The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 21, 2009 at 4:00 p.m. in the College Hall Board Room, Central Campus.

Board of Trustees – Present:
Mike Bitner, Chairperson; Andy Cantor, Secretary; Cheryl Lynne Austin, Marcel Groen (arrived 4:30), Eric Kretschman, Regina Lowrie, Ed Mullin, Michael Paston, Lynne Lechter, Richard Montalbano

Board of Trustees – Absent:
Anthony DiSandro, Michael D’Aniello, Trudy Mann, Lea Bramnick, Jim Vlahos

Also Present:
Karen Stout, President; Brian Subers, 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; Steady Moono, Vice President for Student Affairs; Rhoda McFadden, History Professor and Faculty Union President; Peggy Lee-Clark, Assistant to the President; Amit Singh, Dean, Business and Computer Science; Mike Mandrachia, Director of Accounting; 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 November 16, 2009 were approved as presented.

**Public Testimony**

There was no public testimony.

**Treasurer’s Report**

Mr. Kretschman reported for the Committee.

- For the Five Months Ending November 30, 2009
Tuition revenues through November 30, 2009 are $16,281,000, or 60.6% 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 November 30, 2009 are $22,110,000, or 33% of the budget. Total Operating Expenditures for the same period are $26,126,000, or 39.4% of the budget.

Mr. Mullin made a motion to approve the Treasurer’s Report for the five months ending November 30, 2009. Ms. Lowrie 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**
  The final fall enrollment will end up 12 percent ahead of last year in headcount (14,248 compared to 12,717) and 12 percent ahead in credits generated.

  **Spring 2010**
  As of December 8, total Unduplicated Headcount for the Spring 2010 semester is 13.61 percent ahead of the same point last year (9,260 compared to 8,151). E-Learning headcount is 27 percent ahead of last year. New students are up 18 percent at Central and 33 percent at West as compared to last year. Total credits generated are up 13 percent.

- **Student Success**

  Seventy-three secondary (Middle/High) school counselors attended the 6th Annual Counselor Program representing twenty-seven different school districts including technical centers. The program highlighted initiatives from dual enrollment, new academic programs, intercollegiate athletics, and featured a student panel focusing on student engagement and service learning.

  An alumna of the College, Michele Fonte, who graduated in the early 2000s, was recently named Pennsylvania's teacher of the year. She teaches at Upper Providence elementary school in the Spring Ford School District. She began her education at the West Campus as a terrified adult student in developmental classes and then flourished, serving as an officer of Phi Theta Kappa and the Meridian Club.

- **Athletics**

  The Mustang’s Men’s and Women’s basketball teams opened their seasons on November 10 at Delaware County Community College. Both teams came out
successful on their season openers. Since then both teams have maintained winning records. The women’s team is 4-1 overall and the men’s team is 10-2 overall.

- **Build a Model and Modern Workplace**

  The College recognized 72 faculty, administrators and staff for their service and 12 faculty for their promotions during the Service Recognition Awards Ceremony on December 3 in the Fine Arts Center.

  The College hosted the first-ever college-wide Holiday Party on December 15 at the West Campus North Hall Gallery. Kudos to the planning committee for coordinating a wonderful event: Peggy Lee-Clark, Deborah Rogers, Kathleen Emery, Cindy Murphy, Candy Basile, Connie Barnes, Linda Pileggi, Michele Stasik, and Summer Trout.

- **Extended Community and Strategic Partnerships**

  Kudos to Vice President Steady Moono a contributing author to a new book due to be published and released in February entitled *Thriving in the Community College and Beyond: Strategies for Academic Success and Personal Development*. The book targets first year community college students and their families.

- **Become an Entrepreneurial College**

  As of November 23, the year-to-date giving total is $376,486. This is reflective of unrestricted and restricted giving. The Annual Faculty/Staff Giving Campaign has exceeded last year's total of $38,775. A total of $40,262 has been raised in gifts and pledges and gifts can be received until June 30, 2010. Solicitations have also been mailed to a select group of previous donors, (alumni and friends) and both the Board of Trustees and Foundation Board have been sent their annual appeal. Additionally, a pledge form has been mailed to Annual Scholarship donors, Friends of the Galleries, and the Lively Arts subscriber list.

  Workforce Development and Continuing Education has created 17 new green courses to be offered in winter-spring 2010 at both campuses. New green personal enrichment courses provide children and adults with education on green and energy conservation, how to be information consumers, as well as how to contribute to the reduction of the carbon footprint in the region.

  Dr. Stout reported on the County Budget and the action to reduce the county’s formerly approved contribution by $1 million. Mr. Bitner recommended that an Ad Hoc committee be formed to come up with a plan to discuss the recent budget issues and possible scenarios. The committee will be short-term, the following members were appointed:

  Ed Mullin – Chair
Dr. Stout also noted that on January 12, 2010, the Pennsylvania Commission for Community Colleges will be hosting a Gubernatorial Forum at the Hershey Lodge and Convention Center.

Finance Committee

Mr. Kretschman reported for the Committee.

- Act 46 Enrollment Audit

Act 46 of 2005, affects the manner by which community college enrollment is audited and stipulates that a verification of enrollment must be submitted to the Pennsylvania Department of Education by January 1st each year. The Department then has ninety days to notify the colleges of any issues identified.

The College engaged Kreischer Miller to conduct the 2008-2009 Act 46 enrollment audit. The scope of the audit includes a verification of FTE enrollment, tuition compliance, and State-funded capital expenditures.

Kreischer Miller began the 2008-2009 enrollment audit on November 3rd. The initial focus of the audit was to verify enrollment in the various State-approved stipend categories such as the high priority and high priority/high cost designations. The auditors then verified the tuition compliance calculation and conducted a review of the College’s capital expenditures relative to the State’s approved capital allocation. There were no exceptions found to the agreed upon procedures.

Mr. Kretschman made a motion to recommend the Board of Trustees approval of the 2008-2009 Act 46 enrollment audit. Ms. Lowrie seconded, and the Board unanimously approved.

- 2009-2010 Operating and Capital Revised Budgets

Given the County’s action today, to reduce the College’s budget of 09-10, Mr. Bitner made a motion to table Agenda Item 4B until the January Board of Trustees Meeting. Mr. Mullin seconded, and the Board unanimously approved.

- 2010 Medical Benefit Premiums

Each year CBIZ Benefits and Insurance Services, the College’s insurance broker, provides an update on the medical benefit premiums that the College will pay in the coming year. Medical benefit premiums are scheduled to decrease 1% in 2010. The expected 1% decrease compares to recent increases of 2.9, 1.5 and 11.0 percent in 2007, 2008 and 2009 respectively.
The total number of active participants enrolled in College sponsored medical and prescription plans is 513 currently.

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

- **Univest Performance Review Update**

  The monthly Univest performance report shows the College earning modest returns given the low interest rate environment.

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

- **Audit of Workers Compensation claims Process (July 1, 2008 thru June 30, 2009)**

  Workers' Compensation Insurance is an insurance program mandated by the State that provides medical coverage and, in some cases, support to employees who are incapacitated as a result of a work related injury or illness. All full-time and part-time employees are eligible for workers' compensation coverage. The College has contracted with the Pennsylvania Manufacturers’ Association Insurance Company as a third party administrator to manage its workers compensation claims.

  The auditor selected a random sample of seven (7) workers compensation claims from a universe of thirty three (33) claims filed during FY 2008-09 for more detailed testing. Individual claims were reviewed to ensure: employment with the College at the time of the work related injury, accurate recording of sick leave, and a physician’s clearance to return to work, if applicable. There were no significant findings in the audit.

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

**Curriculum Committee**

Mr. Paston reported for the Committee.

- **Program Deletion: E-Commerce A.A.S.**

  The Electronic Commerce A.A.S. degree program, the Certificate in Electronic Commerce, and the Specialty Certificate in Electronic Commerce no longer meet the needs of students. Today’s students are better served by programs like Computer Science A.S., Web Development and Design A.A.S., Certificate in Web Development and Design, or Specialty Certificate in CIS or Web Development and Design. For students looking to develop more business skills, they can enroll in the Marketing A.A.S. degree program, Retailing Certificate, or the Marketing/Management Specialty Certificate. There were only three total electronics commerce program graduates in the past several years and total enrollment in any given year was never more than eight. The A.A.S. program enrollment for the last three years (fall semester) was 3, 4 and 4. The enrollment in the certificate program was 2, 1 and 0.
Elimination of these programs will not impact the workload of any faculty. Furthermore, the courses that comprise this program can remain active since they can be electives in the other programs mentioned above. Current students in the program will be advised that they can complete the program or transfer to a related program. Effective fall 2010, no new students will be admitted to the programs.

Mr. Paston made a motion to recommend the deletion of the Electronic Commerce A.A.S. degree program, Certificate in Electronic Commerce, and the Specialty Certificate in Electronic Commerce effective Fall 2010. Mr. Mullin seconded and the Board unanimously approved.

- **Program Modification: Marketing A.A.S.**

The faculty and the Business Advisory Committee met and reconfirmed that CAO 111, Microsoft Word I, should not be a part of the curriculum, which brings the total credits down to 59. They confirmed their earlier recommendation for ESW to be a three-credit course versus the two-credit course currently in the program. The committee and faculty were of the opinion that a three-credit ESW course is more appropriate for career students than a two-credit activity course. This would increase the academic rigor of the A.A.S. program without needlessly increasing credits above 60. The program at 60 credits would make it more attractive for those students seeking transfer regardless of the fact that this is an A.A.S. program. In fact, based on the 2005 cohort, only three students graduated within three years of entering the program and several other students transferred in the same time period. Lastly, they did not see a need for adding any more courses to this program.

It was strongly recommended that SPC 230, Communication in Organizations, should be a required course, based on the job market requirement. Previously, this course was a recommended elective. SPC 230 would replace the elective currently listed in the fourth semester. This was a new recommendation and was supported by the advisory committee, dean and faculty.

Mr. Paston made the motion to approve the proposed modifications to the Marketing A.A.S. program. Mr. Mullin seconded, and the Board unanimously approved.

- **Student Success Initiative and Achieving the Dream**

The Student Success Initiative (SSI) comes directly out of the College’s Strategic Plan to 2010: Great Expectations, Keeping the Promise of Student Access and Success.

Part of the College’s overall SSI is Achieving the Dream: Community Colleges Count (AtD), a five year national initiative to help more community college students succeed. AtD places a priority on student cohorts that traditionally have faced significant barriers to success such as lack of college readiness and financial disadvantages. The effort emphasizes the use of data to drive institutional change. During this past year, the focus of an AtD efforts was on the implementation of
several interventions designed to increase the success of students in developmental mathematics. Results from these interventions, over a couple of semesters, are becoming available and decisions are being made about whether the interventions should be brought to scale or abandoned.

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

Mr. Paston reminded everyone to read the New and Revised courses, the Humanities Division name change to The Division of Arts & Humanities, and the Faculty Accomplishments.

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

**Personnel Committee**

Ms. Austin reported for the Committee.

- **Professional Hires for December, 2009**

  **Full-Time Administrative Hires (1)**
  Gregg Heimer, Manager of Media Services
  Start Date: 12/1/09

  **Separations**

  **Support Staff Part Time (1)**
  Margaret Bergman, College Services Clerk
  11/13/09
  Supervisor: George Shal

  **Faculty Full Time (1)**
  Andrew Marcroft, Title III Academic Advisor
  11/13/09
  Supervisor: Steady Moono

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

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- **Request for LEED Services: 140 College Drive Project**

  In February 2007 the Board of Trustees, upon recommendation of the Physical Plant Committee, awarded a contract to Ralph C. Fey, A.I.A., Architects (RCFA) for design of renovations to portions of 140 College Drive, Pottstown. That contract was subsequently amended in October 2008 to incorporate design work for additional
space within the building. At present the approved contract amount to RCFA for design services stands at $182,200.

Recently RCFA was asked to submit a fee proposal to incorporate Leadership in Energy and Environmental Design (LEED) design and certification services for the 140 College Drive renovation project, and a base LEED certification services proposal in the amount of $56,175 was received on November 23rd, 2009. The fixed cost elements of these services include the following:

1. Services of LEED consultant to RCFA ($19,800)
2. RCFA architectural revisions to existing documentation ($3,500)
3. RCFA architectural LEED design process/specification ($15,000)
4. Engineering subconsultant LEED process/specification ($15,840)
5. Structural LEED process/specification ($2,035)

Additive to these services for LEED certification would be the following items (cost estimates shown, if available):

1. Independent commissioning agent ($16,000-18,000)
2. US Green Building Council (USGBC) Fees ($5,000)
3. Civil engineering fees for any LEED credits associated with site design ($7,000)

It was noted that the RCFA’s service proposal addresses the requirements of the LEED certification process only: it does not include additional design services for “green” elements such as a photovoltaic system or roof design for the same, green roof design, solar thermal hot water system, geothermal heat/cooling system, or any other “wow” factors. What is included are all services necessary for LEED certification, which can happen for the 140 College Drive building independent of any of the foregoing “green” elements. Having any of these “green” elements would boost the LEED points total and possibly result in a higher level of certification.

Mr. Mullin made the motion to approve the amendment to the contract with Ralph C. Fey, A.I.A. Architects that increases the contract amount by $56,175 for a revised contract total of $238,375. Additionally, it is requested that the President be granted authority to hire a commissioning agent, pay USGBC fees and, if necessary, hire a civil engineer for any LEED credits associated with site design. The estimated incremental cost of these items is $30,000. Mr. Groen seconded and the Board unanimously approved.

Mr. Mullin reminded everyone to review the 2009 Montgomery Awards, Parkhouse Hall project update and the Children’s Center project update, along with the 140 College Drive parking lot update, the College Hall renovation, and facilities management project updates.

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

Nominating Committee Report
Ms. Austin gave an update for the Committee.

The nominating Committee chaired by Cheryl Austin along with Board members Ed Mullin and Lynne Lechter had discussions for nominating the 2010 Officers for the Board of Trustees. The following slate is presented for consideration at the January 19, 2010 Board meeting:

Chairperson:       Paul S. (Mike) Bitner  
Vice Chairperson:  Anthony DiSandro  
Treasurer:         Michale J. D’Aniello  
Secretary:         Andrew B. Cantor  
Assistant Secretary: Gertrude K. Mann

**Bids**

George Mulligan reported on the bids.

- **Yamaha Clavinova CLP320M Digital Pianos**

Mr. Mullin motioned to award the contract to Jacob’s Music Company of Philadelphia, PA in the amount of $21,300.00, as the lowest responsive and responsible bidder. Mr. Paston seconded, and the Board unanimously approved.

**Chair’s Report**

Mr. Bitner asked everyone to join him for a tour of the new Children’s Center, and wished everyone a happy and healthy holiday.

**Old Business**

There was no old business

**New Business**

There was no new business

**Adjournment**

The meeting was unanimously adjourned at 4:40 p.m. The next meeting is scheduled for Tuesday, January 19, 2010 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

_________________________________  Andy Cantor  
Secretary

Board Minutes, December 21, 2009