The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 16, 2010 at 4:00 p.m. in the Rotelle Family Board Room, Central Campus.

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

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

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; Mike Coyle, Controller; Beverly Welhan, Dean, Health Sciences; Amit Singh, Dean, Business & Computer Sciences; Deb Rogers, Office Manager, President’s Office; Kathleen Schreiner, Medical Assisting Program Director; Debra Eckman, Coordinator of Medical Lab Tech, Assistant Professor

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 January 19, 2010 were approved as presented.

Public Testimony

There was no public testimony.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Seven Months Ending January 31, 2010

Tuition revenues through January 31, 2010 are $16,649,000, or 55.7% 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 January 31, 2010 are $29,435,000, or 43% of the budget. Total Operating Expenditures for the same period are $36,848,000, or 53.8% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the seven months ending January 31, 2010. 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

Total Unduplicated Headcount is 9.86 percent (13,038) ahead of last year (11,868) at the same time and 8.85 percent ahead of the Spring 2009 final headcount of 11,978. E-learning headcount is 27.99 percent (3,649) ahead of last year (2,875). New students at West are up 22.06 percent compared to last year. Total FTE’s is up 11.40 percent (4,663) compared to last year (4,186).

Fall to Spring Persistence

One of our key student success measures is semester to semester persistence. Of all students enrolled in Fall 2009, 67.43% (9,427) returned for the spring semester. This compares to the 66.81% persistence rate of last year.

- Student Success

The College was well represented at the Achieving the Dream Strategy Institute held February 2 to 5. Dr. Steady Moono participated in a plenary session panel entitled: “Addressing Achievement Gaps: Four ATD Colleges Share Their Secrets.” Dr. Moono highlighted our Male Mentoring program and its early successes. Dr. John Flynn and Barbara Lontz presented to a standing room only crowd about the redesign of our Math 010 course. Their presentation was entitled: “Maybe We Need to Reinvent the Wheel: An Alternate Approach to Teaching Arithmetic and Prealgebra.” Dr. Stout was part of a panel that included representatives from the Community College Research Center at Columbia University presenting on ”Exploring the Gap Between Developmental Education Referral and Enrollment.”
- Athletics

The following student-athletes have received all-conference and all-state awards in men’s soccer: Ryan Nelson, Nick Hulayew, Dave Griffith and Joe Ciaverelli received All-Conference Awards from the Eastern Pennsylvania Collegiate Conference (EPCC). Nick Hulayew and Dave Griffith received All-State Awards from the Pennsylvania Collegiate Conference.

- Program News

The College has entered an agreement with Villanova University to offer completion of the Bachelor of Interdisciplinary Studies degree in Leadership Studies at The University Center in Pottstown. The goal of the Leadership Studies major is to address key issues most important for leaders in today's corporate arena. These areas include globalization, rapid scientific and social change, advances in technology (in knowledge management, for example) and growing diversity in the workforce, clients, strategic partners, and the community. The program will begin being offered over the Summer 2010 semesters.

- President’s Outreach

On January 28, Dr. Stout met with Tom Corbett, one-on-one, to brief him on the important role that community colleges play in building a better Commonwealth and suggested ways for him to highlight the role of community colleges in his campaign strategy. Dr. Stout will also be meeting with his policy director about community college legislative needs.

On January 27, Senator Mensch was a guest on Dr. Stout’s radio show, and during his visit, he taped his TV show, The Mensch report, highlighting our ATC and interviewing our communications students.

- Become an Entrepreneurial College

Revenue through December 31, 2009 was $1,097,100 or $1,898,800 higher than the same period for last year. This figure includes Charitable, Non-Charitable and Non-Cash Donations. The primary reason for the revenue increase is the market related gains of $621,600 through December 31, 2009 compared to market related losses of $1,435,400 in 2008. This is a positive variance of $2,057,000 compared to the same period last year. Total foundation assets are $5.9 million.

Special events being hosted in the coming months include a special presentation on campus featuring Alumni Hall of Fame awardee, Karen Jett, CMA, on March 4 in the Science Center. Through her presentation, attendees will be able to discover the secret to growing a team of high performers. On March 6, the Lively Arts Series will present a special event featuring the music of Gerry Timlin. “An Evening of Irish Music and Dance” which will help raise funds to benefit the Courage to Create Campaign for the Fine Art Center. Tickets are $25 per person. Additionally, on June
3, the Leading Women Symposium & Golf Experience will be held at the Blue Bell Country Club.

Also, as part of the President’s report, Dr. Stout asked Alana Mauger to do a presentation on Social Media tools. Alana gave a brief overview of the College’s new athletics web site as well as ways to connect to Facebook, Twitter, YouTube, Itunes U, and the employee news blog.

**Finance Committee**

Mr. Kretschman reported for the Committee.

Mr. Kretschman noted that there were no action items this month and that there were only two information items.

- **Univest Performance Review Update**

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

- **Moody’s Annual Outlook for Higher Education for 2010**

  Moody’s assigned a negative outlook to the entire higher education sector. The presentation focuses on the many challenges still facing colleges and universities.

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

**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Certificate in Entrepreneurship**

  This certificate is designed to prepare students to launch and/or grow a successful business, small or large, profit or nonprofit. Linking theory and practice, students will acquire the knowledge and skills that are essential to managing a viable business.

  The certificate program consists of four two-credit, skilled-based courses which were presented at the November Curriculum Committee meeting.

  All four courses will be offered each semester (Fall, Spring, Summer) in accelerated seven-week terms to both credit students who will receive a Certificate in Entrepreneurship, and non-credit students who will receive a non-credit certificate of completion. Two courses will be offered in the first part of the semester, and two will be offered in the remaining half of the semester.
Although the Certificate in Entrepreneurship can be completed in one semester, it is recommended that a student with little or no background in business complete the certificate over two semesters at a non-accelerated pace.

Ms. Austin made a motion to recommend the approval of the Certificate in Entrepreneurship. Mr. Mullin seconded, and the Board unanimously approved.

- **MLT Program Modifications**

As a result of the academic program review in 2007 and input from the program advisory committee, two modifications are proposed for the MLT program. The proposed modifications include increasing the MLT 235 course, Clinical Practicum In MLT I, from two credits to three and changing the ESW 100 course, Foundations of Physical Education, from a required course to an elective ESW course. Regarding the MLT 235 course, at the recommendation of the MLT Advisory Committee and the findings from employer and graduate surveys, this change will enhance student success by providing students with an additional four hours of instruction per week in the clinical setting. Thus instead of going to clinic for one, eight-hour day, they will now go for two, six-hour days per week. Students will have more continuity from week to week and will gain a total of sixteen hours in each of the following rotations: blood bank, hematology and microbiology and will have a greater opportunity to perform phlebotomy. Some of the tasks that will be completed during these additional hours of instruction include reading microbiology plates, performing more complete blood counts and performing phlebotomy.

The total credits will increase from a minimum of 63 to 64. This is still well below most of the other allied health programs, Dental Hygiene – 70, Radiography – 70 and Nursing – 70.

Ms. Austin made the motion to approve the recommendation of the modifications to the Medical Laboratory Technician A.A.S. program. Mr. Paston seconded, and the Board unanimously approved.

Ms. Austin reminded everyone to review the Grade Change Audit, the 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 February, 2010**
Full-Time Administrative Hires (1)
Linda Higgins, Grant Writer
Start Date: 2/17/10

Faculty Appointments (1)
Theresa Sullivan, Office Administrator Instructor
Start Date: 1/20/10

Separations

Support Staff Full Time (1)
Alan Greene, Custodian
12/18/09
Supervisor: Steven Choyce

Part Time Administrative (1)
Maya Swarnamma, Grant Project Researcher
12/31/09
Supervisor: Linda Rehfuss

Full Time Retirements (1)
Rosemary Snyder, Administrative Support Secretary
12/31/09
Supervisor: Steady Moono

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

- Professional and Personal Development Program

Ms. Mann reminded everyone to review the information in the Board packets on the employee professional and personal development programs.

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

Physical Plant Committee

Mr. Mullin reported for the Committee.

- Facilities Use Policy and Schedule of Fees

The College’s Internal Auditor performed an audit of the Facilities Use Policy in 2007. As a result of that review, it was recommended that the facilities fees structure be reviewed and updated and that the facilities policy should be refined to establish a clear path for the authorization of facilities and service fee waivers.
The review included an environmental scan of several Pennsylvania community colleges, Temple University, Gwynedd Mercy College and a Pottstown hotel property. The conclusion of the group was that fees and types of facilities vary greatly among these entities.

Mr. Mullin made the motion to approve the revised Use of College Facilities and Fees policy. Ms. Mann seconded, and the Board unanimously approved.

Mr. Mullin noted that included in the Board packet are several information items that require no action by the Board of Trustees.

**Legislative Update**

Dr. Stout noted that there are two articles of interest included in the Board packet. She mentioned that the Governor announced the budget and there is flat funding with additional information on community colleges to come. We are working with Congresswoman Schwartz and Congressman Gerlach on two earmarks.

**Chair’s Report**

Mr. Bitner reminded everyone about the March 22, Strategic Conversations before the Board meeting.

**Old Business**

There was no old business.

**New Business**

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

**Adjournment**

The meeting was unanimously adjourned at 4:50 p.m. The next meeting is scheduled for Monday, March 22, 2010 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

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Andrew B. Cantor
Secretary

Board Minutes, February 16, 2010