The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 17 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; Moon Ahn, Geoffrey Brandon, Margot Clark, Eric Kretschman, Ed Mullin, Richard Montalbano, Ellen Toplin

Absent: Trudy Mann, Secretary; Susan Arnhold, Marcel Groen, Jim Vlahos

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; Sharon Beales, Vice President for Development and External Relations; Kathrine Swanson, Vice President for Student Affairs and Enrollment Management; Celeste Schwartz, Vice President of Information Technology; 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; Beverly Welhan, Dean, Health Sciences; Philip Needles, Dean, Business and Entrepreneurial Initiatives; Christopher Tanner, Director of the Culinary Arts Institute; Mark Amdahl, Faculty Union Vice President, English Associate Professor; Joshua Mitchell, Director of Training and User Support Services; Deb Rogers, Executive Assistant to the Board of Trustees; Serena Dunlap, Student Government Association Senator

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

Pledge of Allegiance
Serena Dunlap, Senator, Student Government Association, led the attendees in reciting the Pledge of Allegiance.

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

Chairperson D’Aniello introduced and welcomed Mr. Moon Ahn, the newest Trustee recently appointed by the Commissioners. He noted that Trustee Ahn comes to the Board with experience as an attorney.

Public Testimony
There was no public testimony.
Consent Agenda

Trustee Cantor made the motion to approve Consent Agenda Items A through I for the month of December as presented. Trustee Lowrie seconded the motion and the Board unanimously approved Consent Agenda Items A through I.

A. Approval of November 19, 2012 Minutes

B. Treasurer’s Report Through November 30, 2012

C. Financial Aid Verification Quarterly Update
The College has put in place a corrective action plan to decrease verification errors and shares progress with the Board of Trustees on a quarterly basis. As reported last quarter, a full-time financial aid specialist position was added to oversee the verification process. That position was approved and filled, with the new staff member beginning employment with the College on July 30, 2012. As a result of additional staff, improvement in processes and new staff training programs, the error rate has decreased to nine percent.

The Department of Education has released the 2013-14 changes to the verification process and all financial aid staff members are scheduled for training on the new regulations in December.

D. Monthly Review of Investment Performance for October 2012
Current-year returns are at 1%, outperforming the blended benchmark return of 0.7%.

E. Curriculum Modification: Surgical Technology (A.A.S.)
The program was established in 2004 to provide students with an educational experience and academic credential for entry-level employment. The A.A.S. degree program is a 63-64 credit, year-round, 16-month continuous program consisting of four sequential semesters. The proposed changes are:
1. Reduce credit allocation for SUR 206 (Surgical Technology IV) from 9 to 7 credits by reducing weekly clinical hours from 24 to 16,
2. Reduce the current Core Goal #10 Course requirement from 2-3 to 2 credits,
3. Add a 3 credit Core Goal #7 course requirement to the fourth semester of the program,
4. Change the overall total program credit hours from 63-64 to 64 credits.

F. Faculty Accomplishments for December
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. Modified and Deleted Courses
Modified Courses:
- SUR 210 – Surgical Technology IV – Credit hours reduced from 9 to 7 and clinical hours reduced from 24 to 16.

Deleted Courses:
- ART 236 – Computer Graphics: digital Design
- ART 239 – Multimedia Production Workshop
H. **Central Campus Signage Plan**
   The Central Campus Signage plan will improve the College’s visibility and enhance the experience of students and visitors to the Central campus. The current campus signage is showing wear and is not effective in guiding visitors.

I. **Ratification of October and November Professional Appointments and Separations**

   - **Administrative Appointments (0)**
   - **Separations (2)**
     - Andrew Doren  TAACCCT Grant Program Manager  11/21/12
     - Ellen Spector  TAACCCT Grant Career Coach  12/14/12

**President’s Report**

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

- **Student Success Indicators**
  Our Fall 2011 to Fall 2012 persistence rate has improved from 48.4 percent, compared to 47.7 percent for Fall 2010 to Fall 2011, a sign that some of our student success initiatives are beginning to move the needle. Other indicators are also moving in the right direction. The total number of students enrolled on the first day, who were no longer enrolled on the third week census date, was 285 (2.2 percent). This compares to 311 (2.3 percent) in Fall 2011; 337 (2.5 percent) in Fall 2010 and 402 (3.06 percent) in Fall 2009. Of the 285 students that we lost between the first day and third week, 79 (27.7 percent) were new students.

- **Enrollment Summary**
  Spring 2013 registration is up 1.38% in headcount from the same point in time last year. Total credit hours is up 1.13% (81,143) compared to last year (80,238).

- **Student Leadership/Service Learning/Co-Curricular Accomplishments**
  The students of the **Drama Club and Theatre Production Workshop** had 463 students, community members, faculty, and staff who attended their production of *An Evening of Thornton Wilder*. The four one-act plays (*The Happy Journey to Camden and Trenton, Queens of France, The Long Christmas Dinner, and Pullman Car Hiawatha*) raised $2,425 with a portion being donated to the American Red Cross to support efforts to aid victims of hurricane Sandy and a portion to The Drama Club Merit Scholarship. The scholarship was established by the students of the Drama Club to support a returning Montgomery County Community College student who is studying Theatre Arts.

  The **West End Student Theatre** presented a play entitled *Sylvia* by A.R. Gurney. The play took place on November 29, 30, and December 1 in the South Hall Community room, which was transformed into a theater.
- **Build Curricular Relevance, Innovation in Delivery and Supportive Faculty Development System**
  The College and Immaculata University have established a collaboration that will provide residents and workers in Montgomery County and the tri-county service area access and an opportunity to seek educational attainment beyond the associate degree by offering the Doctor in Education (Ed.D) in Higher Education at our Central Campus.

- **Develop an Engaged Community**
  On November 7, the College hosted an Employee Biometric Screening at our Central Campus. Over 40 employees took advantage of the free screenings which included total cholesterol and blood sugar by finger-stick, height, weight, body mass index, blood pressure, and heart rate.

  On December 3, the College hosted a private reception and opening of “Embrace Open Space” which is a collaboration of The Montgomery County Lands Trust and the College, with over 150 people in attendance. This partnership fits with the College’s sustainability efforts. The event was sponsored by Univest, Robert Erb, Pennsylvania Department of Conservation and the Pennsylvania Lands Trust Association.

  On December 11, the annual college-wide Holiday Party was held in the North Hall Art Gallery. Over 150 employees, Alumni and Foundation Board members were in attendance.

- **Legislative Update**
  Dr. Stout provided an update from the American Association of Community Colleges (AACC) outlining priorities for community colleges as Congress works to avoid the fiscal cliff. Of special note is student loss of the American Opportunity Tax Credit (AOTC) should the fiscal cliff not be addressed. The AOTC is larger than the HOPE Scholarship tax credit and it is calculated using a formula that helps students attending low tuition colleges because it covers books and materials as well as tuition.

- **Presidents’ Outreach**
  On December 14, the President’s Leadership Academy was held with Senator John Rafferty as the guest lunch speaker. Following Senator Rafferty’s presentation to the Leadership Academy, the class was joined by a panel to discuss federal, state, and local higher education policy and advocacy. The panel included David Baime from the American Association of Community Colleges, Diane Bosak from the Pennsylvania Commission for Community Colleges, and Peggy Lee Clark, Executive Director of Government Relations and Special Projects at the College.

- **Adopt an Entrepreneurial Approach**
  On November 27, both campuses participated in Philanthropy Day, sponsored by the Foundation Office. Staff from the Foundation handed out wrapped cookies with “fact stickers”. Each sticker had a fact about philanthropy relating to the College. Students also had the opportunity to write a thank you note that will be used to create a Montgomery County Community College Logo display. The event highlighted the importance of on-campus philanthropy. Many students learned for the first time what philanthropy is and
were able to see that there is a large movement of people that care about their access to quality, affordable education.

- **Foundation Highlights**
  
  An anonymous donor signed a $150,000 charitable gift annuity with Univest that leaves the College as the beneficiary. When this annuity is realized, it will endow the Community Service Scholarship fund.

- **Create a High Performance Culture**
  
  During the November 20 Administrative Staff Meeting, twenty-four College employees from the Information Technology (IT) office and our West Campus Facilities team were awarded the Mustang Award. These employees worked diligently to ensure our campuses were prepared for Hurricane Sandy and safeguarded our technology systems and buildings during and after the storm. Many of them reported to West Campus during the weekend to prepare our North Hall for potential historic flooding. The Mustang Award recipients are:

  Dennis Barron, Maintenance Mechanic West Campus  
  Michael Billetta, Director of Operations & Capital Projects  
  Matt Cadwalader, Maintenance Mechanic Lead, West Campus  
  Ryan Foster, Network Engineer  
  Jay Gaugler, Maintenance Mechanic  
  Robert Gehring, Assistant Help Desk Coordinator  
  Gregg Heimer, Senior Network Engineer  
  Preston Hess, Coordinator User Support Services  
  Steve Kephart, Director of Security and Systems Administration  
  William Landis, Custodian WC  
  Julie Lopez, Part Time Instructional Technology Specialist  
  Joe Mancini, Executive Director Technical Services  
  Joshua Mitchell, Director of Training & User Support Services  
  Don Moore, User Support Engineer WC  
  Erick Robinson, Manager of Telephone Services  
  Bill Rosenbaum, Director of Information Technology Security  
  Hank Rymarowicz, Shipping Receiving Agent Courier West Campus  
  Scott Saylor, Part Time Custodial West Campus  
  Jennifer Scales, Coordinator Help Desk  
  Michele Stasik, Administrative Assistant, Business Services, West Campus  
  Jim Stasik, Director of Network Services  
  Dmitriy Vasiilenko, Part Time Clerk - Programing  
  John Vogt, Custodian WC  
  Michael Zipay, Custodian WC

On December 13, the College hosted our first ever Professional Development afternoon for Administrators and Support Staff. The theme for the afternoon was “Understanding the Under Resourced Student.” Dr. Bethanie H. Tucker, a nationally recognized speaker and professional educator since 1972, provided the group an overview of the book she co-authored, *Understanding and Engaging Under-Resourced College Students*. During the presentation she spoke on how we as staff and administration create the conditions that make success achievable and accessible for
students facing poverty. Over 300 employees from both campuses participated in the afternoon professional development.

As part of the Presidents’ report, Serena Dunlap, Senator, Student Government Association, gave a brief presentation on her trip to the American Student Association of Community Colleges (ASACC), conference this past fall. She highlighted her learning experiences and is hoping to attend Lobby Day in the spring.

Finance Committee

Trustee Kretschman reported for the Committee.

- **2011-2012 Act 46 Enrollment Audit**
  ParenteBeard began the 2011-2012 enrollment audit on November 5th. 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.

  The auditors will submit the report to the Pennsylvania Department of Education on or before January 1, 2013.

Trustee Kretschman motioned to approve the 2011-2012 Act 46 Enrollment Audit. Trustee Mullin seconded and the Board unanimously approved.

Joint Finance and Physical Plant Committee

Trustee Mullin reported for the joint committee.

- **Funding for 2013-2014 Capital Projects**
  This year, in keeping with past practice, the College has inventoried through the budget process, major capital (initiatives to advance the Board-approved Master Plan to 2022) and planned maintenance needs and requests that the Board transfer $1.4 million from the Board Designated fund for Campus Renewal to fund these unmet needs. It was noted that this action is consistent with past practice and that the State and County typically do not fund planned maintenance expenses. The majority of these project expenditures will occur in Fiscal 2013/2014 while some of the projects will occur in 2012/2013 and will be reflected in activity for the year ending June 30, 2013.

  The proposed list of capital requests may be found below. Items 1 through 7 are considered planned maintenance. Items 8-10 advance the College’s Master Plan to 2022.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ESTIMATED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1    Year 4 of Equipment Replacement Plan</td>
<td>$150,000</td>
</tr>
</tbody>
</table>
Trustee Mullin motioned to recommend Board of Trustees approval to authorize the capital projects and maintenance items in the amount of $1,400,000 for 2013-2014. Trustee Lowrie seconded and the Board unanimously approved.

**Curriculum Committee**

Trustee Cantor reported for the Committee.

- **Culinary Arts Institute**
  Christopher Tanner, Director of the Culinary Arts Institute provided the Board of Trustees with a brief update and overview on the progress on the launch of the Culinary Arts Institute set for Fall 2013.

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

**Physical Plant Committee**

Trustee Mullin reported for the Committee.

- **Demand Response Grid Reliability Program and Energy Curtailment Specialists (ECS)**
  Recently, the College was approached by a company, Energy Curtailment Specialists (ECS), who have a Demand Response program based on voluntary reduction of power. ECS contracts with major consumers of electricity, such as Colleges, to provide relief to the energy providers through contractual load-shedding agreements. The program is for a defined six month period each summer, from June 1 through September 30th. The program pays participants for responding when called or if not called. The College may choose not to respond to the request to shed load. The amount of the savings is based upon the agreed size of KW load we agree to shed. Based on discussions with ECS, the commitment to shed-load is limited in a number of key ways:
1. A maximum of 60 hours per year,
2. A maximum of 12 hours in any given week, and
3. A maximum of 6 hours per “incident”.

Since the program allows the College the option of participating or not in a given load-shedding event, the College recommends participating in a three year contract with ECS.

Trustee Mullin made the motion to recommend the Board of Trustees approval to enter into an agreement with ECS for energy load-shedding for calendar years 2013, 2014 and 2015. Trustee Brandon seconded and the Board unanimously approved.

**Bids**

Vice President Freitag reported on the Bids.

- **Culinary Arts Equipment**
  The College extended an invitation to bid for Culinary Arts Equipment. Four bids came in, upon review of the bids that came in, none contained all of the items sought. As a result, the College identified which items were available at the lowest price from the four vendors.

  The College recommends awarding a bid package of $117,048.03.

  Trustee Mullin made a motion to the Board of Trustees to award a bid package of $117,048.03. This package consists of contracts to: Clark Food Service for $45,679.04; Sysco for $18,974.44; US Foods for $2,368.69 and Edward Don & Company for $50,025.86, as the lowest responsive and responsible bidders. Trustee Cantor seconded and the Board unanimously approved.

- **Culinary Arts Institute Audio Visual Technology**
  The College extended an invitation to bid for Culinary Arts Institute Audio Visual Technology. Seven bids were received, most were incomplete because the bidders did not supply some of the bid items. The College assembled a bid package using the lowest priced items from across all the bids.

  The College recommends awarding a bid package of $147,211.35.

  Trustee Mullin made a motion to the Board of Trustees to award a bid package of $147,211.35. The total package consists of individual contracts to: Southern Computer Warehouse Inc. for $24,846.47; Advanced AV for $33,948.00; Cenero LLC for $28,629.00; Technical Operations for $8,801.19; Visual Sound for $20,291.81; AVI-SPL for $8225.88 and Total Video Products for $22,469.00 as the lowest responsive and responsible bidders. Trustee Cantor seconded and the Board unanimously approved.

Dr. Stout commended Vice President Freitag and Procurement Manager Marie Ryan for their work in preparing and implementing this detailed and fiscally responsible procurement approach for these new Culinary items.
- **College Hall Signage**
  The College extended an invitation to bid for College Hall Signage. Four bids were received. Specifications were developed by the College’s interior signage consultant, Spillman, Farmer Architects. The package consists of 264 signs.

Trustee Mullin made a motion to the Board of Trustees to award the contract for $57,762.00 to Custom Finishers Signs, Inc. in Levittown, PA as the lowest and responsive bidder. Trustee Brandon seconded and the Board unanimously approved.

**Nominating Committee**

Trustee Brandon reported for the Committee.

The following slate of officers for 2013 was recommended by the Nominating Committee:

- Chairperson: Michael D’Aniello
- Vice Chairperson: Andrew Cantor
- Treasurer: Regina Lowrie
- Secretary: Gertrude Mann
- Assistant Secretary: Marcel Groen

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

Mr. Brandon made the motion to move forward the recommended slate of officers to the January Board meeting. Trustee Kretschman seconded and the Board unanimously approved.

**Chair’s Report**

Chairperson D’Aniello thanked everyone for their work to this point of time as the calendar year comes to an end. He acknowledged the tremendous amount of work the Trustees have accomplished to date. He thanked faculty, support staff and administrators for their efforts of going above and beyond the classroom.

Chairperson D’Aniello also announced that the Board and Dr. Stout reached an agreement in principal for a five-year contract through June 2018. Everyone congratulated Dr. Stout.

During the Chair’s report, Trustee Bramnick thanked everyone for working with her and for the time she served as a Trustee. She will miss everyone but will continue to volunteer at the College as needed.

Dr. Stout mentioned the book, “The Other Wes Moore”, that the Trustees received and reminded everyone to attend the Presidential Symposium in April where Wes Moore will be our guest speaker.

**Old Business**

There was no old business to report.
New Business

There was no new business to report.

Adjournment

The meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for Tuesday, January 22, 2013 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus at 4:00 p.m.

Lea Bramnick
Assistant Secretary

Board Minutes, December 17, 2012