The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 15, 2010 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus.

Board of Trustees – Present:
Mike Bitner, Chairperson; Michael D’Aniello, Treasurer; Trudy Mann, Assistant Secretary; Cheryl Lynne Austin, Lea Bramnick, Eric Kretschman, Regina Lowrie, Michael Paston, Richard Montalbano

Board of Trustees – Absent:
Anthony DiSandro, Vice Chairperson; Andy Cantor, Secretary; Ed Mullin, Jim Vlahos, Lynne Lechter, Marcel Groen

Also Present:
Karen Stout, President; Marc Davis, Fox Rothschild; Thomas Freitag, Vice President for Finance and Administration; Steady Moono, Vice President for Student Affairs 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; Rhoda McFadden, History Professor and Faculty Union President; Aaron Shatzman, Dean, Social Sciences; Diane O’Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity and Diversity Initiatives; Beverly Welhan, Dean, Health Sciences; Victoria Bastecki-Perez, Interim Vice President & Provost, Academic Affairs; Bruce Bach, Director of Athletics; Deb Rogers, Office Manager, President’s Office, Student Athletes (Women’s Volleyball) Steph Angelucci, Mel Angelucci, Brianna Musselman, Bethany Murray, Corey Trego, Stephen Volpe, Statistician, Misti Volpe, Head Volleyball Coach; Lauren DeLeon-Bohling, Assistant Volleyball Coach

**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 4:05 p.m. to discuss issues related to finance. The public meeting re-adjourned at 4:15 p.m. No action was taken in the Executive Session.

**Approval of Minutes**

The minutes from October 18, 2010 were approved as presented.
**Public Testimony**

There was no public testimony.

**Presentation of BOT Resolutions and Congratulations**

Chairperson Bitner recognized the 2010 Women’s Volleyball team with a Board resolution recognizing their outstanding team performance including winning the Eastern Pennsylvania Collegiate Conference (EPCC) championship in the inaugural season.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- **For the Four Months Ending October 31, 2010**
  Tuition revenues through October 31, 2010 are $17,741,000, or 53.2% 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 October 31, 2010 are $24,783,000, or 34.3% of the budget. Total Operating Expenditures for the same period are $20,419,000, or 28.2% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the four months ending October 31, 2010. Ms. Lowrie seconded the motion, and the Board unanimously approved the Treasurer Report.

**President’s Report**

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

- **Student Success Indicators**
  The 2009 fall-to-spring student persistence rate is 68.9 percent, an increase of 1.5 percent from fall 2008 and a five-year increase of 2.9 percent (up from 66 percent in 2004). In addition, we are closing the gap in the persistence rate for African American students, with a 2009 fall-to-spring persistence rate of 71 percent, which is up 8.2 percent from 2004.

  The 2009 fall-to-fall student persistence rate is 47.6, which is the same as fall 2008 and is a five-year increase of .7 percent (up from 46.9 percent in 2004). Although the improvement is not as dramatic as the fall-to-spring increase, we are narrowing the achievement gap in persistence rate for African American students, with a 2009 fall-to-fall persistence rate of 46 percent, which is up 3.3 percent from 42.7 percent in 2004.
The overall success rate, which includes graduation and transfer, of students in the College’s Honors Program is 73 percent over a five-year period from 2003-2008. The graduation rate of Honors Program students during that time is 65 percent, with the graduation rate of Honors Program students increasing each year.

**Enrollment**

Fall headcount enrollment is 4.8 percent higher than the same time last year. West Campus enrollment is up 8.69 percent over last year with 2,765 students, and Central Campus enrollment is up 1.03 percent with 9,952 students. e-Learning enrollment is up 15.3 percent with 3,565 students. Total credit hours are 128,387, which is a 4.03 percent increase over the same time last year.

Spring 2011 registration started on Oct. 18 with a new Priority Registration process, which allowed students who are closer to graduation to register first in an effort to ensure students are getting the classes they need to graduate. Open registration began on Oct. 28. As of Nov. 3, 4,936 students have registered for the spring semester.

**Ensure a Quality, Relevant, Coherent and Innovative Curriculum**

On Oct. 25-27, a team of three representatives from the National Association for the Education of Young Children (NAEYC) visited the College as part of our application for national accreditation of our Early Childhood Education program. During their time on campus, the representatives visited classes, met with faculty, students, staff and community stakeholders, toured both campuses, toured the Children’s Center and visited a child care facility where students do field work. The NAEYC site visit was preceded by two years of preparation, including a self-study of the Early Childhood Education program. The program received positive feedback as a result of the visit, and we hope to receive NAEYC accreditation in spring 2011.

**Build a Model and Modern Workplace**

For the third consecutive year, the Center for Digital Education and Converge Online have ranked Montgomery County Community College among the top-rated community colleges in the country for our use of technology to support and enhance teaching and learning. The College received an A+, the highest grade possible, in the 2010 national Digital Community Colleges Survey. The sixth annual survey examines community colleges’ use of technology to enhance the student experience and increase educator effectiveness.

To celebrate the College’s national technology ranking, we held two Technology Block Parties on Nov. 9 at Central Campus and Nov. 11 at West Campus. During the event, members of the College community showcased best practices of how their respective areas use technology to impact teaching and learning.

**Events**

Knoll, Inc. sponsored the “Florence Knoll Bassett: Defining Modern” exhibit in the Fine Arts Center Gallery at Central Campus through Nov. 19. On Nov. 3, David Brite, Senior Vice President of Communications for Knoll, gave an educational workshop for our students and community, followed by a reception in the galley,
which was attended by Lynn Utter, President and COO for Knoll, as well as other Knoll representatives.

- **Become an Entrepreneurial College**
The College has exceeded its record of subscriptions to the Lively Arts Series, with 175 subscribers to date. Subscribers are defined as individuals who buy four or more tickets to the shows of their choice during the season.

- **Foundation**
The Salute to Excellence event was held on Nov. 9 at Normandy Farms. The event is a scholarship celebration of student success and philanthropy, during which donors and scholarship recipients were recognized. This year, we have 77 scholarships funds from which $178,285 was provided in scholarship support to 143 students.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Internal Audit Update**
During the first quarter of 2010, the College transitioned its commercial banking relationship from Univest National Bank and Trust Company to TD Bank. The selection of TD Bank was the result of a competitive request for proposal (RFP) process. The change in banks resulted from the College’s desire to enter into a relationship with a larger full service commercial bank able to accommodate the College’s expanding financial services needs during this period of unprecedented growth.

The auditor interviewed the Accounting Manager to review internal controls and security procedures associated with the online banking operation. The Accounting Manager provided the auditor with a copy of online banking procedures as well as a list of College employees authorized to perform online banking transactions.

The auditor observed the Accounting Manager process the May 14, 2010 payroll from a secure desk top computer. The purpose of the observation was to ensure the control and safeguard features described previously in the Background section were activated and functioning properly. The auditor also reviewed the process for initiating outgoing ACH (automated clearing house) and wire transfers. Fund transfers of these types require authorization from two (2) College employees.

Mr. Kretschman made the motion to recommend acceptance of the audit of Bank Security and Transfer Procedures. Mr. Paston seconded, and the Board unanimously approved.

- **Audit of Student Club Operations**
The Office of Student Leadership and Involvement (OSLI) works with students and faculty to support clubs and organizations at Montgomery County Community College. It assists in the formation of new clubs, the revitalization of inactive clubs, the recruitment of members, student activities funds allocation, fund-raising,
program planning and publicity, and involvement in campus projects.

Each club must complete an annual Student Club/Organization Registration Agreement and develop a constitution for approval by the OSLI and the Student Government Association (SGA). In addition, a club should have: a minimum of four officers, a faculty or staff advisor, members consisting of current students, faculty and staff and a statement of purpose to be recognized.

This audit was performed to determine whether student club operations are being conducted in accordance with College Policies and Procedures and with the guidelines included in the 2009-10 Student Club and Organization Handbook.

Based on the results of the audit performed in FY 2008-09, the President and Finance Committee of the Board of Trustees requested a re-audit during FY 2009-10. As a result of the Director implementing the 2008-09 audit recommendations significant improvement in overall club operations was noted especially in the areas of maintaining club documentation and fundraiser financial reporting.

Mr. Kretschman made the motion to recommend acceptance of the audit of Student Clubs and Operations. Ms. Bramnick seconded, and the Board unanimously approved.

- **Univest Monthly Performance Report**
  The College engages Univest to develop, execute and oversee an appropriate investment plan to meet the College’s investment policy objectives and has authorized the investment of up to $26,000,000 of College funds.

  The investments are conservatively invested within the guidelines of the College Investment Policy. Since the beginning of the calendar year, the overall investments have grown each month. The investments have experienced a low but positive rate of return during this calendar year. The investments have remained stable during the financial market turmoil of the last two years. The trade-off has been the fixed investments have underperformed the benchmarks over the last three years.

  This is an information item and requires no action from the Board of Trustees.

**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Modified Curriculum: Human Services**
  The Human Services A.A.S. program seeks to become nationally accredited by the Council for Standards in Human Service Education. Prior to beginning the application and self-study processes, the proposed curriculum changes need to be made to meet accreditation standards. In addition, the proposed changes fit beautifully with the College’s mission and strategic plan to make this program marketable for current and future students.
The existing program in Human Services offers three degrees. They are: the Associate of Applied Science Degree in Human Services, Associate of Applied Science Degree in Human Services, Drug and Alcohol Option, and the Associate of Applied Science Degree in Human Services, Gerontology Option. It is being recommended that the college offer a new program with one degree, which includes three additional concentrations. The Associate of Applied Science Degree in Human Services, as well as the Associate of Applied Science Degree in Human Services with concentration options in Addictions, Gerontology or Child, Youth and Services.

Ms. Austin made the motion to adopt the modifications to the Human Services Program (AAS) for SP/11 implementation. Mr. D’Aniello seconded and the Board unanimously approved.

Ms. Austin reminded everyone to review the three information items in the packet for the Core Curriculum, New and Modified, and Deleted Courses, and the Faculty Accomplishments. These are information items only and require no action from the Board of Trustees.

**Personnel Committee**

Ms. Mann reported for the Committee.

- **Professional Hires for November 2010**

  **Appointments**

  - Kevin Wilson, Help Desk Coordinator  
    Start Date: 11/16/10

  - Patrick Moravec, Grant Writer  
    Start Date: 11/16/10

  - Sharon Beales, Vice President for Development and External Relations  
    Start Date: 12/13/10

  **Separations**

  - Elizabeth McCumber, Payroll Specialist  
    Supervisor: Marie Ryan

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

**Physical Plant Committee**

Ms. Austin reported for the Committee.
- **Climate Commitment Action Plan**
  Development of the Climate Commitment Action Plan is a requirement for participation in the climate commitment pledge and articulates a pathway forward of short and long term strategies for further reducing the College’s carbon footprint, and working towards carbon neutrality. The three key areas of focus within the plan are:
  1. Transportation
  2. Campus Operations
  3. Curricula, Co-Curricular and Community Outreach

Ms. Austin made the motion to recommend the Board of Trustees endorsement of the Climate Commitment Action Plan as a roadmap for the College’s efforts to reduce its carbon footprint. Mr. D’Aniello seconded, and the Board unanimously approved.

- **Surplus Federal Property**
  On September 20, 2010 the College was notified by the US Department of Education that portions of the Naval Air Station Joint Reserve Base in Willow Grove (WGNAS) have been determined to be “surplus” and may be available for acquisition. Eligible educational organizations may acquire property at substantial discount of 40% to 100%. WGNAS consists of approximately 900 acres of land and over 200 structures.

  The College is seeking approval of the Committee to provide written notification of interest on or before November 1, 2010 to the Federal Real Property Assistance Program of the US Department of Education. The College’s expression of interest will allow us to tour the property and attend applicant workshops that will be held relative to the disposal of surplus buildings and land.

Ms. Austin made the motion to recommend that College staff provide written notification of interest to the Federal Real Property Assistance Program of the US Department of Education for potential acquisition of surplus property at WGNAS. Ms. Lowrie seconded, and the Board unanimously approved.

**Foundation Update**

Ms. Lowrie offered a brief update on the Foundation.

**Bids**

Vice President Freitag reported on the bids.

- **Digital Radiography System**

Mr. D’Aniello made the motion to recommend awarding a contract to Medical Imaging/IMCO of Hatboro, PA in the amount of $74,000.00 as the lowest responsive and responsible bidder. Ms. Mann seconded, and the Board unanimously approved.
- **Skytron Operating Room Surgical Table**

Mr. D’Aniello made the motion to recommend approval of a sole source purchase from Target Surgical of Maple Glen, PA for the purchase of the Skytron Operating Room Table in the amount of $40,146.35 for the use in the College’s Surgical Technology Program. Ms. Mann seconded, and the Board unanimously approved.

**Chair’s Report**

Mr. Bitner thanked everyone for attending the Strategic Conversations prior to the Board meeting.

**Old Business**

There was no old business.

**New Business**

Dr. Stout presented Mr. Bitner with a birthday cake for his 90th birthday.

**Adjournment**

The meeting was unanimously adjourned at 4:50 p.m. The next meeting is scheduled for Monday, December 21, 2010 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

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Trudy Mann
Assistant Secretary

Board Minutes, November 15, 2010