The meeting of the Montgomery County Community College Board of Trustees was held on Monday, February 21, 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, Geoffrey Brandon, Marcel Groen, Eric Kreschman, Richard Montalbano, Ed Mullin, Lynne Lechter, Jim Vlahos

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; Steady Moono, Vice President for Student Affairs; Rose Makofske, Director of Equity and Diversity Initiatives; Diane O’Connor, Executive Director of Human Resources; Alana Mauger, Director of Communications; Lynn Rothman, Director of Marketing; Deb Rogers, Executive Assistant to the Board of Trustees; Joshua Mitchell, Director of Training and User Support Services; Margaret A. Gibbons, Staff Writer, Intelligencer; Alexandra Dark, Student, Honors Program; Alysa Murray, Student, Honors Program

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

Pledge of Allegiance
Alexandra Dark and Alysa Murray, students in the Honors Program 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.
**Consent Agenda**

Trustee Mann made the motion to approve Consent Agenda Items A through L as presented. Ms. Lechter seconded the motion and the Board unanimously approved the Consent Agenda Items.

A. **Approval of January 23, 2012 Minutes**

B. **Treasurers Report Through January 31, 2012**

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. **Power Program**
   As of the 2012 Spring Semester, more than 100 students who graduated from the POWER Program have gone on to enroll in other credit courses. At least five students have graduated with Associates Degrees. Those with Degrees have all gone on to four-year Bachelor Degrees and two are attending Graduate Programs. Approximately sixty students have part or full time jobs.

E. **Montgomery County Municipal Police Academy**
   Since its inception in 1973, the Montgomery County Municipal Police Academy has graduated over three thousand police cadets, the great majority of whom go on to obtain employment in the field of law enforcement. Acting under authority of the Municipal Police Officers’ Education and Training Commission, an arm of the Pennsylvania State Police, Montgomery County Community College is authorized to conduct classes under PA Act 120 in Municipal Police Officer Training. The Academy provides its cadets with a basic knowledge of social, legal, political, and ethical contexts under which police services are provided as well as the technical and physical competency to provide their duties in the Commonwealth of Pennsylvania.

F. **Transfer Study**
   Transfer of our students to other colleges and universities is part of the mission of the College and is an indicator of student success. A comprehensive study of former students was completed to analyze their transfer patterns and their success at their transfer institutions.

   The method of analyzing this data is different than the federal government (IPEDS) calculation of graduation rates which follows a cohort of first-time full-time students who transfer after three years of their enrollment. For this study, we looked at the date of when a student was last enrolled at, or graduated from, the College. From this point of last enrollment, information was submitted to the National Student Clearinghouse (NSC) to ascertain if there was a “hit” of where a student may have transferred after leaving the College. Five fiscal years (2005-2010) were analyzed for this study.
   The majority of our students who transferred reflect the population of our College: mostly female, mostly White, and of the age of 24 or younger.
These students transferred to local colleges as well as to institutions across the country. The top ten colleges our former students transferred to were as follows:

1. Temple University
2. West Chester University
3. Penn State University (all campuses)
4. Gwynedd-Mercy College
5. Drexel University
6. University of Phoenix
7. Kutztown University
8. Arcadia University
9. Chestnut Hill College
10. DeVry University

An additional compelling finding from our analysis of the data suggested the following: students that graduated first from Montgomery County Community College were more likely to graduate from their transfer institution than those former students who did not graduate from the College before transferring.

G. 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.

H. Environmental Compliance Audit Report-Central Campus
In the fall of 2008, the Pennsylvania Commission for Community Colleges, on behalf of the Montgomery County Community College and the other member colleges, entered into an agreement with the United States Environmental Protection Agency and the Pennsylvania Department of Environmental Protection to implement an environmental compliance self audit program.

In November of 2011, the Blue Bell campus was audited by members of the Allegheny County Community College auditing team. Their findings were documented in a report sent to the College in January of 2012. In general, the audit went smoothly and the College was found to be in compliance with most of the environmental regulations that govern the College.

The College has developed a corrective action plan to address the findings that were identified in the audit report, and is in the process of implementing the plan.

The Corrective Action Plan adequately addresses the audit findings and the College intends to accept the audit report for submission, with our Corrective Action Plan to the EPA.

I. 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.
J. **Culinary Arts Institute**
   The College has been preparing for the groundbreaking ceremony on March 23rd, which will also mark the beginning of our media plan using a newly developed logo for the Institute.

   The design for the 15,000 square foot, two-story building includes: two teaching kitchens, a demonstration kitchen, three classrooms, and a café to serve the public. The opening of the new CAI building is scheduled for early, 2013.

K. **AAA Building**
   The Board of Trustees approved the lease of the AAA from Vesper Properties in March, 2011. Vesper closed on the AAA building in December and began renovation in January.

   The College Plans to take possession of the former AAA building in September, 2012 and plans to use the renovated facility as the University Partners site in which the College’s academic partners; currently Albright, Temple, Chestnut Hill and Villanova; will conduct classes for their students.

L. **Ratification of February Professional Appointments and Separations**
   - **Administrative Appointments (3)**
     
     Full Time Administrative (3)
     Charles Roberts, Enrollment Services Generalist
     Start Date: 1/24/12

     Christopher Tanner, Director of the Culinary Arts Institute
     Start Date: 2/1/12

     Joanne DeRosier, Third Party Billing Coordinator
     Start Date: 2/22/12

   - **Faculty Appointments (1)**
     James Lynch, Hospitality Management Instructor
     Start Date: 1/2/12

   - **Separations**
     Full Time Faculty (1)
     Brenda Martin, Dental Hygiene Assistant Professor
     12/27/11

   - **Retirements**
     Full Time Retirements (1)
     Eileen Conway, Math Associate Professor
     12/31/11 (employed 40 years)
President’s Report

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

- **Student Success Indicators**
  The College awarded 416 degrees (381 associate’s degrees and 35 certificates) at the end of the Fall 2011 semester, compared to 348 (316 associate’s degrees and 32 certificates) at the same time last year. This represents a one-year increase of 19.5 percent. We celebrate the success of Fall graduates at our May Commencement ceremony.

**Spring Enrollment**

As of February 8, the third week census date for the spring semester, total unduplicated headcount is down by 56 students (or .35 percent) (12,784) compared to same time last year (12,840). New student enrollment is up .94 percent (1,617) compared to last year at this time (1,592). New students in dual enrollment is up 32.33 percent (176) compared to same point in time last year (133). We are at 65.10 percent (9,444) for fall 2011 students who continued to the spring semester; by end of spring semester last year, we were at 68.22 percent. Total Credit Hours is down 2.96 percent (108,381) compared to last year (111,683). Average credit load per student is 8.57, compared to 8.70 at the same time last year.

- **Student Leadership/Service Learning/Co-Curricular Accomplishments**
  On February 16, student leaders at West Campus hosted the 11th Annual Lasagna Dinner. All proceeds from the dinner benefit the West Campus Scholarship through the College’s Foundation. Each year, the scholarship is awarded to a West Campus student who is engaged in community service and is in good academic standing.

  The **Montgomery County Community College Mustangs** women's basketball team joined NCAA (National Collegiate Athletic Association) and NJCAA (National Junior College Athletic Association) women's basketball programs across the country in the annual “Think Pink” campaign against breast cancer during the month of February. The group reached their goal of raising $766 to bring their total fundraising for the program, since 2009, to $2,500.

- **Build Curricular Relevance, Innovation in Delivery and Supportive Faculty Development Systems**
  The Nursing Program recently completed formalizing a Program-to-Program agreement with Drexel University’s online RN to BSN Program. This agreement will allow our students to move seamlessly into a BSN Program after completion of this Associates Degree at Montgomery County Community College. This partnership also allows for any nursing program graduate, college student, employee, employee’s spouse, significant other, or dependent child who participates in online programs and courses through Drexel University to receive a reduction in tuition.
- **Develop an Engaged Community**  
  On February 3, in celebration of the College’s 25 years of the Lively Arts Series, a recognition dinner to honor funding partners was held in the College’s Parkhouse Atrium. Over 150 Lively Arts patrons and subscribers attended the event. During the evening, the College recognized its long-time funding supporter, the Pennsylvania Council on the Arts (PCA), by presenting a commemorative plaque to PCA Executive Director Philip Horn. Following the dinner, world-renowned American jazz pianist and composer Randy Weston performed to a sellout audience in our Science Center Theater.

- **Presidents’ Outreach/Legislative Update**  
  As part of the ACCT NLS (Association of Community College Trustees, National Legislative Summit), Dr. Stout met with Senators Casey and Toomey and Representatives Schwartz, Dent, Meehan, Fitzpatrick and Gerlach in individual meetings on February 15.

As part of the President’s Report, Dr. Stout updated the Board on: Fall 2001-2011 college yield rates; number of students served from 2010-2011 for the fourteen community colleges; total number of unduplicated headcounts for the fourteen community colleges; the percentage of growth in enrollment and state operating appropriations; credit enrollment and FTE funding; the Higher-Ed capital budget for 2012-2013, and a list of $100M in shovel-ready projects that are not funded. The presentation provided the Board with an overview of the impact of operating and capital budget cuts on the fourteen community colleges.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **Investment Policy**  
  The College’s current investment policy dates back to September 2005 and is primarily built on the statutory requirements of the Pennsylvania Second Class County Code, allowing participation in investment pools that have been organized in accordance with the provisions of that code. The policy lists five objectives for the College’s investment activities: legality, safety, liquidity, yield and diversification.

In December 2011, the Finance Committee discussed revisions to the existing investment policy, which fall into two broad categories. First, the changes attempt to define the relationship between the College and its external investment advisor and delineate the duties and responsibilities of that advisor to the College. Second, the new policy expands the ability of the College to invest long-term holdings in other asset categories, including equities, while imposing explicit limits on the types of assets to be invested in and their percentages, to allow for some improved long-term returns without compromising the primary concerns of safety and liquidity.

The proposed revised policy incorporates an annual review of the performance of the College’s selected investment professionals. While the proposed policy is less restrictive than the current policy, it is still conservative, limiting equity investments
to well-capitalized companies and to no more than 20% of the value of long-term funds.

Mr. Kretschman motioned to recommend the endorsement of the revised Board of Trustees Investment Policy. Mr. Mullin seconded and the Board unanimously approved.

- **Funding for 2012-13 Capital Projects**
  Each year, the Board considers a transfer of dollars from the Board Designated fund for Campus Renewal to the annual capital fund budget to meet deferred maintenance and unmet capital budget needs that emerge from the College’s annual budget planning and facilities master planning efforts. The Board’s strong focus on developing and prudently managing this fund has allowed the College to move forward vital capital projects while leveraging state, county, federal and private investment in these efforts.

Unfunded and high priority capital requests for 2012-2013 equal $950,000. Specific projects include:

1. Signage at West Campus
2. Refurbishment of West House and 202 House
3. Signage and furnishings for AAA (University Center)
4. Year 3 of Equipment Replacement Plan
5. Exterior Lighting upgrades and Macadam repairs
6. South Hall Carpet Replacement

**Physical Plant Committee**

Mr. Mullin reported for the Committee.

- **ESCO Agreement:**
  The College was prepared to enter into a Guaranteed Energy Savings Agreement (GESA), with Siemens in October, 2011 based upon the work of a College Committee and the review of responses to an RFP. That agreement could not be finalized due to a technical flaw in the process relative to the requirements of the GESA legislation.

The College reissued the RFP for the GESA in November, 2011 with proper public notice. In January, the College received a single RFP response from Siemens and conducted a review of their proposal. The Siemens proposal is substantially in the form of the previously negotiated agreement, consisting of 14 Energy Conservation Measures (ECMs) at cost of $4.0 M, which will be financed over a fifteen year period with Siemens Financial Services at a rate of 3.25%. The 14 ECMs that comprise the ESCO agreement are focused on both the Central and West campuses.

The College proposes to enter into two agreements with Siemens. The first agreement is for Financing with Siemens Public Inc. The second agreement is the GESA with Siemens Building Technologies Division. These agreements are being developed and will be ready for execution after full Board approval. These two agreements together will enable the College to proceed with the ESCO project.
Mr. Mullin motioned to recommend approval of the ESCO financing and GESA agreements with Siemens. Ms. Mann seconded and the Board of Trustees unanimously approved.

**Personnel Committee**

Mr. Montalbano reported for the Committee.

- **Megan’s Law Notification: Sexually Violent Predators**
  As a result of the College’s ongoing and comprehensive review of the College’s policies as they pertain to legal requirements at both the state and federal levels, the College’s Megan’s Law Policy was reviewed and revised.

  The intent of the revised policy is to provide greater clarity and guidance to all College employees with respect to compliance and notification provisions.

  - The policy was changed to reflect the exact times when Megan’s Law is triggered and the means by which notification can occur on campus.
  - The title of the Policy was revised to clarify that Megan’s Law notification requirements are triggered for sexually violent predators only and not sexual offenders.
  - Definitions were added to the policy to provide clarity.
  - The notification process was also clarified that includes a warning against any electronic distribution of sexually violent predator notification.

  Mr. Montalbano made the motion to approve the revised Megan’s Law Notification: Sexually Violent Predators policy as presented. Mr. Cantor seconded and the Board unanimously approved.

- **Mandatory Child Abuse Reporting Policy**
  In light of recent events at Penn State University with regard to an alleged pattern of observed and unreported child sexual abuse, the College has determined that a Mandatory Child Abuse Reporting Policy is recommended to ensure the safety of all minor children on campus. It is the requirement of Montgomery County Community College that all employees of the College are to report all incidents of suspected, actual or directly witnessed child abuse or child sexual abuse to their supervisor. Reports of suspected or actual child abuse may be made immediately by telephone to ChildLine by any individual.

  Employees in the College’s Childcare Center, Dental Hygiene Clinic, and other Allied Health disciplines are already under professional reporting mandates with regard to child abuse.

  Mr. Montalbano made the motion to approve the new Mandatory Child Abuse Reporting Policy as presented. Mr. Mullin seconded and the Board unanimously approved.
Chair’s Report

Mr. D’Aniello noted that all Committee appointments will remain the same for 2012 and that Michael Paston will officially be the Chair of the Curriculum Committee.

Chairman D’Aniello also noted that the By-Laws Committee will be meeting on February 23.

Mr. D’Aniello thanked all the Trustees for their support and participation in attending College events and reminded them to attend the Honors Reception immediately following the Board meeting and to attend the Parkhouse Gala on March 3.

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 4:45 p.m. The next meeting is scheduled for Monday, March 19, 2012 in the East House Board Room, Central Campus at 4:00 p.m.

Trudy Mann
Secretary

Board Minutes, February 21, 2012