The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 21, 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; Susan Arnhold, Cheryl Lynne Austin, Lea Bramnick, Geoffrey Brandon, Marcel Groen, Eric Kretschman, Lynne Lechter, Ed Mullin, Richard Montalbano, Jim Vlahos

Absent: Michael Paston, Assistant Secretary

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; 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; Diane O’Connor, Executive Director of Human Resources; 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; Aaron Shatzman, Dean of Social Sciences; Deb Rogers, Office Manager for the President; Leon Hill, Director of Institutional Research and Assessment; Joshua Schwartz, Vice President, Central Campus Student Government Association.

Call to Order

Chairperson D’Aniello called the meeting to order at 4:00 p.m.

Pledge of Allegiance

Joshua Schwartz led the meeting attendees in reciting the Pledge of Allegiance.

Welcome of New Board Members

Chairperson D’Aniello introduced and welcomed new Board members, Susan Arnhold and Geoffrey Brandon.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Approval of Minutes

The minutes from February 22, 2011 were approved as presented.
Public Testimony

There was no public testimony.

Treasurer’s Report

Ms. Lowrie reported for the Committee.

For the Eight Months Ending February 28, 2011

The format of the Treasurer’s report has changed to better align with the budget and to be more strategic for planning purposes.

Results of operations from the General Fund are improved over last February by $3.6 million. This performance improvement is driven by revenue – federal stimulus funds of $1.75 million as well as an increase in tuition dollars of over $18 million. The tuition revenue increase is a result of the $6 increase in tuition credit hour effective for Fall 2010.

Reserves of cash and investments are down from just shy of $51 million in February 2010 to $44.3 million in February 2011. Almost all of this difference is due to cash. The market value of the investment portfolio is largely unchanged at about $24.6 million. The two largest reasons for the change in cash position are a delay in receiving the County Appropriation ($3.1 million is accrued on our statements and is on its way, but hadn’t been received as of February 28) and funds expended for construction.

Ms. Lowrie asked for a motion to approve the Treasurer’s Report for the eight months ending February 28, 2011. Mr. Mullin made the motion to approve the Treasurer’s Report. Mr. Cantor 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

On March 2, 33 cadets from Class #1004 graduated from the Montgomery County Municipal Police Academy during a ceremony at the Central Campus. Chief Robert Schurr of the North Coventry Township Police Department provided the keynote address.

Seven students from The Montgazette student newspaper were recently recognized with nine Keystone Press Awards in the two-year college division. The honors included three first-place awards, five second-place awards and one honorable
mention in the categories of Public Service/Enterprise Package, Feature Story, Personality Profile, Editorial, Column, Review, and Photo Story.

Between late January and the end of February, staff members from the Financial Aid and Admissions offices helped over 250 families with completing their FAFSA forms for the 2011-2012 academic year. Representatives visited 14 different area high schools and community organizations, and FAFSA completion workshops will continue on campus and in the community through March and April.

- **Enrollment**

As of March 14, total unduplicated headcount for the spring 2011 semester is 0.74 percent behind last year, although e-Learning headcount is 3.88 percent higher than last spring. Total credit hours are 113,307 which is 2.97 percent less when compared to last year at the same point in the semester. Late start courses will continue to start through March and April.

Priority registration for summer and fall semester courses began on March 1, and open registration began on March 10. We don’t have comparative data from last year, as this is the first time we’ve held priority registration for the summer and fall terms. As of March 7, the number of total credit hours enrolled for all summer sessions is 6,778, and the number of credit hours enrolled for fall is 7,374.

- **Student Service Learning and Leadership**

Eight students participated in the American Student Association of Community College (ASACC) Conference in Washington, D.C. March 19-21. During the conference, students attend workshops to learn how to advocate, set a collective advocacy agenda, and meet with staff in legislative offices.

Twelve students and two staff members participated in the College’s annual Alternative Spring Break trip to Michigan over Spring Break last week. The team worked with Habitat for Humanity to build LEED certified homes. This year’s Alternative Spring Break team had a diverse group of students participating, with representation from six different majors. The students blogged about their experiences throughout the trip; the blog can be read by visiting http://mc3springbreak.wordpress.com.

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

On March 3, the Middle States Commission on Higher Education acted to “note the visit by the Commission’s representative and to affirm inclusion of the additional location at Mobile Air Conditioning Society (MACS), 225 South Broad Street, Lansdale, PA within the scope of the institution’s accreditation. To note that this approval is not retroactive.” Dr. Stout offered thanks to Victoria Bastecki-Perez and her team for their leadership of the successful visit.
Become an Entrepreneurial College

- **Foundation**

As of February 28, 2011 the Foundation has raised a total of gifts and pledges of $736,619. The total at this time last year was $552,549.

**Events**

An Evening to Honor Paul S. “Mike” Bitner will be held on April 14 at the William Penn Inn. Tickets cost $75, $30 of which is a charitable contribution to create a scholarship in Mr. Bitner’s name.

Dr. Stout presented Lynn Rothman, Alana Mauger and Erin Jellesma with the Paragon Gold Award for the Brochure/Flyer series category from the National Council on Marketing and Public Relations (NCMPR). The award was for the series of cluster brochures geared towards specific programs.

**General Updates**

Dr. Stout showed the Trustees the redesign of the College’s Web page and gave a quick overview of the newly launched Career Coach site located on the front of the Web Portal. She then asked Leon Hill, Director of Institutional Research and Assessment to give a brief power point presentation on “*The Transfer of Former Students: Where Did They Go? How Did They Do At Other Institutions*?”

**Finance Committee**

Mr. Kretschman reported for the Committee:

- **Funding for 2010-2011 Capital Projects**

Each year the Board considers a transfer of dollars from the Board designated fund for Campus Renewal to the annual capital fund budget to meet deferred maintenance and unmet capital budget needs that emerge from the College’s annual budget planning and/or facilities master planning efforts. The Board’s strong focus on developing and prudently managing this fund designation has allowed the College to move forward several vital capital projects while leveraging state, county, federal and private investment in these efforts.

Unfunded and high priority capital requests for 2010-2011 equal $1,635,000.
The following is a summary of the proposed list of capital funding requests presented to the Board.

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC Parking Lot 195 spaces - Phase 2</td>
<td>$750,000</td>
</tr>
<tr>
<td>Replace Metal Roof over Science Center Auditorium</td>
<td>$250,000</td>
</tr>
<tr>
<td>Macadam Repairs &amp; Sealcoat Morris Road Parking Lot</td>
<td>$160,000</td>
</tr>
<tr>
<td>140 College Drive - Phase 1</td>
<td>$375,000</td>
</tr>
<tr>
<td>Paint 101 College Drive Interior</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$1,635,000</strong></td>
</tr>
</tbody>
</table>

Mr. Kretschman made the motion to recommend the Board approval to fund the capital projects and deferred maintenance items in the amount of $1,635,000 for 2010-2011. Mr. Mullin seconded and the Board unanimously approved.

- **Comprehensive Liability and Insurance Broker Services RFP Results**

The College prepared a broker service Request for Proposal (RFP) that was sent in November 2010 to seven brokers who do business with the Community Colleges in Pennsylvania. The RFP was advertised on the web and in a local newspaper. The College received RFP responses from the seven brokers plus two additional large brokers. The College was specifically seeking a qualified broker with experience in providing comprehensive insurance services to institutions of higher education. An Insurance Broker Selection Committee was formed to evaluate the nine (9) responses to the RFP. The Committee ranked three of the nine respondents very highly, based on the following criteria:

- Qualifications
- Quality of responses to requested services
- Cost of services
- Experience with higher education clients
- Credentials of firm and proposed account team members
- Evidence of continued commitment to the College
- References
Three finalists were interviewed by the Finance Committee at the March 2, 2011 meeting. The three brokers presented to the Finance Committee were: Willis of Pa, Arthur Gallagher, and CBIZ.

Mr. Kretschman made the motion to recommend that the College authorize management to engage Willis to provide comprehensive liability and insurance broker services to the College for the three year period beginning July 1, 2011 through June 30, 2014. Ms. Mann seconded and the Board unanimously approved.

- **2011 – 2012 Capital Budget**

The proposed 2011-2012 capital budget of $7,817,917 provides funding for all the existing debt service and leases, including funding for the:

- West Campus expansion: Phase 1 & 2 (16 High Street)
  - State is not funding the second floor (phase 2)
- Advanced Technology Center
- Fine Arts Center
- College Hall Renovation
- Parkhouse Hall Renovation
- 1999 Bond
- Children’s Center
- Leases for various equipment and facilities

- County funding of $3,319,357 is the same amount funded for 2009-2010 and 2010-11.
- State funding of $3,392,394 is an increase of $93,000 or 2.8%. This is due to a directive from PDE to offset only long-term rental income with contractual arrangements.

- **2011 – 2012 Operating Budget**

Each fall the College develops an operating budget and monitors State and County budget trends before finalizing the 2011-2012 budget proposals. The budget has been updated based on the most recent information available. The College has monitored budget trends and is presenting an aggregate budget for Committee consideration.

Factors affecting the budget include:

- Total Enrollment and Enrollment Mix
- Tuition and Selected Fees
- State Support
- County Support
- Federal stimulus funding
- Contractual Salary Increases
- Benefit Costs
- General Economic Conditions
The proposed 2011-2012 operating budget of $72,047,241 represents a 0.3% decrease from the revised 2010-2011 operating budget. The following assumptions were made in calculating the 2011-2012 operating budget:

- 0.9% decrease in credit enrollment over 2010-2011 levels
- Change in the enrollment mix from 2010-2011 (in county, out of county out of state)
- A $7 increase in the tuition rate
- Continuing Education tuition is increasing by 3%
- $1,915,811 or a 9% decrease in State Support over 2010-2011 budget
  - 2010-2011 budget reflected a $210,000 cut to state aid. Governor Corbett’s budget uses 10% of the original allocation.
  - Reducing State support from 26.2% to 23.9% of total funding
- $17,702,534 or a 0% increase in County Support over the 2010-2011 appropriation.
  - County Support remains at 24.5% of total funding.
- Salary increase of 1.3% based on actual filled positions in 2011-2012 and a salary increase of 2.9% for employees.
- 0.6% increase in benefit costs.
  - Includes projected health insurance costs savings of $600,000.
  - Other Expense is decreasing 7.3% and does not include any new operating initiatives or contingency.

Mr. Kretschman made the motion to recommend approving the capital and operating budgets, including the budget scenario with the $7 tuition increase as presented to the Board of Trustees. Mr. Groen seconded the motion and the Board unanimously approved.

**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Honorary Degree Recommendation**
  Per Board policy, the Curriculum Committee recommends the granting of an honorary degree to Paul “Mike” Bitner, who has dedicated twenty years of service to the students of Montgomery County Community College. As Board Chair, he was present at every Board of Trustee meeting. During his tenure he was a passionate advocate for the College. His belief in the mission of the College was steadfast and his pride came through at every event he attended. In addition, he invited many community members and future students to the College for an opportunity to learn from him what was so special about the College.

Ms. Austin made the motion to recommend granting Paul S. “Mike” Bitner the Honorary degree of Associate in Letters (A.L.) in accordance with the Board policy for granting Honorary degrees. The degree will be awarded at the 2011 Commencement Ceremony. Ms. Mann seconded and the Board unanimously approved.
Emergency Management and Planning (AAS) Academic Program Review

The Emergency Management and Planning (EMP) program and accompanying certificate were developed in response to the management and planning needs identified after the attacks of September 11, 2001. The first classes in the EMP degree were offered in Spring 2004. The EMP degree program primarily enrolls students who are already engaged in emergency response and preparedness fields and provides them with the training needed to assume higher levels of administrative or command responsibility. The EMP Certificate is also sought after by students who are already majoring in Fire Science or Criminal Justice Studies.

The EMP program and Certificate have been identified as meeting the High-Priority Occupation criteria. Steady growth in this field is expected, as projected by the PA Department of Labor and Industry. Program graduates are employed with the Pennsylvania Emergency Management Agency, Montgomery County Department of Public Safety, Lockheed-Martin, Boeing, and Merck.

The Director, Dean, Advisory Committee, and Faculty recommend that the program be continued with the following proposed modification: To implement a Concentration in Homeland Security in the Emergency Management Program. Proposal is appended in the APR.

The following recommendations were offered in support of program improvement:

- Increase program enrollment by 50% by spring 2015.
- Increase graduate rate to 20% by spring 2015.
- Improve tracking of employment status of EMP majors and graduates.
- Add a representative from the K-12 sector, presumably an educator or administrator from one of our “tech-prep” high school partners, to the Fire Science & Emergency Management Advisory Committee.
- Develop and implement a “Certificate of Completion” in Homeland Security.
- Develop and implement a 30-credit academic Certificate in Homeland Security.
- Bring all homeland security concentration courses on-line.

Ms. Austin made the motion to recommend approval of the Emergency Management and Planning (AAS) Program APR including the proposed curricular modifications for Fall 2011 implementation. Ms. Lowrie seconded and the Board unanimously approved.

Ms. Austin reminded everyone to review the three information items in the packet for the update on workforce development and continuing education, new and modified courses, and the faculty accomplishments. These are information items only and require no action from the Board of Trustees.
Physical Plant Committee

Mr. Mullin reported for the Committee.

- **ESCO – Performance Contracting RFP Results**
  A College Committee consisting of faculty and staff and chaired by the Vice President for Finance and Administration has been working since the fall of 2010 to explore the feasibility of entering into a Guaranteed Energy Savings Agreement (GESA). GESAs are offered by Energy Service Companies (ESCOs) as a way to obtain and finance energy – savings projects for public sector entities. GESAs provide the resources to finance and acquire needed capital equipment and improve energy efficiency. The Commonwealth of Pennsylvania has enacted legislation that authorizes public agencies to use GESAs for implementing energy improvement projects.

  The following is a list of energy conservation measures (ECMs) that can be considered:
  1) Insulation of buildings
  2) Windows and door modifications
  3) Automated energy control
  4) Heating, ventilating or air conditioning system modifications
  5) Replacement of lighting fixtures
  6) Energy recovery systems
  7) Indoor air quality improvements Day lighting systems (turns lights off in areas where there is natural light sufficient to light the area)
  8) Renewable energy systems

  Siemens submitted a proposal based on 13 ECM’s. Siemens proposal addresses the College’s need to reduce energy and water consumption and address some areas of deferred maintenance. The baseline energy savings in their proposal is estimated at $702,000 per year. The financed cost of the project is estimated to be $4,965,000. The contract with Siemens is 15 years with the potential to reduce to 10 years or less. The proposed finance rate is 3.5%, the actual rate cannot be locked in until an agreement is in place. The construction period would be 12-15 months and will encompass both campuses.

  Siemens is well positioned to be an effective partner in an ESCO project. The recommendation is to proceed with Siemens based on their experience, capabilities, objectivity and creativity.

  Mr. Mullin made the motion to recommend that the Board of Trustees authorize the College to negotiate and enter into a Guaranteed Energy Savings Agreement with Siemens. Ms. Mann seconded the motion and the Board unanimously approved.

- **Advanced Technology Center Parking Lot Expansion Project**
  In September 2007 the Advanced Technology Center (ATC), was opened for use. Included in this project was a parking lot to support the new building. The parking
lot was designed to have a capacity of approximately 295 spaces. The College secured the necessary agency approvals to construct the entire parking lot as planned. Due to budgetary constraints, only 109 spaces were constructed at the time of the building opening.

The construction in Parkhouse Hall will be completed in early spring. The existing ATC lot was constructed using conventional techniques and materials with the appropriate storm water control measures installed at the time of construction. The intention is to construct this lot using sustainable materials and techniques. The lot will be gated for use by faculty and staff, to free up additional spaces for students in the existing lots.

An RFP was developed and issued to eight engineering firms in the area to solicit services to provide the College with design proposals and prepare the necessary bid documents. The firms were: Burish Associates, Carroll Engineering, Czop Specter, Earth Engineering, Gilmore & Associates, Barry Isett, Depallo Design, and STV Inc.

Four firms responded to the RFP:

<table>
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<tr>
<th>Firm</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Carroll Engineering Corp.</td>
<td>$26,800</td>
</tr>
<tr>
<td>Gilmore &amp; Associates</td>
<td>$29,775</td>
</tr>
<tr>
<td>Depallo Design &amp; Planning</td>
<td>$56,090</td>
</tr>
<tr>
<td>STV Inc.</td>
<td>$96,250</td>
</tr>
</tbody>
</table>

Mr. Mullin made the motion to recommend approval of the engagement of Carroll Engineering Corp. for the ATC parking lot expansion. Ms. Mann seconded the motion and the Board unanimously approved.

- **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, 95 South Hanover Street, in Pottstown. In March 2009, the College decided not to make a purchase of the building, but rather to work in partnership with a private developer. This approach limits the initial outlay of capital required by the College to secure and renovate the building and follows 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 explore proceeding with the project. Developer Gary Silvi of Vesper Property Group (Vesper) has successfully bid on the property. The College has been working with Vesper to negotiate a lease that will meet the College’s interest in and intended use of the property, while satisfying Vesper’s need for evidence of a lease commitment.

Mr. Mullin made the motion to recommend approval to authorize Management to offer a final lease proposal to Vesper that fixes the rent for a ten year period and establishes a purchase price for the College which is less than or equal to Vesper’s costs. Ms. Lechter seconded the motion and the Board unanimously approved.
The remaining items, Pennsylvania Commission for Community Colleges (PCCC) Self Auditing Program and construction updates are information items only and require no action from the Board of Trustees.

**Personnel Committee**

Ms. Mann reported for the Committee.

- **Professional Hires for March 2011**

  **Appointments**

  Full Time Administrative (1)

  Yasmin Williams, College Generalist (Norristown)
  Start Date: 3/22/11

  **Separations (4)**

  Kevin Wilson, Coordinator Help Desk
  2/7/11

  Jean Doxon, Program coordinator Life Long learning
  2/28/11

  AnnaMae Kerrigan, Administrative Assistant President’s Office
  3/4/11

  Michael Coyle, Controller
  2/24/11

  Ms. Mann made a motion to ratify the administrative appointment and separations. Mr. Mullin seconded the motion and the Board unanimously approved.

The remaining items, Vice President for Academic Affairs and Provost search update, and the Performance Management Systems Design are information items only and require no action from the Board of Trustees.

**Foundation Update**

Ms. Lowrie gave a brief update on the Foundation.
Chair’s Report

Mr. D’Aniello announced that all the positions on the Board are now filled, and no vacancies remain. He reminded everyone about Mike Bitner’s reception on April 14, and that this will generate funds to create a scholarship in Mike’s honor. He also noted the Student Leadership Banquet on April 15 at the Westover Country Club and the Retirees reception on April 28 with a dinner immediately following at Normandy Farm. Mr. D’Aniello thanked Dr. Stout for moving forward on the recommendation to have a student start the meeting with the Pledge of Allegiance.

Old Business

Dr. Stout reminded everyone that the April Board meeting was changed to April 25.

New Business

There was no new business to report.

Adjournment

The meeting was unanimously adjourned at 4:51 p.m. The next meeting is scheduled for Monday, April 25, 2011 in the North Hall Community Room 106, West Campus at 4:00 p.m.

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Trudy Mann
Secretary

Board Minutes, March 21, 2011