The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 16, 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; Marcel Groen, Assistant Secretary; Susan Arnhold, Geoffrey Brandon, Margot Clark, Sean Kilkenny, Ed Mullin and Richard Montalbano

Absent: Trudy Mann, Secretary; Moon Ahn, Eric Kretschman, John Rafferty and Ellen Toplin

Also Present:
Karen Stout, President; Marc Davis, Solicitor; Thomas Freitag, Vice President for Finance and Administration; 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; Steady Moono, Vice President of West Campus; Peggy Lee-Clark, Executive Director of Government Relations and Special Projects; Diane O’Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity and Diversity Initiatives; Beverly Welhan, Dean of Health Sciences; Michele Cuomo, Dean of Arts and Humanities; Philip Needles, Dean of Business and Entrepreneurial Initiatives; Kathleen McGirr, Controller; Rhoda McFadden, History Professor, Faculty Union; Cindy Haney, Executive Director of Enrollment Services; Joseph McMurman, Director of Campus Safety; Cathy Carsley, English Associate Professor; Kendall Martin, Computer Science Associate Professor; Deborah Dalrymple, Coordinator of Assessment and Curriculum Development; Alana Mauger, Director of Communications; Lynn Rothman, Executive Director of Marketing and Communication; Joshua Schwartz, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees; Joshua Mitchell, Director of Training and User Support Services; Michael Whistler, Theatre Assistant Professor; Marilyn Shanok, Theatre Senior Lecturer; Brian Shim, Student; Phoebe Gavula, Student; Khalil Lewis, Student; Tim Odom, Student; Sarah Davis, Student; Tyler Sanderson, Student; Camila Dos Santos, Student; Julia McIntyre, Student; John Lawrence, Student; Steven Buck, Student; Rachael Stehman, Student and Cassie West, Student

Call to Order

Chairperson D’Aniello called the meeting to order at 4:08 p.m.

Pledge of Allegiance

Michael Whistler, Marilyn Shanok, Brian Shim, Phoebe Gavula, Khalil Lewis, Tim Odom, Sarah Davis, Tyler Sanderson, Camila Dos Santos, Julia McIntyre, John Lawrence, Steven Buck, Rachael Stehman, and Cassie West, faculty and students from the College’s theatre production “Prelude to a Kiss” led the attendees in reciting the Pledge of Allegiance.
Introduction of Guests

Vice President Beales introduced new guests: Michele Cuomo, Dean of Arts and Humanities; Kendall Martin, Computer Science Associate Professor; Cindy Haney, Executive Director of Enrollment Services; and Cathy Carsley, English Associate Professor.

Public Testimony

There was no public testimony.

Consent Agenda

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

A. Approval of November 18, 2013 Minutes

B. Treasurer’s Report through November 30, 2013

C. Wilmington Trust Performance Update:
   The aggregate portfolio returned 0.05% for the one month period compared to 0.06% for the blended index and 0.97% vs. 0.14% on the index for the trailing 3 month period. Average duration for the aggregate portfolio is 1.29 years.

D. Request to Delete Technical Studies (A.A.S.)

E. Request to Delete Technical Studies (Certificate)

F. Health and Fitness A.A.S. Academic Program Review

G. Request to Delete International Studies Certificate

H. Request to Delete Computer Aided Drafting and Design Certificate (CADD)

I. Modified Course:
   • GEO 238 Introduction to Urban and Regional Planning

J. Faculty Accomplishments

K. Ratification of December Professional Retirements:

   - Administrative Retirements (1)

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<td>Grace Spena</td>
<td>Director of Health &amp; Wellness Initiatives</td>
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President’s Report

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

- **Academic Success**
  Thirty cadets graduated from Montgomery County Community College’s Municipal Police Academy on November 13 during a ceremony held at Central Campus. Chief Robert A. Schurr from North Coventry Township Police Department was selected by Class 1302 to present the keynote address.

**Winter 2013 Enrollment Summary**
As of December 16, the College’s Winter Session, has a headcount of 407 students, generating 1,224 credit hours. Classes for the Winter Session begin on December 18.

**Spring 2014 Enrollment Summary**
As of December 16, Spring 2014 unduplicated headcount is down 4.65 percent (8,014) compared to last year (8,405). Credits generated are down 4.61 percent (73,318) compared to last year (76,863). New student headcount is down 3.66 percent (605) compared to last year (628). The average credit load per student is 9.15.

- **Student Leadership/Service Learning/Co-Curricular Accomplishments**
  Two students and one alumna from the College’s Culinary Arts Institute worked with Chef and Adjunct Instructor Julia Quay to create a gingerbread replica of Laurel Hill Mansion. Their piece was one of 13 created by regional chefs for the third annual Fairmount Park Holiday Gingerbread House Display, which ran from Nov. 4-22 at The Shops at Liberty Place, Philadelphia. The gingerbread house is now displayed at the Montgomery County Courthouse in Norristown. The students who participated in the project were Alana Filipovich, Joanne Ratteree and Kimberly Spruill.

In celebration of National Philanthropy Day on November 15, Bergey’s Ford and Phi Beta Lambda partnered to support the Montgomery County Community College Foundation as part of Ford Motor Company’s Drive 4 UR Community program. For every person who test drove a Ford vehicle, $20 was donated to support the student scholarship fund. The program raised over $3,900 for the scholarship fund and was the kick-off event for the Foundation’s Student Challenge effort. Foundation staff were present to do philanthropy education for our students.

On November 25, the Introduction to Exercise Science and Wellness classes hosted their third annual service learning Dodgeball tournament to raise money for the ESW Student Scholarship Fund. The tournament included students, faculty and staff who form teams of 6-8 players. The day included food concessions, raffles, contests, prizes and music.

- **Legislative**
  On December 5, State Representative Timothy Briggs was a guest on President Stout’s weekly radio show, “On the Air.” Representative Briggs is one of six distinguished alumni recently inducted into the College’s 2013 Alumni Hall of Fame and during the show discussed his career in politics.
On December 6, President Stout met with Senator Mensch and his Chief of Staff to discuss two bills of importance to community colleges, Senate Bill(s) 360 and 1000. Senate Bill 360 is Senator Mensch’s bill to study community college funding. Senate Bill 1000 is Senator Scarnati’s bill to establish a community college in the northern tier of the Commonwealth.

- **New Commission President Announced**  
  As of January 2, Elizabeth Bolden will begin her tenure as the new President of the Pennsylvania Commission for Community Colleges, bringing to the position a deep understanding of the administrative, policy and legislative landscape in Harrisburg.

- **Sense of Place to Support Learning**  
  On December 6, the West Campus unveiled the new café design. The new name for the café is West End Café. Congratulations to Deborah Rogers, Executive Assistant to the Board of Trustees, who submitted the winning entry.

- **Adopt an Entrepreneurial Approach**

  **Cultivation Events**  
  On December 2, the College’s Foundation hosted a shopping night at Byer’s Choice in Chalfont for members of the college community. Over fifty people toured the facilities and had the opportunity to purchase the College’s custom-made Byer’s Choice 50th Anniversary figurine.

As part of the President’s Report, members of Project Horseshoe, Celeste Schwartz, Vice President of Technology; Philip Needles, Dean of Business and Entrepreneurial Initiatives; Kendall Martin, Computer Science Associate Professor; Deborah Dalrymple, Coordinator of Assessment and Curriculum Development and Cindy Haney, Executive Director of Enrollment Services provided the Board with a brief overview of the Next Generation Grant, “Montco Money Matters”.

**Finance Committee**

Trustee Lowrie reported for the Committee.

- **Act 46 Enrollment Audit**  
  ParenteBeard verified enrollment and the tuition compliance calculation and conducted a review of the College’s capital expenditures relative to the State’s approved capital allocation. There were no exceptions found to the agreed upon procedures.

Trustee Lowrie made the motion that the Board of Trustees approve the 2012-2013 Act 46 enrollment audit and submission of the report to the Pennsylvania Department of Education on or before January 1, 2014. Trustee Mullin seconded and the Board unanimously approved.

**Physical Plant Committee**

Trustee Mullin reported for the Committee.
- **Blue Hill Outdoor Lighting Project**
  On October 30th, 2013 the College received bids from Electrical Contractors to construct the Blue Hill outdoor lighting project. The lowest responsible bid was significantly higher than the original project estimate provided by Blue Hill. The lowest bid was in the amount of $1,098,000, while the original construction cost estimate was $759,644 (including the contingency). This represents a $338,356 overage.

  The College recommends that we “terminate” the agreement with Blue Hill and pursue a reduced scope project budgeted at an overall cost of approximately $500,000. If the engineering work performed in the initial phase of the Blue Hill work can be obtained for a reasonable price, the College can use that work to design a more modest project.

  Trustee Mullin motioned to recommend that the Board of Trustees approve the plan to terminate the Blue Hill agreement with Counsel guidance at a cost not to exceed $40,000 to acquire the design documents for further use by the College. Trustee Lowrie seconded and the Board unanimously approved.

- **Annual Safety Report**
  The Annual Safety Report provides a report card, based on a uniform reporting system of College safety. Over and above the positive findings in the report, the College is pleased with the progress made in the past year in terms of the continued development and dissemination of emergency procedures, protocols and policies required by Federal and State statutes.

  The Director of Public Safety, Joseph McGuriman, presented an overview of the Annual Safety Report and a brief review of accomplishments in the past year.

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

- **Curriculum Committee**

  Trustee Kilkenny Reported for the Committee.

  - **Middle States Update**
    Dr. Cathy Carsley and Dr. Steady Moono, Co-Chairs of the Middle States Steering Committee, provided the Board of Trustees with a brief overview of where the College is to date with the Middle States Self-Study Process and the goals for the next several months.

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

- **Foundation Update**

  Trustee Lowrie reported on the Foundation Update.

  - **Financial Overview**
    The Foundation had a strong first quarter for fiscal year (FY) 2014, with gifts generated during the first quarter up 255% from one year ago.
Total investment returns from the portfolio during the first quarter were 11% higher than through September 30 of last year. Portfolio assets will be transitioned from Janney Montgomery Scott to the new firm recommended by the Foundation Finance Committee, PNC Institutional Investments. This transition is expected to be complete by the end of the second quarter of the fiscal year on December 31, 2013.

- **FY13 Audit**
  The Committee also reviewed the draft of the audited financial statements and findings. There were no significant deficiencies or material weaknesses noted. The Board accepted the audit.

- **Capital Campaign Committee**
  The silent phase of the Campaign is off to a terrific start.

Trustee Lowrie gave kudos to Vice President Beales and her staff along with Delores Lare for their outstanding work on the Capital Campaign to date.

**Nominating Committee**

Trustee Montalbano reported for the Committee.

The following slate of officers for 2014 was recommended by the Nominating Committee:

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

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

Trustee Montalbano made the motion to move forward the recommended slate of officers to the January Board meeting. Trustee Lowrie seconded and the Board unanimously approved.

**Chair’s Report**

Trustee D’Aniello provided an overview of the accomplishments of the College in 2013. He also thanked the Trustees for their participation in the silent phase of the Capital Campaign.

President Stout reminded everyone of the outstanding work of the Board’s Curriculum Committee this past year in making sure our programs are current and relevant for our students and our community. Trustee D’Aniello thanked Trustee Groen for chairing the Curriculum Committee.

**Old Business**

There was no old business to report.
New Business

There was no new business to report.

Adjournment

Trustee Montalbano motioned to adjourn the meeting at 5:15 p.m. Trustee Lowrie seconded and the Board unanimously approved.

The next meeting is scheduled for Tuesday, January 21, 2014, 4:00 p.m. at the, Rotelle Family Board Room, East House, Central Campus.

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Marcel Groen
Assistant Secretary