The meeting of the Montgomery County Community College Board of Trustees was held on Monday, May 20, 2013 at 4:00 p.m. in the East House Rotelle Family Board Room, Central Campus.

Board of Trustees – Present:
Michael D’Aniello, Chairperson; Andy Cantor, Vice Chairperson; Regina Lowrie, Treasurer; Trudy Mann, Secretary; Marcel Groen, Assistant Secretary; Moon Ahn, Geoffrey Brandon, Margot Clark, Sean Kilkenny, Eric Kretschman, Richard Montalbano, Ellen Toplin

Absent: Susan Arnhold, Ed Mullin, 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; Rose Makofske, Director of Equity and Diversity Initiatives; David Brookstein, Dean of Science, Technology, Engineering and Mathematics; Anil Datta, Director of Information Technology Programs; Marie Hartlein, Computer Science Associate Professor; Jaime Garrido, Associate Vice President for Facilities and Construction; Alana Mauger, Director of Communications; Joshua Mitchell, Director of Training and User Support Services; Joshua Schwartz, Executive Assistant to the President

Call to Order
Chairperson D’Aniello called the meeting to order at 4:02 p.m.

Pledge of Allegiance
Chairperson D’Aniello led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests
Vice President Beales introduced Marie Hartlein, Associate Professor of Computer Science and Dr. Stout introduced Joshua Schwartz, Executive Assistant to the President.

Public Testimony
There was no public testimony.

Executive Session
The Board went into an Executive Session at 4:22 p.m. to discuss personnel issues. The Executive Session ended at 4:32 p.m. There was no action taken in the Executive Session.
Consent Agenda

Trustee Mann made the motion to approve Consent Agenda Items A through F for the month of May as presented. Trustee Kilkenny seconded the motion and the Board unanimously approved Consent Agenda Items A through F.

A. Approval of April 15, 2013 Minutes

B. Review of Investment Performance for March 31, 2013

Fiscal year 2012 returns finished at 1.14%, outperforming the blended benchmark return of 0.80%. March’s returns outperformed the benchmark 0.22% against 0.18%.

C. Sabbatical Reports for Fall 2012

Sabbatical reports were provided to the Board of Trustees from Jason Wertz and Neil Goldstein. Jason spent his sabbatical upgrading his programming skills and working on the development of two new apps, one of which will be for Montco Radio. Neil Goldstein conducted research at the College and at various film archives and museums regionally and nationally for improvement of existing courses and for the development of new courses using film as the focus.

D. New and Modified Courses

New Courses:
- CIS 257 – Network Planning Project Management and Implementation

Modified Courses:
- CIS 170 – Network Fundamentals (Cisco Exploration Semester I)
- CIS 172 – LAN Switching and Wireless Technologies (Cisco Exploration Semester 3)
- CIS 172B – Assessing the WAN (Cisco Exploration Semester 4)

E. Faculty Accomplishments

F. Ratification of May Professional Appointments

- Administrative Appointments (2)

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<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>John O’Neill</td>
<td>Project Director Biomanufacturing Lead CCBC TAACCC Grant</td>
<td>5/6/2013</td>
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<tr>
<td>John DePinto</td>
<td>The Culinary Arts Institute Business Manager</td>
<td>5/6/2013</td>
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- Faculty Appointments (1)

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<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>Gayathri Moorthy</td>
<td>Diversity Fellow, Engineering</td>
<td>8/28/2013</td>
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- Separations (2)

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<tr>
<th>Name</th>
<th>Position</th>
<th>End Date</th>
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<tbody>
<tr>
<td>S. Jay Culbert</td>
<td>Management Assistant Professor</td>
<td>3/28/2013</td>
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<tr>
<td>Nancy Sherrill</td>
<td>Dental Hygiene Instructor</td>
<td>5/10/2013</td>
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Treasurer’s Report

Trustee Lowrie reviewed highlights of the third quarter financial report through April 30, 2013. She noted that the College’s performance through April continues to reflect that the College will have an operating deficit in 2012-2013. Through April, operating revenues are slightly ahead of last year, but well behind budget due to enrollment levels below budget.

Trustee Lowrie made the motion to accept the April 30, 2013 Treasurer’s report as presented. Trustee Brandon seconded and the Board unanimously approved.

President’s Report

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

- Student Success Indicators
  To address the need for more financial support for summer students with the loss of the Summer PELL grant and to increase access for 2013, the College expanded the deferred payment plan option to students enrolling in any of the 2013 summer sessions. A total of 488 students took advantage of the deferred payment plan for summer tuition, at an average of $706 per student. 72.5 percent of these students are Central Campus students and 27.5 percent are West Campus students. This compares to 101 students enrolled in the scaled down deferred payment plan offered in Summer 2012, when only those students enrolled in the 14-week semester courses were able to defer payment.

  To further support improving ease of payment goals, the Finance and Administration Office has been coordinating with Information Technology to go live with Colleague’s “Student Finance 2.0” which provides the ability to view, save and print account statements via WebAdvisor and eCheck capability. These features have been fully tested and the first round of communications has been issued. The module went on May 19 and will provide students with better access to their account statements. With the addition of the eCheck online payment option students will be able to completely avoid lines during payment due dates. This initiative will also support Virtual Campus students.

- Enrollment Summary
  As of May 17, Fall 2013 unduplicated headcount is up 1.84 percent (5,365) compared to last year (5,268). Credits generated are up .61 percent compared to last year. New student enrollment is also up across both campuses. Another bright spot is that the average credit load per student is up at West Campus, 7.80 compared to 7.64 last year.

  Summer 2013 duplicated headcount across all three summer terms is up 7 percent (8,259) compared to last year (7,720). Credits generated are up 4.78 percent compared to last year.
Enrollment in e-learning is driving the increase with headcount enrollment up 30.88 percent compared to last year. West Campus summer enrollment continues to face erosion, credit hours are down 7 percent compared to last year.

- **Success**
  On May 1, 48 students earned their General Education Diplomas (GED). Since the inception of the program, 882 students have taken the GED test, with 775 students passing (88 percent success rate). The program is sponsored by the County’s Workforce Investment Board.

  On April 29, the College hosted Widener University for a signing ceremony for our 25th Dual Admissions Transfer Agreement. Through this agreement, students who graduate with an AA, AS, AAS, or AGS will be eligible to transfer to Widener’s day/full-time division, as long as they meet specific program criteria. Widener will waive students’ application fees and will award merit-based scholarships ranging from $8,000-$16,000 based on their grade point average.

  On April 30, Lehigh University hosted a team from the College for a signing ceremony for our 26th Dual Admissions Transfer Agreement. Under this agreement, students who graduate with an AA, AS, AFA, AAS, or AGS degree and have a 3.5 grade point average are eligible to transfer to Lehigh University, given they meet specific program criteria and admissions requirements. In addition, for those students that sign the letter of intent, up to five students a year will be eligible to take a free course at Lehigh prior to completing their associate’s degree.

Six students were selected to participate in this summer’s 2013 Bucknell’s Residency Program and include Lydia Crush, Brian Hipwell, Mallory Murphy, David Reedel, Eun Shim, and Ken Stephon. During the summer program, the students enroll in two courses and work with student and faculty mentors for six weeks. The program is free for the students and includes tuition, room and board and books. Participating students will have the opportunity to apply to Bucknell in 2014, and if accepted, will transfer to the university with junior status on full-tuition scholarships.

- **College Readiness/Access**
  The College continues to grow partnerships with local school districts for the Gateway to College program for fall 2013. The latest commitment to the Gateway to College Program is Upper Merion School District. To date, the College has formed partnerships with twelve school districts which include: Upper Merion, Cheltenham, Hatboro-Horsham, Norristown, Perkiomen Valley, Phoenixville, Pottsgrove, Pottstown, Spring-Ford, Upper Moreland, Upper Perkiomen, and Wissahickon.

- **Student Leadership/Service Learning/Co-Curricular Accomplishments**
  Election results are in for the 2013-2014 Student Government Association officers for both Central and West Campuses. There were a number of strong candidates running this year and the newly elected officers are:

  - Maggie Kanter, President of West Campus
  - Brittany Mulcahy, Secretary of West Campus
  - Jeremiah Garcia, President of Central Campus
  - Serena Dunlap, Vice President of Central Campus
Samantha Guzman, Secretary of Central Campus

On May 3, the Student Government Associations and the Student Leadership and Involvement Office held their annual Student Leadership Banquet to celebrate and recognize the students involved in clubs. Of special note, the Outstanding Club Advisor of the Year Award went to:

West: Deb Poelhuis (Radiography Club)  
Central: Dilek Arig (International Club)

Special Award for Contributions to Student Engagement:

West: Steady Moono, Vice President of the West Campus, for going above and beyond in supporting the student clubs at the West Campus, supporting club programming, and working with students on areas of improvement for enhancing and building West Campus student life.

Central: Megan Sneeringer, Director of Annual Giving and Advancement, for her guidance to clubs looking to solicit donations from outside organizations, building a stronger donation base for the Alternative Spring Break, and supporting student campus programming, to include serving as a leader for the last two Alternative Spring Break trips.

On May 16, the KEYS (Keystone Education Yields Success) program held their annual banquet at the William Penn Inn to celebrate student accomplishments. Eleven KEYS students are graduating this spring. An alumna of the College, Liz Noll, served as the keynote speaker for the banquet. Ms. Noll is a Social Science Data Analyst and Doctoral Candidate at the University of Pennsylvania.

Develop an Engaged Community

The College’s mascot is making community appearances. On April 7, the Mustang attended the Spin-a-Thon fundraiser for LIVESTRONG at the YMCA program at Indian Valley Family YMCA in Harleysville. The Mustang also participated in the Center Square Fire Company’s parade in Blue Bell, to celebrate their 100th anniversary. The parade consisted of over 50 fire apparatus, numerous high school marching bands, several Mummers string bands, and classic cars and motorcycles.

Over 200 visitors came to the College for the Montgomery County Bar Association’s inaugural “Courting Art” exhibition on May 10 in the Fine Arts Center. The two-day exhibition featured artwork and images by 113 of the County’s participating senior artists. The exhibition was the idea of the Honorable Carolyn Tornetta Carluccio, who wanted to incorporate artwork in her courtroom and throughout the Montgomery County Courthouse to brighten the walls and ease the stressful atmosphere. The Montgomery County Bar Association and its Community Outreach Committee launched the collaborative effort, which drew sponsors from local businesses, media and individuals to cover the costs of reproducing the winning artwork and eliminating any taxpayer expense. Plans are already underway to make this an annual event, which will be hosted at the College. President Stout thanked Sharon Beales, Vice President for Development and External Relations for helping to make this event a success.
Also on May 10, the College hosted several events and the closing ceremonies of the 2013 Senior Games for Montgomery County. The Senior Games were held from May 6-10 at various locations throughout the County and over 200 senior citizens participated. The College hosted several events including tennis, badminton, and shuffleboard. Additionally, there was a senior expo and luncheon held on at the College as a close to the games. During the luncheon, several seniors were recognized for their efforts throughout the week.

- **Staff Outreach**
  Jill Beccaris-Pescatore, Assistant Professor of Economics, finished the Boston Marathon approximately 10 minutes prior to the two explosions. Immediately after the news of the explosion she began receiving emails, Tweets & direct messages from former and current students as well as colleagues. She asked that the College community know how much this outpouring of concern and support meant to her and her family. To quote from her recent e-mail: “We are building a culture of community at the College and guided by Dr. Stout and flowing through all of us to the students. I am so proud to be part of this community. I finished the race in 3:53:05. That qualifies me to run again next year. I will be there and I will be dedicating miles to my students and colleagues at the College.”

- **Adopt an Entrepreneurial Approach**
  On May 2, the College community joined together to thank faculty, administrators, and staff who have gone above and beyond in their efforts for grant proposal development, the management of awarded grants, and private fundraising. Over 60 members of the College served on grant teams this past year and 105 grant proposals/awards were managed, including those funded last year for use in this fiscal year. Altogether, the total grant dollars managed by the College is close to $14.2 million, an 84 percent increase from last year. This includes grants awarded in previous years for use during the current and future years. The 2013 awardees are:

  - Rookie of the Year: Andrew Kosciesza, Music Associate Professor
  - Unsung Hero: Debra Eckman, Medical Laboratory Technician Assistant Professor
  - Gold Glove: Jenny Sheaffer, Director of the Dental Hygiene
  - Cy Young: Margaret Bryans, Biotechnology Assistant Professor
  - Most Valuable Player: Cheryl Taylor-Mearhoff, Director of Dual Enrollment Initiatives
  - All Stars: Philip Needles, Dean of Business and Entrepreneurial Initiatives; Beverly Welhan, Dean of Health Sciences; David Brookstein, Dean of Science, Technology, Engineering, and Mathematics; and Aaron Shatzman, Dean of Social Sciences
  - Designated Hitter: Ayisha Sereni, Administrative Director Business Entrepreneurial Initiatives

- **Foundation/Alumni Highlights**
  The Foundation has exceeded its goal to raise $1,169,500 in private support this year. Recent gifts include a $40,000 pledge by The Maguire Foundation to fund scholarships over the next five years; $10,000 from Tom Genuardi for his scholarship; and the Lively Arts Program received a $110,00 grant from the Philadelphia Music Project of the Pew center for Arts and Heritage (one of seven awarded) for the project *Then and Now: Jazz Cubano*. Also, GENEX Inc., a disability management company based in Wayne, PA, has awarded the College a $20,000 grant to support scholarships for nursing students. The College was nominated by GEMEX Inc. employee and MCCC Nursing alumna, Polly McGraw ’81, and of the five colleges and universities selected for this grant nationwide, Montgomery County Community College was the only two-year community college program.
On May 2 the Foundation hosted a cultivation event at the Culinary Arts Institute for prospective donors.

- **Create a High Performance Culture**
  On April 24, the Human Resources Office coordinated the 5th Annual Administrative Professionals Breakfast for approximately 100 administrative assistants, executive assistants, clerks, and guests. A buffet breakfast was provided by CulinArt followed by a dynamic presentation by Joshua Schwartz, Executive Assistant to the President. The topic was on the FISH! Philosophy and specifically on the philosophy’s “Be There” component.

  On April 25, the Human Resources Office and the Office of the President coordinated a newly designed Service Recognition Awards, Retiree Event, and Faculty Promotions celebration in the atrium of Parkhouse Hall. Previously, these were two separate events, but new this year were group recognition of the milestones, minimal use of paper and more effective use of technology which intermingled the service awards and retiree celebration, and short videos of the retirees were played. The combination of events has saved the College approximately $7,000.

President Stout also noted that Montgomery County Community College was selected as one of seven institutions that will be part of the inaugural cohort of the Next Generation Learning Challenges’ (NGLC) Breakthrough Models Incubator (BMI). The College’s initiative is to study, design, and implement modules to help improve first-time students’ understanding of financial, civic, and digital literacy with a goal of improving student retention and completion. The intent is to create a “New Literacy” Massive Open Online Course (MOOC) using a combination of College-developed and open-source curricula. As part of the planning phase, the College will explore the financial model and incentives for students who successfully complete the modules and who meet defined academic progress standards.

The members of the grant writing team will be invited to lead the pledge of allegiance at the June 17th Board meeting.

**Finance Committee**

Trustee Kretschman reported for the Committee.

- **2013/2014 Budget**
  The Board of Trustees approved a proposed 13-14 operating and capital budget at its February Board meeting. The budget was prepared in conjunction with the Finance Committee weighing a number of factors including projected enrollment, tuition and fees revenue, salaries and benefits, and general economic conditions. The approved proposed budget included a $13 per credit hour tuition increase, a $5 per credit hour increase in the technology fee, the shifting of some salaries and expenses specific to information technology to the technology fee budget, a requested operating increase from the County of $1.2 million, flat funding from the State, and a projected three percent decline in credits generated.

  The FINAL proposed budget is built upon the following major assumptions:

  - FY13 credit enrollment is projected on the following base:
Actual Summer 2012, Summer #2 2012, and Fall 2012 enrollments.

- Actual Spring 2013 enrollment as of April 17, 2013.
- Projected Summer 2013 enrollment at a 1% increase from prior years, based on 1.44% reported increase in summer credit hours reported in April 23, 2013 enrollment update.

- County funding will increase to $12,820,480 (a $373,412 increase over FY2013).
- State funding will remain at FY2013 levels.
- FY14 credit enrollment is projected to decrease 3% from FY13 levels.
- Credit tuition will increase by $13 per credit hour.
- The Culinary and Virtual Campus proforma lines revenue and expense lines, approved by the Board, with expenses over revenue to come from the fund balance, have been removed.
- 11.5 current vacancies are filled. 21 vacancies will be left unfilled and unfunded and compensation reductions will be pursued throughout the year to eliminate the need for a tuition increase that exceeds the February approved and proposed amount. This will address the shortfall in funding ($826,588) from the County against our request and the overall shortfall in the budget of $776,347.

Trustee Kretschman made the motion that the Board of Trustees approve the proposed FY 2013/2014 General fund Operating Budget to include an increase in tuition of $13 per credit hour effective for Fall 2013. Trustee Kilkenny seconded and the Board unanimously approved.

- **2013-2014 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 additional debt service to support 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)
Trustee Kretschman made a motion to approve the proposed 2013-2014 Capital budget as presented. Trustee Kilkenny seconded and the Board unanimously approved.

- **Investment Banker Services**
  The College is seeking underwriting services (Investment Banker services) in conjunction with the issuance of $34.6 million of bonds for the Health Sciences Center. Firms were asked to respond to the College’s RFP and were instructed as part of this request to advise the College of the costs and benefits of restructuring the College’s existing debt in conjunction with the new issue.

  The College received RFP responses from ten financial organizations by the due date (January 30, 2013), including: Boenning & Scattergood, Edward Jones, Janney Montgomery Scott, Rockfleet Financial Services, Citigroup Global Markets, Merrill Lynch/Bank of America, NW Capital Markets, PNC Capital Markets, RBC Capital Markets, and TD Securities. Four firms out of the ten were invited to present at the May Finance Committee meeting:

  1. Bank of America Merrill Lynch
  2. NW Capital Markets
  3. Citigroup Global Markets
  4. RBC Capital Markets

  Both Citigroup and RBC made very strong presentations to the Finance Committee, with substantial focus on the community and public college market and the specific circumstances and needs of the College. Both firms spoke to College’s recent rating downgrade and the role of the County and Commonwealth in the bond issue process. Citigroup has local presence, access to capital and understanding of the College’s unique circumstances. RBC has more experience in the community college market and specifically with Montgomery County Community College and has a firm understanding of how the State and County contributions fund debt service obligations.

  Trustee Kretschman made the motion to approve the engagement of RBC as the Investment Banking firm to work with the College on the issuance and sale of bonds associated with the Health Sciences Center and, if appropriate, the refinancing of existing debt at cost of $98,764. Trustee Brandon seconded and the Board unanimously approved.

**Curriculum Committee**

Trustee Groen Reported for the Committee

- **Curriculum Modification: Computer Networking (AAS)**
  The Computer Networking (AAS) currently offers two concentrations: Network Administration and Computer Support Specialist. The Network Administration track builds skills related to networking, computer support and data communications and prepares students for positions such as network administrator and technician, and also to take industry certification exams such as A+, Network +, Microsoft MTA, Security +, Cisco CCENT and CCNA. The Computer Support Specialist track prepares a student for entry level positions in computer support or help desk primarily based on the Microsoft Certified Desktop Support Technician (MCDST)
requirements and certification; students are also prepared to take the A+, Network+ and MMTA certifications.

The IT industry has since evolved and in the process has laid more stress on network administration and data communications. Microsoft no longer offers the MCDST certification. In addition, due to better performance, capabilities and support, Microsoft Server and Linux have moved into dominant positions in Network Operating System market outpacing Novell OES server. The revisions to this program will provide students with more extensive Microsoft Server and Linux exposure as well as a capstone project course (CIS 257) which will utilize all skills taught throughout the program with an emphasis on planning, designing and implementing a full scale Microsoft Server based network. The required credits in the program will be reduced from 63 to 60 credits to better support student completion within two years.

Trustee Groen made the motion that the curriculum modification in Computer Networking (AAS) be approved for Fall 2014 implementation and that this program and other AAS programs go through an annual review to ensure program relevancy. Trustee Toplin seconded and the Board unanimously approved.

- **Curriculum Modification: Computer Networking (Certificate)**
  The Cisco CCNA certification training now requires a four (4)-course sequence to complete. The College’s existing Certificate only provides for three (3) courses. The proposed changes will allow students to complete the entire Cisco training sequence without a course substitution request or taking an 11th course. The Database course (CIS 245) was removed to allow for the additional course. Pre-requisite changes were modified to allow for a more flexible sequence of courses and reflect the required Math skills. Cisco Semester 2 and 3 courses can be taken in any order or concurrently. The revisions to this program will provide students with more extensive Microsoft Server exposure and a capstone project course (CIS 257) which will utilize all skills taught throughout the program with an emphasis on planning, designing and implementing a full scale Microsoft Server based network.

Trustee Groen made the motion to accept the curriculum modification to the Computer Networking (Certificate) to be approved for Fall 2014 implementation. Trustee Clark seconded and the Board unanimously approved.

- **Middle States 2015 Self-Study Design**
  Dr. Steady Moono, Vice President of West Campus, and Dr. Catherine Carsley, English Associate Professor, provided the Board with a brief update on the Middle States 2015 Self-Study Design.

Of note, a key milestone for the Spring 2013 semester is the completion of the 2015 Self-Study Design. The Self-Study Design must be reviewed and accepted by our Middle States liaison, Dr. Debra Klinman, before the College can fully immerse itself in the Self-Study process in AY13-14. The Design articulates why the College selected a Comprehensive approach to the Self-Study, the specific research charges the Self-Study will address, and how the College will proceed organizationally with the Self-Study in AY13-14 and beyond. Dr. Klinman visited the campus on May 2, 2013 to review the draft Design and to consult with key constituencies involved in Self-Study process, including the Board of Trustees.
This is an information item only and required no action from the Board.

**Physical Plant Committee**

President Stout reported for the Committee.

- **Emergency Communications Project**
  The Emergency Communications Project is an initiative which stemmed from a report from the Presidential Task Force on Campus Readiness charged with making recommendations to improve the College’s overall level of campus safety and emergency preparedness. Two initiatives were identified which were designed to accomplish improved communications in crisis situations on campus:

  - **Equip all buildings and campus spaces with loudspeaker systems and network all fire panels for emergency messaging in buildings** – a preliminary assessment of this measure indicates that the cost for providing an audio system on the Central and West campuses can be accomplished for $200,000. This investment in capital equipment, software and installation will enable Public Safety or authorized individuals to communicate about emergency issues to students, faculty, staff and visitors across the campuses.

  - **Provide “reverse 911” capability to all College phones to facilitate sending emergency messages** – acquiring and installing this capability using current phone systems is estimated to cost the College $75,000. This investment would enable the College to either communicate with phones in specific locations or with every phone on the system to convey instant messages about incidents on campus.

Trustee Cantor made the motion to endorse the submission of the Emergency Communications Project ($275,000) for potential 2013-14 Commonwealth Capital Funding. Trustee Mann seconded and the Board unanimously approved.

- **Demand Response Proposal**
  The College asked EnerNOC to investigate the feasibility of adding West Campus to the existing agreement. We will add another 320 kW to the 1000 kW we have agreed to shed at Central. As before, there is no penalty or obligation and the worst case is that we can’t deliver the full 320 kW. The part of the load shedding related to North Hall will be relatively easy during the summer months. In South Hall, the new HVAC unit provided by the ESCO project coupled with the ability to turn off lights in parts of the building, make the 200 kW target achievable. The addition of West campus will generate additional savings of $52,347 over three years. This amount is approximately one-third of the amount we will save at Central, $163,585.

Trustee Mann made the motion to amend the existing agreement with EnerNOC for energy load-shedding for calendar years 2013, 2014 and 2015 to add West Campus. Trustee Cantor seconded and the Board unanimously approved.
Personnel Committee

Trustee Montalban reported for the Committee.

- **Student, Employee, Patient Occupational Exposure Policy**
  The intent of the revised policy is to provide clarity about the process a student, employee or patient should follow when a blood-borne exposure incident occurs.
  Revisions to the policy include:
  - Change to reporting incident immediately to Public Safety instead of College Nurse, since Public Safety is responsible for the provision of first aid care and filing a report with Director of Campus Safety.
  - Change from Montgomery Occupational Health for employees at Blue Bell Campus to current Worker Compensation healthcare provider Concentra Medical Center.
  - **Credit and Non-Credit Health Career programs:**
    Previously, for students without health insurance, the College covered the cost of baseline testing provided by Montgomery Occupational Health which was at a reasonable rate. With the opening of the new hospital, Einstein Medical Center Montgomery in September 2012, Montgomery Occupational Health informed the College that it would no longer be providing this service. Going forward students with suspected exposure are informed to seek medical evaluation within two - three hours of exposure incident by a healthcare provider, local Emergency Department or other medical facility such as an urgent care center. A list of local health centers/clinics is made available to the students.
  - Included updated Accident/Injury/Illness Report.
  - The CDC guidelines were significantly updated in 2001 with relation to HBV (Hepatitis B), HCV (Hepatitis C) and HIV and more recently in 2005 with relation to HIV.

After an initial review at the April Personnel Committee Meeting, the College made the following revisions:
- Remove the references to Concentra and Occupational Health at CarePlex on page 2 under On Campus Incidents and on page 3 under Off Campus and Contract Sites. The following statement now appears: “Employees are to go to the College’s designated worker injury healthcare provider during normal business hours.”

Trustee Montalbano made the motion to approve the Student, Employee, Patient Occupational Exposure Policy, as presented (Attachment A). Trustee Mann seconded and the Board unanimously approved.

- **Administrative Increases 2013-2014**
  The College has obtained data from the 2013 salary survey which indicates that the P25 group that has historically been used as a benchmark for the College will give about 1% above their structure increases – about 3%. The College and University Professional Association for Human Resources (CUPA-HR) salary survey is indicating that the overall increase for colleges and universities is 2.3%. Given this context, balanced with budget restrictions, an increase of 2.0% is recommended.

In addition to the 2% increase, as is our current personnel practice, the College proposes adjusting the administrative scale by 2% based upon market analysis. This allows the College to hire new
administrators at competitive salaries and close the market gap for administrators below the midpoint on their respective salary band.

The cost of the proposed Administrative salary increase is $235,891. The cost of the adjustment to close the market gap is $74,174.

Trustee Montalbano made the motion to approve a 2% salary increase and a 2% market-based adjustment to the administrative salary scale. Trustee Cantor seconded and the Board unanimously approved.

- President’s Contract (from Executive Session)

Trustee Montalbano made a motion to approve/execute President Stout’s employment contract extending her engagement with the College for five years. Trustee Mann seconded and the Board unanimously approved.

Bids

Vice President Freitag reported on the Bids.

- Central Campus signage

Trustee Brandon made the motion to award Aerial Signs & Awnings, Inc. of Chester Twp., PA as the lowest responsive, responsible bidder in the amount of $100,815.00. Trustee Cantor seconded and the Board unanimously approved.

- Cisco Equipment

Trustee Brandon made the recommendation to award a contract to ePlus Technology, Inc. of Pottstown, PA in the amount of $141,999.76 as the lowest responsive and responsible bidder. Trustee Clark seconded and the Board unanimously approved.

Chair’s Report

Chairperson D’Aniello mentioned that the College’s budget has been reviewed by everyone and noted that it was very difficult to pass the tuition increase. However as a Board, it is important to continue in the best interest of the College and the Trustees will continue to advocate for additional public funding.

Old Business

There was no old business to report.

New Business

There was no new business to report.

Adjournment
The meeting was adjourned at 5:20 p.m.

The next meeting is scheduled for Monday, June 17, 2013 at 4:00 p.m. at the Central Campus.

__________________________
Trudy Mann
Secretary

Board Minutes, May 20, 2013
Purpose

Montgomery County Community College recognizes its responsibility to provide a safe workplace/learning/healthcare environment for students/employees/patients. Current standards of medical/dental practice require a specific plan with written protocols addressing student/employee/patient exposure to blood-borne pathogens. Needle stick injuries and other exposure to blood and bodily fluids have a potential of transmitting various pathogens including but not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

Policy

When a student, employee or patient notifies the College that there has been a blood-borne exposure incident, the individual will be informed of the recommended action(s) to be taken, listed under Procedures below, which are in accordance with the latest recommendations from the Centers for Disease Control and Prevention.

A blood-borne exposure incident, as defined by the Centers for Disease Control and Prevention (CDC), is a percutaneous injury (e.g. needle-stick or cut/puncture with a sharp’s type of object) or contact of mucous membrane or non-intact skin (e.g. exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other bodily fluids (e.g. semen, vaginal secretions) that are potentially infectious.

This policy allows for future review and updates to specific procedures and/or related documentation forms with the approval of the President, Vice President of Finance and Administration, and Executive Director of Human Resources.
Board of Trustees Policy

SUBJECT:
Student, Employee, Patient Occupational Exposure Policy

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Procedure

I. When a suspected blood-borne exposure occurs first aid measures should be implemented immediately:
   a. Thoroughly wash wound(s) with soap and water
   b. When the exposure is to the
      I. Nose or mouth – flush with water splashes.
      II. Eye(s) – irrigate with clean water/sterile eyewash or saline irrigating solution.
   c. Contact Public Safety (Blue Bell Campus: 215-641-6666; Pottstown Campus: 610-718-1913) to report incident and obtain assistance with first aid care.

II. Seek medical evaluation within two – three hours of blood-borne exposure to obtain baseline testing for blood-borne pathogens (i.e. HBV, HCV, HIV, etc.), determination of level of risk exposure and treatment, if indicated.

III. On Campus Incidents:
   a. Employees:
      i. Employees are to go to the College’s designated worker injury healthcare provider during regular business hours.
      ii. If incident occurs after normal business hours, employee goes to nearest local hospital Emergency Department.

   b. Students in Credit and Non-Credit Health Career Program:
      i. Are strongly encouraged to carry health insurance coverage.
      ii. Are responsible for all medical costs related to evaluation, testing, treatment, and follow-up care involving a blood-borne exposure incident.
iii. Should seek medical evaluation from personal healthcare provider, local Emergency Department or other medical facility such as an urgent care center within two – three hours of exposure to obtain baseline testing for blood-borne pathogens (i.e. HBV, HCV, HIV, etc.), determination of level of risk exposure and treatment, if indicated.

IV. Off Campus and Contract Sites

a. Employees
   i. Implement first aid measures as previously described.
   ii. Notify immediate supervisor by phone or email.
   iii. Contact Public Safety. Provide initial information about incident (formal report to follow within 24 – 48 hours).
   iv. Seek medical evaluation within two – three hours of blood-borne exposure at College’s designated worker injury healthcare provider during regular business hours. If incident occurs after normal business hours, go to nearest local hospital Emergency Department.

b. Students in Credit and Non-Credit Health Career Programs
   i. Implement first aid measures as previously described.
   ii. Inform supervising Instructor or Clinic Site Supervisor at the time of blood-borne exposure.
   iii. If the clinical site is:
       a) a hospital – go to the Emergency Department within two – three hours of blood-borne exposure for medical evaluation, baseline testing for blood-borne pathogens (i.e. HBV, HCV, HIV, etc.), determination of level of
risk exposure and treatment, if indicated. Hospital Incident Report Form should be completed.

b) not a hospital, or student prefers not to go to a local Emergency Department – student should go to personal healthcare provider or other medical facility such as an urgent care center.

iv. The supervising Instructor informs the respective Health Careers program Director/Coordinator of the incident. The Director/Coordinator then notifies Public Safety at 215-641-6604.

v. Within 24 – 48 hours a completed College Accident/Injury/Illness Report (Attachment A) must be sent to Public Safety (College Hall 126) and the Director of Health & Wellness Initiatives (College Hall 115). Accident/Injury/Illness Report is available on website at: https://mymccc.mc3.edu/facultystaffresources/emergency/Pages/default.aspx

vi. Send original copy of Accident/Injury/Illness Report to specific Health Careers program Director/Coordinator.

vii. Follow-up Investigation - pertinent information regarding contributing factors, equipment malfunctioning, training requirements, recommendations to avoid future occurrence, etc. should be attached to the Accident/Injury/Illness Report. Complete follow-up investigation of the incident as soon as possible following the incident. If additional investigation is required, send initial Accident/Injury/Illness Report with notation that follow-up report will occur.

V. Patients, who sustain a blood-borne exposure from a student or employee on campus, will be rendered first aid care as previously described and advised to seek medical evaluation from personal healthcare provider or other medical facility such as local Emergency Department or urgent care center within two – three hours of blood-borne exposure to obtain baseline
testing for blood-borne pathogens (i.e. HBV, HCV, HIV, etc.), determination of level of risk exposure and recommended treatment, if indicated.

a. If incident occurs on campus, Public Safety is notified and will provide assistance with first aid care, if needed, as well as reporting of incident.

b. If incident occurs off campus, the patient will be informed to seek medical evaluation from personal healthcare provider or other medical facility such as local Emergency Department or urgent care center within two – three hours of exposure to obtain baseline testing for blood-borne pathogens (i.e. HBV, HCV, HIV, etc.), determination of level of risk exposure and recommended treatment, if indicated.

c. If incident occurs off campus, an Accident/Injury/Illness Report form is completed within 24 – 48 hours and original copy sent to Health Career Program Director/Coordinator. Send copy to Public Safety (College Hall 126) and Director of Health & Wellness Initiatives (College Hall 115)

d. Follow-Up Investigation should include pertinent information regarding contributing factors, equipment malfunctioning, training requirements, recommendations to avoid future occurrence, etc. If additional investigation is required, send initial report with notation that follow-up report will occur.
## ACCIDENT/INJURY/ILLNESS REPORT

| NAME: __________________________________________ │ Male │ Female |
| Status:  
  ___ Employee: FAC - SS - ADMIN  
  ___ Student  
  ___ Other - specify: ___________________ |
| Area of Employment: ___________________________ |
| College ID #: _______________________________  |
| Date of Birth: ______________________________ |
| Address: _______________________________________________________________________________  |
| Street APT. # City STATE Zip Code |
| Cell Phone #: ___________________________  |
| Home Phone #: ___________________________  |
| Work #: _________________________________  |
| Date of Accident/Injury/Illness: ________  |
| Time of Accident/Injury/Illness: ________ AM - PM  |
| Date Reported: ___________________________ |

1. **Describe the Accident/Injury/Illness**: What were you doing? What equipment or tools were involved? Describe in detail, what conditions, actions, events, or objects contributed to the accident/injury/illness. (Use other side if needed.)

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

2. **Give specific location** where the Accident/Injury/Illness occurred: ______________________________________

3. **Describe weather** conditions (if applicable): ________________________________

4. **Supervisor or Faculty** aware of accident/injury/illness?  
   ___ No  
   ___ Yes - name: __________________________

5. **Describe injury or illness** (indicate right/left side, what hurts, swelling, bruising, cut, difficulty breathing, etc.):

   __________________________________________
   __________________________________________

6. **What first aid care** did you receive? **Describe**: ________________________________________________________________

   Check all that apply:  
   ___ None Required  
   ___ Declined Assistance  
   ___ Assisted by Public Safety Officer  
   ___ Other – name: __________________________
   ___ Went to **Concentra Medical Center** 610-275-3884 (850 Germantown Pike, Plymouth Meeting, PA 19462)  
   ___ Went to **Pottstown Occupational Health** 610-326-2300 (CarePlex - 81 Robinson Street, Pottstown, PA 19464)  
   ___ Required ambulance transport by __________________________
   ___ Went to **Physician or other Medical Facility**: Name: __________________________  
   Address: _______________________________________________________________________________

7. **Name & Phone #** of anyone who **witnessed** Accident/Injury/Illness:  
   ___ No one present  
   ___ Others present – names unknown

   A. __________________________  B. __________________________

**Signature of Individual** (or completed by - if individual unable to complete) Date

**Received by Public Safety - signature** Date

**Send original copy to Public Safety (within 48 hours of Accident/Injury/Illness)**

Revised:  9/00; 5/04; 9-7-2011