The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 19, 2009, at 4:00 p.m. in North Hall, Room 106, Pottstown.

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

Board of Trustees – Absent:
Andy Cantor, Secretary; Lynne Lechter; Richard Montalbano

Also Present:
Karen Stout, President; Marc Davis, Fox Rothschild; John Flynn, Vice President of Academic Affairs and Provost; Alana Mauger, Director of Communications; 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; Diane O’Connor, Executive Director of Human Resources; Matt Cadwalader, Maintenance Tech and Support Staff Union representative; Robert Novelli, Speech Professor and Faculty Union representative; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Vicki Bastecki-Perez, Associate Vice President of Academic Affairs; Amit Singh, Dean Business and Computer Science; Mike Coyle, Controller; Peggy Lee-Clark, Assistant to the President; Dean Foster, College Project Consultant; Cheryl Mearhoff, Director of Dual Enrollment; Robert Brockway, IMC Construction Manager; 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.

**Executive Session**

Chairperson Bitner called an Executive Session at 4:02 p.m. to discuss an issue related to personnel. The regular Board meeting re-convened at 4:07 p.m.

**Approval of Minutes**

The minutes from September 21, 2009 were unanimously approved.
Public Testimony

There was no public testimony.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Three Months Ending September 30, 2009

Tuition revenues through September 30, 2009 are $15,679,000, or 58.4% 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 September 30, 2009 are $16,555,000, or 25% of the budget. Total Operating Expenditures for the same period are $12,271,000, or 18.5% of the budget. Highlights include:

- $0 received from the State through September. The budget for State support in 2009-2010 is $22,087,000.
- $0 received from the County through September. 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 three month ending September 30, 2009. Mr. DiSandro 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 October 12, total Unduplicated Headcount for the Fall semester is 11.13 percent ahead of last year (13,684 compared to 12,313). E-Learning headcount is 33.45 percent ahead of last year. New students at Central are up 3.58 percent compared to last year. New students at West are up 4.95 percent compared to last year. Total credits generated are up 12.17 percent.

- Student Success

Twelve Medical Assisting Program graduates participated in the National American Medical Technologists’ Registered Medical Assisting examination. One-hundred percent of the students who participated in the examination passed the exam and earned the national Registered Medical Assisting (RMA) credential. This is the third
consecutive year that the College’s Medical Assisting program graduates have earned a 100 percent pass rate.

- **Athletics**

In the Mustangs’ first year of intercollegiate play, the women's soccer team is heading for the NJCAA Regional playoffs.

- **Student Service Learning**

Students raised $547.82 for the second annual Old Newsboys’ Day on Sept. 25 in Montgomery County. An initiative of the Montgomery County District Attorney’s Office, Old Newsboys’ Day is an expansion of the 52-year tradition in Philadelphia that raises money for Variety—the Children’s Charity by selling a special “Happiness Edition” of the *Philadelphia Inquirer* for $1 each.

- **Other**

The U.S. Department of Education released default rates for 2007, and like most schools our rate went up, but we are still below the national benchmark. Here is how we compare against other two-year public institutions:

FY 2007 Default Rate – 8.4 (80 Defaulted out of 942 that went into repayment) – National benchmark – 9.9%
FY 2006 Default Rate - 6.7 (72 Defaulted out of 1,066 that went into repayment) – National benchmark – 8.4%
FY 2005 Default Rate - 6.1 (57 Defaulted out of 920 that went into repayment) – National benchmark – 7.9%

- **Gifts and Grants**

This fall the College received a Pennsylvania Career Opportunity Grant from American Recovery Act dollars that were awarded by the Workforce Investment Board to support the expansion of our Medical Assisting program. This grant fully funds the tuition for forty full time Medical assisting students, provides each student with a $500 book voucher, and covers the cost of the national credentialing examination.

- **Build a Model and Modern Workplace**

The Center for Digital Education and *Converge Magazine* announced that the College has placed as the 2009 top-ranked digitally savvy community college in the country for the second consecutive year. This is a tremendous accomplishment given that the College competed with approximately 1,000 institutions across the country in a variety of areas of technology, including integration of technology into learning, online admissions, data informed decision making, student access to transcripts and grades, information security and infrastructure, weather and campus security alerts,
teaching and learning initiatives, and online library capabilities. This marks the sixth consecutive time that the College has ranked among the top five in the nation. Kudos to the Information Technology team and to the entire College community for their innovation and creativity in using technology as a tool to focus on teaching and learning and to improve student outcomes.

- **Events**

On Saturday, October 10, the College co-hosted a reception with the Schuylkill River Heritage Association to open the “Scenes of the Schuylkill River” art show. More than 150 people attended the show which was intended to raise awareness about the College’s efforts to renovate 140 College Drive into a Riverfront Academic and Heritage Center.

The MCCC College Choir and the West Campus Choir joined forces on the evening of September 29th to sing the National Anthem at Citizens Bank Park for the game between the Philadelphia Phillies and the Houston Astros. The sellout crowd (paid attendance for the night was over 45,000) roared their approval as fifty Montgomery County Community College students provided a stirring rendition of the Star Spangled Banner under the direction of Assistant Professor Andrew Kosciesza.

On October 3, the Central Campus hosted a successful Community Day. New this year was a Farmer's Market, Intercollegiate Athletics - Men's and Women's Soccer Games, and a Music Festival featuring some of our student musicians.

The 3rd Annual Schuylkill River Festival, co-hosted by the College was held on October 10th in the Riverfront Park in Pottstown. The event was very well attended by local and regional residents.

The College hosted a successful Technology Conference on October 2 with 279 attendees, 17 vendors, 39 presentation and 25 external presenters from other colleges and universities as well as from K-12 schools. This year’s conference had a “green” theme with efforts to encourage recycling and awareness of sustainability. The keynote speaker was Malcolm Brown, Director of the Educause Learning Initiative (ELI).

- **President’s Outreach**

The College hosted its first ever joint reception for all members of the College’s very important academic program advisory councils on October 13. The event is part of an intentional effort by the academic affairs area to renew and revitalize the work of these groups in helping us to keep our current programs market relevant and to seed new ideas for courses, certificates and certifications, and degree programs.

On September 28-30, Dr. Stout was among eight college presidents in the country to be invited by the Gates Foundation to Seattle for a session with thought leaders about ways community colleges can position themselves to double the number of degrees
they award by 2020. Gates is interested in investing in program delivery models that show promising signs of success.

Dr. Stout represented the College at the annual Pennsylvania Commission for Community College’s Annual meeting and All Trustees Assembly on September 25-26.

- **Become an Entrepreneurial College**

The Foundation held the annual Scholarship Scramble on October 5th, with 100 golfers. A net of $32,353 was raised, the most ever for this event.

The Foundation kicked off the Employee Annual Giving Campaign on September 14 at the West Campus and September 30 at the Central Campus. Thus far, 183 individuals have given or pledged over $34,000. The campaign continues through November 19th, National Philanthropy Day.

The fifth annual Alumni Hall of Fame event, held on October 2, was a success. Five alumni were inducted and 125 people attended the ceremonies.

First quarter dollars raised by the Foundation total $220,176. Of special note are grants from the North Penn Community Health Foundation and the Patricia Kind Family Foundation as well as new scholarships from Grandview Hospital, VIST and Suburban West Realtors Association. Day on the Farm also generated $44,430 toward the Myers Family Scholarship Endowment.

Also as part of the President’s report, George Mulligan presented a power point slide show of the construction to date on the Children’s Center and Parkhouse Hall.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Fixed Asset Accounting**

MCCC’s fixed asset records are completely outdated with the last record of physical inventory and report provided on August 20, 1993 by Valuation Resource Management, Inc. The requisite effort to fully and accurately inventory MCCC’s fixed assets at all locations (owned and leased) is beyond the capacity of the business office staff (similar limitations are found at most colleges and universities).

American Appraisal is widely recognized in the higher education community for their expert services in the above tasks. Representatives were invited to meet with key staff members who would participate and facilitate access to all areas of the College for the proposed physical inventory and assist in the requisite accounting reports.
Mr. Kretschman made a motion to recommend American Appraisal’s proposal to provide fixed asset inventory and appraisal services for $34,000 with an annual updating fee of $1,500. Mr. Mullin seconded, and the Board unanimously approved.

- **Revised Audited Financial Statement Format**

  Kreischer Miller and College staff have agreed to revise the format of the Audited Statements of the College. Previously the College used the GASB 34 format.

  Most of these statements included multiple columns for various Activities, Programs, Funds and the Component Unit. The multiple columns contributed a degree of complexity to the statements which made them difficult to read and comprehend.

  The revised Single Column format of the financial statements will provide several advantages over the GASB 34 format.

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

- **Univest Quarterly Performance Review 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.

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

- **Internal Audit of Student Club Operations**

  For the period from July 1, 2008 through April 30, 2009, the Office of Student Leadership and Involvement (OSLI) reported the existence of forty-seven approved clubs/organizations with varying degrees of activity. Thirty eight (38) and nine (9) clubs have been in operation at the Central and West Campuses respectively.

  The Director of OSLI was interviewed to review operating procedures and determine the adequacy of internal controls. In certain instances student club officers and faculty advisors were contacted to answer questions concerning club operations that arose during the course of the audit.

  The auditor selected a sample of seven (7) club/organizations for documentation review. The items reviewed included: annual registration statement, charter, constitution, and fundraising information if applicable.

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

- **Internal Audit of Workforce Development and Continuing Education Division (WD&CE)**
The WD&CE had a total of seventy eight (78) open accounts as of February 28, 2009. Individual accounts were reviewed to ensure that adequate controls were in place for their accurate recording and timely collection. Delinquent accounts were reviewed to determine their status and that an obligation was recorded. The February 28, 2009 reconciliation between the College general ledger and accounts receivable subsidiary ledger was reviewed for accuracy and timeliness.

The Dean of WD&CE, Manager of CDW, College Controller and the Accounts Receivable Manager were interviewed to review the College’s registration and billing procedures, write-off policy, credit and collection procedures, month end reconciliation procedures and to determine the overall adequacy of internal controls.

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, Marketing A.A.S. Program**

  The Marketing program is designed primarily to prepare graduates for entry-level employment in a number of general marketing fields including advertising, promotions, public relations, market research and product development. Employment is expected to remain competitive in the majority of these employment areas and the growth rate, which is similar to the average found in other occupations, is projected to continue through 2016. However, a higher than average growth is predicted for areas specific to pharmaceutical sales and technology.

  Based on the findings of the Academic Program Review, the Division faculty, the Dean of Business and Computer Science, and the Business Advisory Committee recommend that the program be continued with the following curricular modifications:

  1) Decrease the number of program credits from 62 to 60 in an effort to improve persistence and graduation rates. Although this is an A.A.S. program, numerous students do transfer and the reduction in credits is advantageous to this group.

  2) Increase the number of required marketing courses to include a marketing course each semester in order to strengthen the curriculum and to improve persistence and graduation rates.

  3) Update the purpose statement and learning outcomes to reflect the proposed curricular changes.
Ms. Austin made a motion to recommend acceptance of the Academic Program Review for the Marketing A.A.S. program with a follow-up review in two years. Mr. Paston seconded, and the Board unanimously approved.

- Community College Survey of Student Engagement (CCSSE)

The Community College Survey of Student Engagement (CCSSE) was administered to students during the spring 2009 semester. The purpose of completing the CCSSE is to inform the College community about students’ level of engagement at the College, both inside and outside the classroom. Each question attempts to rate students level of engagement on a different measure.

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

- Dual Enrollment Annual Report

In 2005-2006, the College began a pilot project offering dual credit courses at local high schools in an effort to extend our reach, and as a first step in providing greater student access to higher education.

In 2008-2009, through its dual enrollment initiatives, the College affiliated with 30 public high schools, including 19 institutions that had formal partnerships, plus 14 private schools and home schooled students. In addition, the number of dual credit courses being offered onsite at the high schools by certified high school teachers and College instructors increased by 52.94%, with 52 unique courses versus 34 unique courses the previous year. Perkiomen Valley High School had the largest duplicated headcount for campus-based enrollment, while Boyertown High School had the largest duplicated headcount for college courses taught onsite either by College faculty or certified high school teachers.

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

Ms. Austin reminded everyone to read the Faculty Accomplishments.

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

Personnel Committee

Ms. Mann reported for the Committee.

- Professional Hires for October, 2009

Full-Time Administrative Hires (2)
Cheryl Patterson, Assistant Director of Admissions/Community Outreach, West Campus  
Start Date: 9/14/09  

Ryan Foster, Network Engineer  
Start Date: 10/20/09  

**Separations**  

**Administrative Full Time (1)**  

Susan Adams, VP of Marketing and Development  
9/22/09  
Supervisor: Karen Stout  

**Full time Retirements (2)**  

Tom Mellon, Director of Contracts and Grant Management  
9/18/09 (began in 1984 – 25 years)  
Supervisor: Kathrine Swanson  

John Pogwist, CAO Assistant Professor  
8/31/09 (began in 1973 – 36 years)  
Supervisor: Amit Singh  

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

- **Support Staff Contract Update**  


  The following are the terms of the Contract Extension for 2009 – 2010.  

  - Article 4.3 has been deleted.  
  - Article 5.4.3 – the union is requesting additional reporting from the College regarding the names, pay and mailing addresses of their membership. The College will also provide the union with a list of new hires and separating union employees.  
  - Article 5.6 has been changed from The College shall indemnify and hold the members of the Support Staff Union harmless … to The Union shall indemnify and hold the College harmless … under Sections 5.4, 5.4.1, 5.5, and 5.6.  

  - Article 6.3 has been changed from The College shall indemnify and hold the members of the Support Staff Union harmless … to The Union shall indemnify and hold the College harmless … under Sections 5.4, 5.4.1, 5.5, and 5.6.  

  - Article 6.4 has been changed from The College shall indemnify and hold the members of the Support Staff Union harmless … to The Union shall indemnify and hold the College harmless … under Sections 5.4, 5.4.1, 5.5, and 5.6.
5.4.2, 5.5, 5.5.1, 5.5.2, and 5.5.3 of this Agreement. These sections refer to union dues, the remittance of union dues and the Fair Share fee.

- Article 8 – the College and the union agree to issue an agenda by either party at least five days prior to our Meet and Discuss. The union has also agreed to supply the College with a list of names of all union members appointed to the Meet and Discuss Committee.
- Article 16 – an increase of 3.2% per hour for regular full-time employees who have received a satisfactory performance payable from July 1, 2009 to June 30, 2010.
- Article 16 – an increase of 3.2% per hour for regular part-time employees who have received a satisfactory performance payable from July 1, 2009 to June 30, 2010.
- The pay grades have been moved by 2.5% in Appendix B-5 and Appendix C
- Article 23 – scheduling of classes by employees either for credit or to audit, shall be unlimited.

Ms. Mann made the recommendation to approve the College Contract Extension for 2009 – 2010, as modified. Mr. DiSandro seconded, and the Board unanimously approved.

Ms. Mann reported that the Trustees completed the annual evaluation of the performance of the President. The ratings were extremely positive and far exceeded a satisfactory rating. Ms. Mann, on behalf of the entire Board, applauded Dr. Stout for the outstanding performance in 2008-2009; the Board concurred and congratulated Dr. Stout.

Dr. Stout thanked the Board for taking the time to complete the evaluation and expressing their confidence in her leadership.

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- Request for Fee Amendment: College Hall Project

At its September 2008 meeting the Board of Trustees, upon recommendation of the Physical Plant Committee, awarded a contract to Fletcher Thompson Architects & Engineers (FTAE) of Somerset, New Jersey in the amount of $1,400,000 for design of renovations to College Hall. Since that time, as the project has progressed, there has been a need to request additional services of FTAE. Most notably FTAE was asked to submit a fee proposal to incorporate Leadership in Energy and Environmental Design (LEED) certification services for the College Hall project, and a proposal in the amount of $102,500 was received last spring and approved at the April Board meeting. With the approval of these services FTAE’s contract increased to $1,502,500.
In addition to the preceding, FTAE has submitted fee requests initially totaling $152,450 for a variety of other services. Some of these requests are undisputed both in terms of services and proposed fee, while others remain under discussion with FTAE.

Mr. Mullin made the motion to recommend the Board of Trustees approval of an amendment to the contract with Fletcher Thompson Architects & Engineers that increases the contract amount by $90,300 for a revised contract total of $1,592,800. The approved amount covers the services listed plus design services for window replacements. Mr. Groen seconded, and the Board unanimously approved.

Mr. Mullin reminded everyone to review the 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.

**Legislative Update**

Dr. Stout reported on the Legislative updates.

Dr. Stout reported that there is a State budget. It appears that operating funding for community colleges was reduced by about .21 percent (about $500,000) as compared to last year and that $21 million in federal stimulus money is being used to fill what would have been a larger cut to the operating allocation. The result for us is a reduction of about $107,000 in state operating funding compared to last year. The capital allocation increased slightly to cover existing obligations. We should receive additional state dollars of about $400,000 for debt service for the ATC and Art Barn projects as a result of this additional funding.

On the Federal side, the legislation to create and fund the American Graduation Initiative (AGI) passed though the House of Representatives in late September. Now, the Senate, through the Health, Education, Labor and Pensions (HELP) Committee is shaping its form of the legislation. While support for the AGI goals, to double the number of degrees by 2020 by reinvesting in America’s community colleges is broad, there is some tension around the source of funding for the effort. The $12 billion seven year program would be funded by requiring all colleges and universities to transition to the federal government’s direct lending services. Banking industry representatives and some four year colleges and universities are opposed to this requirement.

**Bids**

George Mulligan reported on the bids.

- College Hall Renovation Project
Mr. Mullin motioned to award the following: **General Construction** to International Management Consultants, Inc. of Malvern as the lowest responsive and responsible bidder in the amount of $8,844,000 for the base bid plus Alternates 1 through 7. **Electrical Construction** to Electri-Tech of Dorothy, New Jersey as the lowest responsive and responsible bidder in the amount of $3,208,750 for the base bid plus Alternates 1 through 7. **HVAC Construction** to Guy M. Cooper, Inc. of Willow Grove as the lowest responsive and responsible bidder in the amount of $2,615,000 for the base bid plus Alternates 1 through 7. **Plumbing & Fire Protection Construction** to Vision Mechanical, Inc. of West Reading, PA as the lowest responsive and responsible bidder in the amount of $1,111,000 for the base bid plus Alternates 1 through 7. Ms. Mann seconded, and the Board unanimously approved.

- **Library Relocation and Storage Project**

Mr. Mullin made the motion to award National Library Relocations of Islandia, NY a contract in the amount of $138,135.00 as the lowest responsive and responsible proposer. Mr. Groen seconded, and the Board unanimously approved.

**Chair’s Report**

Mr. Bitner thanked the Trustees for attending. He also congratulated Dr. Stout for another outstanding year of stewardship of the College.

**Old Business**

There was no old business

**New Business**

Dr. Stout invited everyone to take a tour of 140 College Drive immediately after the meeting.

**Adjournment**

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Monday, November 16, 2009 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

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Andy Cantor
Secretary

Board Minutes, October 19, 2009