The meeting of the Montgomery County Community College Board of Trustees was held on Monday, October 24, 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, Geoffrey Brandon, Eric Kretschman, Ed Mullin, Jim Vlahos

Absent: Trudy Mann, Secretary; Cheryl Lynne Austin, Lea Bramnick, Marcel Groen, Lynne Lechter, Richard Montalbano

Also Present:
Karen Stout, President; Marc Davis, Solicitor; Thomas Freitag, Vice President for Finance and Administration; Steady Moono, Vice President for Student Affairs; Celeste Schwartz, Vice President for Information Technology; Peggy Lee-Clark, Executive Director of Government Relations & Special Projects; Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management; Victoria Bastecki-Perez, Vice President of Academic Affairs/Provost; Sharon Beales, Vice President for Development and External Relations; Robert Novelli, Assistant Professor of Speech Communications and Full-Time West Campus Faculty Union Representative; Diane O’Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity and Diversity Initiatives; Alana Mauger, Director of Communications; Lynn Rothman, Executive Director of Marketing; Deb Rogers, Executive Assistant to the Board of Trustees; Gerri Light, Business Systems Trainer; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Stephen Grieco, Dean of Humanities; Robert Kuhlman, Professor of Geology; Michael Ondo, Counselor/Advisor; Annette Geiger, Peer Mentor, West Campus; Jane Kramer, Peer Mentor, West Campus

Call to Order

Chairperson D’Aniello called the meeting to order at 4:05 p.m.

Pledge of Allegiance

West Campus Peer Mentors Annette Geiger and Jane Kramer led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Vice President Schwartz introduced the guests in attendance.

Public Testimony

There was no public testimony.
Presentation

Chairperson D’Aniello presented Geoffrey Brandon, a member of the College’s Board of Trustees, with a framed photograph recognizing his nine years of service to the College’s Foundation Board of Directors, including two years as Chairman of the Foundation Board.

Consent Agenda

A. Approval of Minutes

The minutes from September 19, 2011 were approved as presented.

B. Univest Performance Update

The investment report as of August 31 includes $24,976,195 in investments at a rate of return of 1.4%.

C. Increase of Investment Limit

Board of Trustees minutes from April 2007 indicate that the Board authorized the College to invest up to $26,000,000 in accordance with the Board of Trustees policy on Investment of Funds.

The August Summary of Investments was included as part of the Treasurer’s Report presented to the Board of Trustees at the September 2011 meeting. It shows an investment balance of nearly $25 million and a cash balance of $28.5 million. During September, the Foundation transferred $750,000 in cash to the College to clear a balance owed from prior years. If this money is invested by the College, it essentially brings us to the $26 million limit authorized by the Board of Trustees.

The Finance Committee recommends that the Board of Trustees approve the investment of up to $40,000,000 in accordance with the Board of Trustees policy on Investment of Funds.

D. New Program Proposal: Public Relations (Specialty Certificate)

The proposed Specialty Certificate in Public Relations is designed with relevant content to provide graduates with a career-ready skill set for the high demand market. The program of study is purposefully crafted for customization to meet the needs of both returning students, who have successfully completed 30 college credits or more and who are seeking a career change after the loss of a job in Marketing, Advertising, Management, Print Journalism or Broadcast Media, as well as traditional college students, who will successfully complete 30 college credits in addition to the 18-credit specialty certificate, majoring in Communications, Marketing, Business Administration or Management and who want a concentration in Public Relations. This Specialty Certificate is ideally suited for both student populations.

The Curriculum Committee recommends approval of the Specialty Certificate program in Public Relations for Fall 2012 implementation.
E. Center for Entrepreneurial Studies

An information item, business incubators in the Center for Entrepreneurial Studies, 10 business incubators are now 100% occupied.

F. Launch of new General Education Core Curriculum

The new General Education Core was launched Fall 2011. To date, approximately 175 faculty have participated in the General Education 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. A wide array of courses (141 courses as of 9/15/11) encompasses the 13 Principal Goals & Core Learning Outcomes of Core Education have been endorsed by the All-College Curriculum Committee. The Inaugural Core Course Boot Camp produced 17 new Core Course proposals, which were vetted by the All-College Curriculum Committee at its first meeting of the academic year. At the point of inquiry, 5,660 students were enrolled in a major that maps to the new General Education Core of which 1,948 students elected to change their majors in order to benefit from the contemporary, competency-based model.

This is an information item only.

G. New Course

ECO 117 Introduction to Environmental Economics - In this 3-credit course, students will learn how managing natural resources while maintaining a healthy environment presents a significant challenge in a capitalistic economy. Students will apply economic tools and principles to environmental policy making. The course integrates analysis of current economic policy, examination of human impact on the planet, ethical decision-making, and development of sustainable policy recommendations with the constraint of scarce resources in a market economy. Topics include water and air pollution, energy, climate change, national parks, and human health issues.

This is an information item only.

H. Faculty Accomplishments

The monthly update on faculty accomplishments is provided to give the Board of Trustees an ongoing glimpse of the many strengths of our academic community.

This is an information item only.
I. Ratification of October Professional Appointments and Separations

   - Separations

   Full Time Administrative (1)

   Susan Hauck, Director of Instructional IT Support
   10/7/11

The Personnel Committee recommends the adoption of the October report on appointments and separations be approved.

J. Performance Management Study

The Design Team has completed the following work: reviewed the college’s goal setting process; defined the behavioral competencies and definitions; established ratings for job duties, goals, and competencies; established a rating scale; developed descriptions for these ratings; determined the grouping names and the jobs in each grouping; developed the weightings for this grouping, designed the form to be used for performance management, designed a multi-rater form to be used for developmental purposes, and identified the potential pilot group. The Design Team also viewed a demonstration of a performance management electronic tool (SuccessFactors) and will view one or two others.

The Advisory Group will recommend the plan, a proposed strategy for total rewards, and the specifics of the proposed pilot to the President late this month.

This is an information item only.

Trustee Mullin made the motion to approve the Consent Agenda Items A through J as presented. Mr. Cantor seconded the motion and the Board unanimously approved the Consent Agenda Items.

Treasurer’s Report Through September 30, 2011

Ms. Lowrie reported for the Committee.

   - For the Three Months Ending September 30, 2011

   Operating revenue for the first quarter reflects the College’s enrollment challenges. While headcount is virtually unchanged, the College has experienced a 2.77% drop in Fall credit enrollment and weak non-credit enrollment as students scale back the number of credits they enroll in due to the poor economic environment.

   Two important changes are reflected in the Treasurer’s Report this year:
• Depreciation expense, which previously was reported only at year-end, is now being reflected on the monthly reports after a one-month delay to allow time for asset additions, retirements and disposals.

• Tuition revenue is being reported net of scholarship discounts and allowances. In prior years, the Treasurer’s Report reflected gross tuition revenue, and the discounts were applied at year-end. By applying these on a monthly basis, a more accurate picture of the College’s expected operating revenue is reflected.

Trustee Lowrie offered kudos to Thomas Freitag for upgrading the strategic content of the Treasurer’s Report.

Ms. Lowrie made the motion to approve the Treasurer’s Report for the three months ending September 30, 2011. 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**

Achieving the Dream: Community Colleges Count (ATD), a national non-profit organization committed to helping more community college students succeed, has designated Montgomery County Community College as one of 23 community colleges nationally as a 2011 Leader College for our commitment to student success and sustained improvement on key student achievement indicators. Specifically, the College is commended for our work to improve student outcomes in developmental courses, our development and launch of a Minority Male Mentoring Program, and for the College’s use of data to make informed decisions about student success policies and in improving teaching and learning.

The Financial Aid Office launched an online financial literacy curriculum using NavPoint – a free program to member colleges of the American Association of Community Colleges (AACC). The College is tracking participation and gain in financial knowledge through a “pre” and “post” test methodology. To date, 420 students have started the program and 23 have completed it. To date, average pre-test scores were 63.46% and average final scores are 71.15%.

The College is highlighted for its work to build transfer agreements with selective four-year colleges and universities in a national study, titled Transfer and Articulation from Community Colleges to Four-Year Institutions: Hope on the Horizon.

Last month the College hosted a celebration to formalize a transfer partnership with Bryn Mawr College through the Jack Kent Cooke program. The goal of the Community College Transfer Initiative is to increase community college transfer student enrollment at Bryn Mawr by 10 students each year on full scholarship and to reach and maintain an overall community college enrollment of 30 students. The grant duration is three years.
- **Enrollment Summary**

*Fall Enrollment*

For the Fall 2011 semester, total unduplicated headcount is up by 51 students (14,683) compared to last year at the same time (14,632). The College’s returning student enrollment is up by .16% (10,081) compared to same time last year (10,065). New student enrollment is up by .77% (4,602) compared to last year at this time (4,567). Total credit hours is down 2.71% (124,832) compared to last year (128,303). Average credit load per student is 8.50, compared to 8.77 at the same time last year.

*Spring Enrollment*

Spring registration got off to a strong start on October 17 for students who have earned 45 credit hours or more. Total unduplicated headcount for spring is up by 4.93% (1,703) ahead of same day last year (1,623). Total credit hours is up 7.69% (14,726) compared to last year (13,675) and total full-time students is up 8.71% (549) compared to last year (505).

The Association of Community College Trustees (ACCT) awarded the College the Equity Award for the Northeast Region. The College was honored at a luncheon at the ACCT meeting for our comprehensive 10 year journey and accompanying results in addressing diversity and equity in a comprehensive and strategic manner. Trustee Lowrie along with Dr. Steady Moono, Vice President of Student Affairs and Rose Makofske, Director of Equity and Diversity Initiatives accompanied Dr. Stout to receive this award.

- **Build Curricular Relevance, Innovation in Delivery and supportive Faculty Development Systems**

The College recently became a Citrix authorized academic partner and opened a Citrix IT Academy at the Central Campus. The College is one of only seven Citrix IT Academy pilots in the country and the first in Pennsylvania.

- **Develop an Engaged Community**

The women’s volleyball team finished the regular season with a 17-2 overall record and an 11-1 conference record and entered this month’s Region 19 NJCAA Tournament as the first seed.

*Community*

The Central Campus hosted its 18th Annual Community Day on October 1, 2011. 100 prospective students and families participated in an Admissions Open House and personalized college tours of the Fine Arts Center, Black Box Theater, Music classrooms, and Communications studios.
The West Campus sponsored the 5th Annual Schuylkill River Festival on October 8, 2011 in collaboration with the Pottstown Community.

- **Create a Sense of Place to Support Learning**

  Dr. Stout noted that in this year’s Tops in Technology survey, the College was ranked 3rd nationally by the Center for Digital Education.

- **Adopt an Entrepreneurial Approach**

  The Faculty and Staff giving campaign has raised over $50,000.

  American Infrastructure and Ross Myers donated $40,000 to continue the family’s support of the “Allan C. Myers Memorial Scholarship.” A solicitation to other past donors to the Day on the Farm event, endorsed by Ross, has generated nearly $7,000 additional funds for this endowed scholarship.

- **Other: Legislative Update and President’s Outreach**

  State level: Dr. Stout noted that we are working to strategically tie college events to opportunities to bring local legislators to campus and to recognize their support of the college. Representative Tom Murt, an Iraq veteran, participated in our Military Friendly celebration on September 19. Representative Mike Gerber was a guest on the President's weekly radio show on September 21. Representative Mike Vereb was honored as Alumni of the Year at our celebration on September 30.

  Two Trustees attended the Pennsylvania Commission for Community Colleges All Trustees Assembly, Trustee D'Aniello and Trustee Arnhold. The Assembly set forth a proposed state-wide proposal for the 12-13 budget to include a request to restore state operating support to 09-10 levels and to bolster capital funding to address a list of more than $100 million in capital needs for the 14 community colleges. The legislative agenda also includes working with PHEAA to seek part-time financial aid for adults seeking retraining. The Commission is also carefully working on issues of local sponsorship including the urgency to find a solution to the withdrawal of local support by HACC’s school districts.

  Also, as part of Dr. Stout’s report, she gave a brief overview of the plans for the 2012 Commencement Ceremony. She noted that three recommendations were brought forward from the Commencement Committee. After the evaluation of the three options recommended, Dr. Stout and the Board of Trustees agreed to move the ceremony back to Central Campus for May 2012.

  As part of the President’s report, Dr. Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management presented an overview on the Gainful Employment Regulations and the implications for the College. A key factor of the regulations is to create greater transparency and provide consumer information to those who are enrolling and their parents. The intent is to ensure that prior to
starting a program, students understand the costs and potential student loan debt they might incur in comparison to potential job earnings for career programs.

The final portion of the President’s report was a presentation by Suzanne Holloman, Dean of Workforce Development and Continuing Education on the Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. This is part of the Federal Training Grant Funds which will be used to educate and train displaced workers in high demand occupations.

**Finance Committee**

Mr. Kretschman reported for the committee.

- **Procurement Policy**

  After a careful review of the current procurement policy, it was determined that there were areas where the current policy does not provide sufficient guidance as to what transactions may be approved directly by senior management and which transactions require Board of Trustee notification and/or approval. Accordingly some revisions to the existing policies are proposed, with the following significant changes:

  - The following levels of approval authority and responsibility are established:
    - The College’s Purchasing Agent and/or Vice Presidents have the authority and responsibility to authorize purchases below $50,000.
    - The Vice President for Finance and Administration may authorize purchases up to $100,000.
    - The President may authorize purchases up to $250,000.
    - All goods, equipment or services of $100,000 or greater must be brought to the Board of Trustees as an informational item.
    - Goods, equipment or services over $250,000 may only be purchased upon pre-approval of the Board of Trustees.

  - Goods, equipment or services needed at once because of an emergency may be purchased without bid at the discretion of the President, but must be brought before the Board for retroactive approval at the next available meeting.

  - The threshold for public notice for soliciting competitive bidding is raised from $15,000 in the current policy to $20,000 for construction items, consistent with the current limit in Commonwealth of Pennsylvania code §35.51. For non-construction bids, the threshold is set to $25,000.

The Board of Trustees Finance committee requested two additions to the policy as presented, both of which have been incorporated into the revised policy:

  - The policy was updated to reference the relevant statutory references from the Pennsylvania Code and the Community College Act.
• The approval limits were defined as applying not only to individual purchases, but to cumulative activity with a specific supplier within a given fiscal period.

Mr. Kretschman made the motion to approve of the revised Board of Trustees procurement policy. Mr. Mullin seconded and the Board unanimously approved.

**Personnel Committee**

Mr. Cantor reported for the Personnel Committee in Mr. Montalbano’s absence.

Three revised policies were brought to the Board of Trustees for approval:

1. **Individuals with Disabilities Policy:** The American with Disabilities Act was amended in 2008 with an effective date of January 1, 2009. The College, working with Counsel, drafted revisions to the existing policy of May 2003. Under the Act, the definition of what constitutes a disability and what constitutes a major life activity have been changed to be broader in scope. These changes in the Americans with Disabilities Act are reflected in the revised policy.

2. **EEO and Diversity Policy:** As a result of the ongoing and comprehensive review of the College’s policies, the College proposes to amend the EEO and Diversity Policy to reflect the implementation of GINA, the Genetic Information Non-Discrimination Act of 2008.

3. **Non-Discrimination Policy:** The College’s Non-Discrimination Policy has been amended to incorporate the Genetic Information Non-Discrimination Act of 2008. The Act prohibits the intentional and unlawful acquisition of genetic information for any applicant, employee or family member and the use of genetic information in hiring or in any terms, conditions or privileges of employment.

Mr. Cantor made the motion to accept the Individuals with Disabilities policy, the EEO and Diversity policy and the Non-Discrimination policy as presented. Mr. Mullin seconded the motion and the Board unanimously approved.

**Bids**

Vice President Freitag reported on the bids.

- **Sound and Backline Services**

Mr. Mullin made the motion to award the contract to Bauder Audio Systems, Inc. of Horsham PA in the amount of $19,736.00 as the only responsive and responsible bidder. Ms. Lowrie seconded the motion and the Board unanimously approved.
- **Custodial Paper and Plastic Supplies**

Mr. Mullin made the motion to approve a split award to three (3) companies: Penn Jersey Paper for $36,255.50, Central Poly Corp for $8,887.00, and Interline Brands for $17,814.00, as detailed below, as the lowest responsive and responsible bidders for their respective products.

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Trash Bags</th>
<th>Paper Towels</th>
<th>Toilet Tissue</th>
<th>Total Award</th>
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<td>Penn Jersey Paper</td>
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<td>Central Poly Corp.</td>
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<td>Interline Brands Inc. dba Amsan</td>
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Mr. Paston seconded the motion and the Board unanimously approved.

- **Rental: Tent, Stage and Chairs for Graduation**

Mr. Mullin made the motion to award the contract to Select Event Rentals of Pennsauken, NJ in the amount of $50,119.25. Mr. Cantor seconded the motion and the Board unanimously approved.

**Chair’s Report**

Mr. D’Aniello thanked everyone for their attendance. He noted that he will appoint a Nominating Committee to present a 2012 slate of officers at the December meeting. He also noted that the By-Laws Committee has set meeting dates and will begin their work in January.

Chairman D’Aniello reminded the Board to try to attend the Salute to Excellence Scholarship Dinner on November 30 at Normandy Farm.

**Old Business**

**ESCO – Performance Contracting**

The Board of Trustees approved the recommendation to enter into an ESCO agreement with Siemens at its September 19, 2011 meeting.

The financing agreement had been reviewed by both College and Siemens Counsel and was ready for execution, pending preparation of a Legal Letter from College Counsel. The Legal Letter was prepared with a qualification that has proven to be unacceptable to Siemens Financial Services. The qualification was based upon the lack of public notice (advertising) by the College at the very beginning of the ESCO process in 2009. The College followed RFP procedures designed for government agencies which did not require public notice. Counsel
found that the College had not followed the proper procedures since we are a local agency.

With advice from Counsel, the College proposes to void the GESA and advertise and issue an RFP with the intent of entering into an ESCO agreement with a qualified energy company.

In order to move forward the College recommends that the ESCO agreement with Siemens be voided and Administration be authorized to work with Counsel to reengineer the ESCO in accordance with the GESA Act.

Mr. Mullin made the motion to void the agreement with Siemens and authorize College administration to work with Counsel to redo the ESCO in accordance with the GESA Act. Mr. Vlahos seconded the motion and the Board unanimously approved.

New Business

There was no new business to report.

Adjournment

Mr. Mullin made the motion to adjourn the meeting at 5:10 p.m. The next meeting is scheduled for Monday, November 21, 2011 in the East House Board Room, Central Campus at 4:00 p.m.

Michael Paston
Assistant Secretary

Board Minutes, October 24, 2011