The meeting of the Montgomery County Community College Board of Trustees was held on Wednesday, January 29, 2014 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; Trudy Mann, Secretary; Marcel Groen, Assistant Secretary; Geoffrey Brandon, Margot Clark, Sean Kilken, Eric Kretschman, Ed Mullin and Ellen Toplin

Absent: Regina Lowrie, Treasurer; Moon Ahn, Susan Arnhold, Richard Montalbano and John Rafferty

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 Moomo, 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 Makofkske, Director of Equity and Diversity Initiatives; Beverly Welhan, Dean of Health Sciences; Anil Datta, Director of Information Technology Programs; Suzanne Holloman, Interim Dean of Science, Technology, Engineering and Mathematics; Kathleen McGirr, Controller; Brent Parker, Associate Vice President for Finance and Administration; Alana Mauger, Director of Communications; 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; Margaret Bryans, Biotechnology Assistant Professor; Keima Sheriff, Gateway to College Grant Project Director; and Rosemary Lux, Student, Gateway to College

Call to Order

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

Election of Officers

Trustee Clark proposed the slate of officers on behalf of the Nominating Committee, as presented at the December Board meeting, she recommended the following slate of officers for the Montgomery County Community College Board of Trustees for Calendar Year 2014:

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: Richard Montalbano (Chair), Susan Arnhold, Margot Clark and Ellen Toplin.

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 Brandon seconded the motion. The Board unanimously approved the 2014 slate of officers.

**Pledge of Allegiance**

Rosemary Lux, a student in the College’s Gateway to College program led the attendees in reciting the Pledge of Allegiance.

**Introduction of Guests**

Vice President Beales introduced new guests: Keima Sheriff, Gateway to College Grant Project Director; Margaret Bryans, Biotechnology Assistant Professor; and Anil Datta, Director of Information Technology Programs.

**Public Testimony**

There was no public testimony.

**Consent Agenda**

Trustee Groen made the motion to approve Consent Agenda Items A through M for the month of January as presented. Trustee Clark seconded the motion and the Board unanimously approved Consent Agenda Items A through M.

A. **Approval of December 16, 2013 Minutes**

B. **Wilmington Trust Performance Update**

   The aggregate portfolio returned lost 0.13% for the quarter to date compared to 0.09% gain for the blended index. Since inception, the aggregate portfolio returned 0.73% versus 0.16% for the benchmark index. Average duration for the aggregate portfolio is 0.87 years.

C. **Curriculum Modification: Health Services Management (A.A.S.)**

D. **Curriculum Deletion: Health Services Management (A.A.s.)/Concentration in Holistic Health**

E. **Curriculum Modification: Medical Coding (Certificate of Completion)**

F. **Computer Science (A.S.) Academic Program Review**

G. **Curriculum Deletion: Child Care (Certificate)**
H. New, Modified and Deleted Courses:

New Courses:
- MUS 146 Principle of Private Music Instruction
- ANT 101 Introduction to Archaeology
- BIT 232 Biomanufacturing
- CAO 101 Business Software Essentials
- CIS 166 Introduction to Cloud Computing
- CIS 167 Introduction to Data Storage and Storage Area Networks
- CIS 168 Data Centers and Cloud Storage
- CIS 203 VMWare vSphere
- CIS 204 Citrix XEN Desktop and XEN App
- CIS 205 Windows Server Hyper-V
- CIS 206 Cloud Services
- HCP 230 CPT Coding and Reimbursement Methods

Modified Courses:
- BIT 120 Introduction to Biotechnology
- BIT 123 Basic Techniques and Instrumentation in Biotechnology
- CAO/HCP 224 Medical Terminology
- CAO/HCP 225 Health Insurance and Professional Billing
- CAO/HCP 226 Medical Coding I
- CAO/HCP 227 Medical Coding II
- CAO/HCP 228 Electronic Health Records Management

Deleted Courses:
- CAO 224 Medical Terminology
- CAO 225 Health Insurance and Professional Billing
- CAO 226 Medical Coding I
- CAO 227 Medical Coding II
- CAO 228 Electronic Health Records Management

I. Faculty Accomplishments

J. Health Science Center Update

K. Campus Trail Plan & Design Update

L. Medical Insurance Open Enrollment

M. Ratification of January Professional Appointments, Separations and Retirements:

- Faculty Separation (1)

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Kristine Ellis</td>
<td>Assistant Professor of Nursing</td>
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- Retirement (1)

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<tr>
<td>Dhrulata Patel</td>
<td>Financial Aid Systems Tech</td>
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**Treasurer’s Report**

Chairperson D’Aniello reported for the six months ended December 31, 2013.

Trustee Brandon motioned to accept the Treasurer’s Report as presented for the six months ended December 31, 2013. Trustee Cantor seconded and the Board of Trustees unanimously approved the Treasurer’s Report.

**President’s Report**

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

- **Student Success**
  
  On January 16, 2014 Dr. Stout represented the College, and community colleges across the Commonwealth in Washington D.C. for a White House Summit hosted by President Obama. As part of the Summit the College was asked to provide highlights of initiatives we are developing or have implemented to help more low-income students to not just attend our College, but succeed and complete their degrees once they arrive. The College committed to three initiatives to improve student success:

  - The College commits to ensuring no student falls through the cracks, by redesigning student entry and advising processes to combine human capital with new technological tools to allow for intrusive academic planning. Integrated Planning and Advising Services (IPAS) is an innovative, cost-effective program where analytical and communication tools allow advisors, faculty and students to investigate course selection, monitor individual progress and coordinate academic intervention strategies, thereby increasing ownership of student success among all stakeholders.
  
  - The College commits to creating a new model for student engagement. Prototyped by the College to co-design a set of engaging experiences, available through a variety of platforms that improves financial literacy, civic literacy and digital literacy for first-generation and low-income students. The tool will build continuous enrollment with the institution, supports completion efforts and adds a lifetime of value for all students.
  
  - The College commits to expand the Minority Student Mentoring Initiative (MSMI) include low-income African-American and Hispanic/Latina females. Mentees connect with caring mentors for guidance and support while at the College. They are exposed to civic engagement, academic advisement, personal development workshops, student conferences and leadership development. Ultimately, students are challenged to develop the mental toughness, academic discipline and organizational skills necessary to achieve success.

- **Winter 2013 Enrollment Summary**
  
  The College’s Winter Session ended on January 18, 2014 with a total headcount of 396 students, generating 1,191 credit hours. Classes for the Winter Session began on December 18.
- **Spring 2014 Enrollment Summary**
  As of January 12, Spring 2014 unduplicated headcount is down 6.12 percent (10,728) compared to last year (11,427). Credits generated are down 6.26 percent (93,603) compared to last year (99,805). New student headcount is down 9.91 percent (1,064) compared to last year (1,181). The average credit load per student is 8.73. The 2014 Spring semester started on Monday, January 13.

- **Access to MCCC**
  On December 19, the College’s Gateway to College program held its first Awards and Graduation Ceremony to celebrate the successes of the first cohort of students in the program. At the end of their first semester, one student, Brittany Harding from Hatboro-Horsham School District, completed the requirements to earn her high school diploma and will be continuing at the College to complete her associate’s degree. Additionally, 11 students earned recognition through the Gateway to College National Network as Gateway Achievers for earning a “C” or better in all their classes and maintaining an overall GPA of 2.5 or higher. They will be recognized on the National Network’s website.

- **Access to Transfer**
  On January 8, the College and Drexel University entered into a partnership that allows students to earn their associate and bachelor degrees from both institutions conveniently and affordably at the College’s Central Campus, and soon, through our Virtual Campus. The partnership, branded Drexel@MCCC, is fully-integrated, allowing faculty and advisors at both institutions to work together with students in dedicated learning spaces to provide a seamless educational experience. Drexel@MCCC will launch in fall 2014 and will include six initial onsite programs: B.S. in Business Administration with Co-Op; B.S. in Computing and Security Technology; B.S. in Electrical Engineering with Co-Op; B.S. in Engineering Management with Co-Op; Mechanical B.S. in Engineering with Co-Op; and a hybrid B.S.N. program designed for registered nurses. In addition, A.S. to B.S. Business Administration and Criminal Justice programs will be offered fully online through a partnership between the College’s new Virtual Campus and Drexel University Online.

- **Build Curricular Relevance, Innovation in Delivery and Supportive Faculty Development Systems**
  The College was selected as one of only ten national Legacy finalists for the Bellwether Award and was invited to present *Nursing Shortage Generates Innovative Program Expansion: 10 Years of Success* at the Community College Futures Assembly on January 24. For 20 years, the Community College Futures Assembly has recognized and promoted cutting-edge, trendsetting programs that other colleges might find worthy of replicating. Since 1995, the Assembly, sponsored by the Institute of Higher Education at the University of Florida, has recognized exemplary and effective programs through the awarding of the coveted Bellwether Award. President Stout gave kudos to Dr. Welhan for her leadership.

- **Staff Outreach**
  On December 19, Rose Makofske, Director of Equity and Diversity, was elected first Vice-Chair of the Montgomery County Advisory Council to the Pennsylvania Human Relations Commission. Ms. Makofske has been on the Council for the past 4 years, representing higher education and the College.

- **President’s Outreach**
On December 16, President Stout chaired the first Montco 2040 Planning Steering Committee meeting. In early October, the County planning commission announced its plans for a new comprehensive plan looking ahead to 2040. The writing of the plan will be overseen by the steering committee which includes representatives from across the County.

- **Legislative**
  On January 16, President Stout joined college leaders from across the country at the White House to discuss how to boost the success of low-income students in higher education. As part of the event, the administration sought voluntary commitments from colleges on how we plan to increase efforts to help low-income students. The summit highlighted leaders from higher education, philanthropy, businesses, and city and state governments participated in the daylong event, hosted by President Barack Obama and First Lady Michelle Obama.

- **Sense of Place to Support Learning**
  The College’s Green Office Initiative will be receiving Office Depot’s national award, “Leadership in Greener Purchasing Award.” The College has shifted to greener purchasing, having the highest overall shift adjustment for the year from all 17,000 customers evaluated. The Green Office Initiative is now open to the College community with 10 offices now participating. Since the implementation of the program in late 2012, the College has saved an estimated $12,500. President Stout thanked Joshua Schwartz for his leadership in this program.

  The College has been selected as a finalist for the 2014 Second Nature Climate Leadership Awards. The College will compete in a national video-voting competition through a short video highlighting the climate and sustainability innovations at all of our campuses. The public will vote on the most innovative institution. Additionally, Second Nature will feature the College in a month-long series on climate leadership around Earth Day and the College will be recognized at the upcoming ACUPCC Annual Presidential Summit.

As part of the President’s Report, Sharon Beales, Vice President of Development and External Relations presented to the Board of Trustees and overview of the College’s 50th anniversary kickoff.

**Physical Plant Committee**

Trustee Mullin reported for the Committee.

- **140 College Drive Facility and Schuylkill Riverfront Academic and Heritage Center**
  On August 12, 2013, the College was notified by the Commonwealth that the College’s proposed project to complete renovations on the Schuylkill Riverfront Academic and Heritage Center was approved. The Commonwealth authorized $1,762,383 in funding toward a $3,524,766 project.

  Review of programmatic needs and budget restrictions has led the College to propose building-out more flexible and generic spaces to support various programs and activities. Accordingly, the cost estimates for the project has been recast, and the College is proposing a modest $2.2 million budget, which includes design fees, construction, basic FF&E and technology infrastructure for the classroom, laboratory and other supporting spaces.

  The original project contemplated debt service funding over a 10 year period. The College anticipates requesting funding from the County for its 50% share of the construction and
financing costs. The College will provide a debt service amortization schedule to the Department of Education at the Commonwealth once Board of Trustees approval for the project is obtained.

Trustee Mullin motioned to recommend that the Board of Trustees approve the College’s Administration to pursue the third and final phase of the Schuylkill Riverfront Academic and Heritage Center renovations project and to authorize the College to secure funding for the $2.2 million project, and to seek modeling funding for the project from the County through the annual budget process. Trustee Mann seconded and the Board unanimously approved.

**Curriculum Committee**

Trustee Groen Reported for the Committee.

- **Certificate of Completion in Biotechnology and Biomanufacturing**
  The Certificate of Completion in Biotechnology and Biomanufacturing will provide hands-on job related training to students that come to the College with a science degree (AS or BS) and want to learn industry-relevant skills to join the biotechnology workforce. It is also an opportunity for individuals with degrees in other disciplines to retrain for a career in biotechnology and biomanufacturing.

  Biopharmaceuticals are the fastest growing segment of the pharmaceutical industry, there is a need for trained technicians to manufacture these drugs and this need will continue to grow as generic versions of these drugs start to be produced. There are four major pharmaceutical companies in Southeast Pennsylvania. In addition there are over one hundred small (100 employees or less) biotechnology companies in the greater Philadelphia region. Jobs for biological technicians, biomanufacturing operators, and quality control technicians are predicted to continue to grow through 2015.

  Trustee Groen made the motion to approve the new Certificate of Completion in Biotechnology and Biomanufacturing for Fall 2014 implementation. Trustee Cantor seconded and the Board unanimously approved.

- **Request For New Curriculum: Cloud Computing (Certificate):**
  The Cloud Computing Certificate is 39 credits consisting of 13 courses that will train participants in computer networking, cloud services, virtualization and data storage. The proposed program will be a three semester certificate with an anticipated start date of Fall 2014. These courses will also provide a student the opportunity to take nine industry certification examinations to validate skill sets. It is geared towards IT professionals, those without an IT background can also enroll in the program.

  The Cloud Computing Certificate will position Montgomery County Community College as a regional and national innovator in this nascent field. An environmental scan has revealed that the College appears to be the only institution of higher education in the area to offer a credit program in cloud computing.

  Trustee Groen motioned to recommend that the new Cloud Computing (Certificate) be approved for Fall 2014 implementation. Trustee Toplin seconded and the Board unanimously approved.
Joint Finance and Personnel Committee Report

Trustee Kretschman reported for the Committees.

On Wednesday, January 8 the Board's Finance and Personnel Committees held a meeting to jointly review the College's fiscal position at the mid-year point of 2013-14. The joint meeting was important as we need to take a full look at fiscal issues and offer guidance on investments in programs and services that will grow into the future and reductions in programs and services that are declining and/or are no longer relevant. While normally the sole purview of the Finance Committee, the Personnel Committee was included in this review as expenses related to compensation and benefits comprise 83 percent of our operating budget. No serious review of our budget and budget priorities can be accomplished without reviewing this sizeable portion of our annual expenditures.

This mid-year review is made more urgent by fall and spring enrollment declines that are exceeding our budget targets and unanticipated increases in health care costs of 20 percent.

In order to meet our budgetary targets for this year and also balance future budgets, the Joint Committee has asked the President to take a number of direct and immediate actions—including investment in programs that are strong and relevant and reductions and elimination of non-relevant programs— to ensure that this year's spending is more in line with the reduced resources available to the College. The Joint Committee has also directed the administration to build and implement a 2014-15 budget that is truly balanced given the broader economic and demographic realities that we face today. We can no longer balance future budgets with aggressive tuition increases as these increases are possibly contributing to our enrollment decline. An intense focus on high quality relevant academic programs, strategic enrollment development and student retention combined with reductions in costs must become priorities.

This guidance is important as the Finance Committee begins deliberating on the 2014-15 operating and capital budgets. These budgets will come to the full Board for approval in February.

Bids

Vice President Freitag reported on the Bids.

PLA (Prior Learning Assessment)
Trustee Mullin made the motion to award the contract to AcademyOne of West Chester, in the amount of $262,300.00 as the only responsive and responsible bidder for PLA (Prior Learning Assessment) Informational Website. Trustee Brandon seconded and the Board unanimously approved.

Smart Board and Projectors
Trustee Mullin made the motion to award the contract to Visual Sound of Broomall, PA in the amount of $128,147.46 as the lowest responsive and responsible bidder. Trustee Cantor seconded and the Board unanimously approved.
Emergency Purchase – Repair of Leaking Water Line
Trustee Mullin made the motion to ratify the cost of $20,266.26 in emergency repairs to a two inch underground copper water line. Trustee Mann seconded and the Board unanimously approved.

Flash SAN Array
Trustee Mullin made the motion to award the contract to ePlus Technology, Inc. of Herndon, VA in the amount of $112,533.00 as the lowest responsive and responsible bidder. Trustee Groen seconded and the Board unanimously approved.

Chair’s Report
- Appointment of 2014 Board Committees
  Chairperson D’Aniello discussed the reasoning for his selection of the Board Committee members for 2014. He noted that Trustees will remain on their same committees with a few exceptions. 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. Below is the list of Committee assignments, changes are in Bold:

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<tr>
<th>Finance</th>
<th>Curriculum</th>
<th>Personnel</th>
<th>Physical Plant</th>
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<tbody>
<tr>
<td>Eric Kretschman, Chair</td>
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<td>Senator John Rafferty</td>
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<td>Sean Kilkenny</td>
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Trustee Lowrie will still be the Foundation liaison and Trustee Arnhold will still be the Board appointee to the College’s Self-Study Steering Committee.

Trustee D’Aniello made a motion to accept the Committees as presented. Trustee Cantor seconded and the Board unanimously approved.

Trustee D’Aniello congratulated Dr. Stout, administrators, faculty and staff on their commitment to student success and for being part of having the College selected to go to Washington D.C. He thanked Dr. Stout for acknowledging the Board of Trustees as being her “safety net” and for her recognition of all the Board provides to support her and the College.

President Stout reminded the Finance Committee about the special working session scheduled for February 13 at 3:30.

Old Business

There was no old business to report.

New Business

There was no new business to report.
Adjournment

The meeting was adjourned at 5:19 p.m.

The next meeting is scheduled for Tuesday, February 18, 2014, 4:00 p.m. at the, Rotelle Family Board Room, East House, Central Campus.

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Trudy Mann
Secretary