The meeting of the Montgomery County Community College Board of Trustees was held on Monday, May 17, 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, Marcel Groen, Lea Bramnick, Eric Kretschtman, Lynne Lechter, Regina Lowrie, Richard Montalbano, Michael Paston, Jim Vlahos

Board of Trustees – Absent:
Andy Cantor, Secretary; 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 Moono, Vice President for Student Affairs; Peggy Lee-Clark, Assistant to the President; Mike Coyle, Controller; Linda Rehfuss, Dean, Math, Science and Advanced Technologies; Beverly Welhan, Dean, Health Sciences; Amit Singh, Dean, Business & Computer Sciences; Celeste Schwartz, Vice President for Information Technology; Rose Makofske, Director of Equity and Diversity Initiatives; Rhoda McFadden, History Professor and Faculty Union President; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Stephen Grieco, Dean, Humanities; Deb Rogers, Office Manager, President’s Office; Matthew Keen, Student, Paul McDowell, 2009 Graduate

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 April 26, 2010 were approved as presented.

Public Testimony

There was no public testimony.

Presentation of BOT Resolutions and Congratulations

Chairperson Bitner recognized Matthew Keene with a Board resolution recognizing his academic achievements and his selection to the All Pennsylvania Academic Team. He also presented a Board resolution to Paul McDowell for the 2009 award winning literary magazine *This Side UP*. 
Chairperson Bitner also shared a letter from recent retiree Thomas Mellon thanking the Board for all the work, support and resources they have provided to the retirees. Mr. Bitner also recognized Trustee Austin and congratulated her for receiving the Pennsylvania Human Relations Commission award for Outstanding Contributions in Law Enforcement.

Ms. Bramnick also commended the College for the article in the Philadelphia Business Journal noting the 4th place ranking of the Alumni Association among Philadelphia’s higher education institutions.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Ten Months Ending April 30, 2010**
  Tuition revenues through April 30, 2010 are $29,561,000, or 98.9% 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 April 30, 2010 are $58,007,000, or 84.7% of the budget. Total Operating Expenditures for the same period are $55,060,000, or 80.4% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the ten months ending April 30, 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**
  
  **Spring 2010**
  The final total unduplicated headcount is 13.34 percent (13,576) ahead of last year (11,978) Total FTE's are up 12.82 percent (4,695) compared to last year (4,159).

  **Summer 2010**
  The College has registered 8,101 students thus far for all summer sessions compared to 7,140 students at the same time last year, an increase of 11.86 percent.

  **Fall 2010**
  The College has registered 5,265 students thus far for the fall semester compared to 4,576 students at the same time last year, an increase of 15.06 percent.

  **Student Success Indicators**
  At this point, the number of students who will graduate in May 2010 is 17.7 percent higher in comparison to 2009 at the same point in time. The total number of graduates
is 1,303, which is the largest class in the College’s history for the tenth consecutive year.

- **Student Success**
The College’s Children’s Center was selected as one of 10 exemplary early childhood education programs in the nation for Engaging Diverse Families through the National Association for Education of Young Children (NAEYC). The Children’s Center is one of over 7,000 child care programs accredited through NAEYC. To be selected as one of the top 10 for Engaging Diverse Families is an honor and a strong testament to the quality experience of our Center and its talented leadership and staff. Kudos to Deborah Ravacon.

- **Athletics**
An end-of-the-year Athletics Banquet was held at Marjeane Caterers in Lansdale on May 13 for student athletes, coaches and members of the Athletics Advisory Board.

- **Student Service Learning and Leadership**
Radiography student Jackie Sodano was one of 10 students in the country to earn the 2010 Lambda Nu Scholarship. Jackie is the fourth student from the College’s Radiography program to earn this scholarship since 2003.

- **Ensure a Quality, Relevant, Coherent and Innovative Curriculum**
Assistant Vice President of Academic Affairs Barbara Lontz was awarded the College’s 2010 Innovation of the Year for reformatting the MAT 010 course, which focuses on developmental arithmetic and pre-algebra. Through the College’s work with Achieving the Dream, MAT 010 was identified as a barrier to student success. Barbara reformatted the course to progress through concepts rather than topics. She taught the course as a pilot for three semesters at the West Campus with a 70 percent student success rate, as opposed to a 43 percent success rate when the course is taught in the traditional format. The pilot was expanded this spring with 14 sections being taught to 230 students by faculty at both the Central and West campuses. The MAT 010 pilot will be forwarded as the College’s submission to the League for Innovation in the Community College for national recognition in a program designed to showcase innovation at America’s community colleges.

- **Build a Model and Modern Workplace**
Thirteen faculty and administrators recently became the fourth class to complete the College’s Leadership Academy. The two-year program partners participants with mentors from the College as they complete a project and develop leadership skills.

- **Staff Outreach**
Dean of Arts and Humanities Dr. Stephen Grieco debuted his new musical composition, “Images of My Father,” on May 16 at New Hanover Lutheran Church in Gilbertsville. The multi-media production involved a year-long process of pulling together thousands of images, writing anthems and composing music for live and electronic orchestra instrumentation.
Associate Vice President of Academic Affairs Dr. Victoria Bastecki-Perez received the University of Pittsburgh School of Dental Medicine Distinguished Alumna Award for Dental Hygiene at the 10th Annual Dean’s Scholarship Ball held at the Heinz History Center in Pittsburgh on April 10. Vicki is only the 10th dental hygiene alumna to earn this prestigious award since its inception.

President’s Outreach
On Saturday, May 1, Dr. Stout participated in a stakeholder breakfast hosted by Congresswoman Schwartz to discuss workforce development issues and the role of community colleges. Discussions were on the importance of strong community college/local workforce investment board partnerships and the need for the federal government to continue to support the growth of community colleges as the Workforce Investment Act is set to be reauthorized in this legislative session.

- Become an Entrepreneurial College

Foundation
As of April 30, total private giving is $852,286. This is reflective of unrestricted and restricted giving.

The Alumni Board will host its first 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.

Finance Committee

Mr. Kretschman reported for the Committee.

- Quarterly Retainer and Hourly Rates for Legal Counsel:
Each year the College solicits a proposal for the continuation of legal services including an itemized breakdown of matters covered and not covered by the quarterly retainer.

Fox Rothschild’s proposed 2010-2011 fee schedule is divided into three categories which are highlighted below:

1. Quarterly Retainer: The proposed 2010-2011 quarterly retainer of $4,950 is over the 2009-2010 rate of $100 or 2.1%.

2. Items Not Covered Under the Retainer: The proposed 2010-2011 hourly rate for items not covered under the retainer of $190.00 represents a $10.00 or 5.5% increase over 2009-2010 rates. The proposed items covered and not covered by the retainer are the same as last year.

3. Miscellaneous Matters: These include matters not covered by the quarterly retainer or by the hourly rate described above. Examples may include financing or bond arrangements; tax consulting; specialized contracts such as energy
savings, Section 125 and 457 plans, construction litigation, immigration advice, audit responses and matters covered by insurance. The hourly cost for the majority of these matters is $240 a $5 increase or 2.1%. Other unique or non-customary litigation will be calculated based on a 20% discount compared to the customary hourly rates charged.

New hourly rates will become effective on July 1, 2010.

Mr. Kretschman made a motion to approve retaining the services of Fox Rothschild as the College’s Legal Counsel for 2010-2011 at the quarterly retainer fee of $4,950, the hourly rate of $190.00 and miscellaneous hourly rates up to $240.00 or calculated at a 20% discount compared to the customary hourly rates. Mr. D’Aniello seconded, Mr. Groen abstained from voting and the motion was carried and approved by the Board.

2009-2010 Pre-Audit Meeting

Parente Beard was selected by the College Board of Trustees (via the RFP process) to provide independent audit services to the College and Foundation through the 2011-2012 year-end. The pre-audit conference with the Finance Committee was an important component of fiscal stewardship. The conference provided the Committee the opportunity to raise questions regarding the scope of the audit and to identify any issues or concerns.

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.

Curriculum Committee

Ms. Austin reported for the Committee.

- New Program – Dance A.A. Program
The Dance A.A. program is designed to prepare students for transfer to a four-year college or university where students may major or minor in Dance, Dance Education, Dance Therapy, or dance-related fields. The program is also appropriate for students seeking entry level work in dance-related fields in arts management, arts education, recreation, and body therapies. The program was researched and developed with guidance from faculty, administrators, transfer institutions, and multiple professional dance companies and dance professionals.

The proposed program offers a diverse selection of courses ranging from traditional classes such as ballet and dance improvisation, to jazz dance and modern dance. In addition, new classes are being developed to maintain current with dance trends. Our most recent offering presented to Curriculum Committee is in hip-hop dance.
Ms. Austin made a motion to approve the offering of the New Dance A.A. program effective for fall 2010. Mr. Paston seconded, and the Board unanimously approved.

- **New Program – Health Services Management A.A.S.**
The Health Services Management A.A.S. program is designed to provide students with a broad background in health care management and prepare them for employment in traditional medical practices/businesses, growing holistic health practices/businesses, and institutions that employ medical coders. Integral to the degree are courses in medical terminology, management, office administration, and electronic medical records. For students with an interest in an in-depth study, two nine-credit program concentrations have been developed – Holistic Health Studies and Medical Coding. Those completing the Medical Coding concentration will also be awarded a Certificate of Completion and will be eligible to complete the American Academy of Professional Coders’ Certified Professional Coder (CPC) examination.

Ms. Austin made the motion to approve the offering of the Health Services Management A.A.S. effective for spring 2011. Ms. Bramnick seconded, and the Board unanimously approved.

- **Admissions Policy**
The College has an open admissions policy, providing accessible and affordable educational opportunities to all who apply. As the College continues to implement programs and processes to improve student success, the admissions policy requires changes to reflect the new programs that will be offered.

All new students are required to take the College’s placement tests or show exemption. Depending on how they score, they are placed into college level or developmental courses. However, several students each year score very low on all three of the placement tests, reading, writing and mathematics, lower than our developmental curriculum is designed to accommodate. Therefore, the College has developed partnerships to provide an opportunity for those students to take an Adult Basic Education program at the Central and West campuses, prior to enrolling in developmental or college-level courses.

Ms. Austin made a motion to adopt the 2010 Admissions Policy as presented. Mr. Vlahos seconded, and the Board unanimously approved.

- **Academic Calendars:**
A revised Draft of the 2010-2011 and the proposed 2011-2012 Academic Calendars were presented to the Board. On May 18, 2009, the Board of Trustees approved the 10-11 Academic Calendar. At this time, Academic Affairs requested modification to the 10-11 Academic Calendar, specifically the deletion of the Ten Week/2011 and the Mid-Summer/2011 sessions with the preservation of the other semesters and sessions as originally submitted. The impetus for change includes customer service, enrollment, and resource allocation.
Both calendars include a Reading Day in fall, spring and summer semesters in an effort to enhance student success. Each also provides for ample opportunity for e-grade entry by the faculty so students may access final grades via WebAdvisor in a timely manner. The draft calendars were shared with the Vice Presidents including their respective teams, Enrollment Council, Executive Director of Human Resources, Student Life Committee, and Academic Affairs. Feedback collected was considered by the All-College Curriculum Committee to formulate the revised and proposed calendars.

The 2011-2012 calendar also has the administrative office schedule, as proposed by the Human Resources Office.

Ms. Austin made a motion to endorse the changes to the 2010-2011 calendar and to approve the proposed 2011-2012 calendar. Mr. Paston seconded, and the Board unanimously approved.

- Academic Program Review – Engineering Science A.S.
  The Engineering Science curriculum is designed to prepare students for transfer as juniors to 4-year institutions of engineering. The curriculum focuses on foundational mathematics, science, and preparatory coursework in engineering. The program was originally launched in 1998. Periodic feedback from four-year transfer partners indicates Montgomery County Community College’s Engineering Science graduates are performing as well as, or better than, students native to those institutions. Articulated transfer partner institutions include Cornell, Temple and Widener Universities, with additional non-articulated transfer opportunities available with Drexel, Penn State, Rowan and Villanova Universities.

Proposed Program Additions and Recommendations:

The Engineering Science A.S. Program’s curriculum is closely aligned with the Accreditation Board for Engineering and Technology (ABET), a non-profit organization officially recognized as the United States accrediting body of college and university programs in applied science, computing, engineering, and technology. The only program-related recommendation suggested by the recent review includes adding two Learning Outcomes to the Program that clarify alignment with ABET’s accreditation standards. These are:

a. Show evidence of an ability to function effectively on teams.
b. Show evidence of an ability to communicate effectively.

Other recommendations are also proposed. One such recommendation is related to graduation rates. Sixteen percent of students who entered in fall 2005 as an Engineering Science A.S. major graduated by 2008, compared to the College’s rate of 13% for the same time period. Graduation rates are hypothesized to remain flat due in large part to the rigorous nature of the program’s mathematics requirements. This is strongly supported by extensive data analysis detailed within the APR itself. Based on these findings, two direct interventions are recommended: the targeted advising of students entering the program who place in developmental mathematics courses, and
the extension of the College’s Supplemental Instruction (SI) program into the MAT 161 (Precalculus I) classroom.

Ms. Austin recommended the endorsement of the Engineering Science A.S. Academic Program Review with a follow-up study due in May 2011 reporting on applicable adoptable best practices from other model community college transfer engineering science programs. Ms. Lechter seconded, and the Board unanimously approved.

Ms. Austin reminded everyone to review the information on the new courses as presented, 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 May 2010**

  **Appointments**

  Full Time Administrative (1)
  Tom Freitag, Vice President for Finance and Administration
  Start Date: 7/15/10

  **Separations**

  Full Time Administrative (1)
  Kelly Sharkey, Accounting Manager
  4/16/10
  Supervisor: Michael Coyle

Ms. Mann made a motion to ratify the Administrative appointment and separation. Ms. Lowrie seconded the motion, and the Board unanimously approved.

- **Administrators and Public Safety Officer Salary Increases 2010-2011**

  For 2010-2011, the College proposes awarding annual salary increases of 1.8% for those whose performance meets expectations.

  The Hay Group conducted a survey during 2009 to determine how organizations are changing their rewards programs in response to the recent economic downturn. According to the Hay Group, most organizations are giving increases of 2.5%. Hay has suggested to the College to move the structure 2% and offer an increase of 2.5%.

  The College has considered the Hay Group analysis and recommends a 1.8% increase for Administrators and Public Safety Officers. The College will not make any
changes in the underlying position salary ranges this year. This recommendation reflects the current economic environment as well as continued uncertainties pertaining to overall economic health.

The proposed salary increase amounts to $256,698 and has been fully incorporated into the 2010-2011 Operating budget.

Ms. Mann made a motion that the Board approve the allocation of $257,000 toward awarding annual increases that average 1.8% for Administrators and Public Safety Officers whose performance meets expectations. Mr. DiSandro seconded, and the Board unanimously approved.

**Physical Plant Committee**

Dr. Stout reported for the Committee.

- **140 College Drive Lease Agreements:**

  Leasing space to Schuylkill River National Heritage Association (SRNHA) supports the College’s strategic initiative of *Extending Community and Strategic Partnerships*. The planned renovation of the remainder of 140 College Drive will create new academic laboratory spaces for the environmental sciences, and from the inception of project planning activities a strategic partnership with SRNHA has been identified as being a desirable element in support of the College’s academic programs at the facility.

  A lease for SRNHA has been developed by College legal counsel.

  1. Rent costs would be $925/month for the first year of a five year lease term, with annual reviews thereafter of lessor operating costs with formal rent adjustments by contract addendum to ensure that the rent fairly reflects these costs.

  2. Utility costs would be borne by SRNHA.

  3. SRNHA would be responsible for cleaning its portion of the premises.

  4. SRNHA would furnish insurance certificates indicating required public liability insurance and property damage insurance coverage’s, with the College named as co-insured.

  5. A 180 day advance notice would be required of SRNHA should it elect not to continue leasing the space from the College.

Ms. Mann made the motion to recommend the authorization of the College to enter into a lease agreement with the Schuylkill River National Heritage Association. Mr. Paston seconded, and the Board unanimously approved.

- **Bulk Electricity Procurement**

  An evaluation of options was completed for moving forward with the purchase of bulk electricity supplies to satisfy anticipated requirements in the coming year. The necessity to undertake the task was created with the deregulation of electricity by the Pennsylvania Legislature. Deregulation becomes effective at the end of 2010. Given the nature of the commodity market for electricity and the desire to lock in prices to ensure budgetary stability and certainty, many educational and governmental entities have already made awards to electricity suppliers.
Interviews were conducted on April 9th with three firms who specialize in advising small and large organizations on management of their energy requirements:

- Provident Energy – currently manage the purchase of the College’s natural gas requirements through a co-op involving the Montgomery County Intermediate Unit and numerous school districts and other large users. The College became aware of Provident’s work through College counsel.
- Summit Energy – currently hold an energy management services contract with the Philadelphia Area Collegiate Cooperative, a local group of 18 colleges and universities of which the College is a member. Summit is a diversified energy management firm with many capabilities that could benefit the College.
- Co-eXprise Marketplace, Inc. – Montgomery County recently signed on with this cooperative effort that began with the Chester County government. Currently there are in excess of 20 organizations taking advantage of Co-eXprise’s electricity purchase aggregation program. The College has been invited to participate in the arrangement.

All firms offered negotiated pricing approaches to the procurement of electricity, but only Co-eXprise offered the additional benefit of bidding via reverse auction technology.

Mr. D’Aniello made a motion to recommend the endorsement for use by the College of Chester County government’s cooperative agreement with Co-eXprise Marketplace, Inc. for the purchase of bulk electricity. Ms. Lechter seconded, and the Board unanimously approved.

- Health Sciences & Wellness Center Feasibility Study

In March and April the staff briefed the Physical Plant Committee on progress toward identification and selection of a firm to guide the College through the process of assessing the feasibility of adapting the existing Physical Education Center for use as the College’s new Health Sciences & Wellness Center. The ultimate goal of the study effort, scheduled for November completion, is to provide the College with a document to present to funding agencies while also launching the programming effort.

There were 14 proposals and interviews of six of the proposing firms, the Staff Selection Committee narrowed the field to two firms for further consideration:

1. Bower Lewis Thrower Architects, Philadelphia
2. Kimmel Bogrette Architects, Conshohocken

Ms. Mann made a motion to recommend selecting Kimmel Bogrette Architects of Conshohocken to provide feasibility study services for the Health Sciences & Wellness renovation project at a fee of $21,900. It is furthermore requested that the Physical Plant Committee direct the staff to
proceed with developing a services contract through College counsel so that the study may proceed without delay. Ms. Lowrie seconded, and the Board unanimously approved.

Dr. Stout noted that the remainder of the items in the Board packet are information only and require no action from the Board of Trustees.

**Legislative Update**

Dr. Stout noted the letter from Senator Greenleaf to the Senate Appropriations Committee Chair, Jake Corman, supporting the increase of funding for community colleges in next year’s budget.

**Bids**

George Mulligan reported on the Bids

- College Promotional Products Store

Mr. D’Aniello made a motion to recommend the awarding of a contract to Innovative Print & Media Group of Oaks, PA as having the best and most complete proposal response. He also recommended that the College follow-up and compare against other vendors to make sure we are receiving the most competitive prices yearly. Mr. DiSandro seconded, and the Board unanimously approved.

Dr. Stout thanked George Mulligan, Lynn Rothman and Penny Sawyer for their hard work in putting this proposal together.

**Chair’s Report**

Mr. Bitner thanked everyone for attending and for their input in today’s meeting.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 4:55 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.
Board Minutes, May 17, 2010