The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 22, 2011 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus.

Board of Trustees – Present:
Michael D’Aniello, Chairperson; Andy Cantor, Vice Chairperson; Regina Lowrie, Treasurer; Trudy Mann, Secretary; Michael Paston, Assistant Secretary; Cheryl Lynne Austin, Lea Bramnick, Marcel Groen, Eric Kretschman, Lynne Lechter, Ed Mullin, Richard Montalbano, Jim Vlahos

Also Present:
Karen Stout, President; Marc Davis, Board Solicitor; 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; Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management; Rhoda McFadden, History Professor and Faculty Union President; Rose Makofske, Director of Equity and Diversity Initiatives; Diane O’Connor, Executive Director of Human Resources; Beverly Welhan, Dean, Health Sciences; Victoria Bastecki-Perez, Interim Vice President and Provost, Academic Affairs; Sharon Beales, Vice President for Development and External Relations; Suzanne Holloman, Dean for Workforce Development and Continuing Education; Jenny Sheaffer, Director of Dental Hygiene; Deborah Dalrymple, Professor of Nursing; Deb Rogers, Office Manager for the President; John Welsh, Photographer; Bruce Bach, Director of Athletics; Kelly Donohue, Coordinator of Physical Education and Campus Recreation; Mercedes Harris and Justin Nixon, Students; Martin Kimmel and Jim Bogrette, Architects, Kimmel Bogrette Architecture.

Call to Order

Chairperson D’Aniello 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 January 18, 2011 were approved as presented.

Public Testimony

There was no public testimony.
**Presentation of BOT Resolution**

Chairperson D’Aniello recognized student athlete Mercedes Harris for scoring her 1,000th career point on January 25, 2011 during a home basketball game verses the Harrisburg Area Community College Hawks.

**Treasurer’s Report**

Ms. Lowrie reported for the Committee.

- For the Seven Months Ending January 31, 2011
  Tuition revenues through January 31, 2011 are $18,282,000, or 54.8% 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 January 31, 2011 are $32,814,000, or 45.4% of the budget. Total Operating Expenditures for the same period are $36,353,000, or 50.3% of the budget.

Ms. Lowrie asked for a motion to approve the Treasurer’s Report for the six months ending January 31, 2011. Mr. Cantor made the motion to approve the Treasurer’s Report. Mr. Mullin seconded the motion. The Board unanimously approved the Treasurer’s Report.

**President’s Report**

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

- **Student Success Indicators**
  Accelerating English College Readiness
  As part of the College’s Student Success Initiative and work with Achieving the Dream, it examined the accuracy of the existing Accuplacer English “cut scores” that determine whether students place in college-level English (ENG 101) or developmental English (ENG 011). Prior to the fall 2010 semester, students who scored between 86-100 on the Accuplacer English test were referred to English 011. Many English 011 faculty would administer a diagnostic paper during the first week of class to determine if students had the necessary skills to move up to English 101 based on their writing samples. Based on faculty feedback and comparative analysis, the English 101 “cuts scores” were lowered to 86, as there was general agreement that students placing in the 86-100 range could succeed in college-level English.

  During the fall 2010 semester, 730 students scored in the 86-100 range, and 526 of those students enrolled in English 101. The students who tested between 86-100 had a success rate of 69.0 percent, compared to the overall English 101 success rate of 69.3 percent. Since there was little (0.3 percent) difference in the success rate between those that scored between 86-100 and those that placed into English 101 via prior modes, lowering the “cut scores” supports the hypothesis that these students perform academically as well as other English 101 students.
Student Athletes: Persistence and grade point averages
Ninety-seven student athletes enrolled for the fall 2010 semester and 90, or 93 percent, are registered for the spring semester. Academic performance varies across the teams, with student athletes holding a fall average grade point average of 2.35. Women’s volleyball and softball hold the highest fall team grade point averages of 2.66 and 2.9, respectively.

- Enrollment

Spring 2011 ENROLLMENT SUMMARY
As of February 4, 2011, total unduplicated headcount is 0.26 percent ahead of last year, mostly due to an increase in the e-Learning headcount of 2.23 percent. Total credit hours are 112,811, which is 2.28 percent less when compared to last year at the same point in the semester. Over the next few weeks, we expect to see additional enrollment activity as dual enrollment students register and as late start e-Learning classes begin.

- Student Service Learning and Leadership
Team registration opened on January 24 for the College’s first-ever Relay for Life, which will take place at the Central Campus on April 29-30. The initiative is organized by a steering committee of student leaders, led by Central Campus Student Government Vice President Joshua Schwartz and West Campus Student Government President Grace Pusey. The goal is to engage 750 participants and to raise $15,000 with all proceeds benefiting the Montgomery County Chapter of the American Cancer Society. More information about the event is available online at http://www.relayforlife.org/pamecc.

Ensure a Quality, Relevant, Coherent and Innovative Curriculum
At the annual Achieving the Dream Strategy Institute in Indianapolis, Indiana, the College received special recognition for its excellence in leveraging data to impact student success and completion. The national recognition was part of the 2011 Leah Meyer Austin Institutional Student Success Leadership Award, which was presented by Achieving the Dream: Community Colleges Count and the Lumina Foundation for Education. The recognition includes a $5,000 award to further the College’s student success programs and initiatives. The $5,000 will seed the development of the Gatekeeper Course Academy, which, through the creation of inquiry groups, will provide faculty with the resources and support necessary to further examine student performance in each of the College’s 14 identified gatekeeper courses.

Nine graduates from the Medical Laboratory Technician (MLT) program passed the MLT American Society for Clinical Pathology (ASCP) examination on their first attempt in December, for a 100 percent pass rate. As a cohort, the College’s graduates scored 110 points higher than the average national mean score.
- **Build a Model and Modern Workplace**  
  On February 11, we launched a process to craft the College’s strategic plan to 2015 with a Vision/Mission Fest at both campuses. After a 30-minute video conference, members of the College community moved into facilitated small group discussions. A blog was also launched to continue the conversation and to allow all members of the College community to participate in re-shaping our mission statement.

- **President’s Outreach**  
  On January 31, Dr. Stout attended the Council of Presidents meeting of the Pennsylvania Commission for Community Colleges. As part of the meeting, the Presidents met independently with House Democratic Appropriations Chair, Joe Markosek and Bill Adolph, Majority Chair of the House Appropriations Committee, to discuss pressing budget concerns, including the looming 10 percent cut to community colleges if federal stimulus money, that was used to fund core community college operations in 09-10 and 10-11, is not restored. While both members are sympathetic to our concerns, we have a long advocacy battle ahead of us given the magnitude of the State’s budget deficit and the difficult funding decisions that are ahead of the legislature. Matt Bradford (D) and Tom Quigley (R) are our members of the House Appropriations Committee.

  On February 14 – 15, along with Trustee Bramnick, Dr. Stout attended the Community College National Legislative Summit in Washington and visited with all members of our Congressional delegation as well as Senator Casey. A campus visit is arranged in March for Senator Toomey’s staff to visit the Central Campus. Trustee Bramnick gave a brief overview of the visit.

  Dr. Stout was selected to participate as a panelist for the February 28 Regional White House Summit for Community Colleges that will be held at Community College of Philadelphia.

- **Foundation**  
  The Foundation’s 2010 investment portfolio ended with a 13.08 percent return compared to its blended benchmark return of 12.08 percent. The portfolio’s value as of December 31, 2010 was $6,203,041. The portfolio is back at levels before the 2008 market decline.

  As of January 31, 2011 we have raised a total of gifts and pledges of $712,380. The total at this time last year was $536,653.

  The following organizations have each pledged $25,000 to establish The Porter Family Memorial Endowed Scholarship: Brownback’s United Church of Christ; First Presbyterian Church (Pottstown); Pottstown Health and Wellness Foundation; and Tri-County Regional YWCA. This scholarship is established in memory of the contributions made to the Pottstown community by Dr. Elmer Porter and his daughters, Mary and Martha Porter. The Porter Family Memorial Endowed Scholarship will benefit West Campus students who are pursuing degree programs in health-related fields.
Curriculum Committee

Ms. Austin reported for the Committee.

- **Core Curriculum**

  In 2004-2005, faculty began an in-depth review of the Core Curriculum (the Core) and later made recommendations for its future. The current Core follows a traditional course driven approach. At the conclusion of the Core review process including debate and discussion, the faculty defined 13 Principal Goals & Core Learning Outcomes of Core Education that embodied a skill set in the areas of Skills, Knowledge and Values to be achieved by all degree students. This approach incorporates both course-driven and competency based threaded models, enabling achievement through learner centeredness. On February 23, 2009, the Board of Trustees unanimously approved the 13 Principals Goals & Core Learning Outcomes of Core Education.

  Once approved by the Board, faculty, in cooperation with administration, crafted an implementation matrix that served as a guide to ensure all associate degree programs would be in compliance to the Core initially with a FA/10 implementation date, and later revised to FA/11. The implementation plan includes a two prong approach: (1) focusing on validation of courses that meet one or more of the competencies, and (2) mapping all associate degree programs to ensure compliance through course-based and threaded competency obtainment.

  To date, approximately 175 faculty have participated in the Core initiative and others have been involved in preparing their courses for submission for Core approval. All associate degree programs have been vetted through the mapping process with three programs of study receiving exemptions until their next programmatic accreditation cycle. Those three programs of are: Dental Hygiene (AAS), Radiography (AAS), and Surgical Technology (AAS). A wide array of courses encompassing the 13 Principal Goals & Core Learning Outcomes of Core Education have been endorsed by the All-College Curriculum Committee.

  President Stout hosted a Core Planning Session on November 29, 2010 with representation spanning all stakeholders at the College. The outcomes of the meeting served as a guide to conclude the planning phase of the process. On January 28, 2011, she hosted another Core Planning Session for leadership to provide status reports on actionable items, ensuring that the College is poised for full implementation for Fall 2011.

  In collaboration with Core Mapping faculty, the Interim Vice President of Academic Affairs and Provost will provide an update of the comprehensive initiative, showcase the Liberal Studies (AS) and Nursing (AAS) programs that represent course-based and threaded competency approaches, and apprize of next steps in anticipation for FA/11 implementation.
Ms. Austin made the motion to recommend adoption of the new Core Curriculum effective for Fall 2011. The new Core exempts the Dental Hygiene, Radiography and Surgical Technology programs from Core compliance until their next external accrediting reviews. Mr. Cantor seconded and the Board unanimously approved.

- **Modified Curriculum: Health and Fitness Professional (A.A.S)**
  The proposed modified curriculum is designed to offer students a sequence of coursework that will promote student success and program completion. To support student choice, exchanges from specific course selections to a more general offering under the core requirements is proposed. Other specific courses were mapped out to ensure students gain the maximum number of core competencies per course to enable them to graduate from Montgomery County Community College in 2-3 years. To meet the Core requirements two ESW Electives are exchanged for Core Curriculum requirements.

Ms. Austin made the motion to recommend approval of the modified Health and Fitness Professional (AAS) program for Fall 2011 implementation. Mr. Groen seconded and the Board unanimously approved.

Ms. Austin reminded everyone to review the two information items in the packet for modified courses, and 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 February 2011**

  **Appointments**

  **Full Time Administrative (4)**

  Lisa Altomare, Alumni Relations Coordinator  
  Start Date: 1/24/11

  Brent Parker, Associate Vice President for Finance and Administration  
  Start Date: 3/1/11

  Lynn Rothman, Executive Director of Marketing and Communications  
  1/24/2011

  Jenna Underwood, Payroll Administrator  
  2/23/2011

  **Separations (0)**
Ms. Mann made a motion to ratify the administrative appointments. Mr. Mullin seconded the motion and the Board unanimously approved.

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- **Health Sciences & Wellness Center**
  The HSW feasibility study is the final piece of the 2002-2010 Board approved facilities master plan for the College. The proposed transformation of the Physical Education Building into a Health Sciences and Wellness Center is another piece of the College’s commitment to provide a modern and model place for student learning and success. A presentation was made to the Board of Trustees by Martin Kimmel and Jim Bogrette. College leadership can use the study as a support document for funding requests to the State, County, and other parties.

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

**Legislative Committee**

Dr. Stout gave a brief overview of the federal funding priorities and made note of the welcome letter sent to Governor Tom Corbett from all fourteen community college presidents and Board chairs.

**Bids**

Vice President Freitag reported on the bids.

- **Electronic Dental Record/Appointment Management System**

  Mr. Cantor made the motion to recommend approval of a sole source purchase of the Electronic Dental Record/Appointment Management System from Henry Schein, Inc. of Melville, NY in the amount of $54,188.85 for use in the Dental Hygiene Program. After much discussion and debate and further elaboration of the management system, Chair D’Aniello recommended moving the bid forward. Mr. Kretschman seconded and the Board unanimously approved.

**Chair’s Report**

Mr. D’Aniello noted that the Board will be moving to a consent agenda format by September 2011. Dr. Stout will be sending out information on how the consent agenda works and before the September meeting, the Board will engage in conversation about the way it will use the consent agenda format to allow for more efficient, yet strategic conversations at the monthly meetings. Mr. D’Aniello also noted that the Personnel Committee meetings will move to 4:30 and that beginning in September, Board meetings will begin at 4:30 with a 4:00 “Meet and Greet”. He reminded everyone to turn in their biographical information and to have their photographs completed for the Trustee’s handbook. Mr. D’Aniello also noted that Geoffrey Brandon was
appointed to the Board by the Commissioners at their February meeting. Geoff has more than 23 years of experience in the financial services industry and is currently the senior vice president with TD Bank. Geoff is currently serving as the chairman of the Montgomery County Community College’s Foundation’s Board of Directors. Finally, he reminded Board members to attend the Honors Reception immediately after the meeting in the Fine Arts Center.

**Old Business**

There was no old business to report.

**New Business**

There was no new business to report.

**Adjournment**

The meeting was unanimously adjourned at 5:20 p.m. The next meeting is scheduled for Monday, March 21, 2011 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

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Trudy Mann  
Secretary

Board Minutes, February 22, 2011