The meeting of the Montgomery County Community College Board of Trustees was held on Monday, June 15, 2009, at 4:00 p.m. in Rotelle Family Board Room.

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

Board of Trustees – Absent:
Lea Bramnick; Anthony DiSandro, Vice Chairperson; Lynne Lechter; Marcel Groen; Jim Vlahos

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; 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; Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management; Rose Makofkske, Director of Equity and Diversity Initiatives; Susan Adams, Vice President for Marketing and Development; Diane O’Connor, Executive Director of Human Resources; Connie Speier, Co-President Support Staff Union; Janet Perry, Library Assistant; Arthur L. Gutkin, Adjunct Faculty; Rhoda McFadden, History Professor and Faculty Union President; Joan Brookshire, Associate Vice President of Academic Affairs; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Vicki Bastecki-Perez, Assoc. VP of Academic Affairs; Kathleen Schreiner, Medical Assisting Program Director; 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 May 18, 2009 were unanimously approved.

Public Testimony

There was no public testimony.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Eleven Months Ending May 31, 2009

Tuition revenues through May 31, 2009 are $26,820,000, or 107% of the budget. This figure includes all credit classes for the 2008 ten week, second summer and mid summer sessions, Fall 2008, Spring and Summer 1 2009 Terms, and all non-credit classes. Total Operating Revenues for the period ending May 31, 2009 are $58,608,000, or 93% of the budget. Total Operating Expenditures for the same period are $56,220,000, or 89% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the eleven months ending May 31, 2009. Mr. Cantor 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
Total enrollment for Summer 2009 is 8,774, which is 16.21 percent above the same point in registration last year. The overall increase in FTE’s is 17.88 percent and the increase in e-learning is 26.80 percent. The increase in new students for summer sessions is 4.77 percent as compared to last year.

Fall 2009
Total Unduplicated Headcount is 23.98 percent ahead of last year and E-Learning headcount is 47 percent ahead of last year. New students at Central are up 24.08 percent and new students at West are up 31.29 percent compared to last year. Total FTE’s is up 23 percent compared to last year.

- Student Success

The College held its 42nd Commencement Ceremony on May 21 at the Central Campus. A record 1,186 graduates were honored at the ceremony. It was a beautiful evening and turnout was impressive. Kudos to the Commencement Committee, and special thanks to Chris Coia, Director of Student Leadership and Involvement, for leading the planning efforts. Kudos also to everyone who worked behind the scenes to make the evening so special.
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.

- Program News

Over 75 students attended the May Tuition Assistance Program (TAP) registration
session at the Central Campus and 16 attended at the West Campus for a total of 91
students. Of those, 66 registered for classes through TAP. The registered students
range in age from 22-66, with an average age of 43 and 40 of the students are female.
Fifty-six of the 66 registered at Central, 6 at West and the remaining four are e-
learning.

Montgomery County Community College ranked third of ten regional community
colleges in the National Council Licensure Examination for Registered Nurses
(NCLEX-RN). With 28 of 29 students passing the exam for a pass rate of 96.55, our
students scored higher than both the state (85 percent) and national (88 percent)
means.

- Invest in Campus Renewal

The College was awarded $200,000 from the U.S. Environmental Protection Agency
through the American Recovery and Reinvestment Act (Recovery Act) for clean-up
activities at 140 College Drive at the West Campus. Kudos to Dean Foster for leading
this effort.

- Staff Outreach

The May/June 2009 issue of EDUCAUSE Review, features collaboratively written
articles that include the input of Celeste Schwartz, Vice President for Information
Technology, and Alana Mauger, Director of Communications. The articles are
available online at http://www.educause.edu/er/.

On June 4, the Senate Education Committee held a hearing on college affordability at
West Chester University. Kathrine Swanson, Vice President for Institutional
Effectiveness and Enrollment Management, provided testimony on behalf of the
College.

- President’s Outreach

On June 10, for the first time ever, the 14 community college presidents met with the
presidents of the 14 state system universities to discuss items of mutual interest such
as college readiness, transfer, workforce development and joint advocacy for public
higher education.
- **Events**

  The College will host the annual Alumni Hall of Fame event on October 2, 2009, during which the following alumni will be recognized:

  Lillian Caperila  
  Frank Ciaccio (Hank Cisco)  
  Karen Jett  
  John Kolb  
  Rick Lesniak

- **Become an Entrepreneurial College**

  On June 4, more than 120 women participated in the fifth annual Leading Women Symposium & Golf Experience presented by ISG Office Concepts/Ancillare. Renee Amoore kicked off the day as keynote for the brunch symposium. Other event supporters included Harleysville National Bank, PECO/Exelon, Portico Systems, CertainTeed, Cozen O’Connor, Continental Bank, Fox, Rothschild, Gwynedd-Mercy College, Vision Mortgage, and Trustees Lowrie and Mann.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Red Flag Policy**

  The College developed the Red Flag Policy to comply with the Red Flags Rule developed pursuant to the Fair and Accurate Credit Transactions Act (FACTA) of 2003. Under the Rule, the College must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The College must comply with the Rule because of credit activities that defer payment for goods or services.

  The policy applies to all Montgomery County Community College covered accounts, both old and new, that offer credit, or other forms of deferred payment. Additionally, the policy applies to all administrators and staff who work with the authentication of persons in the enrollment and management of covered accounts. The Policy and College procedures assure compliance to the Red Flags Rule.

  Mr. Kretschman made a motion to approve the Red Flag Policy. Mr. D’Aniello seconded, and the Board unanimously approved.

- **Vending Services RFP**

  In May the College released a vending services Request for Proposal (RFP). The current contract with Vendlink/Canteen expires June 30, 2009. The RFP was
distributed May 13th with responses due May 22, 2009. The College conducted a Pre-proposal Conference on May 19th with eight companies in attendance. Five companies responded to the RFP.

A College-wide committee to evaluate the RFP responses included members from the College Hall/Cafeteria and Meeting Room Design Committees.

Mr. Kretschman made a motion to approve the selection of CulinArt, Inc. as the College’s vending services provider. The contract is for a three year term with two, one year options. Mr. D’Aniello seconded, and the Board unanimously approved.

- **Deferred Payment Plan**

  The College started a Student Deferred Payment Plan in 1998. The intention of the plan is to help students to pay for their tuition and fee expenses over a semester period. The student pays a set-up fee of $35 to enter the plan. Currently, 50% of the total expenses for the semester must be paid before the first day of class. The remaining expenses are then paid in two payments by the end of the semester. At the April meeting the Board approved revisions to the plan that would require 25% to be paid at the beginning of the semester and 25% due for each of the next three months. Historically, the fees collected from the Deferred Payment Plan (set-up and late fees) have offset any uncollectibles. Annually, the College reports the default rate to the Finance Committee. The default rate is within an acceptable range.

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

- **Banking Services RFP**

  The Finance Committee’s guidance was sought regarding next steps on the selection of a single bank to provide the College with comprehensive banking services. College staff is performing a deeper qualitative analysis of the RFP responses and will recommend three banks for summer interviews with the committee. The Finance Committee expects to make a final recommendation to the full Board at the September meeting.

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

- **2008-2009 Pre-Audit Meeting**

  Kreischer Miller is the College’s independent auditor. A pre-audit conference was held with the Finance Committee. The conference provided the Committee the opportunity to raise questions regarding the scope of the audit and to identify any issues or concerns.

This is an information item and requires no action from the Board of Trustees.
- **Univest Monthly Update**

Currently, Univest is actively managing $24,224,731 in College Assets. At present, the overall portfolio asset allocation is approximately 69% fixed income and 31% liquid. US Government and Agencies account for 73.36% of the fixed income portfolio with laddering through 2013. The duration in the laddered portfolio is 1.50 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 0.5% if sold at the end of the month and are under the Benchmark of 0.8%. The College received $60,782 in investment income for the year.

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

**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Promotions**

Nine eligible faculty candidates applied for promotion.

Eight are being recommended for promotion:

- **Ms. Cynthia Fricker**  Instructor to Assistant Professor of Advising
- **Ms. Barbara Auris**  Instructor to Assistant Professor of English as a Second Language
- **Mr. Mark McFadden**  Instructor to Assistant Professor of Mathematics
- **Dr. Marc Schuster**  Instructor to Assistant Professor of English
- **Ms. Tina Frederick**  Instructor to Assistant Professor of Psychology
- **Dr. Kendall Martin**  Assistant Professor to Associate Professor of Computer Science
- **Mr. Paul Winterbottom**  Assistant Professor to Associate Professor of Mathematics
- **Dr. Sophia Demasi**  Assistant Professor to Associate Professor of Sociology

Ms. Austin made the recommendation to approve the promotion of Ms. Cynthia Fricker from Instructor to Assistant Professor, Ms. Barbara Auris from Instructor to Assistant Professor, Mr. Mark McFadden from Instructor to Assistant Professor, Dr. Marc Schuster from Instructor to Assistant Professor, Ms. Tina Frederick from Instructor to Assistant Professor, Dr. Kendall Martin from Assistant Professor to Associate Professor, Mr. Paul Winterbottom from Assistant Professor to Associate Professor, Dr. Sophia Demasi from Assistant Professor to Associate Professor. Mr. D’Aniello seconded and the Board unanimously approved.

- **Program Modification, Medical Assisting Certificate**

The proposed modifications to this program include modifying the course MAS 130, Medical Assisting Practicum. This is being done to reflect the newly approved Commission on Accreditation of Allied Health Education Programs Medical Assisting Program Standards. It will result in the course credits going from three
to five and thus the total credits for the certificate from 32 to 34. This course modification will also make the course a capstone course in the program of study.

It is proposed that the program goals also be modified to align them with the expectations of the accrediting agency. The revisions will also make them more assessable.

Lastly, it is proposed to modify the admission requirements. The modified admission requirement will require prospective students to place at or above MAT 011, Beginning Algebra. This will increase student access to the program, while maintaining the level of math proficiency needed to meet the accreditation standards and occupational demands.

Ms. Austin made the motion to approve the modifications to the Medical Assisting Certificate program. Mr. Mullin seconded and the Board unanimously approved.

- Academic Program Advisory Committees Policy

In 08-09, the Curriculum Advisory Committees Policy was identified for review by the Vice President of Academic Affairs and Provost. Advisory Committees traditionally have been aligned with A.A.S. programs. The college has 23 active advisory committees. The analysis began with an environmental scan and research of best practices regarding effective use of advisory committees. Additionally, academic administrators and faculty participated in a webinar to inform and engage in the discussion. A comprehensive review of the former Policy and its corresponding supportive materials also took place concluding with verification and realigning of several advisory committees for credit and non-credit programs. The Policy was revised and vetted through Academic Affairs, Student Affairs, President’s Cabinet, and President’s Leadership Council with key constituencies providing feedback. In summary, salient changes to the Policy include:

- renaming the Policy to Academic Program Advisory Committee Policy to more accurately reflect the Committee intent;
- establishing a clearly defined purpose for the committees;
- broadening the fundamental responsibilities of the committees;
- retooling membership appointments and officer terms.

Ms. Austin made the motion to approve the Academic Program Advisory Committees Policy. Ms. Mann seconded and the Board unanimously approved.

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

Personnel Committee

Ms. Mann reported for the Committee.

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- **Sexual Harassment Policy**

  This policy is intended to provide clear guidance to faculty and staff on the law of sexual harassment, as well as adequate guidelines and procedures with which to deal with any such violations of the law at the workplace.

  Ms. Mann made the motion to approve the Sexual Harassment Policy. Mr. Mullin seconded and the Board unanimously approved.

- **Administrative Salary Increases**

  The faculty contract calls for a 3.9% increase, and it has been the practice of the College to align union increases across employee groups. Given the economic uncertainties for 2009-2010, the College proposes awarding an annual salary increase of 3.2% for those administrators, confidential staff and public safety officers whose performance meets expectations. With the uncertainty in the budget and with the current economic conditions, the College believes it is most prudent to recommend the 3.2% increase.

  The proposed base increase is $284,805 and has been fully incorporated into the 2009 -2010 Operating budget.

  Ms. Mann made the motion to approve the annual increase of 3.2% for administrators, confidential staff and public safety officers whose performance meets expectations. Mr. Cantor seconded and the Board unanimously approved.

- **Approval of June 2009 Professional Appointments**

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

  Anna Mae Kerrigan, Administrative Assistant to the President’s Office  
  Start Date: 6/22/09

  Leena Kothari, Senior Programmer Analyst – Data Warehouse Specialist  
  Start Date: 6/29/09

  **Faculty Appointments (1)**

  Kristine Ellis, Nursing Instructor  
  Start Date: 5/26/09
Separations

Administrative Full Time (1)

Carla Spinozzi, Administrative Support Secretary Student Success Center
5/29/09
Supervisor: Steady Moono

Ms. Mann made a motion to approve the new appointments and separations. Mr. D’Aniello seconded the motion and the Board unanimously approved.

Physical Plant Committee

Mr. Mullin reported for the Committee.

Mr. Mullin reminded everyone to review the project update information, this is an information only item.

Foundation Update

Ms. Lowrie reported on the Foundation

In the second of a series of reports on the work of the College’s Foundation, Regina Lowrie, the Board of Trustees designee to the College’s Foundation Board of Directors, reported on the Foundation activities in areas of special events, major gifts, annual giving and planned giving.

Legislative Update

Dr. Stout reported on legislative issues.

The College is working on legislative activities on three fronts, and our work at the County and State levels is especially important as the beginning of the next fiscal year approaches. Funding levels from both the state and county remain uncertain for 2009-2010.

County

The Board’s Finance Committee met with the Commissioners on May 20 to discuss our 2009-2010 budget requests. The request replicates the June 2008 approved County budget for the College and essentially seeks the restoration of the mid-year $1 million reduction in operating funding. The Commissioners have not formally acted upon our request.
State

Our State legislative advocacy efforts continue. On June 5, the Trustees hosted a Legislative breakfast and considering the weather, we had a strong turnout. Representatives Bradford, Briggs, Harper, Murt and Quigley attended and Representatives Gerber and Godshall and Senator Leach sent representatives.

1. They urged us (all the community colleges) to find a way to collectively mount public pressure. They believe that without a stronger state-wide voice from the ground up, we could end up with operating budget cuts.
2. They urged us to give them more evidence, data driven reasons, that we need increased funding.
3. There was an overall pessimistic mood about the budget and several predicted a September agreement on the budget.

This past week, the House Appropriations Committee voted, along party lines against the Senate version of the fiscal 2009-2010 budget. The Senate version reduced funding for community colleges. The House version restores funding to the Governor’s proposed levels of funding. It is expected that the Governor may announce, in the coming days, a revised version of his recommended budget based on new projections that show a deepening state budget deficit that those he used to base his February budget proposals upon.

Bids

George Mulligan reported on the bids.

- Custodial Paper and Plastic Supplies

  On motion by Mr. Mullin and seconded by Ms. Mann to award Prestige Packaging as the overall lowest responsive and responsible bidder. The Board unanimously approved.

- Asphalt Sealing and Repair Program

  On motion by Mr. Mullin and seconded by Mr. D’Aniello that PSX, INC. of Kennett Square be awarded a contract in the amount of $39,500.00 as the lowest responsive and responsible bidder. The Board unanimously approved.

Chair’s Report

Mr. Bitner reminded everyone to review the Master Calendar in the Board packet that includes all the Committee and Board meeting dates for the 09-10 calendar year.

Mr. Bitner also congratulated Dr. Stout for being appointed to the Board of Directors of the National Association for Community College Entrepreneurship (NACCE).
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, September 21, 2009 in the East House Rotelle Family Board Room.

_____________________________ Andy Cantor
Secretary

Board Minutes, June 15, 2009