The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 22, 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; Andy Cantor, Secretary; Trudy Mann, Assistant Secretary; Cheryl Lynne Austin, Lea Bramnick, Marcel Groen, Eric Kretschman, Ed Mullin, Michael Paston

Board of Trustees – Absent:
Michael D’Aniello, Treasurer; Lynne Lechter, Regina Lowrie, Richard Montalbano, Jim Vlahos

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; Steady Moono, Vice President for Student Affairs; Diane O’Connor, Executive Director of Human Resources; Peggy Lee-Clark, Assistant to the President; Mike Coyle, Controller; Victoria Bastecki-Perez, Associate Vice President of Academic Affairs; Rhoda McFadden, History Professor and Faculty Union 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 February 16, 2010 were approved as presented.

Public Testimony
There was no public testimony.

Treasurer’s Report
Dr. Stout reported on behalf of Treasurer D’Aniello.
- **For the Eight Months Ending February 28, 2010**

  Tuition revenues through February 28, 2010 are $29,237,000, or 97.8% of the budget. This figure includes all credit classes for the 2009 ten week, second summer and mid summer sessions, Fall Term, Spring Term and all non-credit classes. Total Operating Revenues for the period ending February 28, 2010 are $45,462,000, or 66.4% of the budget. Total Operating Expenditures for the same period are $42,293,000, or 61.8% of the budget.

  Mr. Mullin made a motion to approve the Treasurer’s Report for the eight months ending February 28, 2010. Ms. Mann 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 27.21 percent (2,576) ahead of last year (2,025) at the same time and 13.09 percent ahead of the Spring 2009 final headcount of 11,978. E-learning headcount is 29.26 percent (539) ahead of last year (692). New students at the West Campus are up 20.81 percent (540) compared to last year (447). Total FTE's are up 28.47 percent (889) compared to last year (692).

- **Summer 2010**
  Registration for the Summer 2010 semesters began on March 1. We’ve registered 4,420 students thus far for all summer sessions, an increase of 9.53 percent.

- **Fall 2010**
  Registration for the Fall 2010 semester also began on March 1. We’ve registered 2,732 students thus far for the fall semester, an increase of about 18.94 percent.

- **Student Success**
  We are working hard to reduce student withdrawal rates. A total of 1,209 students (9 percent) have completely withdrawn from the College to date, compared to 2,114 (18 percent) for the Spring 2009 semester.

- **Financial Aid**
  The Financial Aid Office began processing 2010-11 FAFSA's during the first week of March so that students will start receiving their award letters at the same time that four-year colleges and universities begin sending out awards. Over 1,100 applications for next year were received by the end of February (compared to nearly 900 by end of February for 2009-10).

- **Student Success**
For the third consecutive year, the Corporation for National and Community Service has named the College to the 2009 President's Higher Education Community Service Honor Roll. The honor roll is the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning and civic engagement. In 2009, 1,110 Montgomery County Community College students and 180 faculty and staff engaged in over 8,904 hours of curricular and co-curricular service learning initiatives.

- **Athletics**
The men’s basketball team was defeated in the quarter-final round of the EPCC playoffs by Delaware County Community College 71-73 in the final second of the game on February 12. They ended their season 18-8 overall and 16-5 in the EPCC.

The men’s baseball season began on March 6 with a team of 16 players. The women’s softball season began on March 20 with a team of 14 players.

- **Student Service Learning and Leadership**
A group of five students and two staff members participated in this year’s Alternative Spring Break program. They traveled to Mechanicsville, Virginia to work on building houses as part of Habitat for Humanity’s Collegiate Challenge Program.

Four Student Government Association members, Antonio Marrero, David Collins, Shaina Goldberg, and Aaron Cinque, attended the ASACC National Student Advocacy & Leadership Spring Conference March 20-22 in Washington, D.C. The students’ majors include Biological Sciences, Computer Science, Secondary Education, and Nursing. Two are members of the College’s Honors Program, three are club officers, and one is a U.S. Marine Corps veteran.

Mustangs student athletes raised $626 for Living Beyond Breast Cancer as part of their second annual “Think Pink” campaign in February.

- **Ensure a Quality, Relevant, Coherent and Innovative Curriculum**
The College held a University Center partnership signing with representatives from Villanova University and Chestnut Hill College on March 5 at the West Campus. Chestnut Hill College will offer a Bachelor of Science degree in Human Services and a Master of Science degree in Administration of Human Services. Villanova University will offer a Bachelor of Interdisciplinary Studies degree in Leadership Studies. These newest partners joined Albright College, Gwynedd-Mercy College and Temple University. Students can now earn nine bachelor’s degrees and two master’s degrees through the University Center.

- **Build a Model and Modern Workplace**
The College’s website won a Merit Award from the 25th Annual Educational Advertising Awards, which is sponsored by the Higher Education Marketing Report.

- **Invest in Campus Renewal**
On February 22, the College held a ribbon cutting and dedication ceremony for the new Children’s Center at the Central Campus. Current and former Children’s Center students and parents attended the event, including three alumni who advocated for the development of the College’s first Children’s Center in the mid-1980s.

- **President’s Outreach**
  On March 4, Dr. Stout invited Diane Bosak as her guest to attend the Greater Philadelphia Chamber’s “Election 2010: Meet the Candidates for Governor” event at the National Constitution Center. All five candidates spoke of the importance of higher education. Candidate Hoeffel articulated the importance of expanding Pennsylvania’s community college to improve the economic vitality of local communities.

  On March 2, Dr. Stout visited five members of our House delegation (all of our delegation except Congressman Fattah) and both Senate offices in an all day visit to Washington D.C. Dr. Stout also had lunch with the Vice President for Government Relations for the American Association of Community Colleges.

  On March 9, Dr. Stout attended the kick-off for the national effort to establish a Voluntary Framework for Accountability (VFA) for community colleges. Dr. Stout was invited to serve on the Student Completion committee of this important national effort that is funded by the Gates and Lumina foundations.

- **Become an Entrepreneurial College**
  The Pennsylvania American Water Company has donated equipment and laboratory supplies to the College for use in science laboratories at the Central Campus. A floor model refrigerated centrifuge, a laboratory blender and a Labline slide warmer are among the donated equipment. Laboratory consumables include pipets, slides, cover slips, glass stir rods, test tubes, Petri dishes and filter membranes, among other items. The equipment, which has an approximate value of $12,000, will help to support the College’s biology, chemistry and biotechnology courses.

  The William Penn Foundation awarded the College a grant in the amount of $51,376 for the 2010-11 Lively Arts Series. The grant will support artist fees and expanded residency programs, which provide an opportunity for our students and local schools to interact with and learn from the artists. Kudos to Helen Haynes, Director of Cultural Affairs, for securing this funding.

- **Foundation**
  As of February 22, the Foundation has raised $635,027 in unrestricted and restricted dollars. Last year at this time, the Foundation had raised $718,267.

  Two events were hosted in March. The first was a presentation by alumna Karen Jett on March 4, titled “Seeds of Greatness.” The second was a benefit concert on March 6 given by Gerry Timlin, with 100 percent of the proceeds benefitting the Courage to Create Capital Campaign for the College’s new Fine Arts Center.
Upcoming events include the Leading Women Symposium and Golf Experience on June 3 at the Blue Bell Country Club and the 11th annual Scholarship Scramble Golf Tournament on October 4 at Cedarbrook Country Club.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **2010-2011 Student Aid Budget**
  The 2010-2011 Student Aid budget details the array of aid available to students from Title IV Federal financial aid including programs such as federal work study, Pell grants, Academic Competitiveness grants, and the Federal Family Education Loan programs as well as state PHEAA grants and College Foundation grants.

  The proposed 2010-11 budget projects a 27.8% increase in Federal Funding programs, collectively labeled as Title IV Programs, for a total volume of over $45 million.

  Mr. Kretschman made a motion to approve the Student Aid budget for 2010-2011 as presented. Mr. Paston seconded, and the Board unanimously approved.

- **2010-2011 Student Activities Budget**
  The 2010-2011 Student Activities budget is supported primarily through the student activities fee as well as fundraising activities initiated and managed by the student clubs. The $3 per credit hour fee is charged to students enrolled in fall and spring classes, and not summer classes. No fee increase is proposed for 2010-11. The Student Activity Fee has broad impact on student engagement at the College. The fee supports the provision of co-curricular learning, club, athletic, intramural and service activities to all students. In 2009-2010, approximately 9,320 students have participated in some way with one of these opportunities.

  Mr. Kretschman made a motion to approve the Student Activities budget for 2010-2011 as presented. Mr. Groen seconded, and the Board unanimously approved.

- **2010-2011 College Bookstore and Children’s Center Budget**

  **College Bookstore:**
  The College Bookstore - Barnes and Noble - offers an aesthetically pleasing environment for students. In addition to traditional textbooks, there is a wide variety of College spirit wear available, as well as a nice seating area for both enjoyment and classroom settings. These enhancements with integration of Barnes & Noble and College systems and projected enrollment increases will have a positive effect on revenue.

  **Children’s Center:**
  The new Children’s Center, which opened in November 2009, is one of the many benefits offered by the College, providing a first-class early childhood care and education program for young children. The Center is a valuable resource for College
students and staff who need childcare while studying, working, or pursuing other responsibilities. The Center also serves as a learning environment for the Early Childhood Education Program at the College. The College is currently serving as the Lead Agency for the Pennsylvania Pre-K Counts Program. This program provides funding for pre-kindergarten at-risk children ages 3-4. After a review of current rates and budget requirements, the Children’s Center will implement an increase in 2010-2011 fees ranging for employee and community rates, based on the average rates at nearby child care facilities. The Children’s Center is planning to add an additional 18 students (mix of toddlers and pre-school) in the Fall 2010 and 10 more in the Spring of 2011. The increase in students will require an additional teacher and assistant for the Fall and one additional teacher for the Spring.

- **2010-2011 Food Service and Vending Budgets**
  The Auxiliary Fund Food Service and Vending budgets detail the anticipated revenues and expenditures attributable to the services provided to the College. In addition to providing reasonably priced nutritional options, the cafeterias at the Central and West locations and the ATC Café are destinations for student interaction and engagement. Traditional students, in particular, enjoy the unhurried nature of the dining experience at College and often study while eating.

  The College’s auxiliary enterprises include the Bookstore, Food Service and Vending, the Children’s Center and the University Center. In total, our goal is to have all of these operations to be self-supporting. Dollars generated from these enterprises are invested back into the bolstering of the services of these enterprises and to the College’s designated funds to support future operating and capital needs.

  **Vending Service:**
  The College Vending Service, also provided by CulinArt, offers a variety of products including juices, soft drinks, and snacks. The sales generated under this contract awarded in June 2009, are anticipated to yield $100,000 in commissions based on a guaranteed commission fee payable to the College on a monthly schedule.

- **2010-2011 University Center Budget**
  The proposed 2010-11 budget projects $120,000 in tuition sharing and fees from other colleges that use the West Campus facility, as part of our University Center, to conduct classes for their institutions. This unique opportunity delivers the convenience and quality of a bachelor’s and master’s degree within a short commute to our students and area residents. The colleges include Temple University, Gwynedd Mercy College, and Albright College. Two new partners are being added this year—Villanova University and Chestnut Hill College and they will start offering classes beginning in the summer of 2010.

Mr. Kretschman made the motion to approve the Bookstore and Children’s Center budgets along with the Food Service and Vending budgets, and the University Center budget for 2010-2011. Mr. Mullin seconded, and the Board unanimously approved.

- **2010-2011 Technology Fee Budget**
In 1995, the Board of Trustees established the Technology Fee to support the initial purchase of software and the replacement of computers and peripherals used to support the learning environment. The 2009-2010 fee is $12 per credit hour. The proposed per credit hour fee for 2010-2011 is $14. Neighboring colleges charge per credit hour fees ranging from $15 (Northampton) to $25 (Bucks) to $28 (CCP).

The proposed budget for the 2009-2010 Technology Fee was developed within the context of the Technology Plan and considered input from a variety of College stakeholders. After consideration and review of technology requirements relative to supporting several upcoming capital projects, College Hall and Parkhouse Hall, it is clear that a modest $2 increase is required to diffuse the impact of upcoming 2010-2011 technology investments relative to these projects.

2010-2011 expenditures are allocated for life-cycle maintenance of several key technology components and expansion of existing infrastructure. In addition, efforts continue to support the fiber connectivity, telecommunications efforts, smart-classroom updates and the necessary software licensing and upgrades.

Mr. Kretschman made the motion to approve the increase in the Technology Fee to $14 per credit hour effective for the Fall 2010 semester and the approval of the proposed 2010-2011 Technology Fee budget. Ms. Mann seconded, and the Board unanimously approved.

- **2010-2011 Capital Budget**
  The proposed 2010-2011 capital budget of $7,828,031 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
  - Fine Arts Center
  - College Hall Renovation
  - Parkhouse Hall Renovation
  - 1999 Bond
  - Children’s Center
  - Leases for various equipment and facilities

  - County funding of $3,319,357 is the same amount funded for 2009-2010.
  - State funding of $3,299,182 is the same amount funded for 2009-2010.

Mr. Kretschman made the motion to approve the 2010-2011 proposed Capital budget. Mr. Mullin seconded, and the Board unanimously approved.

- **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.
**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Academic Renewal Policy**

  Each year, Academic Affairs completes a comprehensive analysis of a key institutional policy or procedure as part of the unit’s continuous quality improvement efforts. In AY 09-10, the *Academic Renewal Policy* was identified for examination. In an effort to increase educational goal obtainment while reducing barriers to enrollment and progression, Academic Renewal affords current students who have compiled an unsuccessful academic record in the past, the opportunity to restart their educational experience by starting anew the Grade Point Average (GPA) and Cumulative Credits Earned. This is accomplished by resetting their GPA to 0.0 after a three year absence from the College as well as meeting some other criteria. It is important to note that all previously earned college credit remains on the transcript. This policy was last reviewed in 2001.

Ms. Austin made a motion to approve the Academic Renewal Policy. Mr. Mullin seconded, and the Board unanimously approved.

Ms. Austin reminded everyone to review the information on the Student Referral Team, the Academic Program Scorecard, Revised and Deleted 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 March, 2010**

  Full-Time Administrative Hires (1)
  Lisa Altomare, Annual Giving Coordinator
  Start Date: 3/23/10

**Separations**

Full Time Administrative (1)
Joe Peco, Project Manager Auto Tech Grant
12/31/09
Supervisor: Linda Rehfuss

Full Time Faculty (1)
Ms. Mann made a motion to ratify the new appointment and separations. Mr. Paston seconded the motion, and the Board unanimously approved.

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

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

**Foundation Update**

Dr. Stout offered, on behalf of Trustee Lowrie, the quarterly update on Foundation activities for the Board.

The Foundation Board recently took action on 3 policies to comply with new IRS Form 990 requirements including:

1. **Conflict of Interest Policy**, which requires Board members to annually disclose any conflicts of interest.
2. Adopt College’s Board of Trustees approved **Whistleblower Policy** which provides a procedure for employees and Board members to report actions that may lead to incorrect financial reporting and unlawful or serious improper conduct.
3. Adopt College’s Board of Trustees approved **Records Retention Policy**, which covers Foundation documents.

**Annual Giving**

A new direct mail piece was mailed to 5000 alumni on March 12. The Senior Class Challenge has been launched and this provides our newest alumni the opportunity to invest in giving back to the College.

**Major Gifts**

The Tri-County Chamber of Commerce endorsed our 140 College Drive Capital Campaign at West Campus. In addition, a grant proposal was sent to Exelon in the amount of $250,000.

**Stewardship**

Foundation staff is reconnecting with former donors and developing a strategy for a number of individual prospects.
Dr. Stout reported on State, County and Federal legislative issues. She also mentioned that we are working with Congresswoman Schwartz and Congressman Gerlach on two earmarks.

**Chair’s Report**

Mr. Bitner addressed Mr. Mullin who was appointed as Chair of the Legislative Committee to begin plans to coordinate a meeting with the College’s delegation sometime in early June. He also thanked those who attended the strategic conversations before the Board meeting and thanked Suzanne Holloman for an outstanding presentation on the College’s workforce development efforts.

**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, April 26, 2010 in North Hall Room 106, Pottstown Campus (16 High Street) at 4:00 p.m.

Andrew B. Cantor
Secretary

Board Minutes, March 22, 2010