The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 18, 2010 at 4:00 p.m. in the Community Room, North Hall 106, Pottstown Campus.

Board of Trustees – Present:
Mike Bitner, Chairperson; Michael D’Aniello, Treasurer; Andy Cantor, Secretary; Trudy Mann, Assistant Secretary; Cheryl Lynne Austin, Lea Bramnick, Marcel Groen, Eric Kretschman, Lynne Lechter

Board of Trustees – Absent:
Anthony DiSandro, Vice Chairperson; Ed Mullin, Jim Vlahos, Michael Paston, Regina Lowrie, Richard Montalbano

Also Present:
Karen Stout, President; Marc Davis, Fox Rothschild; Thomas Freitag, Vice President for Finance and Administration; Alana Mauger, Director of Communications; Mike Coyle, Controller; Lynn Rothman, Director of Marketing; Peggy Lee-Clark, Assistant to the President; Celeste Schwartz, Vice President for Information Technology; Robert Novelli, Speech Professor and Faculty Union representative; Amit Singh, Dean, Business & Computer Sciences; Diane O’Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity and Diversity Initiatives; Stephen Grieco, Interim Chief Administrative Officer of West Campus and Dean of Arts & Humanities; Barbara Lontz, Assistant Professor of Mathematics; Deb Rogers, Office Manager, President’s Office

Call to Order

Chairperson Bitner called the meeting to order at 4:05 p.m.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Approval of Minutes

The minutes from September 27, 2010 were approved as presented.

Public Testimony

There was no public testimony.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.
For the Three Months Ending September 30, 2010

Tuition revenues through September 30, 2010 are $17,275,000, or 51.8% of the budget. This figure includes all credit classes for the 2010 ten week, second summer and mid summer sessions, fall semester and all non-credit classes. Total Operating Revenues for the period ending September 30, 2010 are $22,491,000, or 31.1% of the budget. Total Operating Expenditures for the same period are $12,205,000, or 16.9% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the three months ending September 30, 2010. Mr. Cantor seconded the motion, and the Board unanimously approved the Treasurer Report.

President’s Report

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

- Enrollment

As of September 29, 2010, 14,121 students were enrolled in fall semester courses, which is a 5.36 percent increase over the same time last year. West Campus enrollment is up 9.35 percent over last year with 2,771 students, and Central Campus enrollment is up 1.09 percent with 9,938 students. e-Learning enrollment is up 15.48 percent over last year with 3,528 students. Total credit hours are 126,684, which is a 4.42 percent increase over the same time last year, and FTEs are at 5,061, which is a 4.14 percent increase. We continue to enroll students in late start courses throughout the fall semester.

- Student Success

The total number of students enrolled on the first day, who were no longer enrolled on the third week census date was 337 or 2.5 percent of total enrollment from the Fall first day. This compares to 402 (3.06 percent) in Fall 2009.

A total of 518 students (unduplicated) were reported as “no shows” after the second week, representing 702 class seats. Follow-up with these students has been taking place. Last year, the College had 543 “no show” students at the same time.

As of September 30, 362 student-veterans were enrolled at the College for the Fall 2010 semester, an increase from approximately 300 in 2009 and 180 in 2008.

- Financial Aid

The student loan default rates for FY 2008 were released on September 14. The College’s FY 2008 default rate is 8.3 percent (89 defaulted out of 1,064 that went into repayment) compared to a national benchmark of 10.1 percent. The College’s FY 2007 default rate was 8.4 percent (national benchmark was 9.9 percent), and our FY 2006 default rate was 6.7 percent (national benchmark was 8.4 percent).
- **Athletics**  
  After clinching second seed in the EPCC playoffs, the Mustangs Women’s Volleyball Team won the EPCC championship by defeating Harrisburg Area Community College. The team advanced to the Pennsylvania Collegiate Athletic Association Championship on Saturday, October 16.

- **Student Service Learning and Leadership**  
  On October 5, Sarah Grebe was the only community college student in the country to attend the White House Summit on Community Colleges in Washington D.C. as a member of the press. Sarah is a Business Management major, taking classes at both the Central and West campuses part-time since January. She is a staff writer for *The Montgazette* and is a member of Phi Theta Kappa. Sarah is employed full-time, is married and has a two-year-old daughter.

- **Events**  
  As part of our financial literacy programming, the College’s Financial Aid Office is hosting free "CARE: Credit Abuse Resistance Education" workshops. CARE is a free financial literacy initiative that makes experienced members of the Bankruptcy Community available to teach the importance of financial education. CARE's primary target is high school seniors and college freshmen who are most at risk because, as hungry consumers, they are aggressively marketed by the credit card industry at a time when they carry a very low Financial I.Q.

  On October 2, the College hosted its 17th annual Community Day with well over a hundred faculty, staff and student volunteers providing family activities for hundreds of visitors. The event featured music, food, children's activities, health fair and dental sealants, intercollegiate soccer games, and an admissions open house and tours, along with the inaugural Alumni 5-K Run/Walk. Students from 19 clubs were involved and Upward Bound students helped to staff children's activities.

  On October 9, the College hosted the Schuylkill River Festival at the West Campus and Riverfront Park in Pottstown. A collaborative effort with community leaders, the River Festival featured bands in the amphitheatre, kayaking, skateboarding, trail walking, biking, geocaching, food vendors, crafters, and children's activities. A number of community educational exhibits, college academic exhibits and student clubs activities were also featured.

  Also on October 9, a joint art reception was held with the Schuylkill River National and State Heritage Area, in the Gallery at West Campus, as part of the annual collaboration on the Scenes of the Schuylkill art show.

  On November 3, from 5-7 p.m., the College will host an opening reception in the Fine Arts Center for a special exhibition sponsored by Knoll, Inc., featuring the work of Florence Knoll Bassett and the innovative furniture designed by a number of artists commissioned by Knoll, including Bally artist, Harry Bertoia. The last time this exhibition was on display was at the Philadelphia Museum of Art in 2006. Lynn
Utter, President and COO of Knoll, Inc. North America, will be joining us for this reception. President Stout asked the Trustees to join her on the evening of November 3.

- **Ensure a Quality, Relevant, Coherent and Innovative Curriculum**
  On October 12, the Office of Academic Affairs held its second annual Academic Program Advisory Committee kickoff event at the Central Campus. Participants gathered in the Science Center for an opening session before breaking into their 21 Advisory Committees that encompass 40 programs of study.

- **Become an Entrepreneurial College**
  The College was awarded $388,750 through the Health Resources and Services Administration (HRSA) for a grant to support new and updated equipment for the Dental Hygiene, Medical Assisting, Medical Laboratory Technician, Radiography, and Surgical Technology programs. This grant is funded through the American Recovery and Reinvestment Act (stimulus funding). Kudos to Director of Nursing Dr. Maria Toth and Dr. Beverly Welhan for their leadership on the grant proposal.

- **Foundation**
  As of September 30, 2010, a total of $179,959 in gifts and pledges are in hand for the Annual Fund. The total at this time last year was $167,934.

  An anonymous scholarship donor has pledged to donate $52,000 as continued support for the Community Service Scholarship. This will not be an endowed fund but will be additional support for four scholarships annually.

  Close to 80 golfers enjoyed a great day of golf at Cedarbrook Country Club during the Scholarship Scramble on October 4. The event raised $31,000 and benefits the Foundation’s general scholarship fund.

  President Stout asked the Trustees to attend a celebration of student success and philanthropy during the annual Salute to Excellence event on November 9 at Normandy Farms in Blue Bell. A VIP Donor Reception will begin at 5:30 p.m. Invitations were mailed during the first week of October.

  President Stout also commended Beth Smith, the new café manager and a graduate of Montgomery County Community College for the outstanding presentation of the refreshments and the work she has done since taking over the management of the West Campus café.

  The Center for Entrepreneurial Studies (CES) was recently awarded a grant from the Coleman Foundation during the National Association of Community College Entrepreneurship annual conference. As part of the grant process, the selected schools were asked to make an elevator pitch for three minutes during this conference. Amit Singh, Dean of Business and Computer Science, made the presentation to the Coleman Foundation, where he talked about what the money would be used for and how the CES operates. He made the same presentation to the Board of Trustees.
Dr. Singh noted that the grant money would be used for providing free business counseling in the areas of business law, accounting, information technology, and marketing. The consultants would have fixed hours every week, and people would need to schedule appointments ahead of time to utilize this service. The grant money should help in offering the business counseling for the next 12 to 14 months.

Also, as part of the President’s report, Dr. Stout asked Barbara Lontz, Assistant Professor of Mathematics to give a presentation on her new book, *Maybe We Need to Reinvent the Wheel: An Alternate Approach to Teaching Arithmetic and Peralgebra* and her new teaching concepts for Math 010. Ms. Lontz passed her new book around the room for everyone to view.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Art Barn Funding Agreement**
  Funding for the Art Barn renovation and new construction was originally to be supported by the Foundation raising the $3,000,000 to fund the portion of expenditures not funded by the 2005 revenue bonds. In order to ensure funding is available and the project proceeds on schedule, the College proposed to front $3,000,000 from its designated fund balance. In compliance with the project’s initial funding agreement, the Foundation would continue repaying $3,000,000, but now to the College instead of the bond trustee. The repayment schedule was based upon the initial amortization schedule reviewed and agreed to by the Foundation in 2007.

  Working with Counsel, a Memorandum of Understanding was prepared outlining the terms by which the Foundation will repay the College. The MOU stipulated that the Foundation shall repay the College $3,000,000 based upon the Art Barn’s amortization schedule incorporated in the 2005 revenue bonds.

Mr. Kretschman made the motion that the Memorandum of Understanding with the Foundation requiring the Foundation to repay the $3,000,000 for the construction/renovation of the Art Barn to the College be rescinded to eliminate the remaining obligation to the College. Mr. D’Aniello seconded and the Board unanimously approved.

Mr. Kretschman reminded everyone that they should have reviewed the comprehensive liability and insurance broker services RFP, which is an information item only and requires no action from the Board of Trustees.

**Curriculum Committee**

Ms. Austin reported for the Committee.

Ms. Austin reminded everyone to review the two information items in the packet for New and Revised Courses and the Faculty Accomplishments. These are information items only and require no action from the Board of Trustees.
Personnel Committee

Ms. Mann reported for the Committee.

- Professional Hires for October 2010

Appointments

Full Time Administrative (2)
Robert Gehring, Assistant Help Desk Coordinator
Start Date: 9/1/10

Kelly Sharkey, Assistant Controller Student Services and Financial Reporting
Start Date: 10/19/10

Ms. Mann made a motion to ratify the Administrative appointments. Ms. Lechter seconded the motion, and the Board unanimously approved.

- 2011 Health Care Program

Last February, in preparations for negotiations, the Board’s Personnel and Finance committees met with representatives from CBIZ to review alternatives for plan re-design. At that meeting, there was a discussion of the possibility of self-insurance, changing health care vendors, considering a formulary for drug coverage, introducing mandatory wellness participation, and offering incentives for disease management programs. That initial review indicated that the College could save significant dollars through program re-design beginning in CY 2011 and fiscal year 2011-2012.

A planning meeting was held on October 1, 2010 with Bruce Walter and Karen Murphy of CBIZ Benefits and Insurance Services (CBIZ), the College’s insurance broker to review the February options with more up-to-date information at hand. CBIZ has bid our insurance package and presented the results of an Independence Blue Cross renewal compared to an Aetna option. CBIZ has also priced out a full self-insurance strategy as well as a strategy that retains Independence Blue Cross for health coverage and moves to self-insurance of prescription drugs.

At a joint session of the Personnel and Finance committees, CBIZ presented the results of this analysis.

Based on this analysis, staff is recommending:

1. Retention of Independence Blue Cross for health insurance based on their competitive renewal rate and the prospects of a rebate back to the College based on our retrospective funding approach.
2. Self insurance of our prescription drug plan with Medco.
3. Confirming utilization data to help develop a more full and accurate assessment of the feasibility of full self-insurance in 2012. Our HMO group now exceeds 100
enabling us to collect critical utilization data that does not exist currently from this cohort of employees. The lack of this data makes a full move to self-insurance too risky for 2011.

This approach reduces total calendar year 2011 health care costs below 2010 costs.

Ms. Mann made the motion to recommend retaining Independence Blue Cross as the College’s health insurance carrier and that it engage Medco as the administrator for a self-insured prescription drug program, effective January 1, 2011. Mr. D’Aniello seconded, and the Board unanimously approved.

**Legislative Committee**

President Stout gave a brief overview of the advocacy issues at the local, state and federal levels. She pointed out the web sites to go to for reading Onorato’s and Corbett’s platforms on community college issues. There are also links on the Board Portal for easy access. She also reminded everyone to go to the www.advancepa.net website to sign the petition.

**Chair’s Report**

Mr. Bitner appointed the Nominating Committee. Members of the committee are: Chair, Ed Mullin, Eric Kretschman and Regina Lowrie. Mr. Bitner also noted that he will be asking the Commissioners not to consider him for re-appointment for his upcoming term. Mr. Bitner’s term expires January 1, 2011. The Board recognized Mr. Bitner’s service with a standing ovation.

**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, November 15, 2010 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

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Andrew B. Cantor
Secretary

Board Minutes, October 18, 2010