The meeting of the Montgomery County Community College Board of Trustees was held on Monday, January 19, 2010 at 4:00 p.m. in the Rotelle Family Board Room, Central Campus.

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, Ed Mullin, Michael Paston, Lynne Lechter, Richard Montalbano, Jim Vlahos

Board of Trustees – Absent:
Andy Cantor, Secretary; 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; 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; Peggy Lee-Clark, Assistant to the President; Linda Rehfuss, Dean, Math, Science and Advanced Technologies; Mike Coyle, Controller; Deb Rogers, Office Manager, President’s Office, Kerri Hughes, student; Paul Vidas, student; Shoma Sheppard, student; Ben Litman, student; Morgan Betz, Communications Instructor; Jeff Asch, Adjunct, Communications Instructor.

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.

Election of Officers

The Nominating Committee, as presented at the December Board meeting, recommended the following slate of officers for the Montgomery County Community College Board of Trustees, for the Calendar Year 2010:

- Chairperson: Paul S. (Mike) Bitner
- Vice Chairperson: Anthony DiSandro
- Treasurer: Michael J. D’Aniello
- Secretary: Andrew B. Cantor
- Assistant Secretary: Gertrude K. Mann
Members of the Nominating Committee include: Cheryl Austin, Chair; Ed Mullin; and Lynne Lechter.

Mr. Davis asked that a motion be made to elect the 2010 slate of officers as presented by the Nominating Committee. Mr. Mullin made a motion to elect the officers as presented and Ms. Bramnick seconded the motion. Mr. Davis asked that a motion be made to close the nominations. Mr. Mullin made the motion to close the nominations. Mr. Paston seconded the motion. The Board unanimously approved the 2010 slate of officers.

Approval of Minutes

The minutes from December 21, 2009 were approved as presented.

Public Testimony

There was no public testimony.

Presentation of Board Proclamation

Chairperson Bitner presented Kerri Hughes, Paul Vidas, Shoma Sheppard and Ben Litman, students, along with faculty members, Morgan Betz and Jeff Asch, Communications Instructors, with a proclamation honoring them for receiving recognition as being among the top five internet-only college radio stations in the country in 2009.

Treasurer’s Report

Mr. Kretschman reported for the Committee.

- For the Six Months Ending December 31, 2009

  Tuition revenues through December 31, 2009 are $16,508,000, or 61.5% 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 December 31, 2009 are $26,325,000, or 39.7% of the budget. Total Operating Expenditures for the same period are $32,376,000, or 48.8% of the budget

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the six months ending December 31, 2009. Mr. Montalbano 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 enrollment figures for Fall 2009 show total Unduplicated Headcount at 11.28 percent ahead of last year (14,315 compared to 12,864). E-Learning headcount is 33.87 percent ahead of last year. New students at Central are up 3.8 percent compared to last year. New students at West are up 3.6 percent compared to last year. Total credits generated are up 12 percent and total FTEs are up 12.48 percent.

Spring 2010
As of January 12, total Unduplicated Headcount for the Spring 2010 semester is 11.25 percent ahead of the same point last year (11,446 compared to 10,289). E-Learning headcount is 25 percent ahead of last year. New students are up 3.6 percent at Central and 25 percent at West (333 compared to 267) as compared to last year. Total credits generated are up 11.4 percent.

We continue to see increases in financial aid awards. The number of students receiving PELL grants is up 55.3 percent (2,083 in 08-09 to 3,235 in 09-10). To date, a total of 5,920 students (up 35 percent from last year) have been awarded aid of $38,636,503 (an increase of 59 percent from last year).

As part of the President’s report, Dr. Swanson gave a power point presentation on student financial aid need trends. Dr. Swanson noted that as of January 15th, for 2009-10, the College has awarded aid to 6,016 students, a 35% increase over the same point in time last year. The projected number of students awarded aid this year will be just under 7,000. Also, as of January 15th, for 2009-10, we’ve awarded over $39 million in aid, a 59% increase over the same point in time last year.

- Athletics

Dr. Stout mentioned that the men’s and women’s basketball teams are off to strong starts.

The women’s basketball team is in 3rd place in the Eastern Pennsylvania Collegiate Conference with a 5-2 record and 6-3 overall as of January 8.

The men’s basketball team is in 2nd place in the Eastern Pennsylvania Collegiate Conference with a 9-1 record and 10-4 overall as of January 8.

- Gifts and Grants

The College was recently awarded a $20,000 grant from PECO to fund The Minority Male Mentoring Program. The proposed project will partner students from the Minority Male Mentoring Program with male students who participate in the College’s Upward Bound program at Norristown and Pottstown high schools. Upward Bound is a college preparatory program designed to prepare low-income/first generation high school students, whose parents have not attended college, for the successful pursuit of a college education.
- **Build a Model and Modern Workplace**

The College offered a new professional development opportunity, primarily for faculty, on January 15. The sessions build upon the conversations and sessions that were part of Opening Day in September. Topics included Student Success and Academic Quality; Gatekeeper Course Redesign; Designing for Success: Course Design Lessons Learned from Students with Disabilities and Learning Challenges; and Faculty Demonstrations of Course Design for Student Engagement.

The College was recently awarded a grant from the Pottstown Area Health & Wellness Foundation in the amount of $2,585. The grant will support a Dental Sealant Day for children residing in the Pottstown area.

- **President’s Outreach**

On January 11 and 12, Dr. Stout attended a meeting of the Pennsylvania Commission for Community Colleges. On the 12th, the Commission hosted a forum to hear the education platforms of four of the gubernatorial candidates.

Trustee Paston gave a brief overview of the gubernatorial forum. Dr. Stout also talked about results of the Zogby polling research and the resulting high favorability ratings for community colleges.

- **Become an Entrepreneurial College**

As of December 15, 2009, year-to-date private giving is $458,861. This is reflective of unrestricted/restricted giving and pledge commitments. The Annual Faculty/Staff Giving Campaign continues to break records and our current total is $41,194 and represents gifts from 212 donors.

Another area of focus for the Foundation is a database conversion. This new enhanced system will allow staff to utilize a more sophisticated development tool and will provide additional opportunities for data mining and prospect research.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **2009-2010 Budget Revisions: Operating**

The College has revised the 2009-2010 operating budget to reflect changes that have occurred since the budget was passed by the Board in June 2009.

The revised operating budget shows revenue shifts in four areas: Tuition and Fee Revenue, State support, County support, and Other Income.
The College has taken the following short-term actions to mitigate the unexpected mid-year cut in funding from the County:

1. Reduction of required full-time and part-time salaries through a number of steps including: careful management of Spring semester sections to maximize enrollment in high demand courses and to take a more firm approach at allowing low enrolled courses to run; reduction of overtime expenses by 20%; freezing the filling of several key administrative positions including the three vacant vice presidential slots; freezing the new full-time faculty hires required to support our full-time to part-time teaching ratio goals and new administrative and support staff hires to meet the service pressures that areas like financial aid and public safety are facing based on exploding enrollment.

2. More effective utility and energy management strategies by adjusting building temperatures, retrofitting lighting, and telephone savings.

3. Freezing spending $225,000 on new program development and student success initiatives for the remainder of 2009-2010.

Many of the above initiatives, coupled with cost reduction efforts undertaken in 08-09, are one time efforts. As we move into 2010-2011, if public funding continues to be strained, we will need to consider a host of more aggressive cost containment options that could impact mission as well as revenue generation and entrepreneurial activities.

Mr. Kretschman made a motion to recommend the Board of Trustees approval of the 2009-2010 operating budget. Mr. Paston seconded, and the Board unanimously approved.

- 2009-2010 Revised Capital Budget

The proposed 2009-2010 revised capital budget of $7,953,119 provides funding for all the existing debt service and leases, including funding for the:

- West Campus expansion: Phase 1 & 2 (16 High Street)
- Advanced Technology Center
- College Hall Renovation
- Parkhouse Hall Renovation
- 1999 Bond
- Leases for various equipment and facilities

- The Capital Budget is increasing $719,771 or 10%.
- County funding of $3,319,357 is the same amount funded for the original 2009-2010 Capital Budget.
- State funding includes an $83,088 or 2.6% increase to reflect the State approval of funding for Phase 2 (overage) for the both the ATC ($283,003) and Art Barn Projects ($162,999).
The College line of credit obtained from the SPSBA for the funding of Children’s Center and the West Campus parking lot is included.

Mr. Kretschman made a motion to recommend the Board of Trustees approval of the 2009-2010 revised capital budget. Mr. Groen seconded, and the Board unanimously approved.

- **Student Fundraising and Solicitation Policy**

  The proposed Student Fundraising and Solicitation policy guides the work and clarifies the approval paths for student organizations and clubs and student athletic teams in raising funds to support their activities, including their work with charitable organizations for which they may make donations of either cash or goods. For example, students working on a Habitat for Humanity service project may also raise funds to donate towards the purchase of materials. The proposed policy also covers student solicitations. Most often these requests are made to businesses or organizations for sponsorships in the form of cash or in-kind gifts to support specific student club initiatives or program needs.

Mr. Kretschman made a motion to recommend the Board of Trustees approval of the Student Fundraising and Solicitation policy. Mr. Groen seconded, and the Board unanimously approved.

- **Independent Auditing Services RFP**

  Soliciting competitive proposals provides management with a tool for conducting an unbiased and impartial evaluation of the quality and cost of services provided. The Finance Committee has adopted a best practice of competitively bidding independent auditing services every three to five years. Kreischer Miller was awarded the contract for auditing services in 2006 after a competitive RFP process and their contract ended with the completion of the 2008-2009 audit.

  The independent auditing services RFP is scheduled to be widely advertised in January with two finalists presented for the Committee’s review and consideration in April.

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

- **Unigest Performance Review Update**

  The monthly Unigest 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.

**Curriculum Committee**

Ms. Austin reported for the Committee.
- **Sabbaticals**

Sabbatical leaves are an effective way of revitalizing and rejuvenating faculty or providing them with blocks of time needed to complete a project. Per the current faculty contract, sabbaticals may be taken for any of the following reasons: advanced study, unpaid service in an educational/professional organization, curriculum development, research, travel in conjunction with academic pursuits, and/or other purposes that would enhance the individual’s service to the College.

There were eight applications submitted this year and three are being forwarded for consideration. The three being forwarded are the strongest applications in terms of being beneficial to the community as well as their respective divisions and students in the classroom. The fiscal impact of funding eight sabbaticals was also considered. The three recommended are:

- Dr. Thomas Kolsky, Professor of History and Political Science
- Ms. Maire McShane, Assistant Professor of Biology
- Mr. Peter Scheponik, Associate Professor of English

Ms. Austin made a motion to recommend the approval of the requests for sabbatical for Dr. Thomas Kolsky, for fall 2010; Ms. Maire McShane, for fall 2010; and Mr. Peter Scheponik, for fall 2010. Mr. Paston seconded, and the Board unanimously approved.

- **Promotions**

Each year eligible faculty who are interested in and eligible for promotion must submit their application and eligibility review for promotion to Human Resources by the second Monday of October for the fall cycle and the second Monday of February for the spring cycle of the year preceding when the promotion will take effect. The Vice President for Academic Affairs and Provost in conjunction with the Office of Human Resources determines eligibility. Eligibility requirements are outlined in the Faculty Collective Bargaining Agreement.

Ten candidates applied for promotion, eight are being recommended for promotion, and they include:

- Ms. Dana Murray Resente  Instructor to Assistant Professor of English
- Ms. Meryl Sultanik  Instructor to Assistant Professor of English
- Dr. Anna Raskin  Instructor to Assistant Professor of History
- Ms. Francisca Bye  Instructor to Assistant Professor of Radiography
- Dr. Deborah Greenspan  Instructor to Assistant Professor of Psychology
- Dr. Augustine Isamah  Instructor to Assistant Professor of Sociology
- Mr. Stephen Schmitz  Instructor to Assistant Professor of Criminal Justice
- Mr. Brian Heljenek  Instructor to Assistant Professor of English

Ms. Austin made the motion to approve the recommendation to promote Ms. Dana Murray Resente from Instructor to Assistant Professor, Ms. Meryl Sultanik from Instructor to Assistant
Professor, Dr. Anna Raskin from Instructor to Assistant Professor, Ms. Francisca Bye from Instructor to Assistant Professor, Dr. Deborah Greenspan from Instructor to Assistant Professor, Dr. Augustine Isamah from Instructor to Assistant Professor, Mr. Stephen Schmitz from Instructor to Assistant Professor, and Mr. Brian Heljenek from Instructor to Assistant Professor. Mr. Paston seconded, and the Board unanimously approved.

Ms. Austin reminded everyone to read the Middle States Periodic Review Report Update, New and Revised courses, and the Faculty Accomplishments.

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

**Personnel Committee**

Ms. Mann reported for the Committee.

- **Professional Hires for January, 2010**

  **Full-Time Administrative Hires (1)**
  Margaret Bryans, Northeast Biomanufacturing Center & Collaborative Grant Program Manager
  Start Date: 1/20/10

  **Faculty Appointments (1)**
  Earl Yarnetsky, Emerging Technologies Librarian
  Start Date: 1/20/10

**Separations**

**Support Staff Full Time (1)**
Charles Roberts, Shipping & Receiving Lead
1/5/10
Supervisor: George Shal

**Faculty Full Time (2)**
Barbara Ochester, Nursing Instructor
12/31/09
Supervisor: Maria Toth

Aarika Chilson, English Instructor
12/31/09
Supervisor: Stephen Greico

Ms. Mann made a motion to ratify the new appointments and separations. Mr. Mullin seconded the motion, and the Board unanimously approved.
- **Results of Open Enrollment for Medical Insurance**

  Ms. Mann reminded everyone to review the results of the open enrollment for medical insurance and noted that this is the first time no one is enrolled in the Blue Cross Traditional plan.

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

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- **Information Technology Security Policy**

  Colleges across the country are adopting Information Technology security policies and compliance standards to meet federal and state regulations associated with FERPA, HIPAA, PCI, Right to Know Law; to limit liabilities associated with data breach incidents; to efficiently display time and resources; and to meet our ethical responsibility to protect the data of users. The College’s current Acceptable Use of Technology Policy remains necessary and relevant and while it defines how users are allowed to use the College’s technology, it does not document how staff, faculty, students, and other third-party users are required to protect the College’s data and IT resources. Since 2007, the IT staff has researched IT security best practices, worked with the College’s Information Technology Advisory Council, and drafted an IT Security policy and security compliance standards to meet College needs. In order to create and manage a program to enforce IT security best practices, the IT Department hired a consultant in 2007 to create a set of IT security policies and procedures.

  The IT Security Policy is a statement of the College’s commitment to information security and lays the framework for how IT security compliance standards are developed, approved, and implemented throughout the College. This policy, in combination with the compliance standards it empowers, creates an IT Security Program, which is the management structure for how the College will protect the confidentiality, integrity, and availability of the College’s data and IT resources.

  The IT Security Policy includes requirements for users that compliment the Acceptable Use of Technology Policy’s requirements. The standards required by the IT Security Policy affect every person at the College. The IT Security Policy has been reviewed and approved by the Information Technology All-College Committee (ITACC), the President, and the President’s Leadership Council.

  Mr. Mullin made the motion to approve the Information Technology Security policy. Ms. Mann seconded, and the Board unanimously approved.
**Legislative Update**

Dr. Stout gave an overview of the 2010 community college federal legislative issues and reminded everyone that there is more detailed information in the Board packet on the American Graduation Initiative (AGI).

**Chair’s Report**

Mr. Bitner reminded everyone about the February meeting being on a Tuesday due to Presidents’ day.

**Old Business**

There was no old business.

**New Business**

Dr. Stout invited everyone to attend the annual Honors Dinner on February 16 immediately following the Board of Trustees Meeting.

**Adjournment**

The meeting was unanimously adjourned at 4:50 p.m. The next meeting is scheduled for Tuesday, February 16, 2010 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

_____________________________ Trudy Mann  
Assistant Secretary

Board Minutes, January 19, 2010