MONTGOMERY COUNTY COMMUNITY COLLEGE
340 DEKALB PIKE
BLUE BELL, PENNSYLVANIA

The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, January 22, 2013 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus.

Board of Trustees – Present:
Michael D’Aniello, Chairperson; Trudy Mann, Secretary; Moon Ahn, Geoffrey Brandon, Margot Clark, Sean Kilkenny, Eric Kretschman, Ed Mullin, Richard Montalbano, Ellen Toplin

Absent: Andy Cantor, Vice Chairperson; Regina Lowrie, Treasurer; Susan Arnhold, Marcel Groen, John Rafferty

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; Vicki Bastecki-Perez, Vice President of Academic Affairs and Provost; Joan Brookshire, Associate Vice President of Academic Affairs; Catherine Carsley, Associate Professor of English; Diane O’Connor, Executive Director of Human Resources; Rose Makofskie, Director of Equity and Diversity Initiatives; Lynn Rothman, Executive Director of Marketing and Communications; Alana Mauger, Director of Communications; Joshua Mitchell, Director of Training and User Support Services; Deb Rogers, Executive Assistant to the Board of Trustees; Gary Weckselblatt, Reporter, The Intelligencer; Lois Ajiboye, Student, African-American Student League; Jasmine Warren, Student, African-American Student League

Call to Order

Chairperson D’Aniello called the meeting to order at 4:04 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 2013:

   Chairperson:      Michael J. D’Aniello
   Vice Chairperson: Andrew B. Cantor
   Treasurer:        Regina M. Lowrie
   Secretary:        Gertrude K. Mann
   Assistant Secretary: Marcel L. Groen

Members of the Nominating Committee included: Geoffrey Brandon, Chair; Susan Arnhold, Richard Montalbano and James Vlahos.
Mr. Davis asked if there was a desire to separate the nominations. There was no opposition to the slate of officers and no desire to separate the nominations. Mr. Davis asked that a motion be made to close the nominations. Trustee Mullin made a motion to close the slate and to elect the officers as presented. Trustee Toplin seconded the motion. The Board unanimously approved the 2013 slate of officers.

**Pledge of Allegiance**

Lois Ajiboye and Jasmine Warren, students from the African-American Student League, 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. Sean Kilkenny, the newest Trustee recently appointed by the Commissioners. He noted that Trustee Kilkenny is a Veteran who has served in Iraq, Kosovo, Bosnia and South Korea. He brings to the Board his experience as an attorney in the practice of zoning and land development.

**Public Testimony**

There was no public testimony.

**Consent Agenda**

Trustee Toplin made the motion to approve Consent Agenda Items A through I for the month of January as presented. Trustee Mullin seconded the motion and the Board unanimously approved Consent Agenda Items A through I.

**A. Approval of December 17, 2012 Minutes**

**B. Treasurer’s Report Through December 31, 2012**

**C. Monthly Review of Investment Performance for November 30, 2012**

Current-year returns are at 1.07%, outperforming the blended benchmark return of 0.70%.

**D. 1. Curriculum Modification: Culinary arts (A.A.S) with Concentrations in Professional Culinary Arts and Baking and Pastry Arts**

The Culinary Arts A.A.S. program was established in 2008 to provide students with an educational experience and academic credential for entry level employment. The A.A.S. degree program is a 60 credit program consisting of five sequential semesters which can either be taken traditionally in 2 years, or year-round in 18 months.

The proposed changes are:

- Separate Culinary Arts A.A.S. with concentrations in Professional Culinary Arts and Baking & Pastry Arts into two separate degrees - Culinary Arts A.A.S. and Baking & Pastry Arts A.A.S.
• Retitle Culinary Arts and Baking & Pastry Arts removing the term Professional.
• Return the program to a 4-semester model.
• Update program “Learning Outcomes” to reflect Culinary Arts degree separation.
• Remove HOS courses from this program: HOS 130, HOS 198, HOS 298.
• Cross list the following courses to CUL: HOS 151, HOS 220, HOS 241.
• Remove core courses: ENG 117, GEO 207, CIS 110.
• Change Core Goal 6 requirement to include Core Goal 9, 12, and 13.
• Change core course requirement for Core Goal 8 to a four-credit lab course.
• Replace ACC 110 with MAT 106.

2. Culinary Arts Certificate
The Culinary Arts Certificate was presented to the Curriculum Committee in Fall 2011. It was planned to be implemented Fall 2013 so there are currently no students in this program. It was established to provide students with an educational experience and academic credential for entry-level employment. The Culinary Arts Certificate program is a 36 credit, year-round, program to be completed in one year.

The proposed changes are:
• Separate Culinary Arts Certificate with Baking & Pastry option into two distinct certificate programs - Culinary Arts and Baking & Pastry Arts.
• Retitle Culinary Arts and Baking & Pastry Arts removing the term Professional.
• Update program “Learning Outcomes” to reflect separation.
• Cross list CUL with HOS courses: HOS151, HOS220, HOS 241

E. Faculty Promotions
One faculty member is being recommended for promotion:

Mr. David Whalen-Instructor to Assistant Professor of Biology
Mr. Whalen has been at the College since January 2007 when he began teaching on a part-time basis until being hired full-time as an Instructor of Biology in January 2009. Mr. Whalen earned a Bachelor of Arts and a Master of Science in Biology from the College of William and Mary and has earned 39 credits post-masters from the University of New Mexico.

F. Faculty Accomplishments for January
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. New and Modified Courses

New Courses:
• CUL 111 - Foodservice Sanitation
• CUL 114 - Beverage Management
• CUL 211 - Hospitality Entrepreneurial Planning
• CUL 222 - Quantitative Foods
• CUL 232 - Occasional and Wedding Cakes
• CUL 281 - Retail Service and Operations I
• CUL 282 - Retail Service and Operations II
- CUL 198 - Culinary and Baking & Pastry Certificate Practicum
- CUL 298 - Culinary and Baking & Pastry Degree Practicum
- HIS 237 - Indian Civilization

Modified Courses:
- CUL 110 – Introduction to Foodservice – Course title changed to Introduction to the Culinary Profession to reflect the course content.
- CUL 151/HOS 151 – Purchasing for Hospitality Operations - The Hospitality 151 Purchasing for Hospitality Operations course will be cross-listed with Culinary Arts.
- CUL 220/HOS 220- Menu Planning/Costing/Design – The Hospitality 220 Menu Planning/Costing/Design course will be cross-listed with Culinary Arts
- CUL 225 – Culinary Arts I – The course number, formerly CUL 225 was changed to CUL 120 and the title was changed to reflect course content to Culinary Skill Development.
- CUL 226- Culinary Arts II – The course number, formerly CUL 226 was changed to CUL 121, the course description was updated, and the title was changed to reflect course content to Advanced Culinary Skill Development.
- CUL 227- Culinary Arts III – The course number, formerly CUL 227 was changed to CUL 221 and the title was changed to Garde Manager to reflect course content.
- CUL 228- Culinary Arts IV – The course number, formerly CUL 228 was changed to CUL 260 and the title of the course was changed World Cuisines to reflect course content.
- CUL 235 – Baking and Pastry Arts I - The course number formerly CUL 235, was changed to CUL 130 and the title was changed to reflect course content to Baking Skill Development.
- CUL 236 – Baking and Pastry Arts II – The course number, formerly CUL 236 was changed to CUL 230 and the title was changed to reflect course content to Chocolates and Confections.
- CUL 237- Baking and Pastry Arts III – The course number formerly CUL 237, was changed to CUL 131 and the title was changed to reflect course content to Artisan Breads.
- CUL 238- Baking and Pastry Arts IV – The course number, formerly CUL 238 was changed to CUL 231 and the title was changed Pastries and Platted Desserts to reflect the course content.
- CUL 241/HOS 241 – Hospitality Management Techniques –The Hospitality 241 Hospitality Management Techniques course will be cross-listed with Culinary Arts.
- ENG 165 – Journalism I – The learning outcomes for assessment purposes were updated to reflect the increased digitalization of journalism.
- IDS 115-The Myth of Race- The course title has change to more accurately reflect the course content from The Myth of Race to Issue of Race and Ethnicity.

H. Ratification of October and November Professional Appointments and Separations

- Administrative Appointments (0)

- Separations (1)
  Diane Lovelace Director of Libraries 1/4/13
I. **Medical Insurance Open Enrollment**
The College continues to implement changes in Health Care benefits in accordance with provisions of the health care reopener that was negotiated with the Faculty and Support Staff bargaining units for calendar years 2012, 2013 and 2014. Each year in November, employees have the opportunity to review and adjust their medical coverage and other benefits.

The enrollment data for the two medical plans for calendar years 2013 and 2012 are as follows:

<table>
<thead>
<tr>
<th>Medical Plan</th>
<th>2013 Employees Enrolled</th>
<th>2012 Employees Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Cross Personal Choice</td>
<td>397</td>
<td>375</td>
</tr>
<tr>
<td>Keystone Health Plan East</td>
<td>109</td>
<td>115</td>
</tr>
</tbody>
</table>

The College offers incentives to employees who opt-out of medical coverage to help offset the College’s medical premium expense. Eligible employees receive a $2,500 payment each year for opting-out of the College sponsored medical and prescription coverage. 20 employees elected to opt-out of the College’s medical and prescription plan this year. Employees electing to opt-out are eligible to re-enroll during next year’s open enrollment or in the case of a qualifying life event.

**Flexible Savings Accounts:**
Participation in Flexible Savings Accounts (FSAs) has increased by 25 accounts or 28% in 2013. Flexible spending accounts save both the College and the employees federal payroll taxes.

<table>
<thead>
<tr>
<th>Year</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Accounts</td>
<td>120</td>
<td>95</td>
</tr>
</tbody>
</table>

**2013 Wellness Program:**
As part of the negotiated Healthcare re-opener, beginning in 2012, a Wellness program was introduced for employees. The 2012 program was voluntary, consisted only of health screening and did not include any incentives for employees participating.

Employees who voluntarily participate in the 2013 Wellness Program are eligible to receive $100 per year provided they complete these three requirements of the program:

1. Participate in the Independence Blue Cross Health Risk Assessment (HRA).
2. Participate in onsite or Lab arranged Biometric Screening.
3. Attend one (1) on campus wellness program.

**2013 Medical and Prescription Insurance Changes:**
Effective January 1, 2013, all employees are responsible for a $250 deductible for individual coverage and a $500 deductible for family coverage. The deductibles do not apply to primary care or preventative services.
President’s Report

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

- **Student Success Indicators**
  As part of the College’s strategic plan to improve student access and success, the College is working to increase outreach to the Hispanic community and to support Hispanic student completion. Since 2007, enrollment of Hispanic students has more than doubled, increasing from 346 to 745 in fall 2012. We are also beginning to look at Hispanic student academic progression upon enrollment and have initiated conversations with the President’s Council on Diversity to establish strategies to move the needle in both areas.

In a progression and completion study of a cohort of all 2007 new students, we found that 14.9 percent had graduated, 25.9 percent had transferred to a four-year college or university, and 8.8 percent were still persisting at the College by Fall 2011. For the Hispanic/Latino sub-group, 13.3 percent had graduated, 15.6 percent had transferred, and 7.4 percent were still persisting in fall 2011. Thus, the cumulative progression and completion rate for the Latino sub-group was 36.3 percent compared to 49.6 percent for the total cohort.

- **Enrollment Summary**
  Spring 2013 registration is up .46% in headcount from the same point in time last year.

- **Access**
  At the end of December, the College finalized a contract with the Gateway to College National Network to launch a Gateway to College program for fall 2013. The College will be funded $325,000 in startup support for the first three years until the program is self-sustaining. Gateway to College National Network receives support for this replication effort, in part from the Edna McConnell Clark Foundation, The Corporation for National and Community Service’s Social Innovation Fund, and other funders. This program is a dual enrollment program, which will be housed at each of Central and West campuses and serve high school students who have either dropped out or are at risk of drop out. Our current school district
partners include: Boyertown, Norristown, Perkiomen Valley, Phoenixville, Pottsgrove, Pottstown, Upper Moreland, and Upper Perkiomen, and we will continue to build the partnership with additional school districts.

Dr. Kathrine Swanson provided a brief presentation to the members of the Board of Trustees on the Gateway to College National Network program launch for fall 2013.

- **Student Leadership/Service Learning/Co-Curricular Accomplishments**
  On January 10, six students from the African-American Student League attended the National Black Student Leadership Conference (NBSLC) in Raleigh, North Carolina. Students who represented the College included: Chauncia Hardy of Oreland; Anisah Covington of Pottstown; Lois Ajiboye of Ambler; Jasmine Warren of Lansdale; Caroline Moman of Norristown; and Manuel Rivera of Plymouth Meeting.

  Jasmine Warren and Lois Ajiboye, students, gave a brief overview to the Board of Trustees about their trip to the National Black Student Leadership Conference as part of the President's report.

  On January 21, the Student Leadership & Involvement Office hosted the College's annual Martin Luther King, Jr. Day of Service. The College had 70 students, faculty, staff, and Upward Bound students volunteer at the Olivet Boys and Girls Club in Pottstown and the Norristown Police Athletic League.

- **Develop an Engaged Community**
  Professor William Brownlowe and Robin Zuhlke hosted the Eastern Pennsylvania Regional Qualifying Tournament of the Pennsylvania FIRST Tech Challenge. Twenty-three high school teams throughout Southeastern Pennsylvania competed in an event in which they built robots. The teams competed against each other with a game-playing task. The event held at the Central Campus Physical Education Center and attracted over 250 attendees.

  On January 8 and 10, over 400 eighth graders from eleven middle schools attended the 14th annual Career/Leadership Conference held at West Campus. Over 27 career speakers from around the region offered insight on careers and provided current and future career trends. Keynote Speaker, Dickie Noles, former pitcher for the Philadelphia Phillies, provided the students guidance on what it means to take charge and make good choices.

- **Presidents’ Outreach**
  On January 11, Dr. Stout welcomed more than 300 high school students to the College during the Greenfield Youth Film Festival, which is a key recruitment activity for our communications programs. She also hosted the Creative MontCo Executive Committee meeting, where we began discussing the first year implementation plan for Creative MontCo.

  Dr. Stout, as Chair of Creative MontCo, on January 17, attended the Montgomery County Commissioners meeting to accept a $20,000 donation from PECO to seed the implementation work of Creative MontCo. This is the first major grant Creative MontCo has received since the public unveiling in September.
- **Advocacy**
  In late December, the College received word that our advocacy effort to preserve SEPTA Route 94 was successful. Route 94 connects Montgomery Mall and Chestnut Hill and serves the College and Ambler. During the December 21, 2012 SEPTA Board meeting, it was determined SEPTA reevaluated the proposal based on feedback received during public hearings, including the one hosted at the College in early December. The new plan will retain trips that serve the needs of evening students at the College.

- **Adopt an Entrepreneurial Approach**
  The College was recently awarded $15,000 from the American Association of Community Colleges (AACC) to join the Plus 50 Encore Completion Program. This national effort supports the training over 10,000 Americans over the age of 50 for new jobs in healthcare, education, and social services. The College will assist these students in completing degrees or certificates in high-demand occupations. Montgomery County Community College is one of seventeen colleges across the country recently selected for the project.

- **Foundation Highlights**
  The Foundation office received over $675,500 in gifts, including: $100,000 gift for The KVB Scholarship from Ken and Valerie Baker; $100,000 realized from the Langebartel estate which will be used for scholarships; $400,000 bequest intention from Bransby Bushey established; $40,000 from Johnson & Johnson in support of the Bridge to Employment Program (our partnership with Janssen BioTech and the Wissahickon High School); and $22,500 gift for scholarships in Radiography and Dental Hygiene from C. Scott Smith, CEO of PYROMET. Dr. Stout congratulated Vice President Sharon Beales and her team for their work and leadership on obtaining these gifts.

  Over $57,946 in grants were recently awarded to the College including: $10,000 from TD Bank Foundation for the GSTEM Camp; $3,221 from the Pottstown Area Health Wellness Foundation for the Pottstown Dental Sealant Program; $11,725 from Independence Blue-Cross Foundation for Nurses for Tomorrow Scholarships; $15,000 from PECO for the Engineering Innovation program; $3,000 from PennPat for the CA: August Wilson Dance Ensemble; and $15,000 from American Association of Community Colleges for the Plus 50 Encore Completion.

  The Marketing Department received two CASE Awards (Council for Advancement and Support of Education) in Marketing and Communications. The “Think Green Blog” was awarded the Bronze Accolade Award for overall blogs at Colleges in CASE District II. “BigDreams” was awarded the Bronze Accolade Award for the college magazine category in CASE District II. Kudos to Alana Mauger, Director of Communications and Diane VanDyke, Public Relations Coordinator respectively for their work on both projects. Dr. Stout also congratulated Lynn Rothman, Executive Director of Marketing and Communications for her work on the publications.

- **Giving Campaign Comparison**
  Christmas week giving improved greatly over 2011. During the same week in 2012 we raised $46,663 in comparison to 2011 ($6,100).

As part of the Presidents’ report, Dr. Stout noted that Senator Mensch is the Co-Chair of the new Community College Caucus which will look at local funding issues around community colleges.
She also noted that the American Opportunity Tax Credit of up to $2500 has been kept intact as a result of federal fiscal cliff negotiations.

Resolution

Trustee Mullin reported for the Physical Plant and Finance Committees.

The College has secured Commonwealth and County support for the $34.6M Health Science Center project. To formally move forward with financing for this project, the Board must adopt a resolution to proceed.

Trustee Mullin made the motion to approve the Health Sciences Center Funding Resolution (attached) to allow the College to move forward with appropriate applications for requests to obtain the most advantageous financing for the proposed construction. Trustee Mann seconded the motion and the Board unanimously approved.

Finance Committee

Trustee Kretschman reported for the Committee.

- ParenteBeard Audit Proposal
  The College has been satisfied with the services provided by ParenteBeard in the last three years. The firm and the engagement team have been thorough and responsive to the needs of the College and Foundation.

  ParenteBeard has submitted a proposal for a two (2) year extension for an annual fee of $77,400 for the audit of the College and Foundation, and annual tax services for the Foundation (990 preparation).

  The quoted fee of $77,400 is fixed for the two-year period and represents a 4.4% increase over the fee paid in 2011/2012.

Trustee Kretschman motioned to approve the engagement of ParenteBeard for the Audit and Tax services for the College and Foundation for Fiscal years 2012/13 and 2013/14 for the annual fee of $77,400. After the two-year extension, the College will go out on an RFP for audit services consistent with the Boards goal to RFP these services every five years. Trustee Mullin seconded and the Board unanimously approved.

- Virtual Campus – Financial Pro Forma
  The College has been committed to on-line education for over 10 years. The growth in on-line enrollment at the College has been over 18% per year over the last five years. The growth far surpasses the growth we have experienced at West or even Central for traditional (in-seat) classes. The leadership team of the College recognizes on-line education as a strategic opportunity for expansion for the College.

  The pro forma identifies the investments that will be required and projects the contributions that will be made by the Virtual Campus over a three-year period beginning July 1, 2013 and ending
June 30, 2016. The Virtual Campus will require an investment of resources for years 1 and 2 and will begin to make contributions in year 3. Based upon the assumptions of growth in program offerings and growth in the draw of students from a larger geographic area and more demographically diverse populations, the program will be able to repay the initial investment before the end of the fifth year.

Trustee Kretschman motioned to recommend the approval of the Virtual Campus business plan for the launch of the Virtual Campus in fall of 2013. Trustee Brandon seconded and the Board unanimously approved.

**Curriculum Committee**

President Stout reported for the Committee.

- **Preparation for the 2015 Middle States Self-Study**
  The College is scheduled for its 10-year reaccreditation visit from the Middle States Commission on Higher Education (MSCHE) in spring 2015. The process of the self-study, to prepare for the visit, takes 18-24 months. The Self-Study Co-chairs are Dr. Steady Moono, Vice President of West Campus and Dr. Catherine Carsley, Associate Professor of English.

  Dr. Stout noted that the Trustees will be involved throughout the process and that Trustee Arnhold has been appointed to the Self-Study Committee as a liaison for the Board of Trustees.

  As part of the report, Dr. Moono and Dr. Carsley provided a brief presentation to the Board of Trustees on the importance, process and timeline of the self-study.

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

**Chair’s Report**

Chairperson D’Aniello discussed the reasoning for his selection of the Board Committee members for 2013. He noted that Trustees with less than one-year experience on the Board were placed on the Curriculum Committee so they begin to understand the workings of the College and how the Academic programs are developed, modified and evaluated. He thanked all the members for their hard work on last year’s Committees and is looking forward to another year of work with the Committees and new Trustees.
Trustee Mann made a motion to accept the Committees as presented. Trustee Toplin seconded and the Board unanimously approved.

Chairperson D’Aniello also announced that there will be a reception for the Honors Program on February 19th immediately following the Board meeting and encouraged everyone to attend.

**Old Business**

There was no old business to report.

**New Business**

There was no new business to report.

**Adjournment**

The meeting was adjourned at 5:15 p.m.

The next meeting is scheduled for Tuesday, February 19, 2013 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus at 4:00 p.m.

Trudy Mann
Secretary

Board Minutes, January 22, 2013
RESOLUTION OF
THE BOARD OF TRUSTEES
OF
MONTGOMERY COUNTY COMMUNITY COLLEGE

AUTHORIZATION OF PROJECT AND FUNDING RESOLUTION

Adopted:

January 22, 2013

WHEREAS, this meeting of the Board of Trustees of the Montgomery County Community College (the "College") has been called upon proper notice given in accordance with the By-laws of the College and the provisions of the Sunshine Act of July 3, 1986, P.L. 388, No. 84, Section 1, as amended; and WHEREAS, due to an increase in health science programs and enrollments at the Central Campus and the aging of two key original campus facilities, the Science Center and the Physical Education Building, there is a need to renovate and expand the Physical Education Building to meet the demands of current and future students of the Health Sciences and Exercise Science and Wellness programs; and

WHEREAS, in order to secure the necessary funds for the construction and development of the Health Sciences Center, the College sought and secured Commonwealth funding of 50% of the debt service for the renovations, totaling $34.6 million; and

WHEREAS, the Pennsylvania "Community College Act of 1963", Act of August 24, 1963, 484 P.L. 1132 Section 1, et seq., 24 P.S. Section 5201 et seq., which Act was repealed and replaced by the Act of July 1, 1985, P.L. 103, No. 31, Section 1 et seq., 53 P.S. Section 301 et seq. (hereinafter, the "Community College Act") requires the County of Montgomery, Pennsylvania (the "County"), as sponsor of the College, to maintain a plan and financial program for community college operation including provision by the County of up to one-half of the College's annual debt service, and
WHEREAS, the Board of County Commissioners, in its capacity as the sponsor's governing body, has given its formal approval to the Project in an amount of up to Thirty Five Million Dollars ($34,600,000) as proposed by the Board of Trustees of the College.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:
That the Board of Trustees authorizes the College's administration and the solicitor to move forward with all appropriate applications for requests to obtain the most advantageous financing for the proposed construction and present same for Board of Trustees approval at the appropriate time.

IN WITNESS WHEREOF, the undersigned, in their capacity as Trustees of Montgomery County Community College hereby execute and deliver this Resolution on the 22nd day of January, 2013.

MONTGOMERY COUNTY COMMUNITY COLLEGE

Attest:  
Secretary  

BY:  
Chairman
CERTIFICATE

I, the undersigned, Secretary of the Board of Trustees of the Montgomery County Community College (the “College”), certify that: the foregoing is a true and correct copy of a Resolution that was duly adopted by affirmative vote of a majority of all members of the Board of Trustees of the College at a meeting duly held on the 22nd day of January, 2013; said Resolution has been duly recorded in the minute book of the Board of Trustees of the College; and said Resolution has not been amended, altered, modified or repealed as of the date of this Certificate.

I further certify that the Board of Trustees of the College met the advance notice requirements of Act No. 175 of the General Assembly of the Commonwealth of Pennsylvania, approved July 19, 1974, as amended, by advertising the time and place of said meeting and by posting prominently a notice of said meeting at the public building in which said meeting was held.

I further certify that: the total number of members of the Board of Trustees of the College is fifteen (15); the vote of members of the Board of Trustees of the College upon said Resolution was called and duly was recorded upon the minutes of said meeting; and members of the Board of Trustees of the College voted upon said Resolution in the following manner:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael J. D’Aniello, Chairman</td>
<td>Yea</td>
</tr>
<tr>
<td>Gertrude Mann, Secretary</td>
<td>Yea</td>
</tr>
<tr>
<td>Moon Ahn</td>
<td>Yea</td>
</tr>
<tr>
<td>Geoffrey Brandon</td>
<td>Yea</td>
</tr>
<tr>
<td>Margot Clark</td>
<td>Yea</td>
</tr>
<tr>
<td>Sean Kilkeny</td>
<td>Yea</td>
</tr>
<tr>
<td>Eric Kretschman</td>
<td>Yea</td>
</tr>
<tr>
<td>Richard Montalbano</td>
<td>Yea</td>
</tr>
<tr>
<td>Ed Mullin</td>
<td>Yea</td>
</tr>
<tr>
<td>Ellen Toplin</td>
<td>Yea</td>
</tr>
<tr>
<td>Andy Cantor, Vice Chair</td>
<td>Absent</td>
</tr>
<tr>
<td>Regina Lowrie, Treasurer</td>
<td>Absent</td>
</tr>
<tr>
<td>Marcel Groen, Assistant Secretary</td>
<td>Absent</td>
</tr>
<tr>
<td>Susan Arnhold</td>
<td>Absent</td>
</tr>
<tr>
<td>John C. Rafferty</td>
<td>Absent</td>
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</tbody>
</table>

IN WITNESS WHEREOF, I set my hand and affix the official seal of the College this 22nd day of January, 2013.

MONTGOMERY COUNTY COMMUNITY COLLEGE

(SEAL)

BY:        

Secretary

Board of Trustees