The meeting of the Montgomery County Community College Board of Trustees was held on Monday, January 23, 2012 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; Susan Arnhold, Lea Bramnick, Eric Kretschman, Richard Montalbano; Lynne Lechter, Jim Vlahos

Absent: Geoffrey Brandon, Marcel Groen, Ed Mullin

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; Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management; Rose Makofskie, Director of Equity and Diversity Initiatives; Diane O’Connor, Executive Director of Human Resources; Alana Mauger, Director of Communications; Joan Brookshire, Associate Vice President of Academic Affairs; Rhoda McFadden, History Professor and Faculty Union President; Lynn Rothman, Director of Marketing; Deb Rogers, Executive Assistant to the Board of Trustees; Gerri Light, Business Systems Trainer; Alan Poindexter, Student, Vice President of the African-American Student League (ASL); Dan Harrigan, Architect & Planner, Spillman Farmer; Tim Maness, Landscape Architect & Planner, Derck & Edson Associates

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

Election of Officers
The Nominating Committee, as presented at the December Board meeting, recommended the following slate of officers for the Montgomery County Community College Board of Trustees for the Calendar Year 2012:

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

Members of the Nominating Committee include: Ed Mullin, Chair; Eric Kretschman; and Lynne Lechter, Lea Bramnick and James Vlahos.
Mr. Davis asked that a motion be made to elect the 2012 slate of officers as presented by the Nominating Committee. Mr. Vlahos made a motion to elect the officers as presented and Mr. Montalbano seconded the motion. Mr. Davis asked that a motion be made to close the nominations. Mr. Paston made the motion to close the nominations. Ms. Lechter seconded the motion. The Board unanimously approved the 2012 slate of officers.

**Pledge of Allegiance**

Alan Poindexter, Vice President of the African-American Student League (ASL) led the attendees in reciting the Pledge of Allegiance.

As part of the introduction of Mr. Poindexter, Dr. Stout presented to the Board of Trustees a brief video clip from NBC 10 Hometown Heroes series. Alan was featured in the clip.

**Introduction of Guests**

Vice President Schwartz introduced the guests in attendance.

**Public Testimony**

There was no public testimony.

**Consent Agenda**

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

- **A. Approval of December 31, 2011 Minutes**
- **B. Monthly Review of Investment Performance**

  Overall investments appear to be on target to meet the blended benchmark return of 1.4% in the current year.

- **C. Sabbaticals**

  Sabbatical leaves are an effective way of revitalizing and rejuvenating faculty or providing them with blocks of time needed to complete a project. Per the current faculty contract, sabbaticals may be taken for any of the following reasons: advanced study, unpaid service in an educational/professional organization, curriculum development, research, travel in conjunction with academic pursuits, and/or other purposes that would enhance the individual’s service to the College. Applications must be received by October 1st of the preceding academic year.
Mr. Neil Goldstein, Associate Professor of Communication and Mr. Jason Wertz, Assistant Professor of Computer Sciences were recommended for sabbaticals and approved for fall 2012.

D. Promotions

The following were recommended for promotions and approved:
Dr. Arthur Jarvis from Assistant Professor to Associate Professor of History; Ms. Cheryl Gelover from Assistant Professor to Associate Professor of Art; Dr. Cathy Hoult Shewring from Assistant Professor to Associate Professor of History; Dr. Catherine Carsley from Assistant Professor to Associate Professor of English; Ms. Elaine Venuti from Assistant Professor to Associate Professor of Microbiology; Dr. Catherine Parzynski from Instructor to Assistant Professor of History; Dr. Tiffany Rahl from Instructor to Assistant Professor of English; Ms. Barbara Hordis from Instructor to Assistant Professor of Accounting; Mr. Michael Whistler from Instructor to Assistant Professor of Theatre; Ms. Erin White-Mincarelli from Instructor to Assistant Professor of Surgical Technology; Ms. Monica D’Antonio from Instructor to Assistant Professor of Developmental English; and Ms. Susan Buchler from Instructor to Assistant Professor of Developmental English.

E. Modified Courses

ART 121- Painting I - The catalog description was changed to update and clarify the course content through a more descriptive catalog listing. This three-credit course is an introduction to painting. Students will paint a variety of subjects utilizing representation and abstraction. Emphasis will be placed on developing an understanding of the physical properties of paint and its mediums, application techniques, and color mixing. Students will develop an understanding of line and tone, composition, perspective, and other perceptual concepts. Studio work will be augmented by critiques, discussions, and demonstrations.

ART 171- Printmaking I - The catalog description was changed to update and clarify the course content through a more descriptive catalogue listing. This three-credit course is an introduction to printmaking techniques including woodcut, relief, etching, and lithography. Studio work and instruction in a variety of techniques with an emphasis on developing an understanding of plate making and fine art printing are included. Studio work will be augmented by critiques, discussions, and demonstrations.

ACC 151- Business Law I- The course description was updated to reflect current course content. In this three-credit course, the basic principles of contract law including the nature and classes of contracts, contractual capacity, consideration, the form of the contract, discharge of contracts, breaches of contract and remedies. The legal principles concerning personal property, bailments and the form of the sales contract, circumstances in which contracts for the sale of goods must be in writing, and the points of difference between general contract law and the law of sales will be examined.
ACC 152- Business Law II – The course description was updated to reflect current course content. This three-credit course is designed to provide the student with a continuation of the basic principles covered in Business Law I. Course topics include and emphasis is placed on the specialized applications of negotiable instruments, agency, forms of business organizations, real property, credit and bankruptcy issues.

HIS 240- History and Cultures of Africa- The course description was changed to reflect core goals and outcomes. This three-credit course deals with the geography, culture, politics and economies of a variety of African nations from the earliest to the modern period. Some specific topics and developments students will learn about are ancient Egypt and Ethiopia, the influence of Islam on parts of Africa, slavery and the slave trade, Western colonization and the modern anti-colonial movement. The interaction between African countries and the world will be examined throughout the course.

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. In Progress Construction Updates

Construction updates were provided to the Board of Trustees on the ATC parking lot, College Hall renovations and the Schuylkill Riverfront Academic and Heritage Center (140 College Drive) renovations.

H. Performance Management Study

The Design Team presented their work on the Performance Management Study to the Board of Trustees Personnel Committee on January 11, 2012.

I. Open Enrollment for Medical Insurance

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.

J. Ratification of December Professional Appointments and Separations

- Administrative Appointments (1)

Full Time Administrative (1)
Jian Zhang, Vice President of Academic Affairs, West Campus
Start Date: 2/1/12
- **Faculty Appointments (2)**
  Amanda Wooldridge, Exercise Science and Wellness (ESW) Instructor  
  Start Date: 1/1/12

  Claire Kratz, Nutrition Instructor  
  Start Date: 1/1/12

- **Separations**
  Full Time Faculty (1)  
  Michael Spinks, English Instructor  
  1/6/12

**Treasurer’s Report**

Trustee Lowrie reported highlights of the Treasurer’s Report.

Through the six months ending December 31, 2011, the College revenues remain on par with last year. Tuition revenue is up approximately $500,000 from last year.

Expenses are under budgeted levels for 2011-12. The Auxiliary Enterprises are performing slightly better than last year, primarily due to an increase in University Center revenue.

Ms. Lechter made the motion to approve the December 31, 2011 Treasurer’s Report as presented. Ms. Arnhold seconded and the board unanimously approved.

**President’s Report**

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

- **Student Success Indicators**

  During the Spring 2011 semester, students in the SCS 101 course (Strategies for College Success) were given the LASSI (Learning and Study Strategies Inventory) early in the term and then again later in the semester to assess growth in certain skill areas. This course is mandatory for all students testing into two or more developmental courses as a result of the placement tests.

  Results of the LASSI pre-tests and post-tests indicate that there was growth in all ten skill set areas. The largest growth occurred with students being able to select the Main Idea as well as acquiring Test Strategies and improving Concentration.

  The early results of using this assessment instrument indicate that students may experience growth among all the skill sets being evaluated on the LASSI. It also may suggest that students who enroll in SCS 101 may use these newly enhanced skills to be more successful in their other coursework at the College.
- **Enrollment Summary**

*Spring Enrollment*

Spring classes started on January 18th. As of January 23, 2012, total unduplicated headcount is down by .92% (12,650) compared to same time last year (12,768). New student enrollment is up 1.21% (1,575) compared to last year at this time (1,556). Total Credit Hours is down 2.85% (109,653) compared to last year (112,872). Average credit load per student is 8.71, compared to 8.87 at the same time last year.

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

On January 17, the College held its annual *Faculty Professional Development Day* at our West Campus. This professional development initiative allowed fulltime faculty to participate in workshops geared to enhancing their working environment and skills. Three workshops were offered this year including, ‘Top Ten’ Active Learning Strategies, “40% - Strategies for Student, Institutional and Faculty Application,” and Faculty of the Future.

- **Develop an Engaged Community**

On January 11, the College hosted the annual Greenfield Youth Film Festival (GYFF). Over 330 students and teachers from 25 schools across the region participated in the daylong event allowing students to discover and develop their talents in the creative world of filmmaking.

On January 16, as part of the 2nd Annual Martin Luther King, Jr. Day of Service, the Office of Student Leadership and Involvement sponsored a day of volunteering. This year, over three dozen volunteers from the College, including students, faculty, staff, and administrators, worked at two community agencies – the Norristown Police Athletic League and the Olivet Center for Boys and Girls.

- **Staff Outreach**

Gregg Heimer, Manager of Media Services; Joe Mancini, Executive Director Technical Services; and Frank Lieb, Multimedia Specialist, volunteered their time over winter break to install the first Smart Classroom/Conference Room at the Frederick Mennonite Home. This room was funded by Dr. Brendlinger and will serve the entire community that lives at the Frederick Mennonite Home. The primary portion of the installation took an entire day. The room includes an electronic whiteboard, PC computer, DVD/BluRay player, speakers, and a touch-control system. Josh Mitchell, Director of Training & User Support Services is scheduling a half day training session regarding the use of the technology. In total, approximately 46 hours were volunteered by Gregg, Joe, Josh, and Frank.
- Presidents’ Outreach/Legislative Update

Dr. Stout accepted the invitation to chair a new initiative called Creative MontCo. Creative MontCo is a civic initiative to shape the cultural and economic future of the many communities that comprise Montgomery County and is led by a diverse group representing the cultural, county government, business, education, and philanthropic fields in the county. This initiative is supported, in part, through a major grant from the William Penn Foundation. For more information visit www.creativemontco.org

- Adopt an Entrepreneurial Approach

The Independence Blue Cross Foundation awarded the College $10,838 for a nursing student scholarship, “Nurses for Tomorrow.” This grant effort was led by Dr. Maria Toth, Director of the Nursing program.

The Douty Foundation awarded the College $1,500 for child care scholarships to support students with financial need in covering child care costs at the Children’s Center. This grant effort was led by Deborah Ravacon, Director of the Children’s Center.

The Greater Pottstown Foundation renewed their scholarship support for West Campus in the amount of $15,000.

Retiree Margaret Borzelleca donated $15,000 to support the Retiree Fund.

- Create a High Performance Culture

Outreach efforts to the entire College community began in January for the Chart of Account conversion. Training and orientation efforts began in mid-January, and a January 30 deadline for pre-conversion feedback and changes has been set. This conversion in Datatel, the College’s financial system of record, is essential to enable us to better manage the College’s finances, continue to meet our external reporting requirements, and deliver improved financial reporting for our internal budget managers and other Datatel users. The efforts of this conversion process are being overseen by Brent Parker, Associate Vice President for Finance and Administration, and Kathy McGirr, Controller.

At the end of Dr. Stout’s report, she reminded everyone of the upcoming events in February.

Physical Plant Committee

Ms. Mann reported for the Committee.

In May 2011, the Board of Trustees engaged Spillman Farmer to develop a facilities master plan to 2022 to build on the work of the former master plan (2002-2010) and to advance the College’s newly shaped strategic plan to 2016. Spillman Farmer kicked off the process in June 2011 with the College’s Steering Committee and has held numerous meetings with local officials and open forums with faculty, staff and students over the course of the last six months to gain a broad understanding of the
College’s needs as well as vital feedback from the College community. In September, Spillman Farmer met with the Board of Trustees to gain Trustee input into the development of the plan.

Like the 2002-2010 plan, upon Board adoption, the College will submit the plan to the Pennsylvania Department of Education and will use the plan to guide operational and capital budget planning, private fund raising planning, and Federal, State and County advocacy efforts for funding, to advance completion of the plan’s projects. The plan is designed to give the College flexibility in moving forward projects as funding becomes available.

Mr. Harrigan, Architect and Planner for Spillman Farmer and Tim Maness, Landscape Architect and Planner from Dereck & Edson Associates provided the Board of Trustees with a presentation of the final Facilities Master Plan to 2022.

Mr. Cantor motioned to endorse the final draft of the Facilities Master Plan. Ms. Lowrie seconded and the Board of Trustees unanimously approved.

**Personnel Committee**

Mr. Montalbano reported for the Committee.

- **Whistleblower Policy**

  As a result of the ongoing and comprehensive review of the College’s policies, the Whistleblower Policy was reviewed for relevance and continued accuracy. It was determined that the policy should be expanded to include the detection and deterrence of any illegal or unethical activity, in addition to the detection and deterrence of fraud. The contact person listed in the event of a whistleblowing incident has been modified to list the Director of Equity and Diversity Initiatives and the Executive Director of Human Resources.

  Mr. Montalbano made the motion to approve the revised Whistleblower policy as presented. Ms. Mann seconded and the Board unanimously approved.

- **Policy Against Sex Discrimination, Sexual Harassment, Sexual Violence and Retaliation**

  As a result of the Dear Colleague Letter issued by the Department of Education in April 2011 to College Presidents, reminding Colleges and Universities as to their obligations under Title IX of the Education Amendments Act of 1972, and reflecting a growing concern for bullying and sexually offensive conduct on college campuses and at high schools, the College crafted a policy addressing sex discrimination, sexual harassment, sexual violence and retaliation, following the guidelines in the Dear Colleague Letter. The College will also include a link to the College’s public safety web page which outlines the procedures to be followed in the event of a sexual assault, consistent with the requirement of the Cleary Act.
Mr. Montalbano made the motion to approve the new Policy Against Sex Discrimination, Sexual Harassment, Sexual Violence and Retaliation as presented. Ms. Mann seconded and the Board unanimously approved.

**Chair’s Report**

Mr. D’Aniello thanked the Board for re-electing him as Chairman and for all the work they accomplished in 2011.

Mr. D’Aniello also noted that he is working on updating the Committee assignments and asked that if anyone would like to be on a particular committee to let him know. He officially announced that Trustee Paston will be the Chair the Curriculum Committee.

Chairman D’Aniello also noted that the By-Laws Committee has met; they are busy working on updates. He also mentioned the Consent Agenda and how using this format has made it easier and more enjoyable to approve items, which in turn allows for more strategic presentations at Board meetings.

Mr. D’Aniello thanked all the Trustees for their support and participation in attending 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 5:15 p.m. The next meeting is scheduled for Tuesday, February 21, 2012 in the East House Board Room, Central Campus at 4:00 p.m.

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Trudy Mann
Secretary

Board Minutes, January 23, 2012