The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 19 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; Lea Bramnick, Assistant Secretary; Susan Arnhold, Geoffrey Brandon, Margot Clark, Marcel Groen (arrived 4:45), Eric Kretschman, Lynne Lechter, Ed Mullin, Richard Montalbano, Jim Vlahos

Absent: Trudy Mann, Secretary

Also Present:
Karen Stout, President; Marc Davis, Solicitor; Thomas Freitag, Vice President for Finance and Administration; Steady Moono, Vice President for West Campus; 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 Student Affairs and Enrollment Management; Celeste Schwartz, Vice President for Information Technology & College Services; Diane O’Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity and Diversity Initiatives; Lynn Rothman, Director of Marketing; Mark Amdahl, English Associate Professor and Vice President, Faculty Union; David Brookstein, Dean, STEM; Michael Rivera, Assistant Vice President of Academic Affairs; Philip Needles, Dean, Business and Entrepreneurial Initiatives; Margaret A. Gibbons, Staff Writer, Intelligencer; Deb Rogers, Executive Assistant to the Board of Trustees; Abu Chowdhury, President, Student Government; Ariel Mookherji, Senator, Student Government.

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

Pledge of Allegiance
Central Campus Student Government Association (SGA) President Abu Chowdhury and Senator of the Central Campus SGA Ariel Mookherji, led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests
Vice President Beales introduced the guests in attendance.

Public Testimony
There was no public testimony.
Consent Agenda

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

A. Approval of June 18, 2012 Minutes

B. Treasurer’s Report Through August 31, 2012

C. Willis of PA Comprehensive Insurance Update
   In March 2011, following a Request for Proposal (RFP) the Board approved the engagement of Willis of Pennsylvania, Inc. as the supplier of comprehensive liability and insurance broker services for the three-year period from July 2011 through June 2014. The College added new coverage in three main areas:
   1. Intercollegiate Sports Accident Coverage
   2. Study Abroad/International Travel
   3. Cyber Liability Coverage

D. Financial Aid Verification Quarterly Update

E. Review of the FY12 Purchases in Excess of $100,000
   This report is presented to the Finance Committee and the Full Board of Trustees annually. The report summarizes total payments to suppliers during fiscal year 2012 where those payments totaled $100,000 or greater according to Board Policy.

F. Monthly Review of Investment Performance for June and July 2012
   Overall investment return is slightly higher than the blended benchmark return of 0.5% in the current year.

G. Board of Trustees Curriculum Committee Annual Report for 2011/12
   The introduction to a newly developed Curriculum Committee Annual Report was provided to the Board of Trustees. This report summarized the specific Committee activity that took place during 2011/12.

H. Tentative Curriculum Agenda for 2012/13

I. Academic Calendar for 2013/14 Modification
   Modifications were necessary to the version of the 2013/14 Academic and Administrative Calendar, which was initially approved by the Board of Trustees on June 18, 2012.

J. 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.
K. **Norristown Resource Center**  
The College analyzed traffic and staffing and other annual operating costs at the Resource Center. The lack of a clear return on investment at the Center led to the decision close the College’s Norristown Resource Center as of September 28, 2012.

L. **Construction Updates**

M. **Retirement Fund Offerings**  
In an effort to provide greater flexibility to our faculty, administrators and staff, the College has worked closely with TIAA-CREF to develop new retirement fund offerings, effective August 15th, 2012. In the past, the College has expanded its offerings by adding funds within the TIAA-CREF “family” of funds. Now, we will complement the TIAA-CREF funds by adding a group of thirteen (13) Vanguard Funds.

N. **Emeritus Status Recommendations**  
The following faculty and professional/administrative staff are granted Emeritus Status in accordance with the approved Emeritus Status Policy:

- Albert Baccari, Associate Professor – Biology, 1973–2012
- Aileen Conway, Associate – Professor Math, 1971 – 2011
- Robert Dunlevy, Assistant Professor – Accounting, 1996 – 2011
- Michael Mandrachia, Executive Director – Accounting, 1991 – 2011
- David Rosso, Assistant Professor – History, 1974 – 2011

O. **Ratification of June, July, August and September Professional Appointments**

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**Administrative Appointments (12)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Beaver</td>
<td>Senior Programmer Analyst,</td>
<td>6/19/12</td>
</tr>
<tr>
<td>Timothy Ely</td>
<td>Director of e-Learning</td>
<td>7/9/12</td>
</tr>
<tr>
<td>Michael Rivera</td>
<td>Assistant Vice President of Academic Affairs</td>
<td>7/30/12</td>
</tr>
<tr>
<td>Ashley Persico</td>
<td>Financial Aid Specialist</td>
<td>7/30/12</td>
</tr>
<tr>
<td>John Vassiliou</td>
<td>Dean of Student Affairs</td>
<td>8/1/12</td>
</tr>
<tr>
<td>Khaliah Sproul</td>
<td>Associate Director of Financial Aid</td>
<td>7/30/12</td>
</tr>
<tr>
<td>David Brookstein</td>
<td>Dean of STEM</td>
<td>7/26/12</td>
</tr>
<tr>
<td>Kathleen Emery</td>
<td>Assistant Vice President of Student Affairs and Enrollment Management, West Campus</td>
<td>8/1/12</td>
</tr>
<tr>
<td>Nicole Henderson</td>
<td>Director of Testing and Placement</td>
<td>8/1/12</td>
</tr>
<tr>
<td>Yvette Raven</td>
<td>Director of Instructional IT Support</td>
<td>8/27/12</td>
</tr>
<tr>
<td>Philip Needles</td>
<td>Dean of Business &amp; Entrepreneurial Initiatives</td>
<td>8/13/12</td>
</tr>
<tr>
<td>Eden Fimiano</td>
<td>Development Assistant</td>
<td>8/13/12</td>
</tr>
</tbody>
</table>

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**Faculty Appointments (8)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marion Bucci</td>
<td>Health Care Professions Instructor</td>
<td>9/1/12</td>
</tr>
<tr>
<td>Paul Johnson</td>
<td>Faculty Diversity Fellow – Business Management/Marketing</td>
<td>9/1/12</td>
</tr>
</tbody>
</table>
Theresa Napson-Williams  History Assistant Professor  9/1/12  
Linda Teal Mercer  Dental Hygiene Assistant Professor &  Senior Clinic Coordinator  9/1/12  
Nancy Sherrill  Dental Hygiene Instructor  9/1/12  
Brandon Dougherty  Mathematics Instructor  9/1/12  
Margaret Bryans  Biotechnology/Biology Assistant Professor  9/1/12  
Chad Durkin  Culinary Arts Instructor  9/1/12  

- Separations

Full Time Administrative (6)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leena Kothari</td>
<td>Senior Program Analyst</td>
<td>6/7/12</td>
</tr>
<tr>
<td>Debra Khateeb</td>
<td>Executive Director of Foundation Relations</td>
<td>7/2/12</td>
</tr>
<tr>
<td>Stephen Grieco</td>
<td>Dean of Humanities</td>
<td>7/20/12</td>
</tr>
<tr>
<td>Medea Rambish</td>
<td>Director of Developmental Education and Learning Assistance</td>
<td>7/24/12</td>
</tr>
<tr>
<td>Margaret Innes</td>
<td>Director of KEYS</td>
<td>8/3/12</td>
</tr>
<tr>
<td>Rita Atake</td>
<td>Director of Career &amp; IT Programs</td>
<td>9/12/12</td>
</tr>
</tbody>
</table>

Full Time Retirements (1)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Perry</td>
<td>Library Processing Technician</td>
<td>6/29/12</td>
</tr>
</tbody>
</table>

President’s Report

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

- Student Success Indicators

De-registration for Non-payment of Tuition

After the payment deadline for each term, the College de-registers those students who have not paid tuition, have financial aid in place, or established a deferred payment plan for the term. The initial deregistration happens two days after the payment deadline and then on a rolling basis through the remainder of the registration period prior to the start of the semester.
For the Fall 2012 semester, 1,282 students were de-registered compared to 1,092 during the Fall 2007 payment deadline. An overall total of 1,950 students for Fall 2012 compared to 1,534 for Fall 2007 were de-registered after the payment deadline as part of our rolling registration and payment process.

Students were surveyed for the Summer and Fall semesters and were asked for the most important reasons for non-payment. The number one reason for the summer session was “financial reasons” and “changed their mind on enrolling”. Below is a chart on the percentages of other reasons for non-payment for Summer and Fall 2012.

### 2012 Summer - One Most Important Reason

<table>
<thead>
<tr>
<th>Reason</th>
<th>Frequency</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial reasons</td>
<td>48</td>
<td>32%</td>
</tr>
<tr>
<td>Changed my mind on enrolling at the College</td>
<td>38</td>
<td>25%</td>
</tr>
<tr>
<td>Other</td>
<td>36</td>
<td>24%</td>
</tr>
<tr>
<td>I was not aware of the tuition payment deadline</td>
<td>14</td>
<td>9%</td>
</tr>
<tr>
<td>No or limited financial assistance to cover college expenses</td>
<td>9</td>
<td>6%</td>
</tr>
<tr>
<td>I missed the payment deadline</td>
<td>7</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>152</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Fall 2012 - One Most Important Reason

<table>
<thead>
<tr>
<th>Reason</th>
<th>Frequency</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>71</td>
<td>38%</td>
</tr>
<tr>
<td>Financial reasons</td>
<td>57</td>
<td>31%</td>
</tr>
<tr>
<td>Changed my mind on enrolling at the College</td>
<td>26</td>
<td>14%</td>
</tr>
<tr>
<td>I missed the deadline to file financial assistance paperwork</td>
<td>18</td>
<td>10%</td>
</tr>
<tr>
<td>I was not aware of the tuition payment deadline</td>
<td>7</td>
<td>4%</td>
</tr>
<tr>
<td>No or limited financial assistance to cover college expenses</td>
<td>6</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>185</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

When asked to respond to the question “Is there anything the College could have done differently to assist you in enrolling and paying. The Fall survey respondents suggested earlier and more frequent communication; programs to help people who can’t afford
college; more assistance with out-of-county costs; more help with getting financial aid; include financial aid in advising; get financial aid to students sooner. The surveys also asked respondents if there was anything else they wanted to share about their experience at the College and the overwhelming majority of the responses were that they had a positive experience and the staff is friendly and helpful.

- Completion
On July 18, 61 cadets graduated from the College’s Municipal Police Academy. The valedictorians for the graduation were cadets James Trymbiski of Warrington, and Stephen Champan of Philadelphia. Montgomery County Commissioner Bruce L. Castor, Jr. and Montgomery County Chief of Detectives Edward Justice were in attendance. The academy has been the training ground for approximately 3,400 cadets with a consistent graduation rate of more than 90 percent.

Eighteen students from the Class of 2012 Dental Hygiene Program passed the National Board Dental Hygiene and Northeast Regional Board Examinations for licensure on their first attempt. This is 100 percent success rate for the Class of 2012.

100 percent of the Class of 2012 graduates (11 students) of the Radiography Program passed the National American Registry of Radiologic Technology Examination for certification on their first attempt.

- Enrollment
Fall 2012
As of September 11, 2012, total fall unduplicated headcount is down by 1.82 percent compared to same time last year. Total credit hours are down 3.68 percent compared to last year.

- Student Leadership/Service Learning/Co-Curricular Accomplishments
In June, the College received notification that both our Beta Tau Lambda Chapter and the Alpha Kappa Zeta Chapter of Phi Theta Kappa Honor Society at the College received special commendation during the Middle States Regional Convention for fulfilling all requirements to be named a “Five Star Chapter.”

Minority Male Mentoring Students, Joffre Jarmillo and Abu Chowdhury are two of fifty students nation-wide who have been accepted to attend the Men of Color Student Leadership Institute, Man-Up: Educating Minority Males for Leadership and Service in Phoenix, Arizona. The success of the Minority Male Mentoring program continues to shine, as alumni and former Minority Male Mentoring student, Nicholas Igbokwe has been accepted into Texas Tech University, with full tuition paid. Nicholas will be studying in the universities engineering program.

The College’s Athletic Department is the 2011/2012 Region XIX Champion of Character Award Institutional Award winner for our outstanding results in character development of its student-athletes and coaches by embracing the true spirit of competition through the five core values of respect, responsibility, integrity, servant leadership, and sportsmanship. The awards ceremony will be held on October 12.
- **Build Curricular Relevance, Innovation in Delivery and Supportive Faculty Development Systems**
In July, the College received notification from the Middle States Commission on Higher Education, that the new Culinary Art Institute in Towamencin has received accreditation.

Through leadership from Barbara Lontz, Math Assistant Professor, math faculty from Palomar Community College, San Marco, California, visited our West Campus in July. The purpose of the trip was for orientation for the *Concepts of Numbers for Arithmetic and Prealgebra* which was developed by Barbara. The course teaches all objectives of the traditional courses, but with a new format and with a discovery learning approach. Funds for this course were funded by the William and Flora Hewlett Foundation.

- **Develop an Engaged Community**
Diane Haar, Psychology Associate Professor was selected as the Council for Resource Development CRD Campus Impact Award recipient for the Non-Development Professional category. Diane will be honored during the CRD annual conference in Washington DC, in mid-November.

Professors David S. Gonzales, Stephanie Isaac, Rob Kuhlman, James Bretz, Janet Graden and David Whalen of West Campus collaborated in running a successful Green-STEM Program (June 25-29, 2012), for 7th and 8th grade students from the Pottstown School District. A few students from Pottsgrove School District also participated. The program is sponsored by the Charitable Foundation of TD Bank.

Also, in July Chef Tanner was inducted into the American Academy of Chefs, the honor society for the American Culinary Federation, and had several other notable American Culinary Federation engagements this summer.

- **Presidents’ Outreach/Legislative Update**
On July 1, Dr. Stout began a one-year term as the Chair of the Commission on Research, Technology, & Emerging Trends, which is one of six American Association of Community College (AACC) commissions. She was also appointed as a co-chair of the AACC’s 21st Century Report Implementation Team. In that role Dr. Stout will work with more than 100 college presidents and community college policy leaders to craft a national strategy to position community college effectiveness for the future.

On August 27, in a joint effort between Dr. Stout, Dr. David Brookstein, Dean of Science, Technology, Engineering & Mathematics, Suzanne Holloman, Dean of Workforce Development & Continuing Education, issued an Opinion piece titled “Education, Training Key to Governor’s Manufacturing ‘Renaissance.’” The op-ed discusses on how manufacturing cannot come back into the Commonwealth without skilled employees to fill those jobs. To read the article visit [http://tinyurl.com/mecoped](http://tinyurl.com/mecoped)
On September 13, as Chair of the Creative MontCo Initiative, the College hosted a Launch Party to share the results of a year of planning work. More than 200 arts and civic and business leaders from across the County attended the event. Dr. Stout served a key role at the Launch event by delivering the results of the study and the recommendations and next steps for action.

Trustee Brandon thanked Dr. Stout for all her hard work and the phenomenal job she did with Creative MontCo.

Dr. Stout shared with the Board a video that staff and students created for Opening Day, “Call me Maybe” based on the number one summer hit song.

**Finance Committee**

Trustee Kretschman reported for the Committee.

- **Health Care Broker Services-RFP Results**
  The College sought competitive proposals for HealthCare broker services via an RFP. There were seven responses to the RFP. A committee was formed to evaluate the seven responses. The committee interviewed five finalists and recommended two finalists, Conner Strong & Buckelew and Willis to the Finance Committee.

  The two finalists presented to the Finance Committee and based upon their presentations and responses to questions from the Committee, Conner Strong & Buckelew was identified by the Committee as the preferred firm.

  Trustee Kretschman motioned to approve the recommendation of Conner, Strong & Buckelew to serve as the College’s broker for comprehensive healthcare insurance services for the three year and two month period beginning November 1, 2012 through December 31, 2015 at a contracted price of $120,000 per year. Trustee Brandon seconded and the Board unanimously approved.

- **Health Care Broker Services – CBIZ Contract Termination**
  CBIZ has not been recommended to continue to provide brokerage services to the College based upon the Selection Committee’s assessment of the RFPs and interviews. The College wishes to appoint a new broker for healthcare services on November 1, 2012. Management’s recommendation is that CBIZ be given notice of termination as the College’s broker effective October 31, 2012.

  Termination on October 31st will provide the College with two real benefits. First, the College can redirect the commissions currently being earned by CBIZ to the selected broker. These commissions can be used to cover more than half of one year’s fee to the newly appointed broker. Second, the engagement of the new broker on November 1, 2012, will give the College an effective transition in the negotiation of healthcare insurance rates for the next calendar year. The termination will be done in consultation with College Counsel.
Trustee Kretschman motioned to approve the recommendation to terminate CBIZ as the broker of record for comprehensive healthcare insurance broker services to the College effective October 31, 2012. Trustee Brandon seconded and the Board unanimously approved.

**Curriculum Committee**

Trustee Arnhold reported for the Committee.

- **Inactivation of Automotive Technology (A.A.S. and Certificate)**
  The Automotive Technology A.A.S. and Certificate programs were established at the request of the Automotive Dealers’ Association of Greater Philadelphia (ADAGP), offering both a stackable certificate and an A.A.S. degree. Courses were first offered in FA/91. Both the 68-credit academic program and 38-credit certificate prepare students for Automotive Standards of Excellence (ASE) certification. The A.A.S. program additionally provides students a well-rounded liberal arts education meeting the College’s core curriculum. Enrollment has decreased over the 5-year review period, primarily driven by the nationwide economic downturn; expiration of a U.S. Department of Labor Grant providing scholarships for qualified students; and revisions in placement test practices. As of FA/12, there are currently 9 new/28 returning A.A.S. students, and 1 new/3 returning certificate students (41 total). Of these students, 34 are registered for a total of 62 credit hours.

  **Current registration in automotive courses**
  
<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 100</td>
<td>15</td>
</tr>
<tr>
<td>AUT 130</td>
<td>15</td>
</tr>
<tr>
<td>AUT 188</td>
<td>9</td>
</tr>
<tr>
<td>AUT 200</td>
<td>8</td>
</tr>
<tr>
<td>AUT 220</td>
<td>9</td>
</tr>
<tr>
<td>AUT 298</td>
<td>2</td>
</tr>
</tbody>
</table>

Trustee Arnhold made the motion based on the findings of the Academic Program Review, to recommend that the Automotive A.A.S. and Certificate programs be placed on inactivation and current students are taught out. Additionally, it is recommended that: (1) a consultant be hired to conduct an analysis assessing potential restructuring and modernization of the associate degree and certificate programs and (2) a feasibility study be completed to examine the potential of leveraging current resources to launch a one-year noncredit training program culminating in industry certification(s) through the College's Workforce Development and Continuing Education Division. Trustee Clark seconded and the Board unanimously approved.

**Personnel Committee**

Trustee Montalbano reported for the Committee.

- **Presidential Evaluation**

  The Board of Trustees went into an executive session at 4:45 p.m. to discuss the results of the presidential evaluation. The Board came out of Executive session at 5:00 p.m. After the executive session, Trustee Montalbano announced that the Personnel Committee led the completion of the President’s evaluation for 2011/2012 and the entire Board discussed the results of the evaluation. He thanked the Board members for their participation and reported that the results of the presidential evaluation were exceptional. He congratulated the President for her exemplary work.
Trustee Montalbano made the motion to approve the presidential evaluation. Trustee Cantor seconded the motion and the Board unanimously approved.

**Bids**

Vice President Freitag reported on the bids.

- **Culinary Arts Institute Furniture**

  Trustee Mullin motioned to recommend an award be made to Educational Furniture Solutions, LLC located in Norristown, PA as the lowest responsive, responsible bidder in the amount of $110,785.00. Trustee Lechter seconded and the Board unanimously approved.

- **Veterans Success Center**

  Trustee Mullin motioned to recommend that the Board of Trustees approve the emergency purchases of furniture and ADA Compliance outfitting for the grant funded Veterans Success Center. Trustee Bramnick seconded and the Board unanimously approved.

**Chair’s Report**

Chairman D’Aniello welcomed back all the Trustees to the start of the new 2012-13 semester. He also thanked the members of the Future Funding Committee for all the work they are doing and for beginning their meetings in August before the start of the fall semester.

He thanked the Personnel Committee for revising the new tools for the Presidential and Trustee evaluation forms and complimented Dr. Stout for another outstanding year of service. The Board concurred and further congratulated Dr. Stout.

Chairman D’Aniello asked the Committee Chairs to have conversations with each of their committee members to discuss any issues or concerns they may have and to share this information during the New Business portion of the Committee meetings.

**Old Business**

There was no old business to report.

**New Business**

There was no new business to report.

**Adjournment**

The meeting was adjourned at 5:22 p.m.
The next meeting is scheduled for Monday, October 22, 2012 at 4:00 p.m. in the North Hall, Room 106, West Campus, Pottstown.

__________________________
Lea Bramnick
Assistant Secretary

Board Minutes, September 19, 2012