the Committee.

- Independent Audit for 2008-2009
Each year the independent auditors conduct an audit of the College’s financial statements to assess accuracy, evaluate the College’s accounting procedures and confirm the adequacy of financial controls.

Mr. Snyder of Kreischer Miller presented highlights of the 2008-2009 Independent Audit.

It is the auditors’ opinion that the financial statements present fairly, in all material respects and in conformity with generally accepted accounting principles, the financial position of the College as of June 30, 2009. No deficiencies in internal control considered to be a control deficiency, significant deficiency, or material weakness were identified.

Mr. Kretschman made a motion to recommend the Board of Trustees acceptance of the 2008-2009 independent audit. Ms. Mann seconded, and the Board unanimously approved.

- 2008-2009 Fund Designation

The 2008-2009 audit by Kreischer Miller has been completed for the College. Based on the financial results the College recommends the following Fund Designations for 2008-2009:

- General Fund – Records the day-to-day operating activities of the College.
  - Post Retirement Benefits – $5,124,910 – same as previous year
  - Dental Self Insurance – $250,000 – same as previous year
  - Total Board Designation – $5,374,910 – same as previous year.

  - Bookstore Debt Service payment – $196,092 – decrease of $38,080 over previous year.
  - Renovation of Plant and Equipment – $3,400,000 – increase of $400,000 over previous year
  - Total Board Designation – $3,596,092

- Student Activities Fund – Records the activity of student clubs and organizations.
  - Renovation of Plant and Equipment – $150,000 – same as previous year
  - Total Board Designation – $150,000

- Unexpended Plant Fund – Records activities related to Debt Service, Deferred Maintenance and other capital related activities.
  - Renovation of Plant and Equipment – $3,000,000 – increase of $400,000 over previous year
  - Total Board Designation – $3,000,000

- Replacement and Renewal Fund – Records major capital projects and asset acquisitions.
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- Renovation of Plant and Equipment – $20,600,000 – net increase of $1,500,000
- Total Board Designation – $20,600,000

Mr. Kretschman made a motion to recommend the Board of Trustees approval of these designations and transfers for the fund balances. Mr. Cantor seconded, and the Board unanimously approved.

- Univest Performance Review Update

  The monthly Univest performance report shows the College earning minimal returns in the low interest rate environment.

This is an information item only and requires no action from the Board of Trustees.

**Curriculum Committee**

Ms. Austin reported for the Committee.

- Sabbatical Presentation

  Sabbatical leaves are an effective way of revitalizing and rejuvenating faculty. Each year, a sabbatical recipient from the previous year is invited to present their sabbatical project to the Curriculum Committee. This gives the faculty member an opportunity to demonstrate how the sabbatical affords an opportunity to enhance the curriculum and engage in personal growth. The presentation this year was from Regina Janoski, Assistant Professor of Nursing.

  Ms. Janoski completed a spring 2009 sabbatical where she created a case scenario using the High Fidelity Human Patient Simulator, also known as Sim Man. The scenario will be utilized in the laboratory component of NUR 110: Introduction to Nursing, the first clinical course in the Nursing program.

  This in an information item only and requires no action from the Board of Trustees.

- Grade Appeal Audit

  The College’s internal audit plan for 09-10 included a review of the Grade Appeal policy. Because the policy falls in the area of academic affairs, the Curriculum Committee of the Board reviewed the audit.

  This in an information item only and requires no action from the Board of Trustees.

Ms. Austin reminded everyone to read the New and Revised courses and the Faculty Accomplishments.

These are information items only and require no action from the Board of Trustees.
**Personnel Committee**

Ms. Mann reported for the Committee.

- **Professional Hires for November, 2009**

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

  Shannon Schmidt, HR Generalist – Recruitment  
  Start Date: 11/17/09

  Debra Khateeb, Executive Director of Foundation Relations (title change)  
  Start Date: 9/21/09

**Separations**

**Faculty Full Time (1)**

  Ruth Godin, Counselor/Advisor, West Campus  
  11/27/09  
  Supervisor: Leonard Bass

Ms. Mann made a motion to ratify the new appointments, and separations. Mr. Mullin seconded the motion, and the Board unanimously approved.

- **TIAA-CREF, 403(b) Written Plan Requirement**

  Final regulations were published on July 26, 2007 which will go into effect on January 1, 2010. The final 403(b) regulations require that every 403(b) plan, both ERISA and non-ERISA, have a written plan document that outlines the terms of the plan and investment provider responsibilities. The regulations also require that plans be operated in compliance with the terms of the plan document.

  Montgomery County Community worked closely with TIAA-CREF to develop and customize our plan documents. The College was provided with a basic plan document format that the College was able to customize for the specific features of our plans.

Ms. Mann made a motion to recommend the Board of Trustees adoption of the resolution to adopt our 403(b) plan document. Mr. Mullin seconded the motion, and the Board unanimously approved.
- **Anti-Nepotism Policy**

As a result of a recent comprehensive review of the College’s policies, a need was identified to provide clarity and guidance to the College’s officers, administrators, faculty and staff with regard to the College’s expectations on nepotism issues.

A review of nepotism policies in higher education reveals the following best practice elements for policy construction:

1. A clear definition of who is classified as a relative for the purposes of this policy.
2. An opportunity for employee disclosure of these relationships should they exist.
3. A clear purpose as to what types of dealings are covered by the policy.
4. A statement of consequences for violation of the policy.

Ms. Mann made a motion to recommend the Board of Trustees approval of the anti-nepotism policy. Ms. Lechter seconded the motion, and the Board unanimously approved.

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- **Parkhouse Hall and Children’s Center Project Updates**

  Mr. Mullin reminded everyone to review the Parkhouse Hall project update and the Children’s Center project update.

These are information items and require no action from the Board of Trustees.

**Foundation Update**

Ms. Lowrie gave an update on the work of the College’s Foundation.

- **Alumni Hall of Fame – October 2, 2009**

  This year’s event enjoyed the highest attendance and Dan Kunze, ’06 served as the Master of Ceremonies. A number of positive discussions have emerged as a result of this event and we are hopeful to continue the gift cultivation process of the award winners. Nominations are open for next year and we encourage Trustees to consider nominating discerning alumni.

- **Scholarship Scramble – October 5, 2009**

  The 10th Annual Scholarship Scramble was held at Cedarbrook Country Club, this was our most successful golf outing ever. We raised over $36,000 and had a record 102 golfers. Thanks to our Chair, Bruce Walter, CBIZ and the committee members, Trustee Trudy Mann, John Kwiatkowski, Barnes and Noble, Dan McGill, CulinArt, and Chris Wichser, Javers Group and Foundation Board member.
- **Major Gifts**

  Major gift identification is an ongoing process. The Foundation is working to launch a Planned Giving Council that will develop a network with local attorneys, CPA’s and financial advisors. The Foundation has closed two significant planned gifts so far this year and several other discussions are scheduled with targeted planned gift prospects.

- **Stewardship**

  On November 10\textsuperscript{th}, the Foundation hosted the Salute to Excellence, a dinner honoring our student scholarship recipients and the donors who funded scholarships this past year. The dinner was preceded by a reception with the donors, providing another opportunity to thank them for supporting our students and to encourage them to continue and increase giving to scholarships.

  Mr. Bitner thanked Ms. Lowrie for being the Trustee representative at the recent Salute to Excellence event.

  This is an information item only and requires no action from the Board of Trustees.

**Bids**

George Mulligan reported on the bids.

- **Children’s Center Furniture**

  Mr. Mullin motioned to award Corporate Interiors of Conshohocken, PA in the amount of $59,897.21 as the lowest responsive and responsible bidder. Mr. Cantor seconded, and the Board unanimously approved.

**Chair’s Report**

Mr. Bitner named the 2009-2010 Board Nominating Committee. The Committee consists of Cheryl Austin, Chair, Ed Mullin, and Lynne Lechter. The Committee will report at the next Board Meeting.

**Old Business**

There was no old business

**New Business**

There was no new business
Adjournment

The meeting was unanimously adjourned at 4:40 p.m. The next meeting is scheduled for Monday, December 21, 2009 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

_____________________________  Andy Cantor
                                Secretary

Board Minutes, November 16, 2009