The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 19, 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, Susan Arnhold, Lea Bramnick, Geoffrey Brandon, Marcel Groen, Éric Kretschman, Lynne Lechter, Ed Mullin, Jim Vlahos

Absent: 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; Victoria Bastecki-Perez, Vice President of Academic Affairs/Provost; Sharon Beales, Vice President for Development and External Relations; Rose Makofske, Director of Equity and Diversity Initiatives; Diane O’Connor, Executive Director of Human Resources; Alana Mauger, Director of Communications; Amit Singh, Dean, Business and Computer Sciences: Deb Rogers, Executive Assistant to the Board of Trustees; Gerri Light, Business Systems Trainer; Bruce Bach, Director of Athletics and Campus Recreation; Amanda Rogers, Sports Information Director; Misti Volpe, Head Coach; Stephen Volpe, Assistant Coach; Morgan Jewel Volpe, Little Mustang; Nicki Reichert, Student, Women’s Volleyball; Kaitlyn Franks, Student, Women’s Volleyball; Samantha Reeves, Student, Women’s Volleyball; Brianna Rodriguez, Student, Women’s Volleyball; Brianna Musselman, Student, Women’s Volleyball; Paulette Hamilton, Student, Women’s Volleyball; Marina Wecker, Student, Women’s Volleyball

Call to Order

Chairperson D’Aniello called the meeting to order at 4:10 p.m.

Pledge of Allegiance

Members of the women’s volleyball team -- Nicki Reichert, Kaitlyn Franks, Samantha Reeves, Brianna Rodriguez, Brianna Musselman, Paulette Hamilton and Marina Wecker -- 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 Misti Volpe, women’s Volleyball Head Coach, with a Board of Trustees Resolution for her Coach of the Year achievement. Mr. D’Aniello also presented another resolution to the women’s volleyball team for their first place seeding in the National Junior College Athletic Association (NJCAA) Region XIX tournament.

Consent Agenda

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

A. Approval of November 21, 2011 Minutes

B. Treasurer’s Report Through November 30, 2011

C. Monthly Review of Investment Performance

Overall investments appear to be on target to meet the blended benchmark return of 1.5% in the current year.

D. The Community College Survey of Student Engagement (CCSSE)

The Community College Survey of Student Engagement (CCSSE) was administered to students during the Spring 2011 semester. The purpose of completing the CCSSE is to inform the College community about students’ level of engagement at the College, both inside and outside the classroom. Students rate their frequency of interaction with each question. This is the College’s third administration of the CCSSE.

E. Modified Courses

ACC 211 Intermediate Accounting I – The course description was updated to reflect current course content. Emphasis is placed on the study of the hierarchy of General Accepted Accounting Principles (GAAP) used in financial reporting, who determines them and the process in setting them. Students will learn the fundamentals of identifying economic events, assigning a dollar value, and properly recording and reporting each event in accordance to GAAP. The scope of the course focuses primarily on the current and non-current assets, the preparation of financial statements (including the statement of cash flow) and analysis of financial statements.
**FRE 102 Elementary French II** – The course description was changed to list why a student should attend class. The three-credit course will focus on mastering additional basic communicative situations in French by using a more complex sentence structure and different tenses. The systematic training in speaking, listening, writing, and reading, reinforced by the use of authentic audio and video material, will intensify the competence and the confidence in French. In addition, students will apply their knowledge about the culture in French speaking countries. Active participation of the students is required.

**GER 102 Elementary German II** – The course description was changed to list why a student should attend class. The three-credit course will focus on mastering additional basic communicative situations in German by using a more complex sentence structure and different tenses. The systematic training in speaking, listening, writing, and reading, reinforced by the use of authentic audio and video material, will intensify the competence and the confidence in German. In addition, students will apply their knowledge about the culture in German-speaking countries. Active participation of the students is required.

**ITA 102 Elementary Italian II** – The course description was changed to list why a student should attend class. The course will focus on mastering additional basic communicative situations in Italian by using a more complex sentence structure and different tenses. The systematic training in speaking, listening, writing, and reading, reinforced by the use of authentic audio and video material, will intensify the competence and the confidence in Italian. In addition, students will apply their knowledge about the Italian culture. Active participation of the students is required.

**F. 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.

**G. Ratification of December Professional Appointments and Separations**

- **Administrative Appointments**

  **Full Time Administrative (1)**

  Linda Kristekas, Associate Controller
  Start Date: 12/12/11

- **Separations**

  **Full Time Administrative (1)**

  Amit Singh, Dean of Business and Computer Sciences
  12/31/11
- **Retirements**

  **Full Time Retirements (3)**

  Michael Mandrachia, Executive Director of Accounting  
  12/31/11

  David Rosso, History Assistant Professor  
  12/31/11

  Robert Dunlevy, Accounting Assistant Professor  
  12/31/11

- **President’s Report**

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

  - **Student Success Indicators**

    This year, we de-registered 639 students (6.9% of registered students) for non-payment compared to 752 students (8.0% of registered students) same time last year. 458 (71.9%) were part-time students and 179 (28.1%) were full-time. Last year, 33.6% were full-time students.

  - **Enrollment Summary**

    **Fall Enrollment**

    For the Fall Semester, the total unduplicated headcount is up by .53% (14,873) compared to same time last year (14,795). The College’s returning student enrollment is up .63% compared to the same time last year. New student enrollment is up .23%. Total Credit Hours are down 2.64% compared to last year. The average credit load per student is 8.43, compared to 8.70 at the same time last year.

    **Spring Enrollment**

    For the Spring Semester, as of December 13th, total unduplicated headcount is down by 1.69% (9,090) compared to same time last year (9,246). New student enrollment is up 6.44% compared to last year at this time. Total Credit Hours is down .73%. Average credit load per student is 9.41, compared to 9.32 at the same time last year.

  - **Completion**

    On November 29, the College hosted an Achieving the Dream Leader College celebration at both campuses. During the celebration, the College community came together to view video highlights of our student success initiatives. In addition, faculty
and staff conducted poster sessions on various initiatives in which faculty, staff, and students are engaged. Student leaders also promoted the College Completion initiative by encouraging students to sign the completion pledge.

On December 13, 25 students graduated from the POWER and POWER Plus programs. The Partnership on Work Enrichment and Readiness—POWER— is a 14-week program open to individuals in mental health recovery. The program, funded in part by the Montgomery County Office of Mental Health and by private foundations, introduces participating students to college life, helps to develop educational and career potential, and assists the students in the exploration of career and educational paths.

- **Student Support Services**

  *Community College Week* ranked the Montgomery County Community College West Campus 15th out of the top 50 fastest growing public two-year colleges from Fall 2009 to Fall 2010. The ranking is based on the percent change in student headcount over that period. You can see the full list here: [http://tinyurl.com/mcccwestcampus](http://tinyurl.com/mcccwestcampus)

- **Student Leadership/Service Learning/Co-Curricular Accomplishments**

  Student leaders **Christine Chiodo**, Central Campus Student Government Association (SGA) President; **Danielle Kennel**, West Campus SGA Vice President; and **Arthur Mongrande**, Central Campus SGA Vice President, along with the College’s Director of Student Leadership and Involvement, **Chris Coia**, attended the three day American Student Association of Community Colleges’ (ASACC) National Leadership, Citizenship and Advocacy Conference in Nashville, Tennessee to discuss critical issues with students from 150 community colleges from across the country. Each student earned a student leader certification in ASACC’s L.E.A.P.S. program (leadership, education, advocacy, planning and service).

  Four students from the Dental Hygiene Program received first place honors at the Pennsylvania Dental Hygienist’s Association (PDHA) state competition in Lancaster on November 14. Sophomore students **Rebecca McKendrick, Malinda Henderson, Ashley Valco and Kimberly Frederick** won first place for their table clinics on “The Oral Manifestations After Gastric Bypass Surgery: Understanding and Treating Gastric Bypass Patients” and “The 411 on Hookahs.” Each team of students researched and presented their topics to over 200 licensed dental hygienists attending the state meeting. The table clinic competition is a table top presentation addressing a topic in dental hygiene. Students are judged on the quality of the board, the quality of their presentations and the timeliness of the topic. A total of 61 table clinics from dental hygiene schools across the state competed.

  The following Radiography Students have been inducted into the Psi Chapter of Lambda Nu, the College’s recognized chapter of the National Honor Society for the Radiologic and Imaging Sciences: **Margie Kelley, Allison Lavella, Billie Wagner, Kim Calhoun, John McKillip, Kristin Ploshay, Michael Fetter, Stephen Devlin, Dana Rubright and Erica Wilson**. The objectives of Lambda Nu are to foster academic scholarship at the
highest levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship.

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

On December 13, Deborah Dalrymple, Nursing Professor, Catherine Carsley, Assistant Professor of English, and Catherine Parzynski, Instructor of History presented “Assessment Goes First in the Alphabet” at the Middle States Commission on Higher Education’s (MSCHE) 2011 Annual Conference in Washington DC. The presentation showed how the College redesigned its General Education Core competencies for better alignment with Middle States Standards 7 and 14. The presentation identified a strategy for assessing core courses, discussed the rationale for including assessment strategies as part of course design, and helped in designing a framework for course development and assessment.

- Develop an Engaged Community

The Office of Cultural Affairs held nine programs this fall in the “Culture Speaks A Global Language” Lively Arts Season, serving over 2,200 audience members and generating over $32,000 in ticket revenue. The fall season featured the legendary Paul Taylor Dance Company, and an adventurous jazz concert with the Billy Harper Quintet. We also featured two concerts that are part of our Africa: The Call and Response Series funded by the Pew Charitable Trust with Baaba Maal of Senegal and Dobet Gnahore from Ivory Coast. Monnette Sudler hosted a Guitar Summit here at the College the featured a master-class for our music students and performance by jazz great Pat Martino and others. Nobel Prize writer Junot Diaz was well received as the keynote speaker for the Writer’s Conference. We also celebrated the 25th Anniversary of our community partner Sruti Indian Dance and Music Society with a concert by Ragamala Dance. The Society purchased a block of 100 tickets for the concert. Finally we wound up the series with a stunning concert by jazz vocalist Kurt Elling. For a list of Spring events visit: http://tinyurl.com/fallartsseries

On December 3 the College was awarded “Rookie of the Year - College Event” for the American Cancer’s Society Relay for Life in all of Pennsylvania. The College community raised $26,755. Next year’s relay will be held April 21-22. We were also named as the “Best First Year Community College Relay For Life” nationwide in the history of the American Cancer Society. For more information visit www.relayforlife.org/pamccc

President Stout gave Kudos to Joshua Schwartz for his work with the American Cancer Society.

- Staff Outreach

Suzanne Holloman, Dean of Workforce Development and Continuing Education, has been elected Treasurer for a two-year term for the Collegiate Consortium for Workforce and Economic Development (CCWED). CCWED is a non-profit organization that is a
partnership of Drexel University and five area community colleges. The Consortium provides a comprehensive, coordinated approach to developing a highly skilled workforce for the region.

Associate Professor of Exercise Science and Wellness Georgette Howell was elected as the President of the Victim Services of Montgomery County Board of Directors for 2011-2012.

Dr. Celeste Schwartz, Vice President for Information Technology & College Services, was listed as one of 21 nation-wide higher education institutions’ Top Innovators in Higher Education in the Center for Digital Education’s Converge Yearbook Update.

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

The College, in collaboration with Spillman Farmer, held the final Facilities Master Planning Forums on December 5 at West Campus and December 9 at Central Campus. The Facilities Master Plan to 2022 draft and forums were provided to allow for discussion and to ensure we captured all input, questions, and concerns from the campus community before bringing a final draft to the Trustees for adoption.

- **Adopt an Entrepreneurial Approach**

PECO has awarded the College a $10,000 grant in support of the Upward Bound program. As part of this grant, two $1,000 scholarships will be awarded to a male and female high school student.

The College was awarded two continuation grants from the Pottstown Area Health and Wellness Foundation. The first is for $5,903 to support a dental sealant day in Pottstown and is led by Jenny Sheaffer, Director of the Dental Hygiene program. The second grant, in the amount of $17,969, was awarded for the continuation of the service learning intern program to help develop non-profit leadership development. This project is led by Jenna Klaus, Assistant Director for Community and Civic Engagement.

Verizon Foundation awarded the College a $5,000 grant to host a domestic violence awareness film. The event will feature the documentary “Telling Amy’s Story.” The College, through this film, will educate students and the community about the warning signs of victims of domestic violence and abuse, the importance of contacting authorities and the availability of support services, and community resources.

- **Create a High Performance Culture**

106 employees were recognized for their collective 1,265 hours of service during the College’s annual Service Recognition Ceremony on December 1. A new 45 year service award was presented to Joyce Benedict, an employee who worked at the College since 1966. A full list of honorees can viewed at: http://tinyurl.com/mcccemployee
As part of the President’s Report, Dr. Stout brought forward for approval the Strategic Plan to 2016.

**BEYOND ACCESS: The Strategic Plan to 2016**

**Strategic Theme 1: Increase student access and success**
Strategic Goal: Develop multiple pathways for entry to reduce barriers to enrollment, ensure seamless student transitions (from high school to college, from non-credit to credit, from college to transfer, from college to career, from career to college) and improve student academic achievement and goal attainment.

**Strategic Theme 2: Build curricular relevance, innovation in delivery and supportive faculty development systems**
Strategic Goal: Create an environment to support faculty innovation to develop distinctive curricular offerings delivered in flexible and stackable formats that meet current and future societal and workforce needs and that lead to successful student academic achievement and goal attainment.

**Strategic Theme 3: Develop an Engaged Community**
Strategic Goal: Design connections between students, faculty, the College and the community that support student learning and academic achievement and that benefit community revitalization and renewal.

**Strategic Theme 4: Create a Sense of Place to Support Learning**
Strategic Goal: Create a learning and working environment that is sustainable, welcoming, safe, and dynamic irrespective of location (physical and virtual) that leads to improved student success and community engagement.

**Strategic Theme 5: Adopt an Entrepreneurial Approach**
Strategic Goal: Adopt creative funding models and organizational practices that increase our ability to sustain and meet current and future institutional priorities.

**Strategic Theme 6: Create a High Performance Culture**
Strategic Goal: Develop a culture with systems and processes that nurture creativity and innovation, lead to continuous improvement, and reward high performance to meet the College’s access and success goals.

Ms. Lowrie made the motion to endorse the six broad strategic themes identified through the strategic planning conversations to serve as the anchor for the College’s Strategic Plan to 2016 and to anchor annual operational planning and budgeting activities. Ms. Arnhold seconded and the Board unanimously approved.

**Finance Committee**

Mr. Kretschman reported for the committee.
- **Act 46 Enrollment Audit**

The College engaged ParenteBeard to conduct the 2010-2011 Act 46 enrollment audit. The scope of the audit includes a verification of FTE enrollment, tuition compliance, and State-funded capital expenditures.

ParenteBeard began the 2010-2011 enrollment audit on November 14th. The initial focus of the audit was to verify enrollment in the various State-approved stipend categories such as the high priority and high priority/high cost designations. The auditors then verified the tuition compliance calculation and conducted a review of the College’s capital expenditures relative to the State’s approved capital allocation. There were no exceptions found to the agreed upon procedures.

All fourteen community colleges mutually agreed upon a common report format which will ensure consistency in the depth and thoroughness of the audits as well as the fair and equal treatment by the Pennsylvania Department of Education.

Mr. Kretschman made the motion to accept the 2010-2011 Act 46 enrollment audit for submission to the Pennsylvania Department of Education by January 1, 2012. Mr. Cantor seconded and the Board unanimously approved.

- **Deferred Payment Plan**

The College began a Student Deferred Payment Plan in 1998. The intention of the plan is to help students to pay for their tuition and fee expenses over a semester period. The student pays a set-up fee of $35 to enter the plan. At the April 2009 meeting the Board approved revisions to the plan that would require 25% to be paid by the final payment due date and 25% due for each of the next three months. Beginning with the fall of 2009, the plan was changed to reflect the revisions. The remaining expenses are then paid in three payments by the end of the semester. Historically, the fees collected from the Deferred Payment Plan (set-up and late fees) have helped to offset the uncollectible payment plan accounts. Annually, the College reports the default rate to the Finance Committee.

Use of the payment plan continues to grow, with the number of Fiscal Year (FY) 2011 enrollees increasing 14.8% over FY 2010 and by a staggering 77% since FY 2009. Default rates have not increased appreciably outside of a bump up in FY 2010 which appears to be due to poor collection efforts on the College’s part, rather than a fundamental change in the rate of default.

Students continue to express financial difficulties as a barrier to enrollment. In order to respond to student concerns the Finance Department along with Enrollment Services, would like to offer a 6 month, 5 month, 4 month, and 3 month payment plan option based on the date the student registers for classes. The final payment of the payment plan is not extended. The prolonged payment offerings put forward additional options for early registrants to take full advantage of the extended payment plans. The addition of the three month plan will lessen the financial burden on
students who enroll after final payment and within a few weeks of the start of the semester, who currently pay 50% of their tuition upon registration. No changes to the fees structure are being proposed.

Mr. Kretschman made the motion to endorse the modifications to the student payment plans which vary from 3 to 6 months to provide more affordable options for proactive students who register early. Mr. Groen seconded and the Board unanimously approved.

**Curriculum Committee**

Mr. Paston reported for the Committee.

- **New Program Proposal: Culinary Arts (Certificate) with Concentrations in Professional Culinary Arts and Professional Baking and Pastry Arts**

  A Culinary Certificate is being introduced as a lead into the existing Culinary AAS program. Students will have the option to progress directly into the AAS degree program upon completion of the Certificate. In addition, the Certificate will allow students to acquire the skill-based knowledge that will qualify them to obtain entry-level employment.

  This program combines academic courses, hands-on lab-based training (in a professional kitchen), and cooperative internship training to prepare students for employment in various segments of the foodservice industry—as a prep cook, line cook, lead cook, kitchen manager, garde manger chef, banquet chef, sous chef, or chef (Culinary Concentration); or as a pastry cook, pastry chef, or baker (Baking & Pastry Arts Concentration).

  The proposed Culinary Certificate is designed with relevant skill-based content to provide graduates with a career-ready skill set for employment in the food service or restaurant industries. This program is designed to meet the needs of high school students who do not plan to pursue a college degree program, those seeking a career change, or traditional students that will pursue the AAS degree upon completing the Certificate.

  The culinary courses will be offered in an accelerated format for face-to-face delivery at the new Culinary Institute expected to open in January 2013.

Mr. Paston made the motion to recommend that the new Certificate program in Culinary Arts with concentrations in Professional Culinary Arts and Professional Baking and Pastry Arts be approved for Fall 2013 implementation. Ms. Mann seconded and the Board unanimously approved.
- **Curriculum Modification: Culinary Arts (A.A.S.)**

The Culinary A.A.S. program was originally established in 2005 and titled the *Chef Apprenticeship Program (AAS)*, with concentrations in *Culinary Arts* or *Baking Arts*. In 2009, it was modified to the *Culinary Arts AAS* with concentrations in *Professional Culinary Arts* or *Professional Baking and Pastry Arts*. In 2010, the College began to explore the possibility of establishing a Culinary Arts Institute, which provided further opportunity for curricular enhancements to address student and workforce needs. As a result, the following modifications are being made to the program: delete *Introduction to Food Service*, CUL110, from the program. Pastry Arts II will be added to the Professional Culinary Arts concentration and Culinary Arts II will be added to the Professional Baking & Pastry Arts concentration. Course sequence will be changed for ACC110, CIS110, and ENG101, and the Purpose Statement and Learning Outcomes will be revised.

Mr. Paston made the motion to recommend that the curricular modifications for Culinary Arts (A.A.S.) be approved for Fall 2013 implementation. Ms. Mann seconded and the Board unanimously approved.

**Nominating Committee**

Mr. Mullin reported for the committee.

The following slate of officers for 2012 was recommended by the Nominating Committee:

- Chairperson: Mike D’Aniello
- Vice Chairperson: Andrew B. Cantor
- Treasurer: Regina M. Lowrie
- Secretary: Gertrude K. Mann
- Assistant Secretary: Lea Bramnick

Mr. Davis reminded the Trustees that an election and reorganization of officers will take place at the January meeting as is outlined in the Board by-laws.

**Chair’s Report**

Mr. D’Aniello wished Dr. Amit Singh best of luck with his future endeavors and thanked him for his work here at the College.

Mr. D’Aniello thanked all the Trustees for their support and participation in attending College events and for the great turnout at the Employee Service Recognition ceremony. He reminded everyone of the importance and impact it makes when Trustees attend College events.

**Old Business**

There was no old business to report.
New Business

There was no new business to report.

Adjournment

Mr. D’Aniello motioned to adjourn the meeting at 4:50 p.m. The next meeting is scheduled for Monday, January 23, 2012 in the East House Board Room, Central Campus at 4:00 p.m.

Each year, during open enrollment, employees have the opportunity to review and adjust their medical coverage. At this time, the College offers incentives to employees to help offset the rising cost of medical premiums. Eligible employees may receive a $2,500 payment each year for opting-out of the College sponsored medical and prescription coverage.

Open enrollment occurs annually each November.

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Trudy Mann
Secretary

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