The meeting of the Montgomery County Community College Board of Trustees was held on Monday, April 25, 2011 at 4:00 p.m. in North Hall, Room 106, West Campus.

Board of Trustees – Present:
Michael D’Aniello, Chairperson; Andy Cantor, Vice Chairperson; Regina Lowrie, Treasurer; Michael Paston, Assistant Secretary; Susan Arnhold, Lea Bramnick, Marcel Groen, Eric Kretschman, Ed Mullin, Jim Vlahos

Absent: Trudy Mann, Secretary; Cheryl Lynne Austin, Geoffrey Brandon, Lynne Lechter, and Richard Montalbano

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; Rose Makofské, Director of Equity and Diversity Initiatives; Victoria Bastecki-Perez, Interim Vice President and Provost, Academic Affairs; Rhoda McFadden, History Professor and Faculty Union President; Kathleen Schreiner, Medical Assisting Program Director; Sharon Beales, Vice President for Development and External Relations; Deb Rogers, Office Manager for the President; Donald Moore, User Support Engineer; Traveon Henry, Vice President, West Campus Student Government Association, Jenna Klaus, Coordinator of Civic and Community Engagement, Nicholas Natalie, Student

Call to Order

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

Pledge of Allegiance

West Campus Student Government Association Vice President, Traveon Henry led the meeting attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Approval of Minutes

The minutes from March 21, 2011 were approved as presented.

Public Testimony

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

Chairperson D’Aniello recognized Nicholas Natalie with a Board resolution recognizing his academic achievements and his selection to the All Pennsylvania Academic Team.

**Treasurer’s Report**

Ms. Lowrie reported for the Committee.

- **For the Nine Months Ending March 31, 2011**

  General Fund results of operations through three quarters show some weakness in the tuition revenue compared to the prior year. For credit-free programs, just under 80.5% of the full year tuition had come in as of March 31. Administration is carefully monitoring revenue and expense activity in this area to stay on budget. Tuition revenue from credit programs may fall short of budget by up to 1% (another approximately $300,000), as previously reported.

  While expenditures appear significantly improved from last year through the end of March, this is due to the timing of the College’s biweekly payroll cycle (Friday April 1 was the date of the final pay cycle).

Ms. Lowrie made a motion to approve the Treasurer’s Report for the nine months ending March 31, 2011. Ms. Arnhold 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**

  The Office of Institutional Research recently studied the progression and completion of the Veterans who entered the College as students in fall 2006. As of fall 2010, 30.2 percent have graduated; 16.3 percent have transferred; and 20.9 percent are still enrolled. In comparison, 14 percent of the overall student population that entered the College in fall 2006 have graduated; 23.5 percent have transferred, and 9.9 percent are still enrolled. The cumulative progression and completion rate for Veterans is 67 percent, close to 20 percentage points higher than that for the total 2006 cohort, which is 47.4 percent. The higher success rate for student Veterans may be attributed to a variety of factors, including the financial support Veterans receive to continue their education, the work of a dedicated academic advisor who utilizes case management strategies for this population of students, and the maturity and discipline that Veterans gain through their military service.
The College inducted 175 students into Phi Theta Kappa (PTK), the international honors society for two-year colleges, on March 25 at the Central Campus and April 1 at the West Campus. During the West Campus ceremony, the new PTK chapter Beta Tau Lambda received its official charter. The addition of a new PTK chapter at the College increases the opportunity for students to receive scholarships. Alpha Kappa Zeta will continue to serve as the Central Campus chapter.

- **Student Service Learning and Leadership**
  On March 23, Dr. Stout switched places with student Nicholas Natale at the West Campus for our first-ever “President for the Day” activity. Dr. Stout attended Nick’s Sociology and Calculus classes and worked as a peer mentor in the Student Success Center, and Nick managed the President’s agenda for the day. Among his tasks, Nick toured the 140 College Drive facility and received project updates, held one-on-one meetings with members of Dr. Stout’s staff, and facilitated a President’s Cabinet meeting. Nick was selected for this activity based on an essay he wrote in the fall about what he would do as the College President.

  On April 15, Exercise Science and Wellness students held a “Hula Hoop for Heart” event at the Central Campus, with proceeds benefitting the American Cancer Society. The event was planned as a service-learning project by students enrolled in ESW 102. Participants were asked to raise money and then hula hoop for one hour. Kudos to ESW instructors Ann Livezey and Marie Cantwell for helping the students to coordinate this project.

- **Events**
  A reminder that the College’s first-ever Relay for Life event will take place at the Central Campus from 6 p.m. April 29 to 7 a.m. April 30. Information about the Relay and a schedule of events is available online at www.relayforlife.org/pamccc. Dr. Stout gave kudos to Joshua Schwartz for putting this event together.

- **Build a Model and Modern Workplace**
  On April 21, we held the College’s annual Innovation of the Year breakfast at the Central Campus. This year, we recognized 13 nominations from the College community based on criteria set fourth nationally by the League for Innovation in the Community College. The College’s winning project, the Minority Male Mentoring Program, will be forwarded to the League for Innovation for national award consideration. Kudos to Vice President of Student Affairs Dr. Steady Moono, Interim Dean of Student Success Leonard Bass, and Academic Coach Michael Jackson for their extraordinary work with the Minority Male Mentoring Program.

- **President’s Outreach**
  Most of Dr. Stout’s outreach this month was legislative in nature. On March 22, Trustee D’Aniello and Dr. Stout presented our budget request to the Commissioners in a private work session. On March 24, Representative Tom Murt was among the guests on Dr. Stout’s weekly radio show. On April 4 and 5, as part of the Commission’s Lobby Day activities, we were joined at the All-Pennsylvania Team reception by four members of our delegation and on Tuesday, April 5, along with 20
students, Dr. Stout visited 12 legislative offices. On April 15, Representative Quigley held his Healthy Life Styles expo at the West Campus.

- **Become an Entrepreneurial College**
  As of March 31, the Foundation has raised a total of gifts and pledges of $872,645. The total at this time last year was $636,848.

- **Events**
  An event for alumni of the College’s Nursing Program will be held on May 1 at the Central Campus. The program features local thespian Pat Jordan, who will present an overview of the contributions of nurses during the Civil War.

  The Leading Women Symposium and Golf Event will be held at the Blue Bell Country Club on June 2. This event annually hosts over 130 business women in the greater Philadelphia area and provides a wonderful opportunity to reach decision makers and potential clients. Most importantly, the event highlights women’s leadership in the workplace and raises awareness of the College’s innovative programs for women. Lynn M. Utter, President and COO of Knoll North America, will be the keynote speaker.

- **General Updates**
  Dr. Stout gave an overview of where the College is in the search process for the Vice President of Academic Affairs and Provost.

  She also gave a brief overview of the summer and fall enrollment. The overall total summer headcount is at 7,791 (2.42% ahead of the same point in time last year) and credit hours are at 32,166 (3.49% ahead of same point in time last year). The total Unduplicated Headcount for Fall 2011 is down by .62% (4,847) behind same day last year (4,877).

  As part of the President’s report, Dr. Stout presented to the Board a YouTube clip on the photographic artwork of Leesha Quigg, a Montgomery County Community College student and a U.S. Army Civil Affairs Specialist, who recently served a year in the province of Diwaniyah, Iraq. Leesha is a single mother, who is also part Native American, captured the simple, yet poignant moments of the Iraqi people.

  Also, Jenna Klaus, Coordinator of Civic and Community Engagement and Traveon Henry, Vice President of the West Campus Student Government Association gave a PowerPoint presentation to the Board on Service Learning and the alternative spring break.

**Finance Committee**

Mr. Kretschman reported for the Committee:

- **ParenteBeard Out of Scope Billing**
The College selected ParenteBeard (Parente) to perform the annual audit of the College and Foundation for the Fiscal Years 2009/10, 2010/11 and 2011/12, pursuant to a competitive RFP process. Parente performed the annual audit, but encountered significant difficulties in the performance of the audit which required an expansion of scope. The Vice President of Finance and Administration discussed this issue with the audit partner and negotiated a revision to the 2009/2010 audit fee to recognize the additional work required of the auditing firm. To accommodate the College, Parente has agreed to accept two payments of $25,000, one this fiscal year and one in Fiscal 2011/2012. The quoted fee of $71,000 and $72,000 for the audit fees in FYs 2011/12 and 2012/13 will not change.

Mr. Kretschman made the motion for Board approval of the payment of out of scope fees to ParenteBeard in the amount of $50,000 to be split over the FY 2010-11 and FY 2011-12 fiscal years. Mr. Mullin seconded and the Board unanimously approved.

- **2011-2012 College Bookstore Budget**

Sales grew for a number of years under Barnes and Noble. Since July 1, 2010, the College has been required to release textbook information, such as the ISBN number and pricing, to students in advance of their classes under the requirements of the Higher Education Opportunity Act. This information makes it much easier for students to shop around for new or used textbooks. The College had already integrated on-line book purchases into the Registration process to make purchasing from our bookstores easier. However, with the ISBN numbers, students can buy books from other on-line booksellers, as well. Commissions in 2010-2011, which are based on sales, are now projected to be lower than what had been originally forecasted in last year’s budget.

Anticipated sales and commissions for 2011-2012 are expected to decline slightly, reflecting the changes in the textbook “rent or buy” market. Barnes and Noble experience in its other stores indicates that sales in stores without a rental program have dropped by an average of 12%.

- **2011-2012 Children’s Center Budget**

The new Children’s Center, which opened in November 2009, is one of the many benefits offered by the College, providing a first-class early childhood care and education program for young children. The Center is a valuable resource for College students and faculty/staff that need childcare while studying, working, or pursuing other responsibilities. The Center also serves as a learning environment for the Early Childhood Education Program at the College.

After a review of current rates and budget requirements, the Children’s Center plans to implement an increase in 2011-2012 fees for employee and community rates, based on the average rates at nearby child care facilities, as well as implement a meal charge for those families whose meals are not covered by subsidy or Pre-K Counts. The College does not propose an increase for student rates. At this time, at $210/wk for
Pre-K and $225/wk for Toddlers, our rates are an average of $20 a week higher than other campus-based child care centers that are also accredited and/or rated Star 4. Hourly rates are pro-rated based on weekly rates in order to offer flexible scheduling.

The proposed rate for employees is $225/wk for Pre-K and $245/wk for Toddlers, $15 and $20 more than for students, respectively. Two of the campus-based programs reviewed charged the same rate as for students and three charged the same rates as for community members. The two that had a separate rate for employees charged an average of $18 more for employees than for students. Not all campus-based programs offer child care for community members. In order not to compete with local comparable child care centers, the proposed community rates of $260/wk for Pre-K and $280/wk for Toddlers compares to an average of $258/wk for Pre-K and $275/wk for Toddlers.

- **2011-2012 Food Service and Vending Budgets**

  The Auxiliary Fund Food Service and Vending budgets detail the anticipated revenues and expenditures attributable to the services provided to the College. In addition to providing reasonably priced nutritional options, the cafeterias at the Central and West locations and the ATC Café are destinations for student interaction and engagement. Traditional students, in particular, enjoy the unhurried nature of the dining experience at the College and often study while eating. The new café in Parkhouse Hall is expected to generate significant revenue for the College once it is fully operational for Fall 2011.

- **2011-2012 University Center Budget**

  The proposed 2011-12 budget projects $120,000 in tuition sharing and fees from other colleges that use the West Campus facility, as part of our University Center, to conduct classes for their institutions. This unique opportunity delivers the convenience and quality of a bachelor’s and master’s degree within a short commute to our students and area residents. The colleges include Temple University, Gwynedd Mercy College, and Albright College. Two new partners were added this year – Villanova University and Chestnut Hill College and they began offering classes in the Fall of 2010. The budget includes projected tuition and fees from the new partners.

- **2011-2012 Student Activities Budget**

  The 2011-2012 Student Activities budget is supported primarily through the student activities fee as well as fundraising activities initiated and managed by the student clubs. The $3 per credit hour fee is charged to students enrolled in fall and spring classes, and not summer classes. No fee increase is proposed for 2011-12. The Student Activity Fee has broad impact on student engagement at the College. The fee supports the provision of co-curricular learning, club, athletic, intramural and service activities to all students. In 2010-2011, approximately 6,000 students have participated in some way with one of these opportunities.
The budget funds clubs such as the Writer’s Club, Phi Theta Kappa Honors Society, Phi Beta Lambda, the International Club and the College Choir. The Literary Magazine, Montco Radio (the radio station), the Montgazette (the student newspaper) Shuttle Bus between the Central & West campuses, and the Student Handbook are also all supported by the Student Activities budget.

- **2011-2012 Student Aid Budget**

The 2011-2012 Student Aid budget details the array of aid available to students from Title IV Federal financial aid including programs such as federal work study, Pell grants, Academic Competitiveness grants, and the Federal Family Education Loan programs as well as state PHEAA grants and College Foundation grants. The proposed 2011-2012 budget projects a 5.9% increase in Federal Funding programs, collectively labeled as Title IV Programs for a total volume of over $40.6 million.

- **2011-2012 Technology Fee and Budget**

In 1995, the Board of Trustees established the Technology Fee to support the initial purchase of new technologies as well as the lifecycle replacement of technology used to support the learning environment. The 2010-2011 fee is $14 per credit hour. The Board approved fee for 2011-2012 is $15. Neighboring colleges charge per credit hour fees ranging from $15 (Northampton) to $26 (Bucks) to $28 (CCP).

The proposed budget for the 2011-2012 Technology Fee was developed within the context of the Technology Plan and considered input from a variety of College stakeholders. Budget expenditures are allocated toward life-cycle maintenance of many key technology components and expansion of existing infrastructure. As an example, lifecycle upgrades to smart-classroom equipment continue through this budget cycle. Additionally, lifecycle upgrade of core networking and data center technologies is being planned this year in response to aged technology and improved service availability goals.

The Board approved $1 increase is required to diffuse the impact of upcoming 2011-2012 technology investments.

Mr. Kretschman made the motion to approve all seven budgets at one time. Mr. Mullin seconded and the Board unanimously approved.

- **Tuition Refund Administrative Policy**

The Tuition Refund Policy has been revised to align College policy with Pennsylvania Code 35.30.

The Tuition Refund Policy, proposes refunding students 100 percent tuition and fees prior to the first day of the semester, 50 percent to the end of the second week of the
semester, 25 percent to the end of the third week and no refund after this period. Non-standard length classes follow a similar refund schedule. The Workforce Development and Continuing Education classes are refunded 100 percent prior to the start of the first class and no refund after the course begins. Students who request an exception to the Tuition Refund Policy are referred to the Tuition Refund Appeals Committee for review.

Mr. Kretschman made the motion to recommend approval of the Refund Policy. Ms. Lowrie seconded the motion and the Board unanimously approved.

Curriculum Committee

Mr. Paston reported for the Committee.

- **Curriculum Modification: Medical Assisting**
  The Medical Assisting Certificate Program prepares graduates who are proficient in all administrative and clinical competencies necessary to perform numerous jobs in physicians’ offices, hospitals, or other health care facilities. This continuous three semester program, offered at both the Pottstown and Blue Bell campuses, integrates theory, laboratory simulations and a Clinical Practicum experience. Clinical Practicum experiences are provided by physician practices and health care affiliates in over 100 locations throughout Montgomery County. Graduates are highly valued members of the health care delivery team who are qualified to complete the national American Association of Medical Assistants (AAMA) certification examination for Certified Medical Assistants (CMA) and/or the American Medical Technologists (AMT) certification examination for Registered Medical Assistants (RMA). The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB). The Medical Assisting Program is designated as a High Priority, High Cost occupation.

**Proposed Curricular Changes**

The request consists of two components: 1) to modify the course sequence of the program, and 2) to modify two of the courses contained within the curricular sequence - MAS 116 - Medical Business Practices and HCP 225 - Health Insurance and Professional Billing.

**Request to Modify the Medical Assisting Curriculum Sequence**

The revision requires completion of BIO 103 - Introduction to Human Anatomy and Physiology and HCP 224 - Medical Terminology prior to attempting Medical Assisting courses. This curricular sequence modification provides students with a strong background in anatomy, physiology and medical terminology prior to beginning discipline specific courses. Students have indicated that having background in these subjects would be beneficial prior to taking the Medical Assisting courses. Additionally, completing discipline specific courses, immediately prior to Clinical Practicum, enables students to immediately practice learned skills in the practicum experience and enhance success.
Mr. Paston made the motion to recommend the proposed curricular modification to the Medical Assisting Certificate for Fall 2011 implementation. Ms. Bramnick seconded and the Board unanimously approved.

Mr. Paston reminded everyone to review the three information items in the packet for the University Center update, 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.

- **Master Plan 2011-2020**
  
  The College’s 2002-2010 Facilities Master Plan, developed by Spillman Farmer in 2002, is outdated and nearly completed. With the College engaged in a new strategic planning effort and with the need to update its master facilities plan, the College requests that the Physical Plant Committee approve the engagement of Spillman Farmer at a cost of $89,000 to prepare the 2011-2020 Capital Master Plan for the College.

  Spillman Farmer has worked effectively with the College on its master planning needs since the early 1990’s. Attached is a comprehensive progress report on the College’s accomplishments against the current plan as well as Spillman Farmer’s proposal for developing the 2011-2020 plan.

  Mr. Mullin made the motion to recommend the hiring of Spillman Farmer Architects to prepare the 2011-2020 Capital Master Plan at a cost of $89,000. Ms. Lowrie seconded the motion and the Board unanimously approved.

- **College Hall – Engagement of Counsel**

  The College Hall project has experienced significant delays in both Phase I and Phase II. The College has informed IMC, the general contractor of the potential imposition of liquidated damages as a result of these delays.

  Fox Rothschild has advised the College of their conflict related to IMC and has advised the College to refer any ongoing contractual issues related to College Hall construction to the firm Wisler Pearlstine. The College previously engaged this firm for a dispute which arose during the ATC construction project.

  Mr. Mullin made the motion to recommend approval to retain Wisler Pearlstine for the purpose of ensuring the preservation of the College’s rights and pursuing potential remedies related to the performance of IMC and Fletcher Thompson. Ms. Groen seconded the motion, Mr. Cantor abstained from voting due to conflict of interest, and the Board unanimously approved.

  The remaining items, AAA Lease update and construction updates are information items only and require no action from the Board of Trustees.
Personnel Committee

Mr. D’Aniello reported for the Committee.

- Professional Hires for April 2011

  Appointments (0)

  Separations (1)
  Full Time Administrative

  David (Rob) Bell, Assistant Director of Libraries
  3/21/11

Mr. D’Aniello made a motion to ratify the one separation. Ms. Lowrie seconded the motion and the Board unanimously approved.

Bids

Vice President Freitag reported on the Bids:

- Phase II Renovation Project at the Schuylkill River Academic and Heritage Center, Montgomery County Community College, West Campus

  The College, upon the review and recommendation by Ralph Fey Architects, recommends that the Board of Trustees approve the following bid awards:
  
  • Center Point Contracting, Inc. of Lansdale, PA., be awarded the General Construction contract in the amount of $645,800.00.
  • Air Control Technology, Inc., of West Berlin, NJ, be awarded the Plumbing contract in the amount of $36,807.00.
  • Air Control Technology, Inc., of West Berlin, NJ, also be awarded the Mechanical/HVAC contract in the amount of $16,729.00.
  • A.N. Lynch Co., Inc., of Spring City, PA, be awarded the Electrical contract in the amount of $35,410.00.
  • Tru-Line Contractors, Inc., of Perkasie, PA, be awarded the Site Utility contract in the amount of $98,700.00.

Mr. Mullin made the motion to award all five bids with the exception that we do a change order to include the costs of the additional length of piping required to connect the Borough’s water loop on College Drive and that the College seek reimbursement from the Borough for future connections to the loop. Mr. Kretschman seconded the motion and the Board unanimously approved.
Chair’s Report

Mr. D’Aniello reminded everyone that Commencement is May 19. He thanked everyone for attending the meeting and for the great turnout at Mike Bitner’s reception.

Old Business

There was no old business to report.

New Business

Dr. Stout noted that the May 11 Physical Plant Committee time has changed from 12 Noon to 8:30 a.m.

Adjournment

Mr. D’Aniello made the motion to adjourn the meeting at 5:00 p.m. Mr. Cantor seconded the motion and the Board unanimously approved.

The next meeting is scheduled for Monday, May 16, 2011 in the Rotelle Family Board Room, Central Campus at 4:00 p.m.

Michael Paston
Assistant Secretary

Board Minutes, April 25, 2011