The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 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; Trudy Mann, Secretary; Lea Bramnick, Assistant Secretary; Susan Arnhold, Margot Clark, Marcel Groen, Ed Mullin, Richard Montalbano, Ellen Toplin, Jim Vlahos

Absent: Eric Kretschman, Geoffrey Brandon,

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; Diane O’Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity and Diversity Initiatives; Lynn Rothman, Director of Marketing; Alana Mauger, Director of Communications; Rhoda McFadden, History Professor and President, Faculty Union; Benn Prybutok, Director Criminal Justice/Fire Sciences; Aaron Shatzman, Dean of Social Sciences; Joseph McGuriman, Director Campus Safety; Andrew Ippolito, Assistant Dean of Science, Technology, Engineering and Math; Margaret A. Gibbons, Staff Writer, Intelligencer; Joshua Mitchell, Director of Training and User Support Services; Deb Rogers, Executive Assistant to the Board of Trustees; Bruce Bach, Director of Athletics and Campus Recreation; Amanda Rogers, Director/Student Athlete Academic Success Coach; Thomas Haney, Women’s Soccer Coach; Misti Volpe, Head Coach, Women’s Volleyball; Morgan Volpe, Elizabeth Keegan, Brigitta Good, Mallory Mugnier, Alex Griffin, Kendall Gazzo, Nikki Reichert, Elizabeth Herezi, Brianna Rodriguez, Brian Maguire, Students; Terrence McMahon, ParenteBeard, Michael Johns, ParenteBeard; Candy Ruggieri, Consultant, Conner, Strong and Buckelew; Jack Tarditi, Managing Director, Conner, Strong and Buckelew; Ray Burke, Vice President & Senior Underwriter, Conner, Strong and Buckelew

Call to Order

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

Pledge of Allegiance

Student athletes Liz Keegan, Brigitta Good, Mallory Mugnier, Alex Griffin, Kendall Gazzo, Nikki Reichert, Brianna Rodriguez, Brian Maguire and Elizabeth Herezi 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.

Presentation of Board Resolutions

Chairperson D’Aniello presented student athletes Liz Keegan, soccer; Brigitta Good, soccer; Mallory Mugnier, soccer; Brian Maguire, soccer; Alex Griffin, volleyball; Kendall Gazzo, volleyball; Nikki Reichert, volleyball; Brianna Rodriguez, volleyball and Elizabeth Herezi, volleyball; resolutions for their achievements in soccer and volleyball.

Consent Agenda

Trustee Groen made the motion to approve Consent Agenda Items A through J for the months of October and November as presented. Trustee Mann seconded the motion and the Board unanimously approved Consent Agenda Items A through J.

A. Approval of September 19, 2012 Minutes

B. Fixed Assets Procedures Update

The College will engage American Appraisal to undertake the next inventory of fixed assets scheduled for January 2013.

C. Curriculum Modifications: Social Sciences (A.A) with Concentration in Geography: Urban & Regional Planning

The Pennsylvania Transfer Articulation Oversight Committee (TAOC) determined the content and competencies necessary in Geography programs to ensure that our program graduates can transfer seamlessly as Geography juniors. Four of the five recommended modifications are required in order to meet these new standards as well as the College’s Core. An additional modification increases the student elective choice while fulfilling the College’s Core.

The proposed changes are:

1. Require MAT 106, 140 or 190
2. Both courses for foreign language requirement must be TAOC approved
3. Environmental Biology (BIO 115) is replaced by TAOC approved lab science course
4. Speech elective is replaced by Public Speaking (SPC 120)
5. Core Goal 10 elective is 2 or 3 credits

D. Faculty Accomplishments for October

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.
E. Annodyne Consulting Agreement
   Over the past year in partnership with Annodyne, the College has reinvigorated our branding through radio, bus, movie-theater and billboard advertising. Annodyne has supported digital marketing for credit enrollment. They redesigned our marketing approach to be more targeted for non-credit enrollment, branded and marketed the culinary arts program in conjunction with the new Culinary Arts Institute, and developed a social media plan for alumni and donors.

   The extent of the proposed relationship with Annodyne is $411,599 for tactical services associated with strategic management of the College’s marketing initiatives and estimated $351,291 in media purchases. These are funds within the College’s current marketing budget.

F. Monthly Review of Investment Performance for September 2012
   Overall investment return is slightly higher than the blended benchmark return of 0.7% in the current year.

G. Student Success Initiative: 2012-2013 Work Plan
   The 2012-13 Student Success Initiative (SSI) Work Plan is derived from the College’s Strategic Plan to 2016: Beyond Access, which will focus on four goals to further deepen the AtD work: (1.) Boldly transform developmental education with focus on Math and Reading; (2.) Link Gateway Academy to student success; (3.) Improve systems and operations that support student success; and (4.) Improve college readiness through K-12 partnerships.

H. Annual Report Cards Update
   The program report card provides a three-year snapshot of program performance on the same key indicators identified in the five-year APR: enrollment, persistence, ratio of program cost to tuition generated, graduation and transfer numbers and cohort rates. In the 2012 report cards student success rates in program courses were also added as well as tables showing student progression from the first semester of the program to graduation.

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

J. Ratification of October and November Professional Appointments and Separations
   - Administrative Appointments (6)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary-Kathleen Najarian</td>
<td>Instructional Designer</td>
<td>9/10/12</td>
</tr>
<tr>
<td>Samuel Coleman IV</td>
<td>Director of Upward Bound</td>
<td>10/1/12</td>
</tr>
<tr>
<td>Arline Stephan</td>
<td>Senior Director of Major and Planned Giving</td>
<td>10/10/12</td>
</tr>
<tr>
<td>Ingrid Fisher</td>
<td>Director of KEYS Program Services</td>
<td>10/23/12</td>
</tr>
<tr>
<td></td>
<td>(a temporary grant-funded position)</td>
<td></td>
</tr>
</tbody>
</table>
### Name        | Position                                             | Start Date |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Barbara Keslick</td>
<td>Advancement Services Administrator</td>
<td>10/23/12</td>
</tr>
<tr>
<td>Diane VanDyke</td>
<td>Public Relations Coordinator</td>
<td>10/15/12</td>
</tr>
</tbody>
</table>

- **Separations (1)**
  - Danielle Siemienski  
    Executive Assistant to the Vice President of IT and College Services  
    10/26/12

- **Full Time Retirements (2)**
  - Nancy Mellon  
    Director New Choices/New Options  
    8/31/12
  - George Dortch  
    Custodian  
    8/31/12

### Quarterly Treasurer’s Report Through October 31, 2012

Trustee Lowrie reported.

- **For the Four Months Ending October 31, 2012**
  With the Fall 2012 enrollment essentially complete, the College’s Fall tuition revenue is approximately 4% below budgeted credit tuition revenue. This coincides with the drop of 3.85% in credit hours generated in the Fall term. The College is operating approximately $1.35 million behind last year’s pace.

  The Interest on Indebtedness expense has increased by almost $500,000 year to date with the completion of construction on Parkhouse Hall and College Hall and the discontinuation of the capitalization of interest expense related to these projects.

  On the Capital Appropriations schedule, the Off Campus lease expense has increased with the College taking occupancy of the 95 South Hanover Street property in Pottstown.

  It was noted that on page 4 of the report, the percentage listed under Interest Variance should be amended to read 40.2% not 0%.

Trustee Lowrie made the motion to approve the Treasurer’s Report for the four months ending October 31, 2021. Mr. Mullin seconded the motion. The Board unanimously approved the Treasurer’s Report.

### President’s Report

Dr. Stout reviewed highlights of the President’s Report for October and November.

### October
- **Student Success Indicators**
**Student Loan Default Rates**
At the end of September each year, the federal Department of Education releases the student loan default rates. Default rates are calculated based on the number of students that went into repayment within a given year divided by those who defaulted on their student loans. Nationally, the default rates have been increasing over the past five years. The chart below shows that the College’s two-year default rates are below the national benchmarks for similar colleges.

<table>
<thead>
<tr>
<th>Year</th>
<th>MCCC Default Rate</th>
<th>Number Defaulted</th>
<th>Number into Repayment</th>
<th>National Benchmark</th>
<th>Difference between MCCC Rate and National</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>10.7%</td>
<td>149</td>
<td>1,391</td>
<td>13.4%</td>
<td>-2.7</td>
</tr>
<tr>
<td>2009</td>
<td>10.2%</td>
<td>120</td>
<td>1,169</td>
<td>11.9%</td>
<td>-1.7</td>
</tr>
<tr>
<td>2008</td>
<td>8.3%</td>
<td>89</td>
<td>1,064</td>
<td>10.1%</td>
<td>-1.8</td>
</tr>
<tr>
<td>2007</td>
<td>8.4%</td>
<td>80</td>
<td>942</td>
<td>9.9%</td>
<td>-1.5</td>
</tr>
<tr>
<td>2006</td>
<td>6.7%</td>
<td>72</td>
<td>1,066</td>
<td>8.4%</td>
<td>-1.7</td>
</tr>
</tbody>
</table>

- **Presidents’ Outreach/Legislative Update**
On September 20, the 2012-13 President’s Leadership Academy kicked off. The academy is a 10 month leadership development experience designed to support participants in developing their individual leadership capacity, broadening their understanding of the context of the work of the College and higher education, and building their competency to lead positive change within the College and community. Trustee D’Aniello was the luncheon speaker.

- **November**

  - **Student Success Indicators**
The number of Veterans enrolled at the College has increased from 310 during the 2007-2008 fiscal year to 503 students who were enrolled during fiscal year 2011-2012; a 62 percent increase.

  Success
Success rates were calculated for these students for their developmental and college-level courses (see charts 1 and 2):
Success rates for Veterans in developmental courses have fluctuated over the last five years between 52% and 71%. For Fall 2011, success rates of Veterans was lower than the overall student body. The development of the new Center should advance these rates.

**Chart 2: College-level Course Success**

- **Enrollment Summary**
  The College enrolled 1,099 students for spring compared to 856 during the same week last year. We have moved down 1.67% in headcount a week ago to up by 2.34% today (11/19/2012), and from down 3.62% in credit hours to up by .12%.

- **Access and Success Events**
  On October 24, the College celebrated the **graduation of 71 students of the College’s GED program** in a ceremony that took place at the West Campus. Chef Christopher Tanner, Director of the College’s Culinary Arts Institute, presented the keynote address and County Commissioner Chair Josh Shapiro attended the ceremony. The GED program, which launched in May 2006 and has graduated 726 students with a student pass rate of 88 percent on the GED exam.

  On November 14, the **graduation ceremony for 30 cadets of the current Municipal Police Academy, Class #1202** was held with Detective Ken Hawthorn of the Warrington Police Department, serving as the keynote speaker. Also in attendance
were Montgomery County Commissioner Bruce Castor and First Deputy Director Jesse Stemple from the Montgomery County Department of Public Safety. A moment of silence was held in honor of Plymouth Township Police Officer Bradley Fox, who was killed in the line of duty in September.

- **Sense of Place to Support Learning**
  The Children’s Center had its Pennsylvania Early Learning Keystone STARs Environmental Ratings Scale (ERS) assessment during the first week of October. The ERS evaluators rate child care centers on seven subscales – Space and Furnishings, Personal Care Routines, Language-Reasoning, Activities, Interaction, Program Structure, and Parents and Staff. The overall average score was 6.62 (7 is a perfect score). Our highest previous score was a 6.29 and we set a goal of 6.4 for this year. The Keystone STARs performance standards for STAR Four require an average score of at least 5.25.

  On November 13, the College Hall Library Café unveiled its new name and logo “Books & Bytes” on the main floor of the Brendlinger Library. The name was chosen by committee via an open competition among all students, faculty and staff resulting in 214 entries from 90 individuals. The winning name was entered by Margaret Forbes, Manager of the College’s West Campus Library.

- **Adopt an Entrepreneurial Approach**
  The College and Drexel University have established a partnership that provides residents and workers of Montgomery County and the tri-county service area access and opportunity to seek educational attainment beyond the associate degree through The University Center in Pottstown. Drexel will offer the EdD in Leadership & Management, MS in Learning Technologies, MS in Education Improvement & Transformation (with Professional Development Certificates) graduate degrees and post-baccalaureate certificate programs.

- **Foundation Highlights**
  The Faculty Staff Campaign officially kicked off in September and to date, over $50,000 in gifts and pledges have been received, this a 21 percent increase over last year’s campaign. Overall, for FY13, the Foundation Office has raised $88,219 in gifts and pledges for scholarships.

**Finance Committee**

Trustee Lowrie reported for the Committee.

- **Health Care Broker**
  Connor, Strong and Buckelew (CSB) reviewed IBC’s new retrospective funding arrangement which is now structured to cap surpluses and deficits at predetermined levels. This new retrospective funding arrangement gave CSB reason to question whether the retrospective funding option is the best option for the College moving forward.
Moving to a prospective funding model in 2103 will provide the College with a guaranteed additional savings of $148,848, bringing the premium down to $7,151,428. This represents a 13.13% decrease (total dollar savings of $1,080,804) from the 2012 premium rate.

Jack Tardi, Raymond Burke and Candy Ruggieri from Connor, Strong and Buckelew gave a brief overview of the Independence Blue Cross renewal and recommendations.

Trustee Lowrie motioned to approve the CSB proposal to enter into a prospective funding arrangement with Independence Blue Cross for employee and retiree health care insurance, effective January 1, 2013. Trustee Cantor seconded and the Board unanimously approved.

- **Independent Audit for 2011-2012**
  Each year the independent auditors conduct an audit of the College’s financial statements to assess accuracy, evaluate the College’s accounting procedures and confirm the adequacy of financial controls.

  Terrence McMahon and Michael Johns from Parente Beard provided a brief overview of the Independent Audit. It was noted that the financial statements present fairly, in all material respects and in conformity with generally accepted accounting principles, the financial position of the College as of June 30, 2012. No deficiencies in internal control were identified in the current period which were considered to be a control deficiency, significant deficiency, or material weakness.

  Trustee Lowrie motioned to accept the 2011-2012 Independent Audit as presented. Trustee Cantor seconded and the Board unanimously approved.

**Curriculum Committee**

Trustee Arnhold reported for the Committee.

- **New Curriculum: Homeland Security (Certificate of Completion)**
  Homeland Security is a rapidly-growing area of employment opportunity. In order to provide a formal academic credential in the field, it is proposed that the College create a four-course, twelve-credit Certificate of Completion that will, by itself, have job and career value. The four courses comprising the Certificate of Completion will be:

  - CJS 250 – Terrorism & Counterterrorism
  - CJS 251 – Introduction to Homeland Security
  - CJS 252 – Intelligence Analysis & Security Management
  - CJS 253 – Transportation & Border Security

  Benn Prybutok, Director of Criminal Justice, Fire Science and Emergency Management Planning programs provided the Trustees with a brief background and overview of the Homeland Security Program.
Trustee Arnhold made the motion to accept the proposed Certificate of Completion in Homeland Security for Spring 2013 implementation contingent upon approval of the College’s associated Substantive Change Request by Middle States. Trustee Lowrie seconded and the Board unanimously approved.

- **Academic Program Review: Computer Aided Drafting and Design**
  Despite attempts at improving program enrollment over the last few years, a dramatic decline in enrollments in the program have been observed. Similar to other STEM programs, dual enrollment (DE) data analysis reveals that a primary driver to the observed trend is due to a significant drop-off in DE registrations. In 2009, there were 66 DE students of 169 total students enrolled in the program (39%). These numbers dropped in subsequent years down to 21 in 2011.

  Over the last 4 academic years, only 8 A.A.S. degrees were awarded (2 per annum). Students take about the same amount of time to complete their degree as the College average, with some exceptions. Of the cohort entering in 2008, to date none of these 11 students has completed a degree, though one has successfully transferred to a 4-year institution.

  Graduation numbers as well as rates continue to be small. However, the relative low number of students enrolled in the program makes drawing any conclusion on trends difficult.

  The division Dean recommends the following action items:
  1. Teach out current students.
  2. Continue development of a modified one-year CADD certificate program that can eventually be offered both on campus and online through the Virtual Campus initiative.

  Based on the findings of the Academic Program Review, the endorsement of the All-College Curriculum Committee, with the support of the Dean of STEM, it is recommended the Computer Aided Drafting and Design (A.A.S.) program be deleted effective SP/13.

  Andrew Ippolito, Assistant Dean of Science Technology Engineering and Math provided the Trustees with a brief overview of the program.

Trustee Arnhold made the motion to accept the CADD program review and recommends deletion of the CADD program effective Spring 2013 with a teach out plan for current students. Trustee Mann seconded and the Board unanimously approved.

**Physical Plant Committee**

Trustee Mullin reported for the Committee.

- **2012 Annual Safety Report**
The *Annual Safety Report* provides a report card on how safe the College is using a uniform reporting system. In addition to this report, the College is pleased with the progress made in the past year in developing and disseminating emergency procedures and protocols and policies related to Federal and State regulations.

Joseph McGuriman, Director of Public Safety, presented an overview of these accomplishments including Emergency Procedures, the conduct of emergency exercises and changes to strengthen Public Safety at West. This report is provided to the College community every October.

This is an information item and required no action by the Board of Trustees.

**Chair’s Report**

- **Appointment of Nominating Committee**
  Chairman D’Aniello recommended the following Trustees serve on the Nominating Committee:

  Geoffrey Brandon, Chair,
  Rich Montalbano
  Jim Vlahos
  Susan Arnhold

  He noted that they will work to present a 2013 Slate of Officers at the December Board meeting.

  Trustee Cantor motioned to approve the members of the Nominating Committee. Trustee Mann seconded and the Board unanimously approved.

- **Fox Resolution**
  In honor of Officer Bradley Fox’s exemplary and committed service to the United States of America and to the County of Montgomery, Chairman D’Aniello read a resolution to the Trustees that was created for Officer Bradley Fox’s wife and family. The resolution is a waiver of up to 62 credits of tuition for Lynsay Fox and each of their two children to attend Montgomery County Community College at a time of their choosing.

  Trustee Groen made a motion to accept the resolution as presented. Trustee Mann seconded and the Board unanimously approved. A copy of the resolution is attached. A copy will be on file in Human Resources, Admissions and the Foundation Office for future reference.

  Chairman D’Aniello introduced Ellen Toplin, the newest Trustee recently appointed by the Commissioners. He noted that Trustee Toplin will bring a new dimension to the Board with her background in marketing, public relations and promotions.

  Chairman D’Aniello also informed the Board that Trustee Lynne Lechter resigned from the Board due to personal family matters.
Chairman D’Aniello congratulated Dr. Stout for receiving the ACCT Northeast Region’s CEO of the Year award for her innovation, leadership and passion.

Also of note, he reminded everyone that the new Veterans Center was dedicated on November 8th and invited everyone to take a walk through the building when they have a chance. He thanked the Trustees who attended the Southeast Regional Trustees meeting on November 8th. He noted that it was a good opportunity to meet Trustees from other community colleges in Pennsylvania.

As a final note, Chairman D’Aniello reminded the Trustees of the Holiday Party being hosted at his home on December 17.

**Old Business**

There was no old business to report.

**New Business**

There was no new business to report.

**Adjournment**

The meeting was adjourned at 5:33 p.m.

The next meeting is scheduled for Monday, December 17, 2012 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus at 4:00 p.m.

__________________________
Trudy Mann
Secretary
Whereas, Bradley M. Fox served as a Staff Sergeant in the United States Marine Corps for 10 years and completed two tours of duty in Iraq and Fallujah; and

Whereas, he earned several distinguished awards, including the Navy and Marine Corps Achievement Medal, Combat Action Ribbon, Navy Presidential Unit Citation, Selected Marine Corp Reserve Medal, National Defense Service Medal, Iraq Campaign Medal, Global War on Terrorism Expeditionary Medal, Navy Seal Service Deployment Ribbon, and Armed Forces Reserve Ribbon; and

Whereas, Bradley graduated from the Montgomery County Municipal Police Academy in 2007 as a distinguished cadet and role model; and

Whereas, he also graduated from the Philadelphia Police Canine Academy with his partner Nick, a Belgian Malinois; and

Whereas, Bradley served as an Officer with the Plymouth Township Police Department, for five years, during which time he was awarded several citations for Service, Bravery, and Valor; and

Whereas, he was tragically killed in the line of duty on September 13, 2012; and

Whereas, Bradley is survived by his wife Lynsay, daughter Kadence, and unborn child expected in March;

Now, therefore, be it resolved that, in honor of Bradley Fox’s exemplary and committed service to the United States of America and to the County of Montgomery, the President and Board of Trustees of Montgomery County Community College waive up to 62 credits of tuition for Lynsay Fox and each of their two children to attend Montgomery County Community College at a time of their choosing.

Michael J. D’Aniello
Chairman, Board of Trustees
Montgomery County Community College

Karen A. Stout
President
Montgomery County Community College

November 19, 2012