The meeting of the Montgomery County Community College Board of Trustees was held on Monday, April 26, 2010 at 4:00 p.m. in the Community Room 106, North Hall, West Campus.

Board of Trustees – Present:
Mike Bittner, Chairperson; Michael D’Aniello, Treasurer; Andy Cantor, Secretary; Trudy Mann, Assistant Secretary; Cheryl Lynne Austin, Marcel Groen, Lynne Lechter, Regina Lowrie, Michael Paston, Jim Vlahos

Board of Trustees – Absent:
Anthony DiSandro, Vice Chairperson; Lea Bramnick, Eric Kretschman, Richard Montalbano, Ed Mullin

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; Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management; Steady Momo, Vice President for Student Affairs; Diane O’Connor, Executive Director of Human Resources; Peggy Lee-Clark, Assistant to the President; Mike Coyle, Controller; Linda Rehfuss, Dean, Math, Science and Advanced Technologies; Beverley Welhan, Dean, Health Sciences; Amit Singh, Dean, Business & Computer Sciences; Deborah Greenspan, Assistant Professor of Psychology; Jenny Sheaffer, Director, Dental Hygiene Program; Mike Hartenstine, Help Desk Specialist; Deb Rogers, Office Manager, President’s Office; Dave Collins, Daniela Spevak, and Kathleen McElvenney, Students

Call to Order

Chairperson Bittner called the meeting to order at 4:00 p.m.

Introduction of Guests

Dr. Stout introduced the guests in attendance.

Approval of Minutes

The minutes from March 22, 2010 were approved as presented.

Public Testimony

There was no public testimony.

Presentation of BOT Resolutions
Chairperson Bittner recognized students Daniela Spevak and Kathleen McElvenney with Board resolutions recognizing their academic achievements and their selection to the All Pennsylvania Academic Team.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Nine Months Ending March 31, 2010
  Tuition revenues through March 31, 2010 are $29,464,000, or 98.6% 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 March 31, 2010 are $54,972,000, or 80.3% of the budget. Total Operating Expenditures for the same period are $47,800,000, or 69.8% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the nine months ending March 31, 2010. Ms. Lechter 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 Spring Unduplicated Headcount is 13.16 percent (13,515) ahead of last year (11,943) at the same time and 12.83 percent ahead of the spring 2009 final headcount of 11,978. E-learning headcount is 27.14 percent (3,588) ahead of last year (2,822). New students at the West Campus are up 22.06 percent compared to last year. Total FTE’s are up 12.69 percent (4,687) compared to last year (4,159).

- Summer 2010
  The College has registered 5,865 students thus far for all summer sessions compared to 5,364 students at the same time last year, an increase of 9.3 percent.

- Fall 2010
  The College has registered 3,669 students thus far for the fall semester compared to 3,047 students at the same time last year, an increase of about 20.41 percent.

- Student Success
  We are working hard to reduce student withdrawal rates. A total of 1,770 students (13.9 percent) have completely withdrawn from the College to date, compared to 2,114 (17.83 percent) for the spring 2009 semester.

Matthew Keene was selected as a 2010 Coca-Cola National Finalist based on his scores in the All-USA Academic Team competition. He will receive $1,000 from the Coca-Cola Scholars Foundation, which is administered by Phi Theta Kappa.

- Athletics
Men’s basketball players Mike Aquaviva and Dominic Oliver and women’s basketball players Mercedes Harris and Janay Winston were named to their respective All-Conference and All-State teams.

- **Student Service Learning and Leadership**
  On April 1, the West Campus student clubs held their annual Lasagna Dinner, raising a total of $663 for the College’s Emergency Student Loan Fund.

- **Ensure a Quality, Relevant, Coherent and Innovative Curriculum**
  The second cohort of faculty recently completed the College’s Digital Campus Academy. During the year-long program, faculty participate in a hands-on, project-based learning community where they are trained and mentored in multimedia development. Their projects can be downloaded from the College’s iTunes U site.

- **Build a Model and Modern Workplace**
  Employees giving to United Way exceeded last year’s total. Employees contributed $22,052 to this year’s campaign.

- **Events**

- **Invest in Campus Renewal**
  The College held Earth Day block parties on April 21 from 12:30-1:30 p.m. at both campuses to showcase our sustainability work. Highlights included carbon footprint calculations, database research tutorials, information on composting and recycling, farmers markets, green-technology demonstrations, and faculty-led tours of restored outdoor campus areas. Students began and ended Earth Week by engaging sustainability-themed service work with the Tri-County Performing Arts Center in Pottstown and the Elmwood Park Zoo in Norristown.

- **Staff Outreach**

- **Become an Entrepreneurial College Foundation**
  Dr. Stout asked Board members to plan to join the Foundation for the 6th Leading Women Symposium and Golf Experience at Blue Bell Country Club on June 3. This event hosts over 130 business women in the greater Philadelphia area and
provides a wonderful opportunity to reach decision makers and potential clients. The event also highlights women’s leadership in the workplace and raises awareness of the College’s innovative programs for women. Deb Takes, Former CEO and President of Harleysville Bank, will provide the keynote address.

The Alumni Board will host its Inaugural Community Day 5K Run in conjunction with Community Day on October 2, 2010. The event is being spearheaded by Past Alumni Chair Maureen Thompson. The Alumni Board will also be selling t-shirts to 2010 graduates to raise funds for the Alumni Scholarship Fund.

Also, as part of the President’s report, Dr. Stout introduced Dave Collins, Secretary of the Student Government Association (SGA) to give a brief overview of his trip to Washington, for the American Student Association of Community Colleges (ASACC).

Dr. Stout congratulated Beverly Welhan for her input on an article in U.S. News & World Report on “Gearing Up for Tomorrow’s Hot Careers,” how and where to get the right kind of training for your next job.

Finance Committee

Ms. Lowrie reported for the Committee.

- **Independent Auditing Services Proposals:**
  In February, the College solicited proposals for independent auditing services. An RFP was developed and advertised on the College website and sent directly to eleven accounting firms utilized by Pennsylvania community colleges. Six firms submitted proposals, one declined, and four were unresponsive.

  The RFP responses were evaluated from each firm and graded using an internally developed rating chart. Two finalists were selected based on breadth and depth of experience, competitive fee structure and quality of references. Each finalist, Clifton Gunderson, LLP and Parente Beard, LLC had extensive non-profit, higher education, and governmental experience and expertise. Both firms also provide auditing services to other Pennsylvania community colleges. The Finance committee interviewed both finalists.

  Ms. Lowrie made a motion to approve the appointment of Parente Beard, LLC as the independent auditor for the College and Foundation for three fiscal year audits including 2009-2010, 2010-2011 and 2011-2012 at a fee of $220,000 over the period of the three year engagement. Motion was carried and unanimously approved.

- **Merchant Services:**
  Presently the College utilizes First National Merchant Services through Univest Bank. First National became the merchant service provider in March 2008 when Univest changed processors. During the fiscal year 2009, the College processed approximately $15.6 million in credit card transactions. The processing costs to the
College amounted to $337,450 or 2.16% of the volume processed. The College sought alternate proposals from various vendors to lower the merchant service fees. The College developed this proposal as part of its cost reduction and containment initiatives.

Heartland Payment Systems produced an aggressive proposal with projected annual savings of $79,000 but were eliminated as a potential vendor based on a security breach that is impacting the Company’s financial situation. Univest and First National Merchant Services, the College’s current provider, have projected annual savings of $51,000. TD Bank, the College’s primary bank, offered projected annual savings of $62,000. The College is pleased with TD’s solution to the Merchant Card Services.

Ms. Lowrie made a motion to recommend utilizing the services of TD Bank to provide Merchant Services, resulting in a significant cost savings to the College. Mr. D’Aniello seconded, and the Board unanimously approved.

- **One Card**

  In May 2009, the One Card Committee began work to identify desired functionality for a One Card solution to replace the College’s aging Student ID system. A One Card expands the functionality of the student identification card to include: student ID, library card, door access, refund management, declining balance or debit card to be used on campus, ability to link to a bank account for transfers, ability to re-load or add money to the card, e-commerce system, vending, bookstore, food services/meal plans, card swipe for identification in service areas (rather than current keypad system), and copier/printing.

  Based on the background materials, demonstrations and meetings with each vendor, and references from other colleges, the committee recommended that the College move forward with Blackboard or CBORD for the transaction portion of the system, in partnership with Higher One for the refund management portion of the system, as the College’s One Card solution. Blackboard and CBORD were each provided with the specific requirements for the College to implement the desired functionality of the one card in three phases, and asked to provide quotes for pricing for software, hardware, and services for each phase. Follow-up conversations with each vendor provided the information needed to complete a cost analysis for implementation of a One Card. Based on that cost analysis, and the differences in costs for on-going IT staff and resources needed to support the system, it is recommended to contract with CBORD and Higher One for the College’s One Card solution and to implement the first phase of the solution for fall 2010.

  Ms. Lowrie made the motion to approve contracting with CBORD for the transaction portion of the One Card and Higher One for refund management. Mr. D’Aniello seconded, and the Board unanimously approved.
- **Fixed Asset Accounting:**
The Board engaged American Appraisal in October 2009 to undertake a complete inventory of the College’s fixed assets and to provide a comprehensive report of historical costs, accumulated depreciation, and replacement values. This work is complete and the results were reviewed by the finance Committee.

This is an information item 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.

- **2010-2011 Operating Budget**

  The proposed 2010-2011 operating budget of $72,299,289 represents a 5.6% increase over the revised 2009-2010 operating budget. The following assumptions were made in calculating the 2010-2011 operating budget:
  
  • 4% increase in credit enrollment over 2009-2010 levels
  • No change in the enrollment mix from 2009-2010
  • A $6 increase in the tuition rate
  • Continuing Education is increasing by 5%
  • $18,948,801 or a decrease of $210,011 in State Support over 2009-2010 budget
    - Federal Stimulus funding of $1,749,268 is included in State support
  • $17,702,534 or a 2.9% increase in County Support over the 2009-2010 revised appropriation.
    - Decreasing the County Support from the revised 2009-2010 budget of 25.1% of total funding to 24.5%
  • 4.7% increase in benefit costs.
    - Includes projected health insurance rates remaining the same as 2010 calendar year.
  • Other Expense is increasing 13% and includes funding of potential new operating initiatives as well as a contingency fund to offset potential County and State budget cuts.

  Ms. Lowrie made the motion to approve the 2010-2011 proposed Operating budget. Mr. Groen seconded, and the Board unanimously approved.

  It is also noted that the Operating Budget was not included in the original Board packet, it was presented at the meeting for Board approval.

**Curriculum Committee**

Ms. Austin reported for the Committee.
Program Modification – Dental Hygiene A.A.S. Program
The Dental Hygiene A.A.S. program is a Pennsylvania High Priority program that has been at the College since 1973. Though minor modifications have occasionally been made, no significant curriculum modifications have occurred since the program’s inception. Therefore, the full-time faculty engaged in an in-depth curriculum review resulting in a total reorganization of the Dental Hygiene curriculum. Factors influencing the reorganization included on-going program systematic evaluation data, endorsement by the Dental Hygiene Advisory committee, data from students and faculty surveys, recommendations from a Dental Hygiene Education Program Consultant, curriculum requirements of the profession’s accreditation agency, and changes within the field including the legalization of the administration of local anesthesia by dental hygienists.

The curricular modification to the Dental Hygiene Program is anticipated to provide students with relevant courses comprised of both didactic and clinic experience, thus, assisting them in the direct application of didactic content to the clinical setting. The combined course content is projected to enable students to better understand the relevance of course information. Additionally, the curriculum modification will reallocate and re-sequence required credits for a more even and logical distribution across the curriculum providing students with a more realistic credit load per semester in which to assimilate and apply course content. With the addition of the course DHG 226 - Dental Pain Control, graduates will be prepared to perform all legal functions within the current scope of dental hygiene practice in Pennsylvania.

Ms. Austin made a motion to approve the proposed modifications to the Dental Hygiene A.A.S. program. Mr. Paston seconded, and the Board unanimously approved.

Program Modification – Web Development and Administration A.A.S. and Certificate Programs:
The 62-credit Web Development and Administration A.A.S. and 30-credit Certificate in Web Development programs have been in existence since 1998 and qualify as Pennsylvania High Priority programs. These programs are designed to prepare graduates for employment in an entry-level Web development, design, administration, or Web Master position. Both the A.A.S. and Certificate curriculums have not gone through any significant modification since their inception.

Modifications Proposed

1. Change the name to Web Design and Development for both A.A.S. and Certificate programs
2. Create two concentrations: Design concentration and Development concentration
3. Reduce the total number of credits to 60 from 62 for the A.A.S. program
4. Update the learning outcomes
5. Modify the following three courses: CIS 114 Web Design and Development, CIS 140 Client-Side Web Development, and CIS 241 Server-Side Web Development
6. Replacing some existing courses and electives with other courses to make the program more relevant

The curriculum modification will be implemented beginning spring 2011. All students currently enrolled as Web Development and Administration majors will be notified of the changes being made to this program via email and the USPS. Students who are close to completing their degree requirements will be given the option to complete their degree under the old or new catalog description. Students who are in their first year of the program will be advised to use the new catalog. Class time will be used to notify students to these changes as well as to provide them with advising. Advisors will be notified of these changes and a meeting will be held, if necessary, to provide Student Success Center Advisors and Counselors with the appropriate information to support this change.

Ms. Austin made the motion to approve the proposed modifications to the Web Development and Administration A.A.S. and Certificate programs. Mr. Paston seconded, and the Board unanimously approved.

- Middle States Periodic Review Report:
   As reported to the Board of Trustees Curriculum Committee in January, the Middle States Commission on Higher Education requires a self-study initial accreditation process followed by a reaccreditation every 10 years. At the five year mark between self-study visits an interim report is due, known as the Periodic Review Report (PRR), which is due to Middle States on June 1, 2010. The College began the process of developing the PRR in 2008. The co-chairs, Drs. Linda Rehfuss and Deborah Greenspan, presented a PowerPoint overview of the PRR to the Board of Trustees.

   Trustees Lowrie and Austin noted that the quality of the document was well written and mentioned that it was commendable that the budget managers received input from faculty, staff and administrators to incorporate into the PRR. They also gave praise on how well the PRR was in alignment with the Strategic Plan.

   Chair Bitner thanked everyone for a job well done.

   President Stout thanked Linda Rehfuss, Deborah Greenspan and John Flynn for their outstanding efforts on the work accomplished to complete the PRR. She also thanked them for an excellent presentation to the Board of Trustees.

Ms. Austin made the motion to endorse the 2010 Periodic Review Report. Ms. Mann seconded, and the Board unanimously approved.
- **Middle States Substantive Change – Automotive Technology A.A.S:**
The College’s Automotive Technology A.A.S. program, which began in 1991 at the Eastern Vocational Technical High School in Willow Grove, PA, moved to a new location and opened a second site for the program. In fall 2006, in response to increased enrollment, the program relocated from Eastern Vocational Technical High School to the Mobile Air Conditioning Society International Center (MACS) in Lansdale, PA. In fall 2007, with the funding support of a $1.3 million United States Department of Labor Community-Based Job Training Grant, a new location was opened at the Pottstown High School in Pottstown, PA. Both locations benefited from the purchase of new automotive technology equipment paid for through the grant and the addition of a full-time faculty member. The addition of the Pottstown site opened access to the western part of the County, an area with a documented need for trained automotive technicians, and aligned the program with the College’s growing dual enrollment program at the high school.

The College will submit a Substantive Change request to the Middle States Commission on Higher Education no later than May 1, 2010. The request is to designate the program’s two current site locations— the Pottstown High School in Pottstown and the Mobile Air Conditioning Society International Center (MACS) in Lansdale—as “Other Locations.” This designation will require the College to continue to pay particular attention to ensuring that students in the automotive program have the same access to support services and student activities as do students whose programs are primarily located at one of the College’s campuses.

Ms. Austin made the motion to endorse the Automotive Technology A.A.S. Substantive Change request to the Middle States Commission on Higher Education. Mr. D’Aniello seconded, and the Board unanimously approved.

Ms. Austin reminded everyone to review the information on the New, 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.

- **Board of Trustees Conflict of Interest Policy:**
  A comprehensive review of College policies and procedures was performed in the Spring of 2009. As a result of that review, a need was identified for a Board of Trustees Conflict of Interest Policy. Conflict of interest policies provide safeguards and ensure consistencies in Board decision-making processes. Although not required by law, having conflict of interest policies and procedures create proactive safeguards for dealing with decisions about transactions that may come into question.

  Using best practice guidelines from the Association of Governing Boards of Universities and Colleges (AGB) a draft policy was written. In addition to the
consulting with the AGB, several examples of public institution conflict of interest policies were studied.

The purpose of the Board of Trustees Conflict of Interest Policy is to provide guidance and articulate a disclosure procedure for Board members.

Ms. Mann made the motion to recommended Board approval of the Conflict of Interest policy as presented. Mr. Cantor seconded, and the Board unanimously approved.

- **Professional Hires for April, 2010**

**Separations**

**Full Time Administrative (1)**
Zandan Urusow, Grant & Budget Accountant
3/1/10
Supervisor: Dennis Wesley

Ms. Mann made a motion to ratify the separation. Mr. Cantor seconded the motion, and the Board unanimously approved.

**Physical Plant Committee**

Dr. Stout reported for the Committee.

- **140 College Drive Professional Services:**
  In February 2008 the Physical Plant Committee approved a contract award to Simone Collins of Berwyn for services attendant to development of the 140 College Drive parking lot. The initial contract scope and cost of $45,627.50 plus reimbursable expenses was expanded to $60,087.50 by the Committee in February 2009.

Last November Simone Collins submitted a request for additional service fees totaling $11,916.25. The services cited in that request included coordination activities with the College’s environmental consultant and with Pottstown Borough, meeting attendance, a Norfolk Southern Utility Casings application, storm water plan modifications, and permit plan revisions and coordination.

Aggressive negotiations with Simone Collins have resulted in the following tentative terms of agreement, subject to Board acceptance:

1. Splitting of the additional fee request, with the College and Simone Collins each absorbing one-half of the cost
2. Completion of contractual responsibilities to the College with two more site visits/inspections
3. Total of all payments to Simone Collins are not to exceed $66,000; and
4. Execution of a general release, drafted by College legal counsel, to assure these all-inclusive terms of settlement and contractual claims.
Mr. D’Aniello made the motion to recommend Board approval of an additional $5,912.50 in compensation to Simone Collins, resulting in a final all-inclusive contract amount of $66,000 and the above terms of settlement. Mr. Groen seconded, and the Board unanimously approved.

**Legislative Update**

Dr. Stout noted the letter from Congressman Gerlach included in the Board packet, stating the status of our fiscal year 2011 appropriations request and his decision to place a moratorium on earmarks.

Representative Tim Briggs was a recent guest on Dr. Stout’s “MCCC on the Air” radio show. They talked about his time as a student at the college and his work in the legislature.

On April 13, Dr. Stout visited with Senators Mensch, Rafferty, Leach, Greenleaf and Dinniman to talk about the College and state funding. She also met, along with Diane Bosak and presidential colleagues with members of Senate leadership including Senators Costa, Pillegi, and Corman to make the case for increased capital funding for our colleges.

April is Community College Month and Representatives Quigley, Gerber and Harper sponsored the introduction of a House resolution recognizing the critical work of our colleges in workforce development, transfer, on-line learning and tuition assistance programs for the unemployed.

**Chair’s Report**

Mr. Bitner thanked everyone for coming to Pottstown and reminded the Board members of the upcoming commencement activities in May.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 5:00 p.m. The next meeting is scheduled for Monday, June 21, 2010 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

Andrew B. Cantor  
Secretary  
Board Minutes, April 26, 2010