The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, January 18, 2011 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; Trudy Mann, Assistant Secretary; Cheryl Lynne Austin, Marcel Groen, Eric Kretschman, Lynne Lechter, Regina Lowrie, Ed Mullin, Richard Montalbano, Michael Paston, Jim Vlahos

Board of Trustees – Absent:
Anthony DiSandro, Vice Chairperson; Lea Bramnick

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; Rhoda McFadden, History Professor and Faculty Union President; Rose Makofske, Director of Equity and Diversity Initiatives; Diane O’Connor, Director of Human Resources; Victoria Bastecki-Perez, Interim Vice President and Provost, Academic Affairs; Sharon Beales, Vice President for Development and External Relations; Gerri Light, Business Systems Trainer; Deb Rogers, Office Manager for the President; John Welsh, Photographer

Call to Order
Chairperson Bitner called the meeting to order at 4:00 p.m.

Election of Officers

The Nominating Committee, as presented at the December Board meeting, recommended the following slate of officers for the Montgomery County Community College Board of Trustees, for the Calendar Year 2011:

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

Members of the Nominating Committee include: Ed Mullin, Chair; Eric Kretschman; and Regina Lowrie.
Mr. Davis asked that a motion be made to elect the 2011 slate of officers as presented by the Nominating Committee. Mr. Mullin made a motion to elect the officers as presented and Mr. Montalbano seconded the motion. Mr. Davis asked that a motion be made to close the nominations. Mr. Mullin made the motion to close the nominations. Ms. Mann seconded the motion. The Board unanimously approved the 2011 slate of officers.

After the election of officers, Mr. D’Aniello presented a crystal gavel to Mr. Bitner in honor of his position on the Board and for his ten years of service as Board Chair.

Mr. Bitner turned the gavel over to Mr. D’Aniello, the newly elected Board of Trustees Chairperson.

**Introduction of Guests**

Ms. Schwartz introduced the guests in attendance.

**Approval of Minutes**

The minutes from December 20, 2010 were approved as presented.

**Public Testimony**

There was no public testimony.

**Treasurer’s Report**

Ms. Lowrie reported for the Committee.

- **For the Six Months Ending December 31, 2010**
  Tuition revenues through December 31, 2010 are $18,006,000, or 54.0% 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 December 31, 2010 are $29,572,000, or 40.9% of the budget. Total Operating Expenditures for the same period are $31,895,000, or 44.1% of the budget.

Ms. Lowrie asked for a motion to approve the Treasurer’s Report for the six months ending December 31, 2010. Mr. Cantor made the motion to approve the Treasurer’s Report, Ms. Mann 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**
  Transfer is a key metric of student success at the College. Recently the College has expanded our transfer success definition to include how our students perform at their
If students come to us with a goal of earning a baccalaureate, we believe it is important for us to track ultimate achievement of this goal.

Results from the College’s first-ever comprehensive transfer study, indicate that certain colleges where our students had high graduation rates, such as Thomas Jefferson, Eastern and LaSalle, did not necessarily align with where the majority of students transferred. Another significant finding suggests that if students graduate from the College and transfer, they are more likely to graduate from their transfer institution than those who do not graduate from the College but transfer to a four-year institution. For example, from the 2005 fiscal year information, only 51 percent of students who transferred without first earning an associate’s degree went on to graduate from their four-year institutions. In comparison, during the same year, 65 percent of students who transferred after earning an associate’s degree from the College went on to graduate from their four-year institutions.

- **Enrollment**

  **Spring 2011 Enrollment Summary**
  We have significantly decreased the previous gap in spring enrollment between this year and last year. As of January 11, total spring enrollment is 11,330, 1.01 percent behind enrollment on the same day last year.

- **Build a Model and Modern Workplace**

  The Mustang Spot Award, the College’s spontaneous recognition program to recognize “above and beyond” achievement, was awarded in December to Registrar Cynthia McCabe, Financial Aid Administrative Assistant Maryann Dellicompagni, and West Campus Supervisor of Registration, Payment and Auxiliary Services Nina Geisler for their role in helping to circumvent a major financial aid fraud scheme. Because of their attention, Cynthia, Maryann and Nina may have prevented thousands of federal dollars from being awarded to students who had no legitimate intent of pursuing education. The case has since been handed over to the Inspector General.

- **Extend Community and Strategic Partnerships**

  College employees pledged $22,052 to the United Way during its 2010-2011 campaign.

  On January 7, the College hosted approximately 280 aspiring filmmakers from 20 regional high schools for the third annual Greenfield Youth Film Festival Workshop. Throughout the day, students worked with nationally-recognized media professionals to develop a holistic approach to filmmaking and storytelling and to learn about the technical and artistic processes involved. The festival concludes in May with a red-carpet screening of the completed films. This is the second time that the College has hosted the workshop, which doubled in size since last year, and we look forward to this continued partnership with the Greenfield Youth Film Festival. Thanks to Trustee Paston for bringing this wonderful event and group of prospective students to the College.
Students, faculty and staff participated in our first-ever College-Wide Day of Service on Martin Luther King, Jr. Day. The volunteers worked on a number of service projects at the Police Athletic League (PAL) in Norristown.

- **Staff Outreach**
  Vice President of Information Technology Celeste Schwartz, Director of Application Systems Mary Lou Barron and Director of Communications Alana Mauger co-authored a case study, titled “Using Technology to Impact Student Retention at Montgomery County Community College,” for publication in the winter 2010 edition of *EDUCASUE Quarterly Magazine*.

- **President’s Outreach**
  Dr. Stout served on the Governor-elect’s Transition Team. She worked to complete a report on community college issues of concern and advised on the construction and content of the final report on Education which was sent to Transition Team leaders on January 7.

  On January 11, Representatives Vereb and Shapiro were guests on Dr. Stout’s radio show. She plans to invite every member of our delegation for a show segment between now and May.

  On January 13, Dr. Stout attended a Legislative Breakfast hosted at the College by the Pennsylvania Human Relations Commission.

  On January 14, Dr. Stout kicked off a session with representatives of many of our transfer partners, hosted by Dr. Moono and Dr. Bastecki-Perez, to talk to them about upcoming revisions to our core curriculum and the impact on transfer.

  Thanks to the leadership of Senator John Rafferty, it appears that the College will receive $250,000 in RCAP funds to support first phase renovations to 140 College Drive at the West Campus.

  On January 14, the College hosted it first annual Cultural Ambassadors dinner. This was a way to ask for support of the Friends of the Lively Arts.

- **Become an Entrepreneurial College**
  The College received a $10,000 grant from PECO to continue the support of the Upward Bound and Minority Male Mentoring programs. Kudos to Interim Dean of Student Success Leonard Bass for his leadership on this initiative.

  The College also received a $10,000 grant from the TD Bank Foundation to support a Green STEM Summer Camp, titled “How Scientists View the Environment,” at the West Campus. Kudos to Interim Dean of Math, Science and Technology Andrew Ippolito and Biology Associate Professor David Gonzales for their leadership on this initiative.
Foundation
As of December 31, private giving to the Foundation totaled $657,890 in gifts and pledges, which is an increase of 28 percent over last year.

National Penn Bank has pledged $20,000 in conjunction with the Schuylkill River National and State Heritage Area for the 140 College Drive project in Pottstown.

Finance Committee
Mr. Kretschman reported for the Committee.

- **2009-2010 Fund Designations**
  Each year the Committee reviews and approves the Fund Designations to ensure efficient operations and fulfillment of the Board approved Master Facilities Plan.

  The 2009-2010 audit by ParenteBeard has been completed for the College. Based on the financial results the College recommends the following Fund Designations for 2009-2010:

  - **General Fund** – Records the day-to-day operating activities of the College.
    - Transfer of $5,400,000 in surplus from 2009-10 to the Replacement and Renewal Fund.
    - Post Employment Benefits – ($5,124,910) – reverse previous designation based upon the recording of the liability annually in accordance with GASB 45.
      
      *Note:* A liability of $2,959,453 is currently recorded for Post-employment. Under GASB 45 the College will be required to accrue an additional liability each year to recognize a $45,653,877 actuarial liability over a 30 year period beginning in 2009.
    - Dental Self Insurance – $250,000 – same as previous year
    - Total Board Designation – $250,000

  - **Auxiliary Fund** – Records the activity of self-supporting Enterprises.
    - Bookstore Debt Service payment – $156,863 – decrease of $39,229 over previous year.
    - Renovation of Plant and Equipment – $3,850,000 – increase of $450,000 over previous year
    - Total Board Designation – $4,006,863

  - **Student Activities Fund** – Records the activity of student clubs and organizations.
    - Renovation of Plant and Equipment – $250,000 – increase of $100,000 over previous year
    - Total Board Designation – $250,000

  - **Unexpended Plant Fund** – Records activities related to Debt Service, Deferred Maintenance and other capital related activities.
    - Renovation of Plant and Equipment – $3,500,000 – increase of $500,000 over previous year
Total Board Designation – $3,500,000

- Replacement and Renewal Fund – Records major capital projects and asset acquisitions.
  - Renovation of Plant and Equipment – $25,600,000 – transfer of $5,000,000 from the General Fund
  - Total Board Designation – $25,600,000
    
    Note: $400,000 will be transferred from the General Fund to reduce deficit resulting from transfer of capitalized assets to the Investment in Plant Fund.

Mr. Kretschman made the motion to recommend designations and transfers for the fund balances and to permit these designations and transfers to be reflected on the Colleges’ 2009-2010 financial statements. Mr. Mullin seconded, and the Board unanimously approved.

**Fixed Assets Administrative Procedures**

Mr. Kretschman gave a brief overview of the Fixed Assets Administrative Procedures as an information item only. This requires no action from the Board of Trustees.

- **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.

- **A Call to Action**
  
  Ms. Austin reviewed the College’s *Call to Action* accepting the national College Completion Challenge. This challenge is in recognition of the role that the College has in meeting the educational and training needs in our community, and in contributing to an educated U.S. citizenry and a competitive workforce.

  Ms. Austin made the motion to recommend approval of the *Call to Action* and asked that Mr. D’Aniello sign the agreement. Mr. Paston seconded and the Board unanimously approved.
- **Delete Curriculum: Humanities (A.A.)**
  The College has offered the Humanities A.A. degree since 1966. The Humanities degree is intended to offer students a multidisciplinary program, rather than a focus on a specific program of study. The program’s mission is to prepare students to transfer to a four-year school and become either English, foreign language, philosophy, art, journalism or pre-law majors.

  The rationale for deletion to the Humanities program is that it looks very similar to the Liberal Studies program. The only serious area of difference resides in the language requirements of the Humanities degree. Currently, Humanities degree students are required to take twelve credits in foreign languages and culture.

  Secondly, although 75 students are currently enrolled as Humanities majors, the actual number of degrees awarded during the last nine years is extremely small. Since 2001, only 15 students have earned the Humanities A.A. degree. The Liberal Studies program could easily accommodate these students, especially with the anticipated conversion of the Liberal Studies degree to an A.A. rather than an A.S.

  Ms. Austin made the motion to recommend deletion of the Humanities Program (AA) effective for Fall 2011. Mr. Paston seconded and the Board unanimously approved.

- **Sabbaticals**
  Sabbatical leaves are an effective way of revitalizing and rejuvenating faculty or providing them with blocks of time needed to complete a project. Per the current faculty contract, sabbaticals may be taken for any of the following reasons: advanced study, unpaid service in an educational/professional organization, curriculum development, research, travel in conjunction with academic pursuits, and/or other purposes that would enhance the individual’s service to the College. Applications must be received by October 1st of the preceding academic year.

  The following two faculty members are being forwarded for consideration.

  **Dr. Debbie Levin**, Professor of Education, has requested a sabbatical leave for fall 2011 to explore and create innovative opportunities to bring family and community connections to the new Education in the Early Years: Birth through Fourth Grade Program.

  **Mr. Stephen Blumm**, Professor of History, has requested a sabbatical leave for spring 2012 to continue his research on the British in India in the 19th Century, emphasizing their impact on the formation of modern Indian values and attitudes.

  Ms. Austin made the recommendation to approve the sabbaticals for Dr. Debbie Levin, for fall 2011 and Mr. Stephen Blumm, for spring 2012. Mr. Mullin seconded and the Board unanimously approved.
- **Promotions**  
  Each year eligible faculty who are interested in and eligible for promotion must submit their application and eligibility review for promotion to Human Resources by the second Monday of October for the fall cycle and the second Monday of February for the spring cycle of the year preceding when the promotion will take effect.

Five candidates applied for promotion and all five are being recommended for promotion.

Dr. Janet Graden  Instructor to Assistant Professor of Chemistry  
Ms. Barbara Maurer  Instructor to Assistant Professor of Reading  
Mr. George Buchanan  Instructor to Assistant Professor of Geology  
Ms. Susan B. Rhoads  Instructor to Assistant Professor of Education  
Ms. Kelli Spangler  Instructor to Assistant Professor of Physics and Astronomy

Ms. Austin made the recommendation that the following promotions be approved by the Board of Trustees: Dr. Janet Graden from Instructor to Assistant Professor of Chemistry; Ms. Barbara Maurer from Instructor to Assistant Professor of Reading; Mr. George Buchanan from Instructor to Assistant Professor of Geology; Ms. Susan Rhoades from Instructor to Assistant Professor of Education; and Ms. Kelli Spangler from Instructor to Assistant Professor of Physics and Astronomy. Ms. Lowrie seconded and the Board unanimously approved.

Ms. Austin reminded everyone to review the two information items in the packet for New and Modified 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 January 2011**

  **Appointments**

  **Full Time Administrative (2)**

  Shantelle Jenkins  
  Start Date: 1/19/11

  Donray Bennett  
  Start Date: 1/18/11

  **Faculty Appointments (1)**

  Heather Thomas  
  Start Date: 1/12/11
Separations

Full Time Administrative (1)

Doreen Fisher
Supervisor: Victoria Bastecki-Perez

Ms. Mann made a motion to ratify the administrative and faculty appointments and separation. Mr. Mullin seconded the motion, and the Board unanimously approved.

- Tuition Reimbursement Policy
  Montgomery County Community College recognizes educational development for employees and encourages continuous learning. Tuition Reimbursement is a benefit available to all regular full-time employees. This benefit is offered to support staff, faculty and administrators. By the college offering an educational assistance program (Tuition Reimbursement), this increases the College’s attractiveness to potential employees, helps to retain current employees and leads to organizational loyalty. Participating in a tuition reimbursement benefit increases employees’ self development and professional growth which supports our strategic initiative of building a modern and model workplace.

Ms. Mann made a motion to recommend approval of the Tuition Reimbursement Policy. Ms. Lechter seconded the motion, and the Board unanimously approved.

- Pre-Employment Background Checks Policy
  A comprehensive review of College policies and procedures was performed in the spring of 2009. As a result of that review, the Pre-Employment Background Checks Policy was identified to be reviewed and updated. The purpose of conducting Pre-Employment Background Checks is to provide a safe and secure environment for the college community.

  The College implemented background checks for new employees effective September 2005. In 2005, the Pre-Employment Background Checks Policy did not require Continuing Education instructors who taught less than 16 weeks to go through a background check. The newly revised policy requires all new employees to have background checks performed.

Ms. Mann made the motion to recommend approval of the Pre-Employment Background Checks Policy. Mr. Cantor seconded the motion, and the Board unanimously approved.

- Results of Open Enrollment for Medical Insurance
  Ms. Mann gave a brief overview of the results of the open enrollment for medical insurance. This is an information item only and requires no action from the Board of Trustees.
Physical Plant Committee

Mr. Mullin reported for the Committee.

- **AAA Property**
  Since 2008, in keeping with advancing the College's facilities master plan for expansion at the West Campus, the College and Trustees have pursued interest in securing the AAA building in Pottstown. In May 2008, the Plant Committee toured the facility and authorized the completion of a Phase I environmental assessment and appraisal to begin to shape a purchase agreement with AAA. In March 2009, the Committee decided not to make a purchase of the building, but rather to work in partnership, if possible, with a private developer. This approach limits the initial outlay of capital required by the College to secure and renovate the building and followed the approach the College successfully used to develop 16 High Street. In October 2010, the Plant Committee authorized the administration to meet with a private developer to express interest in proceeding with the project.

  The projected lease costs, which would be negotiated pending Committee guidance, would be equal to or less than the current 16 High Street agreement, with an annual rent of $170,000 and a monthly rent of just over $14,000. The College would seek funding of the lease per community college capital guidelines that set forth 50 percent funding from the state and the county. In addition, the College would seek to program the building to create tuition revenue to support the lease costs.

  In early conceptual planning, the College is exploring plans to use the building for the bookstore, a fitness facility, conferencing space and as a center for continuing education and workforce development courses.

Mr. Mullin made the motion to recommend that the Board approve moving forward with the construction of an agreement between Gary Silvi and the College that allows him to go to settlement and the College to occupy the building and commence a formal lease agreement in Fall 2012. Ms. Mann seconded the motion and the Board unanimously approved.

Mr. Mullin noted that the remaining items are for information only and require no action from the Board of Trustees.

Bids

Vice President Freitag reported on the bids.

- **College Hall Phase II – Source Seating**

  Mr. Mullin made the motion to recommend that Educational Furniture Solutions of Norristown, PA be awarded a contract in the amount of $79,081.86 as the lowest responsive and responsible bidder. Mr. Groen seconded, and the Board unanimously approved.
Chair’s Report

Mr. D’Aniello asked that everyone get their biographies in as soon as possible. He also noted that he will be reaching out to every Board member individually as Board members have incredible talents and assets that they bring with them; he wants to align these talents and assets to maximize the work of the Board. Mr. D’Aniello thanked Mr. Bitner for the outstanding ten years as the Board of Trustees Chair.

Old Business

Mr. D’Aniello reminded everyone about Mr. Bitner’s reception on April 14 at the William Penn Inn, and the Honors Reception on February 22 after the Board meeting. He encouraged all the Board members to attend as many functions as possible.

New Business

Ms. Lechter mentioned that the teleconference held because of inclement weather worked well and would like to know if more meetings could be held via teleconference. She also mentioned that the College should consider drug testing for employees in specific areas.

Adjournment

The meeting was unanimously adjourned at 4:45 p.m. The next meeting is scheduled for Tuesday, February 22, 2011 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

Trudy Mann
Secretary

Board Minutes, January 18, 2011