The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 27, 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, Regina Lowrie, Richard Montalbano, Ed Mullin, Michael Paston

Board of Trustees – Absent:
Andy Cantor, Secretary; Lynne Lechter, Jim Vlahos

Also Present:
Karen Stout, President; Marc Davis, Fox Rothschild; Vicki Bastecki-Perez, Interim Vice President of Academic Affairs and Provost; Thomas Freitag, Vice President for Finance and Administration; Alana Mauger, Director of Communications; Mike Coyle, Controller; 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; Celeste Schwartz, Vice President for Information Technology; Rhoda McFadden, History Professor and Faculty Union President; Diane O’Connor, Executive Director of Human Resources; Beverly Welhan, Dean, Health Sciences; Maria Toth, Director, Nursing Program; Gerri Light, Business Systems Trainer; 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.

Executive Session

Chairperson Bitner called an executive session at 4:10 p.m. to discuss issues related to personnel. The public meeting re-adjourned at 4:20 p.m. No action was taken in the Executive Session.

Approval of Minutes

The minutes from June 21, 2010 were approved as presented.

Public Testimony

There was no public testimony.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Twelve Months Ending June 30, 2010
  Tuition revenues through June 30, 2010 are $32,143,000, or 107.5% of the budget. This figure includes all credit classes for the 2009 ten week, second summer and mid summer sessions, Fall Term, Spring Term, Summer 1, Summer 14 Week and all non-credit classes. Total Operating Revenues for the period ending June 30, 2010 are $70,890,000, or 103.5% of the budget. Total Operating Expenditures for the same period are $70,001,000, or 102.2% of the budget. Please note that these are unaudited statements.

- For One Month Ending July 31, 2010
  Tuition revenues through July 31, 2010 are $1,956,000, or 5.9% of the budget. This figure includes all credit classes for the 2010 ten week, second summer and mid summer sessions, and all non-credit classes. Total Operating Revenues for the period ending July 31, 2010 are $3,561,000, or 4.9% of the budget. Total Operating Expenditures for the same period are $2,443,000, or 3.4% of the budget.

- For the Two Months Ending August 31, 2010
  Tuition revenues through August 31, 2010 are $2,277,000, or 6.8% of the budget. This figure includes all credit classes for the 2010 ten week, second summer and mid summer sessions, and all non-credit classes. Total Operating Revenues for the period ending August 31, 2010 are $5,425,000, or 7.5% of the budget. Total Operating Expenditures for the same period are $7,452,000, or 10.3% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the twelve months ending June 30, 2010, the one month ending July 31, 2010 and two months ending August 31, 2010. Mr. DiSandro seconded the motion, and the Board unanimously approved the Treasurer Reports.

President’s Report

Dr. Stout reviewed highlights of the President’s Report.

- Enrollment

- Fall 2010

As of September 15, 13,905 students were enrolled in fall semester courses, which is a 4.99 percent increase over the same time last year. West Campus enrollment is up 8.81 percent over last year with 2,743 students, and Central Campus enrollment is up 1.79 percent with 9,956 students. e-Learning enrollment is up 15.14 percent over last year with 3,528 students. Total credit hours are 126,347, which is a 4.12 percent increase over the same time last year, and FTEs are at 5,044, which is a 4.04 percent increase. We continue to enroll students in late start courses throughout the fall semester.
- **Student Success**
  As of September 1, 59 children were enrolled in the Children’s Center, exceeding the projected number of 50 students.

  The College is piloting a textbook rental program in coordination with Barnes & Noble. The pilot includes textbooks for 10 courses, most of which are required freshmen level courses with high enrollment.

  100% of the College’s 2010 Radiography and Dental Hygiene graduates passed their national board examinations, earning them the designations of Registered Technologists (R.T.) and Licensed Dental Hygienists’, respectively.

- **Athletics**
  The Mustangs men’s and women’s soccer seasons opened on August 31, and the inaugural women’s volleyball season opened on September 9. Full schedules and updates are available online at www.mustangsathletics.com.

- **Student Service Learning and Leadership**
  Student David Collins was appointed as a student representative to the Pennsylvania State Board of Education. His term will begin October 1, 2010. David has served as secretary of the West Campus Student Government Association, and he represented the College last year at the American Student Association of Community College’s (ASACC) annual conference in Washington D.C. and at Lobby Day in Harrisburg.

- **Events**
  On August 19, the College held a celebration in honor of being named a 2010 Military Friendly School by *G. I. Jobs* magazine at the Central Campus. The designation ranks the College as being among the top 15 percent of institutions in the nation for supporting active military and veteran students.

- **Build a Model and Modern Workplace**
  The College held its Opening Day activities on August 31. Dr. Brian Pusser, Associate Professor and Director of the Center for the Study of Higher Education of the Curry School of Education at the University of Virginia, was our keynote speaker as well as a presenter for one of our break-out sessions. Dr. Pusser discussed his most recent publication “Re-imagining Community Colleges in the 21st Century: A Student-Centered Approach to Higher Education.”

  The College has received two District 1 Medallion Awards from the National Council for Marketing and Public Relations (NCMPR) for our Cluster Brochure Series, which highlights areas of study in each of the academic divisions, and for *bigDreams*, our alumni/college magazine. Kudos to the Marketing team—Lynn Rothman, Alana Mauger, Erin Jellesma, Diane VanDyke and Darlene Yerkey—for their work on these projects.
- **Invest in Campus Renewal**
  On September 1, the College began a transportation shuttle pilot program between the Central and West campuses. The pilot is being managed by the Greater Valley Forge Transportation Management Association (GVFTMA) in coordination with TransNet Suburban Transit Network, Inc. The van enables up to 14 passengers to travel back and forth between campuses for classes and activities, increasing access to campus-specific courses and programs. The program has the potential to reduce vehicle usage by up to 3,900 miles daily if the van operates each trip at full capacity. The shuttle departs from each campus five times per day Monday through Thursday, starting and ending at the West Campus and is wheelchair accessible and equipped with Wi-Fi.

The College received a grant in the amount of $2,900 from the Department of Environmental protection and Aqua PA to fund its Tree Vitalize Watershed project through the Montgomery County Conservation District. The funding will be used to plant 100 trees on the Central Campus later this fall. Kudos to Assistant Professor Jerry Coleman for his continued efforts in making the outdoor areas on campus more sustainable.

In August, the President’s Climate Commitment Advisory Council launched a new blog, “Going Green.” The blog provides a central location for information on all of the College’s sustainability efforts, including an overview of the sustainability initiative and the American College and University Presidents’ Climate Commitment, the College’s Carbon Inventory, the latest sustainability news, resources and press clips. The blog is available online at [http://mc3green.wordpress.com](http://mc3green.wordpress.com).

- **Extend Community and Strategic Partnerships**
  The College was selected by the Transportation Security Administration (TSA) of the Department of Homeland Security as one of 30 institutions in the country to deliver a “TSA Certificate of Achievement” program for all TSA Transportation Security Officers and related personnel at the Philadelphia International Airport. While offered through the division of Workforce Development and Continuing Education, the three courses will transfer as electives into the College’s Criminal Justice program.

- **Become an Entrepreneurial College**
  The North Penn Community Health Foundation awarded the College $24,300 in continued support of our dental outreach prevention, screening and patient education programs. The grant will fund three sealant and fluoride varnish programs at the College’s Dental Hygiene Clinic in Blue Bell, which will serve at least 120 low-income children from the North Penn area. The initiative will also provide up to 800 fluoride varnish applications to children in the Head Start and North Penn Valley Boys and Girls Club programs. Kudos to Director of Dental Hygiene, Jenny Sheaffer for leading this effort.
Finance Committee

Mr. Kretschman reported for the Committee.

- **Univest Monthly Performance Review**
  Univest presented a proposal to lengthen the average duration of this portfolio, based on input from College staff related to possible cash requirements of the College from the investment pool. The proposal lengthens the average duration of the portfolio from 1.73 to 2.48 years and increases yield to maturity rates from 1.17 to 1.24 percent.

Mr. Kretschman made the motion to approve Univest’s proposal to extend the average duration of the portfolio. Mr. D’Aniello seconded and the Board unanimously approved.

- **Collection Services RFP Proposal**
  In April the College solicited proposals for collection services using an RFP. The RFP was advertised on the College website and also sent directly to ten collection agencies utilized by community colleges. A total of seventeen (17) firms were solicited. Twelve (12) firms submitted responsive proposals. Respondents were asked to provide proposals for collection services to the College for a three year period. A committee of College staff consisting of: the Controller, Executive Director of Accounting, Director of Financial Aid, Supervisor ARP, Interim Dean of Student Affairs and the Student Accounting Supervisor evaluated the RFP responses. Two finalists to share the primary accounts were selected based on breadth and depth of experience competitive fee structure and quality of references. The finalists, NCO Financial Systems, Inc. and AR Resources have extensive higher education experience and expertise. Both firms also provide collection services to other Pennsylvania community colleges and each charges a fee of 20% of collections. The scope of services solicited included a full collection effort after the College’s internal collection efforts are exhausted. A third firm, General Resources, was selected to provide services for secondary account placement for a 25% fee.

Mr. Kretschman made a motion to recommend NCO Financial Systems and AR Resources as primary account agencies and General Resources as secondary accounts collection agency. It was also recommended that a review of the progress on collections be made in six months. Ms. Mann seconded. Of the twelve members in attendance, eleven voted yes and one voted no.

- **Proposed Internal Audit Plan**
  This year’s proposed audit work plan calls for ten (10) diverse audits including the following first time audits: Student Loan Emergency Fund, Fixed Asset Inventorying Process, Student Refund Appeal Process and International Student Processing. The composite risk rating of the ten proposed audits is 1.66.

  Conducting audits of these ten items ensure that adequate controls and procedures are in place to properly safeguard College resources and to ensure that sufficient services are available to students, staff and the community at large.
Mr. Kretschman made a motion to approve the proposed internal audits to be performed during FY 2010-2011. Ms. Lowrie seconded, and the Board unanimously approved.

Mr. Kretschman reminded everyone that they should have reviewed the federal indirect cost rate agreement, which is an information item only.

**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Modified Curriculum: Physical Education and Health (A.S.)**
  The current program title “Physical Education and Health” is limiting in this fast growing and diverse field of study, and a title change to “Exercise Science and Wellness” is proposed. This title is congruent with the department designation title of Exercise Science and Wellness which was established in 2007. In addition to the program title change, and as a result of quantitative and qualitative data analysis in fall 2009, the full-time ESW faculty have proposed the development of curricula concentrations and program modifications in purpose, curricula, sequence of courses, and the development of measureable learning outcomes. Such outcomes will be foundational to the program’s tools for assessment. Conversations with area universities such as Temple, West Chester and Kutztown support that these program modifications will aid students electing to transfer into a variety of discipline areas centered around exercise science and wellness. It is projected that these program modifications will positively impact the program’s graduation and transfer rates.

Modifying the curriculum would require all majors, except those in the Athletic Training Concentration, to complete BIO 129 – Functional Human Anatomy and Physiology, an anatomy and physiology course well suited to meet the needs of ESW majors. Requiring the students to complete BIO 129 will allow them to follow a sequence of ESW courses which focus on anatomy and physiology. Currently other institutions, such as West Chester University, are creating similar courses for their students enrolled in the Health and Physical Education teaching degree instead of requiring 2 semesters of Anatomy and Physiology. Additionally, if an ESW student is required to take Anatomy and Physiology at a transfer university, the BIO 129 course will offer them a strong background for success in the discipline. The BIO 129 course can also transfer as a science elective course.

In addition, modifying the title, course description, and outcomes of ESW 102 will reflect the changes in the program and the diversity of the discipline. Modifying the pre-requisites for ESW 222, 224, and 226 will support the needs of the students, curriculum sequencing, and the program in general. Creating a capstone course will allow students to have a comprehensive, culminating experience. The course will support civic responsibility, support the direction of the students beyond Montgomery County Community College, and assist in assessment of the program.
Ms. Austin made a motion to approve the program modifications to the Physical Education and Health Program (AS) for FA/11. Mr. Kretschman seconded, and the Board unanimously approved.

Ms. Austin reminded everyone to review the information on the tentative Curriculum Committee agenda for the year, the Middle States update, new and revised 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.

- **Support Staff Contract**

  Ms. Mann made a motion to approve the Support Staff Contract. Mr. DiSandro seconded and the Board unanimously approved.

- **Professional Hires for September 2010**

  **Appointments**

  Full Time Administrative (1)
  Holly Parker, Financial Aid & Enrollment Generalist West Campus
  Start Date: 7/19/10

  Faculty Appointments (7)
  Rachel Plews, Hospitality Management Instructor
  Start Date: 9/1/10

  John Hasyn, Microbiology Instructor
  Start Date: 9/1/10

  Michael Perez, Faculty Diversity Fellow
  Start Date: 9/1/10

  Melinda Copel, Dance Assistant Professor
  Start Date: 9/1/10

  Michael Spinks, Developmental English Instructor
  Start Date: 9/1/10

  Joseph McLaughlin, Learning Specialist
  Start Date: 9/28/10
Leanne Finnigan, Database Management Librarian  
Start Date: 9/28/10

Separations

Full Time Administrative (8)

Andrea Porter, Assistant Registrar/Coordinator Registration Systems  
6/18/10  
Supervisor: Cynthia McCabe

George Mulligan, Executive Director Capital Projects & Support Services  
7/9/10  
Supervisor: Karen Stout

Rosalind Johnson, Program Coordinator and West Campus Supervisor  
7/13/10  
Supervisor: Suzanne Holloman

John Flynn, Vice President Academic Affairs & Provost  
7/21/10  
Supervisor: Karen Stout

Linda Higgins, Grant Writer  
8/6/10  
Supervisor: Kortnay Woods

Linda Rehfuss, Dean Math, Science, & Advanced Technology  
8/11/10  
Supervisor: John Flynn

Ed Isen, Assistant Help Desk Coordinator  
8/13/10  
Supervisor: Joshua Tomkiel

Joshua Tomkiel, Help Desk Coordinator  
8/27/10  
Supervisor: Joshua Mitchell

Full Time Faculty (2)

Pedro Gonzalez, Spanish Instructor  
7/2/10  
Supervisor: Stephen Grieco
Maria Valderrama, Faculty Diversity Fellow – Biology
8/31/10
Supervisor: Linda Rehfuss

**Full Time Retirements (2)**

Russell Loverdi, Counselor – Assistant Professor
8/31/10 (employed 35 years: started 1/6/75)
Supervisor: Steady Moono

Ronald Farrington, Accounting Professor
8/31/10 (employed 38 years: started 9/1/72)
Supervisor: Amit Singh

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

**Emeritus Status Recommendations**

The following six faculty and professional/administrative staff are eligible for Emeritus Status in accordance with the Board approved Emeritus Status Policy.

- Judy Earl, Assistant Professor – Microbiology          1995 - 2010
- Zandan Urusow, Grant and Budget Accountant        1994 - 2010
- Russell Loverdi, Assistant Professor – Counseling   1975 - 2010
- Thomas Mellon, Director Contracts and Grants        1984 - 2009
- John Pogwist, Assistant Professor – CAO      1973 - 2009
- Ronald Farrington, Professor – Accounting              1972 - 2010

Ms. Mann made the motion to recommend granting Emeritus Status to the six employees who are eligible and in accordance with Board Policy. Mr. Mullin seconded, and the Board unanimously approved.

**President’s Evaluation**

Ms. Mann reported that the Board of Trustees had completed the annual evaluation of the President, and that the results were outstanding. Chairman Bitner thanked Dr. Stout for another outstanding year of service, and on behalf of the entire Board, applauded Dr. Stout for her outstanding performance in 2009-2010. The Board concurred and further congratulated Dr. Stout.

Dr. Stout thanked the Board for taking the time to complete the evaluation and for expressing their confidence in her leadership.
Physical Plant Committee

Mr. Mullin reported for the Committee.

- **Engagement of Turner Construction as Construction Manager for College Hall**
  Turner was engaged to provide CM services for College Hall by Letter Agreement for the period August 16 to October 15, 2010. We are now seeking approval from the Board to engage Turner for an additional one year period, from October 16, 2010 to October 15, 2011 at a cost of $25,000 per month, plus an allowance of $17,143 in reimbursable expenses. The terms of the engagement are essentially the same as the previous CM Agreement for the ATC, although this agreement will cost the College approximately $2,000 less per month. We have not planned to fill the Executive Director’s position, which results in a monthly savings of $12,600. We are confident that Turner will help the College manage the difficult phased College Hall construction process for Phases #2 and beyond. Turner’s engagement should help the College control construction costs and ensure timely completion of future phases of this critical project.

Mr. Mullin made the motion to recommend the Board of Trustees approval of a contract with Turner Construction Company for Construction Management Services for College Hall in the amount of $317,143. This agreement will be for the period October 16, 2010 to October 15, 2011. With recommendation to the Board of Trustees of this action, it is furthermore requested that the Physical Plant Committee directs the staff to proceed with developing a services contract through College counsel. Ms. Mann seconded, and the Board unanimously approved.

- **Website Review Agreement**
  The College requires an external consulting organization to (1) review the College’s website www.mc3.edu and recommend technology enhancements and improvements in usability and navigation; (2) review the SharePoint Portal and recommend enhancements that further engage students; and (3) develop and recommend a governance process for the ongoing updating and maintenance of the College’s web presences. The consulting services fee is $61,050; billed at one-half of the total fee in connection with the engagement, with the final one-half due upon completion of the project.

Mr. Mullin made the motion to recommend approval of engaging Annodyne, Inc. in the review of the College’s Website and the College’s SharePoint Portal and the development of recommendations and processes for governing and maintaining these sites at the agreed upon cost of $61,050. Ms. Bramnick seconded, and the Board unanimously approved.

- **Designation of Agent Resolution**
  Officials announced that the County appealed a Federal Emergency Management Agency (FEMA) decision made earlier this year that initially excluded Montgomery County from its snow disaster declaration for Pennsylvania. The Montgomery County Public Safety Department submitted documentation for $3.6 million in overtime, equipment and materials that the County, municipalities, school districts, and others spent during the storm. FEMA reviewed the documentation and
preliminarily determined that up to $3.0 million of those expenditures may be eligible for reimbursement.

This decision presents a possible opportunity for the College to recoup expenses associated with snow removal during that February storm which closed the Blue Bell Campus for three days. The estimated claim will total up to $10,000 in outside contractor costs, College labor ($6,000), materials, and use of facility equipment.

The PEMA-DAP-2 is the form that applicants will be required to use, to designate who will be the applicant’s spokesperson and have signature authority during the declaration process. The Director strongly recommended obtaining a resolution (PEMA-DAP-2) in order to complete this step of the application. The statutory deadline to submit the forms through Pennsylvania Emergency Management Agency Headquarters and the Montgomery County Department of Public Safety is September 30, 2010.

Mr. Mullin made the motion to recommend the Board of Trustees approval of Thomas R. Freitag, Vice President for Finance and Administration, as the designated agent with signature authority during the 2010 snow declaration process on behalf of the College. Ms. Mann seconded and the Board unanimously approved.

Mr. Mullin reminded everyone that they should have reviewed the following agenda items which are information only items.

- Bulk Electricity Procurement
- Parkhouse Hall Update
- College Hall Update
- 140 College Drive Update
- Health Sciences and Wellness Center Update

**Legislative Committee**

Mr. Mullin offered a brief update on the Legislative Committee. President Stout gave a brief overview of the advocacy issues at the local, state and federal levels. She also reminded everyone to go to the www.advancepa.net website to sign the petition.

**Foundation Board Update**

Ms. Lowrie offered a brief update of the Foundation Board.

**Bids**

Vice President Freitag reported on the bids.

- Automated Medication Dispensing Unit
Mr. D’Aniello made a motion to recommend the awarding of a contract to PocketNurse of Ambridge, PA in the amount of $19,640.00 as the lowest responsive and responsible bidder. Ms. Mann seconded, and the Board unanimously approved.

- **Laparoscopic Video System**

Ms. Mann made the motion to recommend an award to recommends awarding a contract to Stryker Corporation of Philadelphia, PA in the amount of $20,006.99 as the lowest responsive and responsible bidder. Mr. D’Aniello seconded, and the Board Unanimously approved.

- **Parkhouse Hall Café Food Services Equipment**

Ms. Mann made the motion to recommend a split award to Singer Equipment Company of Elverson, PA in the amount of $30,296.29 and Prestige Packaging of West Point, PA in the amount of $9,716.85 as the lowest responsive and responsible bidders. Mr. Mullin seconded, and the Board unanimously approved.

- **Sound and Backline Services**

Ms. Lowrie made the motion to recommend a split award to Bauder Audio Systems, Inc. of Horsham, PA in the amount of $18,380.00 and to Live Tracks Mobile Recording Co. of Philadelphia, PA in the amount of $14,200.00 as the lowest responsive and responsible Ms. Bramnick seconded, and the Board unanimously approved.

- **Bus Transportation for Athletics**

Ms. Mann made the motion to recommend a split award to First Student of Colmar, PA in the amount of $14,680.00 and to A-1 Limousine of Whitehall, PA in the amount of $27,511.20 as the lowest responsive and responsible bidders. Mr. Kretschman seconded and the Board unanimously approved.

**Chair’s Report**

Mr. Bitner mentioned it was good to see everyone at the start of the semester. He thanked the Committee Chairs and their respective Committees for all their hard work and support.

**Old Business**

There was no old business.

**New Business**

There was no new business.
Adjournment

The meeting was unanimously adjourned at 4:50 p.m. The next meeting is scheduled for Monday, October 18, 2010 in the North Hall Community Room (106), West Campus at 4:00 p.m.

Andrew B. Cantor
Secretary