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

Board of Trustees – Present:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Michael D’Aniello, Treasurer; Andy Cantor, Secretary; Trudy Mann, Assistant Secretary; Cheryl Lynne Austin; Eric Kretschman; Ed Mullin; Lynne Lechter; Regina Lowrie; Marcel Groen; Richard Montalbano; Michael Paston; Jim Vlahos

Board of Trustees – Absent:
Lea Bramnick

Also Present:
Karen Stout, President; Mike Coyle, Controller; 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; Rhoda McFadden, History Professor and Faculty Union President; 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; Anne Livezey, ESW Instructor; Shaina Goldberg, Student; Jan Kargulewicz, Student; Christina Pergolini, Student; 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 March 23, 2009 were unanimously approved.

Presentation of Board Proclamations

Mr. Bitner presented two proclamations to students, Christina Pergolini and Jan Kargulewicz for being named to the All-Pennsylvania Academic Team.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Nine Months Ending March 31, 2009

Tuition revenues through March 31, 2009 are $24,783,000, or 99% of the budget. This figure includes all credit classes for the 2008 ten week, second summer and midsummer sessions, Fall 2008 and Spring 2009 Terms, and all non-credit classes. Total Operating Revenues for the period ending March 31, 2009 are $49,727,000, or 79% of the budget. Total Operating Expenditures for the same period are $44,173,000, or 70% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the nine months ending March 31, 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**

Summer enrollment is more than 23 percent ahead of last year at the same point in registration. The increase in new students is more than 26 percent. Enrollment growth across both campuses and e-learning is strong. The College runs summer courses in 5 sessions of varying lengths. The first Summer sessions begin on May 19.

**Fall 2009**

Fall unduplicated headcount enrollment, compared to the same time last year, is up 19 percent. West Campus is seeing strong growth with enrollment up nearly 34 percent and with enrollment of new students up close to 20 percent.

- Events

The College’s Drama Club presented Paula Vogel’s Pulitzer Prize-winning drama “How I Learned to Drive” on April 2-5 in the brand new Black Box Theater to a sold out crowd. The production was directed by Tim Gallagher.

- Student Service Learning

Three students participated in the American Student Association of Community Colleges (ASACC) National Student Advocacy and Leadership Conference in Washington, D.C. on March 21-24. Shaina Goldberg from Ambler and Travis Ackerman from Harleysville represented the Central Campus Student Government
Association and Jihad Johnson from Pottstown represented the West Campus Student Government Association.

The West Campus Art students’ Exhibition and Competition opened on April 4 and continues through May 1. The Central Campus students’ exhibit and competition opens on April 13 and continues to May 3.

- **Program News**

Social Sciences will be introducing two "diploma" or "certificate of completion" programs this fall that will lead to certification for available jobs. A 3-course program on "Operation of GIS Systems" will be launched for those seeking employment in government or businesses that use this technology. And, a 4-course in "Security Management" will be introduced to prepare students for immediate employment as security managers. The course will also prepare students to sit for either the ASIS Physical Security Professional (PSP) certification examination or the ASIS Professional Certified Investigator (PCI) certification examination. ASIS International is the international security trade association.

- **Staff Outreach**

Bruce Bach has been named to the Eligibility Committee of the Eastern Pennsylvania Collegiate Conference.

Assistant Professor of Psychology, Cory Bank was interviewed on the “Today Show” on March 20 by Lynn Doyle on the topic of exercise and mental health.

As part of the President’s report, Dr. Stout asked Shaina Goldberg, a Senator within the Student Government Association to give a brief report on the American Student Association of Community Colleges (ASACC) trip to Washington, D.C. for the National Student Advocacy and Leadership conference.

Also, as part of the President’s report, Dr. Stout asked Celeste Schwartz, Vice President for Information Technology to give a brief overview of the College’s new web site highlighting the new look and the new interactive features.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Deferred Payment Plan Revision**

Over the past several years students have indicated that it is becoming increasingly difficult for them to pay the 50% of tuition and fees required by the start of the semester. The proposed revision would require 25% to be paid at the beginning of the semester and 25% due for each of the next three months. For example, the Fall due dates would be August, September, October and November. The plan would also
allow students who are enrolled with three credits or more to participate. The current participation requirement is 4 credit hours. Finally, the revised plan would also include continuing education students meeting the following criteria to participate:

- Enrolled in technology and career programs that lead to a certification as well as public service programs with tuition over $400, and
- The course or program meets for 10 weeks or more.

Procedures to address non-payment issues will include e-mail and voice shot notification of due dates and defaults. Students who have an outstanding obligation will not receive transcripts, certifications, diplomas, or certificates of completion. Students who are late with payments must also be current to register for future semesters. Collection activity will be initiated for students who do not fulfill their obligation. Results due to changes in the plan will be evaluated by May 2010.

Mr. Kretschman made a motion to approve the revisions to the Deferred Payment Plan to include changes to the semester payment schedule, allowing students enrolled for three credits or more to participate and allowing non-credit students enrolled in programs that lead to a certificate and that meet for 10 weeks or more with tuition over $400 to participate effective for Fall 2009 and to continue to monitor the progress on the Deferred Payment Plan. Mr. D’Aniello seconded, and the Board unanimously approved.

- 2009-2010 Food Service and Vending Budgets

**Food Service:**
The College Food Service provider - Williamson’s Hospitality Services, Inc - provides the College with comprehensive food service including catering to both Central and West campuses. Williamson’s has been the College’s food service provider since July 1999. During peak times, the Central Campus Cafeteria serves over 750 customers each day, generating about $16,600 a month. Sales since the start of last semester are up 11% over last year.

Williamson’s gross sales are projected at $1,185,000 for 2009-10. The budget lines for Revenue of $60,455 and Management Fee for $52,800 are directly related to Williamson’s contractual obligation. The other costs included in the budget are specifically College obligations. Without charging back these obligations to the food service operations, there is a small net profit of about $7,000. These costs include Contract Services, Allocated Utilities, and estimated repairs and maintenance and result in a net loss from all activity of $66,329 for food service at all venues for 2009-2010.

There is an improving trend in the Net Operations for West in 2009-10 over the previous year, but losses remain due to low volume. The ATC Café is nearing a breakeven point. At Central there is also a slight improving trend to the Net Operations. Sales are lower during breaks and are mainly supported by staff, some faculty, and campus visitors. The increased sales experienced during the semesters
support losses incurred during the slower periods. Overall, there is a net loss for food service but an improving trend over the budget for 2008-09.

**Vending Service:**
The College Vending Service - Next Generation Vending and Food Service, Inc. - provides a variety of products including juices, soft drinks, and snacks. Next Generation was acquired by Canteen in November of 2008. The sales generated under this contract, due to be renegotiated in June 2009, are anticipated to yield $98,054 in commissions based on a guaranteed commission fee payable to the College on a monthly schedule. In total, the college projects vending to net a profit of $96,914, slightly less than in 08-09 due to loss of interest income.

Mr. Kretschman made a motion to approve the Food Service and Vending budgets for 2009-2010 as presented. Mr. Mann seconded, and the Board unanimously approved.

- **Banking Services RFP**

Currently the College maintains a relationship with three banks for operational banking services: Univest is the lead bank with annual fees of $800 net of compensating balances and are responsible for the bulk of the College’s day-to-day transactions; TD Bank (formerly Commerce) is the secondary bank and maintains accounts for the student activity fund and, Plant and Renewal expenditures with annual fees of $2,000; Harleysville National Bank is used for West Campus deposits with annual fees of $250. If the College decides to go with one banking services provider, there will be operational efficiencies in day-to-day activity and no transaction costs for moving funds between banks, as well as enhanced services for students and employees.

An important consideration for the College is a secure web-based functionality allowing authorized employees daily access to electronic bank account information. The RFP will request services such as: ATM, One-Card, deposit services, disbursement management, treasury management, account reconciliation, ACH transactions, on-site branch, employee and student loan programs, student account refund process, sweep investment services, information reporting, and customer service and quality. The bank will also be asked to provide training for authorized personnel.

The RFP will be sent to local and regional banks. In addition, via the College website, other banks can access the RFP and submit a response. The College plans to distribute the RFP in late April. Recommendations will come to the Finance Committee with approval by the full Board.

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

- **Univest Monthly Update**
Univest has successfully managed the College’s investment portfolio through the volatility of the past twelve months. Currently, Univest is actively managing $24,148,880 in College Assets. The target blended portfolio allocation is 85% fixed and 15% liquid. At present, the overall portfolio asset allocation is approximately 33% cash and 67% fixed income. US Government and Agencies account for 73% of the fixed income portfolio with laddering through 2013. The duration in the laddered portfolio is 1.6 years. The current asset allocation provides the flexibility to manage short term liquidity needs of the Facilities Master Plan, while preserving liquidity to invest in longer maturities as rates increase. Combined holdings have an average yield-to-maturity of 0% if sold at the end of the month and are under the Benchmark of 0.2%. The College received $37,000 in investment income for the year.

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

**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Academic Program Review, Health and Fitness Professional A.A.S.**

This program began in 2000 as an option under the College’s Health and Physical Education A.S. degree and was later implemented as a separate degree program in fall 2001. The program offers students a varied and flexible curriculum that prepares them to take advantage of a wide range of career options including, but not limited to, fitness director, adult fitness center professional exercise specialist, activities coordinator, health and fitness instructor, athletic coach, fitness consultant and/or business owner. In 2005, the program was classified as a Regional High Priority Occupation from 2006-2009. Graduates of the program are also qualified to complete the American College of Sports Medicine Personal Trainer certification examination.

Ms. Austin made the motion to accept the Academic Program Review for the Health and Fitness Professional A.A.S. program and requests an interim report on progress made in improving graduation rates by Spring 2011. Mr. Mullin seconded and the Board unanimously approved.

- **Academic Program Review, Computer Science A.S.**

The Computer Science program is designed primarily for those students who plan to transfer to a four-year college or university. The 62-credit program is aligned with the requirements of the College’s transfer partners and with standards set by the Association for Computing Machinery.

One of the major strengths of the program is the extensive professional experience of both the full-time and part-time computer science faculty. In addition to ensuring that the program curriculum is current, the faculty has been successful in securing grants to bring new innovations to the classroom and to increase student access to cutting-edge technology.
Ms. Austin made the motion to accept the Academic Program Review for the Computer Science A.S. program. Mr. Mullin seconded and the Board unanimously approved.

- **Program Modification, Computer Science A.S. Program**

The Computer Science A.S. program is a Pennsylvania Department of Education approved High Priority program. The following changes are proposed:

a. Reduce total program credits to 60 from 62 by moving the Exercise Science and Wellness course to the 4\(^{th}\) semester from the 3\(^{rd}\) semester as a three-credit course, and delete an elective from the 4\(^{th}\) semester. It is postulated that this will help improve the program graduation rate as students would not be forced to choose between transferring to a four-year institution once they reach 60 credits, or staying for two additional credits to acquire the Computer Science A.S. degree.

b. Replace the current Program Objectives with new Learning Outcomes. The new Learning Outcomes better reflect the curriculum and will provide more accurate assessment information, which will result in improved teaching and learning.

Mr. Mullin made the motion to approve the modifications to the Computer Science A.S. program. Ms. Mann seconded and the Board unanimously approved.

- **Services for Students with Disabilities Policy**

In January 2004 a comprehensive set of policies and procedures for students with disabilities were approved by the Board of Trustees. The policies established the College’s commitment to nondiscrimination and reasonable accommodation as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990 (ADA). The College’s practice is to continually evaluate and determine if policies are current and relevant. The review was triggered by changes in the ADA law and the recommended revisions, reviewed and approved by the College’s legal counsel, include the following information:

- The process for determining reasonable accommodations.
- The process to appeal the denial of accommodations.
- The correct contact information for the Disability Services Center and the job title for the Coordinator for Services with Disabilities (West Campus).
- Changes to disability documentation requirements to obtain the most relevant information on students’ eligibility for accommodations.
- Reference to the Americans with Disabilities Amendment Act of 2009.

Mr. Mullin made the motion to approve the revised Services for Students with Disabilities Policy. Ms. Mann seconded and the Board unanimously approved.
Ms. Austin reminded everyone to read the information item in the packet for faculty accomplishments.

**Personnel Committee**

Ms. Mann reported for the Committee.

- **Approval of April 2009 Professional Appointments**

  **Full-Time Administrative Hires (3)**

  Andrew Ippolito, Assistant Dean – Math, Science, & Advanced Technology  
  Start Date: 4/27/09

  Wendy Gold, Director of Leadership Development & Talent Management  
  Start Date: 4/27/09

  Kortnay Woods, Director of Grants Development  
  Start Date: 4/27/09

  **Faculty Appointments (1)**

  Shauna LaMagna, Medical Assisting Instructor  
  Start Date: 9/1/09

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

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- **College Hall/Library Renovation LEED Certification Initiative**

  In early March, in follow-up to the Board of Trustees Physical Plant Committee’s questions about the green design aspects and LEED certification potential of the College Hall/Library renovation, the College met in follow-up with Fletcher Thompson Architects & Engineers (FTAE), the College Hall design firm to review the proposed design against the LEED standards. The initial review revealed that the current design would yield the College 26 LEED points, qualifying the project for LEED certification at the base level.

  FTAE’s proposal for the additional LEED certification services is in the amount of $97,500 plus reimbursable expenses. The reimbursables will include any and all USGBC LEED filing fees and charges. USGBC LEED registration fees and charges are estimated to be around $5,000.
Montgomery County Community College and Montgomery County are leaders in adopting green practices and sustainability initiatives into planning. Thanks to the Physical Plant Committee’s leadership, in June 2007 our College became one of 300 signatory colleges and universities in the country to the American College and University President’s Climate Commitment pledge. As a result of that pledge, we are working hard to reduce our carbon footprint. Gaining LEED certification on this high profile renovation fits our institutional values and commitment and sets the stage for future master planning efforts. Working toward LEED certification could also result in increased funding for this effort from the State which is placing a high value on green-oriented projects. In addition, it is anticipated that additional architectural services fees and other energy efficiency enhancements that might be added to the infrastructure specifications for the systems as a result of seeking LEED certification will pay for themselves in 10-15 years in utility savings.

Mr. Mullin made the motion to approve an amendment to the agreement with FTAE to incorporate the necessary services outlined in the proposal from FTAE dated March 12th, 2009. The base cost of these services will be $97,500 plus reimbursable expenses, including all necessary USGBC filing fees and charges for LEED certification. Ms. Mann seconded, and the Board unanimously approved.

**Legislative Update**

Dr. Stout reported on legislative issues.

Dr. Stout mentioned that she is still attempting to schedule a meeting with the Commissioners to formally present our 2009-2010 budget requests for operating and capital funding. Essentially, the College is asking the Commissioners to approve the same operating and capital support for 2009-2010 as they approved in June 2008 for our 2008-2009 budgets.

**State**

Our State delegation remains very engaged in supporting the College as evidenced by the attendance at the March 30 and 31 Lobby Day activities in Harrisburg. A Legislative Breakfast for the Trustees and the delegation is planned for June 5.

**Federal**

Earmark requests have been submitted in three areas for the federal 2010 budget with three members of our delegation. We’ve asked Congressman Gerlach to continue his support for West Campus expansion of our Riverfront Academic Center. We are seeking Congresswoman Schwartz’s support for the Central Campus Health Sciences and Wellness Center initiative. We are seeking Congressman Fattah’s support for our minority male mentoring initiative.

This year, members of the House are required to post their earmark requests on their websites. Congressman Gerlach’s website posts our request for the Riverfront Academic Center for $1 million. There are no postings, as of yet, on Congresswoman Schwartz’s or Congressman Fattah’s sites.
Bids

George Mulligan reported on the bids.

Children’s Center Sculpted Metal Tree

On motion by Mr. Mullin and seconded by Ms. Mann the recommendation to award approval of a sole source purchase from NatureMaker for the purchase and installation of a sculpted steel oak tree of stated dimensions in the amount of $96,500. The cost of the tree is part of the Children’s Center construction bid that was approved by the Trustees in March. The Board unanimously approved.

Chair’s Report

Mr. Bitner re-introduced Lynne Lechter and noted that he was glad to have her back on the Board of Trustees.

Old Business

There was no old business.

New Business

Dr. Stout invited the Trustees to attend the Children’s Center groundbreaking on Tuesday, April 28 at 11:30 a.m.

Adjournment

The meeting was unanimously adjourned at 4:55 p.m. The next meeting is scheduled for Monday, May 18, 2009 in the North Hall, Room 106, Pottstown.

_____________________________ Andy Cantor
Secretary

Board Minutes, April 20, 2009