The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 21, 2009, at 4:00 p.m. in Rotelle Family Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Andy Cantor, Secretary; Michael D’Aniello, Treasurer; Lea Bramnick; Marcel Groen; Eric Kretschman; Lynne Lechter; Ed Mullin; Richard Montalbano; Michael Paston; Jim Vlahos

Board of Trustees – Absent:
Trudy Mann, Assistant Secretary; Cheryl Lynne Austin; Regina Lowrie

Also Present:
Karen Stout, President; Marc Davis, Fox Rothschild; John Flynn, Vice President of Academic Affairs and Provost; Alana Mauger, Director of Communications; 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; 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; Connie Speier, Secretary, Support Staff Union; Arthur L. Gutkin, Adjunct Faculty; Rhoda McFadden, History Professor and Faculty Union President; Amit Singh, Dean Business and Computer Science; Mike Coyle, Controller; Peggy Lee-Clark, Assistant to the President; 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 June 15, 2009 were unanimously approved. The minutes from the Executive Committee Conference call on September 3, 2009 were unanimously approved.

Public Testimony

There was no public testimony.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the One Month Ending July 31, 2009

Tuition revenues through July 31, 2009 are $2,021,000, or 7.5% of the budget. This figure includes all credit classes for the 2009 ten week, second summer and mid summer sessions, and all non-credit classes. Total Operating Revenues for the period ending July 31, 2009 are $2,155,000, or 3.2% of the budget. Total Operating Expenditures for the same period are $3,362,000, or 5.1% of the budget. Highlights include:

- $0 received from the State through July. The budget for State support in 2009-2010 is $22,146,000.
- $0 received from the County through July. 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.

- For the Two Months Ending August 31, 2009

Tuition revenues through August 31, 2009 are $2,354,000, or 8.8% of the budget. This figure includes all credit classes for the 2009 ten week, second summer and mid summer sessions, and all non-credit classes. Total Operating Revenues for the period ending August 31, 2009 are $2,617,000, or 3.9% of the budget. Total Operating Expenditures for the same period are $7,329,000, or 11.1% of the budget. Highlights include:

- $0 received from the State through August. The budget for State support in 2009-2010 is $22,146,000.
- $0 received from the County through August. 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 one month ending July 31, 2001, and two months ending August 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
Total enrollment for Summer 2009 was 14.77 percent above last year’s final number with an overall increase in Credit Hours of 16.13 percent, FTE's by 16.07 percent and in E-learning by 28.32 percent. The increase in new students for summer sessions was 3.07 percent.

**Fall 2009**

Fall headcount enrollment is up 10.68 percent (13,436) compared to last year (12,140). West Campus enrollment has hit an all-time high of 2,560 students, 13.73 percent ahead of last year. New students at West are also up nearly 7 percent. E-learning is up 32 percent.

Dr. Stout thanked the many College employees who were on Campus over the weekend leading up to the start of classes to ensure everything was ready for our students. Staff worked in many areas and on many projects ranging from Saturday hours for advising, financial aid, and registration to an "all hands on deck" approach in information technology and facilities, especially custodial team members, to ready Parkhouse Hall for occupancy by Wednesday. In addition, members of the development team supported the annual Day on the Farm event to raise important dollars for student scholarships.

The Department of Education recently posted 2008 high school graduation data. Our Fall 2008 yield rate from the public high schools in the County went up to 17.27 percent from 15.51 percent in Fall 2007. Upon initial review, schools with the largest gains are Cheltenham, Methacton, Norristown, Pottsgrove, Souderton, Spring-Ford, and Upper Perk. Kudos to our enrollment management team as well as to the leaders of our dual enrollment initiative.

In preparation for the semester start, we work hard to manage student accounts receivable. About 10 days before the start of classes, we de-registered 982 students (8.7 percent of our registered students) for non-payment. This compares to 1,143 (11.2 percent of registered students) in fall 2008. About 50 percent of these de-registered students typically, re-register and pay. While we remain concerned about the number of students unable to pay, we are heartened to see that in these economic times, fewer students were de-registered this year thanks to the aggressive intervention of the accounts receivable and financial aid teams.

- **Other**

The Financial Aid Office has awarded over $37.3 million in financial aid to 4,621 unduplicated students so far for the 2009-10 academic year. This number of recipients puts us up by 56% for the same point in time last year. We have received 7,728 FAFSA applications for 2009-10 to date.

The College has been named by G.I. Jobs magazine as a Military Friendly School for 2010. This honor ranks the College in the top 15% of all colleges and universities nationwide.
- **Program News**

  The College has just been awarded its third Fulbright Visiting Scholar, Cephas Yao Agbemenu, a Professor of Fine Art at Kenyatta University in Nairobi, Kenya. Professor Agbemenu will join us for the spring semester. He follows Dr. Fernando da Silva Camargo (History, Brazil) and Rosnani Binti Hashim (Education, Malaysia) as a Scholar in Residence at the College.

  The Medical Assisting Education Review Board has certified that the College’s Medical Assisting program has met all its required outcomes and has congratulated the College and the program on meeting retention, placement, exam success, graduate survey and employer survey outcome thresholds. In addition, the Review Board approved the College’s application to accredit the new Central Campus program. Special kudos to the program’s faculty, staff, and administrative leadership team.

- **Events**

  The College recently signed a transfer agreement with Dickinson College for students in our Honors program. The program is similar to the program we have established with Bucknell University and is part of our continuing attempts to expand transfer agreements with the nation’s more elite four year colleges and universities.

- **Build a Model and Modern Workplace**

  The annual Opening Day event was held on September 1 to kick off the new academic year. This year’s theme was “Beyond Access.” The day’s events showcased the work of our college community in supporting student success, especially for students who come from diverse backgrounds including first generation, students of color, international students, and students with disabilities. Kudos to the College’s Student Success Initiative (SSI) Team who planned the activities with the leadership of Dr. John Flynn and Barbara Lontz, co-chair of the SSI team.

- **Invest in Campus Renewal**

  The official opening of the Second Floor of the North Hall at West Campus was celebrated on August 19 with a ribbon cutting ceremony. The new space opened just in time to support our growing West Campus. The new space also reinforces our commitment to being a leader in the continuing revitalization of Pottstown.

  The renovation celebration for Parkhouse Hall was held on September 9. The event was well attended by both the College and external community. The event took note to honor the contributions of former Commissioner, Russell Parkhouse and his role in helping the College be formed.
Since last fiscal year, our percentage of purchased recycled products has nearly doubled, making our percentage of recycled products purchased the best among all 14 Philadelphia Area Collegiate Cooperative schools.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Update of Renewal of Insurance Coverage for 09-10**

  The College’s property and casualty insurance program insures the College against damage and loss related to crime, misconduct, fire, flood, automobile accident, workers compensation, and more.

  This year’s premium is $397,803 which represents a 0.2% decrease over 2008-2009 rates. The following table summarizes the 2009-2010 premium changes by coverage:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>2008-2009 Rate</th>
<th>2009-2010 Rate</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Package</td>
<td>$157,536</td>
<td>$173,536</td>
<td>10.1%</td>
</tr>
<tr>
<td>Umbrella Liability</td>
<td>$40,198</td>
<td>$40,198</td>
<td>0%</td>
</tr>
<tr>
<td>School Leaders Legal Liability</td>
<td>$55,045</td>
<td>$45,670</td>
<td>(17.0%)</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>$145,947</td>
<td>$137,957</td>
<td>(5.5%)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$398,726</td>
<td>$397,803</td>
<td>(0.2%)</td>
</tr>
</tbody>
</table>

  Through a competitive bid process, The Pennsylvania School Boards Association was awarded the contract to provide the Comprehensive Package, Umbrella Liability and Legal Liability coverage while the PMA Insurance Group was awarded the contract to provide Workers Compensation coverage. Included in The Pennsylvania School Boards Association’s bid is the performance of an annual appraisal of the College’s buildings and contents. Inclusion of these services will save the College an estimated $15,000 in 2009-2010.

  Mr. Kretschman made a motion to endorse the renewal package as presented. Mr. D’Aniello seconded, and the Board unanimously approved.

- **Banking Services RFP Summary**

  In April, the College (with Finance Committee endorsement and advice) issued an RFP to identify one banking services provider. Seven banks responded to the RFP. A College committee, comprised of members of the Finance team as well as the Vice President for Information Technology, Dean of Workforce Development, and Dean of Business reviewed and evaluated the responses against 19 criteria. In June, the results of this quantitative review were discussed with the Finance Committee.

  In August, based on the results of these assessments, the Finance Committee interviewed the three finalists: TD Bank, Wachovia, and Univest. As a result of the interviews the Committee requested specific follow-up information from the three
banks. Deeper reference checks for the three banks from the financial management of each higher education institution were completed.

The College is pleased with the core services currently provided by TD Bank. The conversion from Commerce to TD systems is completed. Their fees and earning options compare favorably with the other finalists. A critical aspect of the banking services is that the College’s branch manager has worked well with the College in the past. TD Bank is willing to provide personnel and develop programs that will provide educational opportunities to the students and benefits to employees and students.

Mr. Kretschman made a motion to recommend the approval of TD Bank as the College’s provider of comprehensive banking services effective January 1, 2010. Mr. D’Aniello seconded, and the Board approved. It is noted that Mr. Groen abstained from voting.

- **Univest Monthly Update**

The College engages Univest to develop, execute, and oversee an appropriate investment plan to meet the College’s investment policy objectives and has authorized the investment of up to $26,000,000 of College funds.

The investments are conservatively invested within the guidelines of the College Investment Policy. Since the beginning of the calendar year, the overall investments have grown each month. The investments have experienced a low but positive rate of return during this calendar year. The investments have remained stable during the financial market turmoil of the last year. The trade-off has been the fixed investments have underperformed the benchmarks over the last three years.

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

- **Proposed Internal Audit Plan**

Each year the internal auditor recommends an audit work plan indicating the items or areas to be audited during the fiscal year. This year’s plan was reviewed and endorsed by the President and President’s Cabinet prior to submission to the Finance Committee for consideration.

This year’s proposed audit work plan calls for eleven (11) diverse audits including the following first time audits: Workers Compensation Insurance Claims, Grade Appeals, Grade Changes, Pre-employment Background Checks, and Bank Transfer Procedures. The composite risk rating of the eleven proposed audits is 1.71.

Conducting audits of these eleven items ensure that adequate controls and procedures are in place to properly safeguard College resources and to ensure that sufficient services are available to students, staff and the community at large.
Mr. Kretschman made a motion to recommend the approval of the list of proposed internal audits to be performed during FY 2009-2010. Mr. D’Aniello seconded, and the Board unanimously approved.

**Curriculum Committee**

Mr. Paston reported for the Committee.

- **Academic Program Review**

  The Business Administration A.S. and the Business Administration International Option A.S. are designed primarily for those students who plan to transfer to a four-year college or university. Although designated as two separate degrees, they are very similar in that they share a common business curriculum and differ only in non-business electives.

  Based on the findings of the Academic Program Review, the Division faculty and the Dean of Business and Computer Science recommend that the Business Administration A.S. be continued with the following curricular modifications:

  1) Reduce the total program credits to 60 from 63 in an effort to improve persistence and graduation rates. This would be consistent with the College practice of reducing as many programs as possible to 60 credits to serve as an incentive to complete the degree.

  2) Change the International Option to an International Concentration under the Business Administration A.S., resulting in a single Business Administration A.S. program listing.

  3) Update the Program Purpose and unify Program Objectives (Business Administration A.S. and the International Concentration) to incorporate appropriate measurable outcomes.

  4) Delete the International Option.

Mr. Paston made a motion to recommend acceptance of the Academic Program Review for the Business Administration A.S. program and the deletion of the Business Administration International Option A.S. program. Mr. D’Aniello seconded, and the Board unanimously approved.

- **Program Modification, Business Administration**

  As a result of the Academic Program Review for the Business Administration A.S. program, the following modifications to this program are proposed:

  A. Reduce total program credits to 60 from 63 and move the ESW course to the fourth semester to distribute credit requirements. The reduction in
credits was accomplished by removing one open elective from the curriculum.

B. Convert the Business Administration – International Option to a “concentration” under Business Administration A.S. This will make advising easier and result in only one Business Administration program at the College. Students who wish to follow a program with more of an international emphasis can do so by selecting specific electives.

C. Update Program Purpose and Program Objectives to reflect the approved Program Outcomes and Assessment Plan.

The Business Administration program is designed primarily for those students who plan to transfer to a four-year college or university and major in an area of business such as accounting, finance, international business, management, marketing, human resources management, information systems, etc.

The revised program will be implemented effective spring 2010.

Mr. Paston made the motion to approve the modifications to the Business Administration A.S. program including deleting the Business Administration International Option A.S. program and making it a concentration under the Business Administration A.S. program. Mr. DiSandro seconded and the Board unanimously approved.

Mr. Paston briefly reviewed the revised courses, Marketing 211, Electronic Marketing and Marketing 121, Personal Sales Management, noting these are information items only and do not require any action from the Board. Mr. Paston also reviewed the Intercollegiate Athletics Program Audit, the tentative All-College Curriculum Committee schedule and the faculty accomplishments, noting these are information items only and do not require any action from the Board.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- Emeritus Status Recommendations

The following eight faculty and professional/administrative staff are eligible for Emeritus Status in accordance with the Board approved Emeritus Status Policy.

- Clifford Barcliff, Supervisor Public Safety, 1996 – 2008
- Gilbert Cohen, Associate Professor – Accounting, 1975 – 2009
- Josiane Guilleux, Associate Professor – French & Spanish, 1987 – 2008
- Ruth McNaught, Associate Professor – Librarian, 1987 – 2008
- Michael Mini, Professor- History, 1972 – 2009
- Susan Yankosky, Act 101 Tutorial Coordinator, 1979 - 2009
Mr. DiSandro made the motion to recommend granting Emeritus Status to the eight employees who are eligible and in accordance with Board Policy. Mr. Cantor seconded, and the Board unanimously approved.

- Approval of September 2009 Professional Appointments

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

Margaret Lee-Clark, Assistant to the President  
Start Date: 7/01/09

Marie Ryan, Accounting Manager  
Start Date: 8/24/09

**Faculty Appointments (6)**

Christopher Scott Vaughen, Mathematics Instructor  
Start Date: 9/01/09

Kathleen Kelly, CIS Instructor  
Start Date: 9/01/09

Patrice Laurent, History Instructor  
Start Date: 9/01/09

Maria Valderrama, Faculty Diversity Fellowship (Biology)  
Start Date: 9/1/09

James Bretz, Microbiology Instructor  
Start Date: 9/1/09

Fran Lassiter, English Instructor  
Start Date: 9/1/09

**Separations**

Administrative Full Time (6)

R. Dean Foster, VP and West Campus Administrative Officer  
6/30/09  
Supervisor: Karen Stout

Thomas Mercier, VP of Administration and Finance  
6/30/09  
Supervisor: Karen Stout
Mr. DiSandro made a motion to ratify the new appointments and separations. Ms. Lechter seconded the motion, and the Board unanimously approved.

Physical Plant Committee

Mr. Mullin reported for the Committee.

- Firearms in the Police Academy Program Policy

As a result of an internal audit of College Owned Firearms and Ammunition in January 2009, it was recommended that the Board of Trustees Policy #5.7, Firearms in the Police Academy Program, be reviewed. This review is also keeping with best practices to periodically review all College policies (the current policy was implemented in January 2004).

As a result of the audit, significant improvements were made to the policy and manner in which the College stores, inventories, and disposes of firearms and ammunition.
Specific adjustments include:

- All Firearms and ammunition are now stored at Montgomery County’s Public Safety Training Campus in a secure room with limited access
- Quarterly inventories are now communicated to the Vice President of Academic Affairs and Provost as well as the Vice President for Administration and Finance
- It is stated that disposal of firearms will be in compliance with the College’s policy on disposal of surplus property as well as all state and federal statutes regarding the transfer/disposal of firearms
- Renaming the policy Maintenance of Police Academy Firearm Policy.

These adjustments to the Policy will result in better tracking, monitoring and storage of the firearms and ammunition.

Mr. Mullin made the motion to approve, Ms. Bramnick seconded, and the Board unanimously approved. It was noted for the records that the non-identified firearms was ammunition.

- Request for Fee Amendment: Parkhouse Hall Project

At its April 2008 meeting, the Board of Trustees, upon recommendation of the Physical Plant Committee, awarded a contract to Spillman Farmer Architects (SFA) of Bethlehem in the amount of $970,000 for design of renovations to Parkhouse Hall. The award amount included an allowance of $60,000 for any necessary land development application work activities associated with the Parkhouse Hall, Children’s Center, and College Hall projects. A land development waiver from Whitpain Township was not possible, so it became necessary to proceed with a land development plan (LDP) application. Both Parkhouse Hall and the Children’s Center were included in the application, but ultimately it became necessary to file a separate College Hall LDP application due to timing issues.

SFA selected the firm of Chambers Associates of Wayne as its sub-consultant for the land development application. Thus far Chambers has billed SFA for $54,220 of the $60,000 allowance, leaving a balance of $5,780 for all additional service billings. Chambers has now requested $26,750 for additional services, leaving a gap of $20,970 between their request and the availability of funding. Based on Chambers’ request, SFA is requesting a $20,970 increase in the allowance, from $60,000 to $80,970. Added to that amount would be Chambers’ fee request of $13,500 for a separate College Hall LDP application due to timing issues.

At the time the agreement with SFA was developed, the idea of a combined LDP for the three projects was still being discussed with the Township. Thus, SFA’s allowance should be construed as applying to civil engineering and land development work for the Parkhouse project only. Ultimately the combined land development effort (Parkhouse, Children’s Center, and College Hall) became an expense funded through the Parkhouse project, and the $60,000 allowance simply was not enough to have sustained that effort.
Mr. Mullin made the motion to recommend the approval of the amendment to the contract with Spillman Farmer Architects that increases the amount of the allowance for land development planning services by $20,970 for a revised allowance total of $80,970. Separately, authorization is requested for the College to contract separately with Chambers Associates for services associated with the filing of a separate land development plan for College Hall. The cost of these services is $13,500. Mr. DiSandro seconded, and the Board approved. It was so noted that Mr. Mullin abstained from voting.

- Owner Controlled Insurance Program: College Hall Project

The Pennsylvania School Boards Association (PSBA), of which the College is a member, contracts with Willis of Pennsylvania to offer Owner Controlled Insurance Programs (OCIPs) for large public construction projects. OCIP coverages replace those normally purchased by project contractors, enabling public bodies to save substantial sums by virtue of the collective bargaining power of public educational entities in the State. The College saved a significant amount of money when it last used an OCIP in 2005 for the ATC project, and it is expected that significant savings could be realized by using an OCIP for the College Hall project starting December 1st.

Mr. Mullin made the motion to recommend endorsement of the use of the “direct bid method” for securing all necessary project coverages applicable to the College Hall renovation project excepting builder’s risk coverages, which will be obtained through CBIZ. Mr. D’Aniello seconded, and the Board unanimously approved.

Mr. Mullin reminded everyone to review the Fine Arts Center project, North Hall – 2nd Floor information, Parkhouse Hall project update, the Children’s Center project update, College Hall project update, and the Facilities Management project updates. These are all information items and require no action from the Board.

**Foundation Update**

Dr. Stout reported on the Foundation

In the third of a series of reports on the work of the College’s Foundation, Dr. Stout thanked all the Trustees who attended the Allan C. Myers Memorial “Day on the Farm” event on August 30. More than $44,000 was raised toward student scholarships.

**Bids**

George Mulligan reported on the bids.

- 140 College Drive – Parking Lot Improvements Project

Mr. Mullin motioned to award Gateway Project Management of Schwenksville in the amount of $953,250.00 for the General Construction contract and A.N. Lynch Co., Inc. of Spring City in
the amount of $234,920.00 for the Electrical contract as the lowest responsive and responsible bidders. This award should be made contingent upon receipt of all bonds, insurance certificates, signed contracts, and all necessary governmental approvals. Mr. Cantor seconded and the Board unanimously approved. It was noted by Mr. Bitner that this is a ratification of the approval of this bid from the September 3, Executive Committee Conference Call.

**Chair’s Report**

Mr. Bitner thanked the Trustees for attending the Strategic Conversations held earlier in the day. He called everyone’s attention to an article in the Community College Journal titled “Lessons in High Technology” The article highlights the College’s success in integrating information technology into the College’s culture and instruction.

**Old Business**

There was no old business

**New Business**

There was no new business

**Adjournment**

The meeting was unanimously adjourned at 4:35 p.m. The next meeting is scheduled for Monday, October 19, 2009 at North Hall, Room 106, Pottstown.

_____________________________ Andy Cantor
Secretary

Board Minutes, September 21, 2009