The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 19, 2013 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; Moon Ahn, Susan Arnhold, Geoffrey Brandon, Margot Clark, Sean Kilkenny, Marcel Groen, Ed Mullin, Richard Montalbano,  

Absent: Eric Kretschman, John Rafferty, Ellen Toplin  

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; Beverly Welhan, Dean of Health Sciences; Philip Needles, Dean of Business and Entrepreneurial Initiatives; Rhoda McFadden, History Professor, President, Faculty Union; Diane O’Connor, Executive Director of Human Resources; Rose Makofske, 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; Bruce Bach, Director of Athletics and Campus Recreation; Amanda Rogers, Sports Information Director/Student Athlete Academic Success Coach; Kelsey Kowalick, Student Athlete, Volleyball; Eric Lewandowski, Student Athlete, Baseball; Harris Risell, Student Athlete, Men’s Soccer; Matt Smith, Student Athlete, Baseball; Ashley Costa, Student Athlete, Women’s Soccer; Niki Gass, Student Athlete, Volleyball; John Iorio, Student Athlete, Baseball; Elizabeth Keegan, Student Athlete, Women’s Soccer; Kaitlyn Kelley, Student Athlete, Women’s Soccer; Einas Madi, Student Athlete, Women’s Soccer; Holly Mara, Student Athlete, Softball; Anthony Pletscher, Student Athlete, Baseball; Brian Shim, Student Athlete, Men’s Soccer; Wade Zweizig, Student Athlete, Baseball  

Special Guest appearance by the MCCC Mustang.  

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

Trustee D’Aniello recognized the passing of Dr. Ryan Johnson with a moment of silence.  

Pledge of Allegiance  
Student Athletes, Kelsey Kowalick, Volleyball; Eric Lewandowski, Baseball; Harris Risell, Men’s Soccer; Matt Smith, Baseball; Ashley Costa, Women’s Soccer; Niki Gass, Volleyball; John Iorio, Baseball; Elizabeth Keegan, Women’s Soccer; Kaitlyn Kelley, Women’s Soccer; Einas Madi,
Women’s Soccer; Holly Mara, Softball; Anthony Pletscher, Baseball; Brian Shim, Men’s Soccer; Wade Zweizig, Baseball and the MCCC Mustang, led the attendees in reciting the Pledge of Allegiance.

After the pledge of allegiance, Trustee D’Aniello presented the above student athletes with a certificate from NJCAA Region XIX for their outstanding academic standing as a scholar athlete.

**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 B for the month of February as presented. Trustee Brandon seconded the motion and the Board unanimously approved Consent Agenda Items A through B.

A. **Approval of January 22, 2013 Minutes**

B. **Ratification of February Professional Appointments and Separations**

- **Faculty Appointments (3)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Lattanzi</td>
<td>Instructor of Education</td>
<td>1/23/13</td>
</tr>
<tr>
<td>Laura Taddei</td>
<td>Director of Faculty Development</td>
<td>1/23/13</td>
</tr>
<tr>
<td>Jennifer Mullen</td>
<td>Instructor of Strategies for College Success</td>
<td>1/23/13</td>
</tr>
</tbody>
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- **Administrative Appointments (5)**

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
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</thead>
<tbody>
<tr>
<td>Russell Delrosario</td>
<td>West Campus Safety and Security Coordinator</td>
<td>1/28/13</td>
</tr>
<tr>
<td>Philip Owens</td>
<td>Business Systems Trainer</td>
<td>1/28/13</td>
</tr>
<tr>
<td>Keima Sheriff</td>
<td>Gateway to College Grant Program Director</td>
<td>2/4/13</td>
</tr>
<tr>
<td>Denise Prushan</td>
<td>Executive Assistant to the Vice President of Information Technology and College Services</td>
<td>2/11/13</td>
</tr>
<tr>
<td>Ayisha Sereni</td>
<td>Administrative Director for Business and Entrepreneurial Initiatives</td>
<td>12/10/12</td>
</tr>
</tbody>
</table>

- **Separations**

- **Full Time Administrative (4)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Shirey</td>
<td>Grant Career Coach, West Campus</td>
<td>1/23/13</td>
</tr>
<tr>
<td>Meryl Silver</td>
<td>Perkins Project Coordinator/Career Advisor</td>
<td>2/8/13</td>
</tr>
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Quarterly Treasurer’s Report Through January 31, 2013

Trustee Lowrie reported.

- For the Seven Months Ending January 31, 2013
  The Treasurer’s Report includes snapshots of activity critical to measuring the College’s fiscal health and performance to budget. The College continues to lag in revenue to budget because enrollment has not met budgeted targets. Tuition and fees is more than $1 million below budget. In addition, the College has struggled with fully absorbing the County operating cut. Expenses remain consistent with budgeted expectations.

Items of Note:
- The variations on the Statement of Net Assets have been detailed in notes on the individual statement.
- Non-credit tuition is down with the discontinuation of the Gaming program, the completion of the ArcelorMittal customized job training work, and a decline of about $165,000 in WEDnetPA grant revenue in 2013 over 2012 because of state imposed reductions in the program.
- The increase in federal appropriations can be attributed to the increase in the number of students qualifying for federal financial aid as well as a change in the accounting treatment of summer session financial aid as we continue to work to align the Treasurer’s Report with our audited financial statements.

Trustee Lowrie made the motion to approve the Treasurer’s Report for the seven months ending January 31, 2013. Trustee Mann seconded the motion and the Board unanimously approved the Treasurer’s Report.

President’s Report

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

- Student Success Indicators
  Nationally, the discussion and research on accurate academic placement of students upon entry to college has attracted much attention. Placing into developmental courses can be a demotivating factor for students who might otherwise be able to successfully take on college-level coursework. In our Student Success Initiative (SSI) work, faculty and staff are re-visiting testing and placement based on the Accuplacer placement test results, as well as reviewing exemptions of placement testing based on scores from other tests. Students may also be exempted from placement testing based on their scores on other tests or if they have equivalent coursework from other institutions of higher learning. As a result of this more holistic and research based approach, we are improving the accuracy of placement of students in college-level and developmental course work and we are seeing an increase in the number of students who may now be able to begin their coursework in college-level courses rather than starting their educational journey in the developmental sequence. With the changes, to
date, we have not seen a significant difference in college-level course success for those moving into college-level courses based on the placement adjustments.

The percentage of new students placing into developmental math has dropped from 40.5 percent in fall 2008 to 31 percent in fall 2012.

Changes in English placement have resulted in a change from 38.9 percent of new students placing into developmental English in fall 2008 to 7.8 percent in fall 2012 placing into developmental English.
- **Enrollment Summary**
  As of February 11, total unduplicated headcount is down 1.29 percent (12,542) compared to last year (12,706).

- **Achieving the Dream**
  On February 5 through the 8, eight faculty and administrators participated in the “Achieving the Dream” Annual Meeting on Student Success. The College is designated by Achieving the Dream as one of 50 Leader Colleges nationally because of our record of student success work. Barbara Lontz, Math Assistant Professor presented at the conference with: Nikki Edgecombe, Senior Research Associate, Community College Research Center; Jennifer Burkett, Math Instructor from Triton College; and Anne Voth, Professor of Mathematics at Palomar College with a workshop entitled, “The Good, the Bad, and the Ugly: Scaling and Replicating a Course Redesign in Arithmetic/Prealgebra.” Barbara’s project, Concepts of Numbers for Arithmetic and Prealgebra, developed in 2008, was one of the conference’s featured programs.

**Build Curricular Relevance, Innovation in Delivery and Supportive Faculty Development Systems**

- **Global Corporate College**
  The Center for Workforce Development has secured three contracts and is providing training under the Global Corporate College as follows:

  - Cobham, which is headquartered in England, provides technology products for the defense industry. Skills development training has been piloted for its operation in Lansdale with the intent to roll it out nationally.

  - Blommer Chocolate Company, which is headquartered in East Greensburg and has four locations nationally and is the largest processor of cocoa in North American. GCC is providing Performance Management Training.

  - Stein Seal, which is a provider of seal systems, has contracted for sales training for its workforce in Kulpsville.

- **Staff Outreach**
  Dr. Steady Moono, Vice President of West Campus, was appointed to the Pottstown Area Industrial Development, Inc. (PAID, Inc.) Board. PAID provides services to businesses and organizations seeking to invest, expand or relocate including assistance with site selection, commercial and industrial real estate development and redevelopment, financing, and workforce development in the Borough of Pottstown.

  Helen Haynes, Director of Cultural Affairs, was appointed to the Board of Directors of the Greater Philadelphia Cultural Alliance.

- **Presidents’ Outreach**
  On February 11, the College hosted the Montgomery County Commissioner’s Town Hall meeting at our West Campus. The College was well represented at the Town Hall with students, faculty,
staff, and community leaders who spoke to the importance of access to education provided by the College. Students provided testimony on the importance of keeping tuition affordable and community leaders spoke to the College’s role in the redevelopment of Pottstown.

- **Advocacy**

**Local Level:** In addition to the Montgomery County Commissioner’s Town Hall meeting hosted at the College, several other Town Hall meetings were hosted throughout the County. During the meeting at Arcadia University, College alumna Katie Chiodo provided testimony on her terrific experience at MCCC and how she was able to seamlessly transfer to Arcadia. During the Town Hall meeting in Upper Perkiomen, representatives from the business community who partner with the College through the PerkUp initiative to train the workforce, spoke on behalf of the College. They stated the College is a necessary component to meeting the continued need for a skilled workforce. Luanne Stauffer, CEO of the Upper Perkiomen Chamber spoke about the two greatest partnerships the Chamber has – the school districts and the College.

**State Level:** With the release of the Governor’s budget, we are actively reaching out to members of our state delegation to express a need for increased operating and capital support for the 14 community colleges. Letters requesting this support were sent the day after the Governor’s address. In addition, all members of the House and Senate delegations were invited to join newly formed community college caucuses in both chambers. Senator Mensch has agreed to co-chair the Senate caucus. On March 12, the community colleges will be hosting a breakfast in Harrisburg with the new caucus members and on April 8 and 9, the Commission will host its annual meeting including a Lobby Day on April 9. Locally, Dr. Stout will be visiting with all legislators for visits and connecting with many on social media. Many will be visiting campus over the next few months for events and/or will be featured guests on Dr. Stout’s weekly radio show.

**Federal Level:** Dr. Stout recently returned from the National Legislative Summit in Washington DC, an annual event that brings more than 1,000 community college presidents and trustees to Washington to focus on national issues influencing our colleges. While in DC, Dr. Stout visited with Senators Casey and Toomey, and Representatives Meehan, Gerlach, Fitzpatrick and Fattah.

Our push for attention to Pell continues. Dr. Stout was recently interviewed for an article for the Community College Week cover story entitled “Shut Out.” The story focuses on the new federal rules excluding community college students from the Pell Grant Program. To read the article visit, [http://tinyurl.com/CCWeek022013](http://tinyurl.com/CCWeek022013)

- **Sense of Place to Support Learning**

The College hosted an emergency table top exercise on February 12 at West Campus. The exercise tested the College’s preparedness and response protocols using a staged emergency event. Public Safety as well as administrative staff of the College, local and regional law enforcement and emergency response agencies participated in the exercise, as they would in a real emergency. Internal and external communication networks and linkages were tested as was the College’s emergency response protocols and coordination with external police, fire and safety organizations. A similar exercise was held at Central Campus in June.

Thomas Freitag, Vice President of Finance and Administration (Chair), along with Dr. Steady Moono, Vice President of West Campus (Co-Chair), will lead a Presidential Task Force on
Campus Readiness. Dr. Stout appointed the group in light of the December tragedy at Sandy Hook Elementary School to improve our level of readiness in addressing overall campus safety as well as in addressing a specific incident like an active shooter on one of our campuses. By April 1, the group will offer recommendations for continued improvements in areas of:

a) Training protocols for Public Safety Officers and all members of our campus community
b) Emergency communications and specific messaging in specific situations
c) Connections with our key first responder partners in Whitpain and Pottstown
d) Facilities readiness
e) Community and Campus access to facilities

The Security Task Force members come from faculty, support staff, the community, administration and students.

As part of the Presidents’ Report, Dr. Moono and Dr. Welhan provided the Trustees with an overview of the College Pathway Academy for Health Professions. This is a partnership with Phoenixville High School, Phoenixville Hospital and Montgomery County Community College. The program is designed for junior and senior students and will launch Summer 2013.

**Finance Committee**

Trustee Lowrie reported for the Committee.

- **2013-2014 Culinary Arts Laboratory / CUL Course Fee**

  When the College studied the feasibility of establishing a free-standing Culinary Institute, it was recognized that we would be competing for students who could choose to attend schools such as The Restaurant School at Walnut Hill College, The Art Institute of Philadelphia, The Culinary Institute of America or Johnson and Wales University.

  The College has elected to use a specific laboratory fee equal to 125% of in-county tuition to establish a pricing model that will allow us to defray the higher costs associated with the new program while keeping the cost affordable for our students. Based on the proposed per course fee, Montgomery County Community College will provide an excellent value to our students; with an associate’s degree in pastry arts costing $18,056 for an in-county student and $26,596 for an out-of-county student. These costs compare favorably to the costs to obtain an associate degree at private culinary institutions.

  The adoption of culinary laboratory fees is a recognition that costs for culinary courses are greater than for general education courses due to: facility costs, food supply requirements, equipment acquisition, ongoing equipment maintenance and wrap-around services for these students. The College has carefully studied this issue and supports the idea that the differential cost structure of these courses can best be addressed though specific course fees. These fees will be treated the same as tuition in terms of refunds to students for withdrawal.

  Based on a five-year enrollment projection, it is estimated that a proposed fee equal to 125% of the in-county tuition rate and fees would allow the Culinary Arts Institute to operate in self-sustaining fashion by year three (the 2015-16 academic year).
Trustee Lowrie made the motion to recommend that of the Board of Trustees approve a per-credit culinary laboratory fee equivalent to 125% of the current prevailing in-county tuition rate and fees, applicable to courses with the CUL prefix, beginning in fall 2013. Trustee Mullin seconded and the Board unanimously approved.

- **FY 2014 Operating Budget**
  Dr. Stout provided the Board of Trustees with an overview presentation of the 2014 Operating and Capital budgets.

After exploring many options and testing our budget building assumptions, the proposed FY14 budget is balanced and is based on the following:

- FY14 credit-hour enrollment is assumed to decline by 3%
- Tuition has been calculated assuming an increase of $13 per credit, and the Technology Fee assumes a $5 per credit increase
- Non-credit revenue has declined by just over $375,000 based on the enrollment trends and projections submitted by Workforce Development and Continuing Education. Expenses for non-credit decline by $325,000.
- A shift in enrollment mix from 85% in-county, 12.5% out-of-county and 2.5% out-of-state in FY2013 to 84%/14%/2% in FY 14.
- Commonwealth Appropriation unchanged from the FY13 level consistent with the Governor’s budget proposal.
- FY14 County Appropriation is budgeted at a $1,200,000 increase from FY13 level.
- FY14 contracted salary increases are budgeted. This is the final year of a four year labor relations contract with both the faculty and support staff.
- Nine of 30 position vacancies are filled.
- FY14 fringe medical benefits (which are calculated across two calendar years) assumes a decrease in calendar 2013 of 10% based upon newly negotiated contracts and a 4% estimated increase in medical, dental and prescription drug costs in calendar 2014. No change to overall enrollment levels is assumed.
- FY14 Social Security and Medicare taxes assume no tax increase in the employer share of these taxes and that the State reimbursement of approximately $1.6 million remains in place.
- FY 13 and 14 include an assumption of bad debt expense from student accounts of $880,000, in line with FY12 experience
- Operations and maintenance current expense includes $175,000 in anticipated energy savings from the Siemens ESCO project
- Approximately $1.1 million of salary and current expense attributed to student use of technology has been moved out of the operating budget to be funded via the technology fee.

Trustee Mann made the motion to recommend the Board adopt the proposed FY 2014 operating budget. Trustee Montalbano seconded and the Board unanimously approved.
FY 2014 Capital Budget
The proposed 2013-2014 capital budget of $9,573,957 provides funding for all the existing
debt service and leases as outlined below as well as anticipated additional debt service
supporting the Health Science Center. Existing debt service includes funding for:
- West Campus expansion: Phase 1 & 2 (16 High Street)
  - State is not funding the second floor (phase 2)
- Advanced Technology Center
- Fine Arts Center
- College Hall Renovation
- Parkhouse Hall Renovation
- 1999 Bond
- Children’s Center
- Leases for various equipment and facilities

County funding of $4,380,359 is comprised of the following components:
- Advanced Technology Center ($405,750)
- College Hall Renovations ($943,426)
- Parkhouse Hall Renovations ($377,371)
- 2000 Refinance of 1994 Bond ($632,106)
- Leasehold Improvements for North Hall and Equipment Leases ($959,406)
- Health Sciences Center ($1,062,300)

State funding of $4,677,226 supports these same projects as well as the Fine Arts Center.
This figure includes $1,194,800 for the Health Sciences Center project.

Trustee Montalbano made the motion to recommend that the Board of Trustees approve the FY 2013-
2014 proposed capital budget. Trustee Branded seconded and the Board unanimously approved.

Chair’s Report
Chairperson D’Aniello noted that the approved and proposed operating and capital budget gives a
strong recommendation to present to the County Commissioners. He wanted the new Trustees to know
that this is not the final budget, which will come back to the Trustees for a final recommendation once
we know the County level of support.

Chairperson D’Aniello recognized Trustee Mullin for being selected as “Awesome Attorney” by
Suburban Life Magazine. He also recognized Trustee Groen for being recognized as the “Best County
Chair of Either Party” by PoliticsPA.

Chairperson D’Aniello mentioned that there were five new Trustee Orientations held in recent weeks.
He also thanked Dr. Stout and the administration in the change to Boardbooks. Dr. Stout thanked Deb
Rogers for her work on the conversion of the SharePoint site to Boardbooks.

Chairperson D’Aniello reminded the Trustees to attend the Honors Program Reception immediately
following the Board meeting in College Hall room 144/151.
Old Business

There was no old business to report.

New Business

There was no new business to report.

Adjournment

The meeting was adjourned at 5:40 p.m.

The next meeting is scheduled for Monday, March 18, 2013 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus at 4:00 p.m.

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Trudy Mann
Secretary

Board Minutes, February 19, 2013