The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 20, 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; Andy Cantor, Secretary; Cheryl Lynne Austin, Lea Bramnick, Marcel Groen, Eric Kretschman, Lynne Lechter, Regina Lowrie, Ed Mullin, Michael Paston

Board of Trustees – Absent:
Anthony DiSandro, Vice Chairperson; Trudy Mann, Assistant Secretary; Jim Vlahos, Richard Montalbano

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; Rose Makofske, Director of Equity and Diversity Initiatives; Beverly Welhan, Dean, Health Sciences; Victoria Bastecki-Perez, Interim Vice President and Provost, Academic Affairs; Sharon Beales, Vice President for Development and External Relations; Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management; Amit Singh, Dean, Business and Computer Science; Gerri Light, Business Systems Trainer; Deb Rogers, Office Manager for the President; Terrence McMahon, III, Coordinating Partner, Parente Beard; Michael Johns, Senior Manager, Parente Beard

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 November 15, 2010 were approved as presented.

Public Testimony

There was no public testimony.
Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Five Months Ending November 30, 2010
  Tuition revenues through November 30, 2010 are $17,856,000, or 53.5% 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 November 30, 2010 are $24,927,000, or 34.5% of the budget. Total Operating Expenditures for the same period are $26,281,000, or 36.3% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the five months ending November 30, 2010. Mr. Mullin 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
  Graduation and transfer are two key student success indicators. Recent data on the progress of the College’s first time, full-time 2006 student cohort shows an increase in the College’s graduation rate to 14.1 percent and an increase in our transfer rate to 27 percent (higher than both the state and national peer colleges we benchmark against). In addition, for the first time in College history our persistence rate, fall to spring, exceeded 70 percent.

- Enrollment
  Spring 2011 Enrollment Summary
  Total spring enrollment is 7.4 percent behind compared to the same day last year. However, an exact year-to-year comparison is difficult to make given the changes we have made to the enrollment process, including the introduction of priority registration and setting the payment deadline to before the holidays.

  Final Fall 2010 Enrollment
  Fall 2010 headcount ended at 14,895, a 4.14 percent increase over last year. West Campus enrollment grew by nearly 8.5 percent, reaching 2,757 students. Credits generated increased 3.46 percent, just shy of our budgeted projected increase of 4 percent.

- Student Service Learning and Leadership
  Three students participated in the American Student Association of Community Colleges (ASACC) National Leadership, Citizenship, & Advocacy Conference in New Orleans, La., where they spent three days discussing critical issues to
community college students and earning a student leader certification in ASACC’s LEAPS (Leadership, Education, Advocacy, Planning and Service) program. Grace Pusey, President of the Student Government Association at the West Campus, Shaina Goldberg, Student Government Senator at the Central Campus and Executive Assistant for the ASACC Student Leadership Team, and Christine Chiodo, Student Government Senator at the Central Campus, joined approximately 150 other student leaders from across the country.

- **Build a Model and Modern Workplace**
  On December 2, the College held its annual Employee Service Recognition event at the Central Campus. Eighty-eight employees with a combined 1,060 years of service were honored.

  On December 14, the College held its second-annual College-wide holiday celebration. More than 250 faculty, administrators, staff and members of the Board of Trustees, Foundation Board and Alumni Board attended. The event featured performances by the College’s student choral group and theatre department as well as a wine tasting. The popular basket drawing raised almost $1,000 for student scholarships.

  The College moved smoothly through open enrollment month and the transition to self-insurance with MEDCO for prescription drug provision for our workforce.

- **Invest in Campus Renewal**
  FEMA has accepted the College’s requested reimbursement of $18,521 that resulted from the snow emergency last February.

- **Staff Outreach**
  Helen Haynes, Director of Cultural Affairs, has been invited by the Philadelphia Music Project (PMP), a program of the Pew Center for the Arts and Heritage, to participate in a professional development trip to Havana, Cuba, to attend the Havana International Jazz Festival. PMP is supporting the travel and expenses for a select group of 10 Philadelphia-area jazz artists and presenters for this professional development opportunity.

- **President’s Outreach**
  Dr. Stout was appointed to serve on Governor-elect Tom Corbett’s Transition Team, specifically the Education Committee. The team is charged with preparing a report, by January 7, detailing first 90 day issues in areas of budget, policy, personnel and legal affairs within the Department of Education.

  Dr. Stout is chairing the newly formed Pennsylvania Commission for Community College's Think Tank to develop a grant that brings together all 14 community colleges into a collective application for the federal Department of labor funds for community colleges. The grant, if successful, could bring between $2.5 and $10 million to our community colleges to build career pathway programs for adults to enter our colleges for training in high demand occupational areas.
- **Foundation**
  As of November 30, private giving to the Foundation totals $480,017 in gifts and pledges. The total at this time last year was $440,611.

  On November 15, the Foundation Board held a Board Retreat at Normandy Farms Conference Center that was generously sponsored by Board member and Nominating Chair Bud Hansen. The retreat was facilitated by Jane Williams of Shultz and Williams and focused on discussion of the College’s fiscal year 2011 tactical plan for raising private dollars through major gifts, annual giving, planned giving and special events.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Independent Audit for 2009-10**
  Each year the independent auditors conduct an audit of the College’s financial statements to assess accuracy, evaluate the College’s accounting procedures and confirm the adequacy of financial controls.

  It is the auditors’ opinion that the financial statements present fairly, in all material respects and in conformity with generally accepted accounting principles, the financial position of the College as of June 30, 2010. The audit identified a deficiency in internal control considered to be significant for the current period and a material weakness related to prior period adjustments.

  The auditors presented the results of the audit.

  Mr. Kretschman made the motion to recommend acceptance of the 2009-10 independent audit. Mr. Mullin seconded, and the Board unanimously approved.

- **Act 46 Enrollment Audit**
  Parente Beard began the 2009-2010 enrollment audit on October 19th. The initial focus of the audit was to verify enrollment in the various State-approved stipend categories such as the high priority and high priority/high cost designations. The auditors then verified the tuition compliance calculation and conducted a review of the College’s capital expenditures relative to the State’s approved capital allocation. There was one exception found to the agreed upon procedures.

  All fourteen community colleges mutually agreed upon a common report format which will ensure consistency in the depth and thoroughness of the audits as well as the fair and equal treatment by the Pennsylvania Department of Education.

  In preparation for this year’s enrollment audit, the College’s internal auditor conducted a preliminary review of the relevant documents and supporting schedules prior to the external auditors review.
Mr. Kretschman made the motion to recommend approval of the 2009-2010 enrollment audit. Mr. Cantor 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.

- **Curriculum Modification: Management Information systems (AS) to Information Systems (AS)**
  The MIS program first appeared in the College Catalog as a partner of the Computer Science AS program in 1987-1988, with the title Computer and Information Systems (CIS). While the CS program produces highly-skilled technology employees, the CIS program was created specifically to train highly-skilled technology managers. The program remained essentially unchanged until 1996 when the faculty instituted a new two-course sequence in programming foundations. In 2004, in response to a mandate from the Association for Computing Machinery (ACM), supported by our transfer partners, a third course in object-oriented programming was added, and a course in assembly programming was deleted. As part of these curricular modifications, the faculty changed the program’s name from CIS to MIS.

  This curricular modification is proposing the following changes: 1) rename the existing Management Information Systems AS degree to Information Technology AS; 2) change major code to IT; 3) modify course requirements to align with potential transfer partners; 4) reduce the number of total credit hours from 63 to 60; 5) align the newly revised program with the College’s new core; and 6) update the learning outcomes to make them measurable and then implement an assessment plan based upon the new learning outcomes.

  Ms. Austin made the motion to recommend approval of the modifications to the Management Information Systems (AS), renamed Information Technology for Fall 2011. Mr. Paston seconded and the Board unanimously approved.
- **Curriculum Modification: Retailing (Certificate) to Marketing (Certificate)**
  The proposed curriculum modification is requesting the following: 1) change in the name of the program from a Certificate in Retailing to Certificate in Marketing; 2) addition of more Marketing courses; 3) change in sequence of courses; and 4) revision of program outcomes.

  It is anticipated that the modified program will appeal to a wider audience by giving more opportunities to impart knowledge of the marketing process to enhance students’ skills in that discipline. It will also provide students with a more intensive course of study in Marketing relevant to current business needs, better preparing them for employment. Finally, the modified curriculum will afford students with a stackable transition to the Marketing A.A.S. program.

Ms. Austin made the motion to recommend approval of the modifications to the Retailing (Certificate) for Spring 2011. Mr. Paston seconded and the Board unanimously approved.

Ms. Austin reminded everyone to review the three information items in the packet for the Public Relations Certificate, New and Modified courses, and the Faculty Accomplishments. These are information items only and require no action from the Board of Trustees.

**Personnel Committee**

Mr. Cantor reported for the Committee.

- **Professional Hires for December 2010**
  **Appointments**

  Full Time Administrative (1)

  Sherry Phillips-Mayers
  Start Date: 1/03/11

Mr. Cantor made a motion to ratify the Administrative appointment. Mr. Groen seconded the motion, and the Board unanimously approved.

- **Conflict of Interest Policy**
  The Board of Trustees adopted a Conflict of Interest Policy in April 2010. The College is now proposing a similar policy for employees. The purpose of the Conflict of Interest Policy for employees is to provide guidance and articulate a disclosure procedure for College employees.

  Mr. Groen asked that the policy name notes it is for employees.

Mr. Cantor made a motion to recommend approval of the Conflict of Interest policy. Ms. Bramnick seconded the motion, and the Board unanimously approved.
- **Performance Management Study**  
The College continues to make improvements to realize the goal of being a model and modern workplace. With the Board’s direction, the College is committed to moving forward with developing a performance management system that will reward and retain administrators who are advancing the College’s strategic goals.

The College is requesting the engagement of the Hay Group for this work. Hay assisted with updating the administrative structure by streamlining the classifications and implementing a market-based grade structure. Hay also worked with the College on the support staff reclassification study. The College’s intent is to move away from aligning the administrative salary structure with the union contracts.

The goals of this project are to develop a Performance Management system that:

- Is fair, equitable and standardized for administrators.
- Ensures accountability, improves performance, and aligns employee goals with the advancement of the College’s mission and strategic plan.
- Provides a mechanism that links pay and performance.
- Provides for the setting of S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, Time-based) annual goals.

Mr. Cantor made the motion to recommend the engagement of the Hay Group for the time and level of consulting required to deliver a Performance Management system for Montgomery County Community College in the amount of $110,000 split over fiscal years 2010-2011 and 2011-2012. Mr. Mullin seconded the motion, and the Board unanimously approved.

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

Mr. Mullin noted that all the items for the Physical Plant Committee are information items and require no action from the Board of Trustees.

**Nominating Committee**

Mr. Mullin reported for the Nominating Committee.

The following slate of officers for 2011 was recommended by the Nominating Committee:

- Chairperson: Mike D’Aniello
- Vice Chairperson: Andrew B. Cantor
- Treasurer: Regina Lowrie
- Secretary: Gertrude K. Mann
- Assistant Secretary: Michael Paston

Mr. Davis reminded the Trustees that an election and reorganization of officers will take place at the January meeting as is outlined in the Board by-laws.
Bids

Vice President Freitag reported on the bids.

- **Sign Language Interpreting Services**

Mr. Mullin made the motion to recommend awarding a contract to The Communication Connection, Norristown, PA in the amount of $51.00 per hour as the lowest responsive and responsible bidder. Mr. Groen seconded, and the Board unanimously approved.

- **Asbestos Abatement of 140 College Drive**

Mr. Mullin made the motion to recommend that Sargent Enterprises of Jim Thorpe, PA be awarded a contract in the amount of $57,724.00 as the lowest responsive and responsible bidder. Mr. D’Aniello seconded, and the Board unanimously approved.

- **DXTTR III Dental X-Ray Training Heads**

Mr. Mullin made the motion to recommend approval of a sole source purchase from Dentsply International of Elgin, IL for the purchase of three DXTTR III X-Ray Training Heads in the amount of $24,844.59 for the use in the College’s Dental Hygiene Program. Mr. D’Aniello seconded, and the Board unanimously approved.

Chair’s Report

Mr. Bitner thanked everyone for attending. He noted that this would be his last meeting for the year and will be passing the gavel to the new Chair in January.

Old Business

There was no old business.

New Business

Dr. Stout informed the Board that we will be holding a tribute dinner for Mr. Bitner on April 14 at the William Penn Inn. More details will follow.

Adjournment

The meeting was unanimously adjourned at 4:55 p.m. The next meeting is scheduled for Tuesday, January 18, 2011 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.
Board Minutes, December 20, 2010