The meeting of the Montgomery County Community College Board of Trustees was held on Monday, April 21, 2014 at 4:00 p.m. in North Hall Room 106, West Campus, Pottstown.

Board of Trustees – Present:
Michael D’Aniello, Chairperson; Andy Cantor, Vice Chairperson; Regina Lowrie, Treasurer; Marcel Groen, Assistant Secretary; Margot Clark, Eric Kretschman, Sean Kilkenny, Richard Montalbano, Ed Mullin and Ellen Toplin

Absent: Trudy Mann, Secretary; Moon Ahn, Susan Arnhold, Geoffrey Brandon 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; Steady Moono, Vice President for West Campus; 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; 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; Rhoda McFadden, Faculty Union President, History Professor; Jaime Garrido, Associate Vice President for Facilities and Construction; Andrew Gulotta, Construction Project Manager; Alana Mauger, Director of Communications; Deborah Rogers, Executive Assistant to the Board of Trustees; Joshua Mitchell, Director of Training and User Support Services; Angelique Moon, Student, All-PA Academic Team member; Shari Nelson, Student, All-PA Academic Team member

Call to Order

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

Presentation of All-Pennsylvania Academic Team Resolutions

Chairperson D’Aniello read and presented Angelique Moon and Shari Nelson with Board Resolutions for their academic and personal achievements and for being members of the All-PA Academic Team.

Pledge of Allegiance

Angelique Moon and Shari Nelson, All-PA Academic Team members from the West Campus, led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Vice President Beales introduced new guest Andy Gulotta, Construction Project Manager.
Public Testimony

There was no public testimony.

Consent Agenda

Trustee Mullin made the motion to approve Consent Agenda Items A through L for the month of April as presented. Trustee Groen seconded the motion and the Board unanimously approved Consent Agenda Items A through L.

A. Approval of March 17, 2014 Minutes

B. Banking Services Agreement Status Update

C. Review of Investment Performance

D. Health Science Center Cost Estimating Consultant

E. ESCO Project Update

F. 140 College Drive Facility Update

G. Awarding of Honorary Associate Degree Policy (Attachment A)

H. Honors Program Update

I. Faculty Accomplishments

J. Policy Development Policy (Attachment B)

K. Employee Turnover Report

L. Ratification of April Professional Appointments, Separations and Retirements:

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<td>Yasmin Williams</td>
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Treasurer’s Report

Trustee Lowrie reported highlights of the Treasurer’s Report.

Nine Months Ended March 31, 2014

The College shows a surplus (change in net assets) of $4.6 million through March, compared with a surplus of $2.3 million through the same point last year. Last year, over the final three months of the fiscal year, the College ran a deficit of $6.9 million, resulting in a deficit for fiscal year 2012/13 of $4.6 million. Assuming the College runs a $6.7 million deficit in the final three months of this year ($0.2 million less than last year), the College’s year-end position will be a deficit of approximately $2.1 million, which is a $2.5 million improvement over last year.
Item of Note: Enrollment for the College’s summer sessions as of April 1, 2014 is running 23% behind last year’s pace.

Trustee Lowrie motioned to approve the nine months ending March 31, 2014 Treasurers Report as presented. Trustee Cantor seconded and the Board unanimously approved.

**President’s Report**

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

**Student Success**

On March 27-28, the College hosted its Achieving the Dream coaches, Dr. Charlene Nunley and Ms. Jackie Stirn. The coaches engaged with the President’s Diversity Council; toured the Center for Entrepreneurial Studies to learn more about Project Horseshoe (financial literacy); participated in the Presidential Symposium luncheon and lecture; and were briefed on the Student Success Network (Starfish) project. The culminating event on the first day of the visit was the 2014 Leah Meyer Austin Award dinner to celebrate with faculty, staff and administration, the national recognition for the College’s collective work to advance its student access and success agenda. The coaches also had an opportunity to meet with teams of faculty from English as a Second Language, Mathematics, and Reading to discuss current student access/success strategies, future plans, and “cause to wonder” questions. The day concluded with both coaches attending the Student Success Initiative Core Team meeting, where faculty showcased their work in this Gateway Academy. Faculty and administration will be using feedback from the two day visit to plan next year’s student success agenda.

On March 26, 34 cadets from the College’s Municipal Police Academy, Class 1304, graduated in a ceremony held in a nearly filled-to-capacity Science Center Auditorium at Central Campus. The class achieved a 100 percent completion rate. The keynote speaker was Patrol Commander Darren Nyce, of the Upper Dublin Township Police Department and an academy instructor.

On April 2, four of our students were among 45 students from across the Commonwealth recognized for their academic and community achievements. The students were Serena Dunlap, Gilbertsville; Elizabeth Holleger, Norristown; Angelique Moon, Pottstown; and Shari Nelson, Pottstown. The All-PA Team consists of outstanding community college students from across the Commonwealth and the program is administered by Phi Theta Kappa, the national two-year college honors society.

- **Summer 2014 Enrollment Summary**
  
  As of April 15, overall Summer 2014 unduplicated headcount is down 18.62 percent (4,406) compared to last year (5,414). Credits generated are down 19.62 percent (23,882) compared to last year (29,713).

- **Fall 2014 Enrollment Summary**
  
  As of April 15, Fall 2014 unduplicated headcount is down 10.61 percent (2,982) compared to last year (3,408). Credits generated are down 12.57 percent (24,371) compared to last year (29,314).

- **Student Leadership/Service Learning/Co-curricular Accomplishments**
  
  A team of six students participated in the American Student Association of Community Colleges (ASACC) National Advocacy Conference on March 14 -17 in Washington, D.C. Participants
included: Jeremiah Garcia, Central Campus SGA President; Eitan Laurence, SGA Senator; Mel Cox, West Campus SGA Treasurer; Briana Granese, Central Campus SGA Vice President; Matt Handwerk, Central Campus SGA Treasurer; and Linda Kusi, Senator. In addition to learning more about federal policy issues that influence community colleges, the students participated in a service project, cleaning national park grounds near the World War II Memorial.

On March 28th, the Alpha Kappa Zeta Chapter of Phi Theta Kappa inducted 168 new members at the Central Campus. The speaker was Dr. David DiMattio, Dean of STEM.

On April 3 through 6, the College’s Drama Club and Theatre Arts students presented “The Laramie Project.” The play is a drama based on the real-life testimonies and accounts of the community of Laramie, Wyoming, in response to the murder of Matthew Shepard in 1998. Directed by Theatre Instructor, Tim Gallagher, assisted by Alex Haufler, the cast included Brian Shim, Britney Brunswick, Dan Nguyen, Hyresh Corbin, John Lawrence, Julia McIntyre, Kelly Maguire, Khadijah Graves, Lydia Crush, Mackenzie Walters, Matt Nitchke, Phoebe Gavula, Sasha McDermott, Tim Odom and Tyler Sanderson. The production was stage managed by Steven Buck; Mila Romero Dos Santos served as production manager.

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

  On April 11, the College hosted approximately 100 faculty, administrators and staff from Harrisburg, Lehigh-Carbon, Northampton, Bucks Luzerne, Delaware County, and Harcum Colleges for the 6th Annual EASTERN PA Two-Year College Assessment Consortium at Central Campus. Throughout the summit, under the guidance of Dr. Nassim Ebrahimi, Director of Learning Outcomes Assessment at Anne Arundel Community College, participants created a graphic representation of their own institution’s system of assessment, while engaging in dialogue around sustaining effective processes, seeing opportunities for improvement, and engaging with their college communities through transparency and enhanced communication.

- **President’s Outreach**

  From March 23 through March 26, President Stout served as team chair for the Baltimore City Community College Middle States team visit.

  On April 11, President Stout chaired the 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.

  Also, on April 11, President Stout hosted her 500th episode of Montgomery County Community College, On the Air. Alama Jacobs was her guest. The studio where we record our shows is named in honor of Alma and her late husband Alexander. Alma discussed her career, involvement with the College and the importance of philanthropy.

  On April 14, President Stout switched roles with student, Benjamin Gidaro. President Stout attended classes which included Calculus and Geometry, Introduction to Statistics 2, General Biology, and Public Speaking. Mr. Gidaro took the leadership role of “President for the Day” and attended and spoke at the ESW’s 5K Run/1 Mile Fun Walk, met with several Vice Presidents for updates on their departments, and was provided an overview of the College’s Government Relations outreach and the Foundation Office.
- **Legislative Legislator in Residence Program**
  On March 21, President Stout facilitated the Women in the Pennsylvania Legislature panel discussion which included State Representatives Marcy Toepel, Madeline Dean, and Kate Harper. Students, staff and community members were in attendance during the event.

- **Lobby Day**
  On April 1, 20 students joined President Stout in Harrisburg as they visited most of our State Delegation in the annual Lobby Day through the Pennsylvania Commission for Community Colleges. The House and Senate have both passed resolutions proclaiming April to be Community College Month. Trustee Chair Michael D’Aniello offered remarks at a press conference asking for the Commonwealth to recommit to invest in community colleges.

- **Trustee Honors/Awards**
  On April 7, Trustee Regina M. Lowrie, CMB, received the 2014 American Association for Women in Community Colleges’ (AAWCC) Trustee of the Year Award during a breakfast at the American Association of Community College’s annual conference. Trustee Lowrie was honored for her commitment and unwavering service and philanthropy to the College throughout the years.

  Trustee Lowrie presented a $500 check she received from AAWCC to Chairman D’Aniello as a gift to the College.

- **Sense of Place to Support Learning**
  The video “Cooking Green Cuisine” was submitted for voting beginning April 1 as part of the national video competition for the 2014 Second Nature Climate Leadership awards. The public voted on the most innovative institution and campuses. The top votes at the end of the competition will have the chance to be featured in Planet Forward’s weekly webisodes, and potentially in other nationally-recognized blogs and major media outlets coordinated by Planet Forward. The “Cooking Green Cuisine” video focuses on the partnership between the Culinary Arts Institute and Sustainable Waste Solutions to convert 100 percent of its waste, including trash, recycling and food trimmings, into energy or materials, making it landfill-free facility. To view the video please visit [www.planetforward.org/idea/cooking-green-cuisine](http://www.planetforward.org/idea/cooking-green-cuisine)

- **Adopt an Entrepreneurial Approach**
  **Salute to Excellence**
  More than 300 donors and students were honored at the annual Salute to Excellence Scholarship event held at Normandy Farms, on March 18. This year, the College’s Foundation awarded 243 students with more than $365,796 from 87 donor-funded scholarships. This includes 19 new scholarship funds established since July 1, 2013, and is the most money and largest number of recipients in the Foundation’s history.

  **Lively Arts Series**
  Dr. Thomas Kolsky, Professor of History and Political Science hosted his last series of Issues & Insights, a panel discussion program designed to expand awareness, share knowledge and shed light on major issues for both the campus and public communities. The Spring 2014 Issues and Insights featured three programs discussing the various aspects and impacts of World War I. Dr. Kolsky, who has taught at Montgomery County Community College since 1971, started hosting Issues & Insight programs in 1986.
President Stout thanked Dr. Kolsky for his leadership and insight and mentioned that it will be hard to replace Tom.

- **Create a High Performance Culture**
  On March 20, at the 9th Annual Innovation of the Year celebration, the College community joined together to celebrate innovation, recognizing exemplary efforts in designing and implementing programs that move the College forward in achieving its strategic plan. Through the League of Innovation in Community Colleges, criteria for selection of the Innovation of the Year are established and include quality, efficiency, cost effectiveness, replication, creativity, and timeliness. Ten projects were nominated. One project stood above the rest for its contribution to achieving success in all six of the College’s Strategic Goals, especially around increasing student success – the QuadForge Undergraduate Research Program. The QuadForge Undergraduate Research Program encourages thinking and behavior that goes beyond the normal scope of academic study, requiring multi-disciplinary study and application, including electrical and mechanical engineering, mathematics, computer science, physics, and chemistry. During the summer of 2013, the students achieved a world first in weatherizing a quad rotor, using a 5-step chemistry process that included the use of nanotechnologies. Funding and materials to support the QuadForge project were arranged through a pool of outside investors including the Swiss Government, private angel investors, and corporate partners. Congratulations to Jean-Jacques Reymond, Engineering Lecturer; William Brownlowe, Engineering Associate Professor; and Andrew Ippolito, Assistant Dean of Academic Affairs for achieving the award. The League for Innovation in the Community College will be posting the College’s Innovation of the Year on their website and the QuadForge Undergraduate Research Program will be recognized on the College’s Wall of Innovation on the second floor of the Advanced Technology Center.

On March 27, the College hosted the fifth annual Presidential Symposium on diversity. This year, the topic of the Symposium was Hate Crimes and the speaker was Judy Shepard, mother of slain gay college student, Matthew Shepard. Judy and her husband, Dennis Shepard, used their personal tragedy to launch a foundation that works tirelessly against hate crimes. Their efforts were instrumental in the passage of the Matthew Shepard and James Byrd Hate Crimes Prevention Act.

Dr. Stout also reported on the notification the College received from the Internal Revenue Service in regards to the penalty notice received for the 2011 tax year. On February 3, 2014, the National Association of College and University Business Officers (NACUBO) announced that the IRS will be waiving penalties that it proposed on colleges and universities for 2011. This decision waives penalties for missing or inaccurate TINs if the institution annually solicits student TINs in a specified manner. The College has established such a program.

Also, as part of the President’s Report, Dr. Steady Moono provided a brief overview of the new wind turbines erected at 140 College Drive. These turbines will help to produce power for computers, interior lights, exterior lights and receptacles at 140 College Drive.

**Physical Plant Committee**

Trustee Mullin reported for the Committee.

- **Information Technology – Disaster Recovery Plan**
  Recently, redundant communications systems such as routers, switches, and firewalls have been added to our infrastructure to ensure access in the event of a device failure. Additionally, a redundant
and diverse fiber-optic path has been added to the communications between campuses and to the Internet that will ensure access continuation in the event of an interruption to one of the circuits. The development of an off-premise disaster recovery site has begun at our West Campus. Currently, all critical system storage is replicated at the West Campus to provide a basis for recovery in a catastrophe. Additional backup systems are being added at the West location that will permit complete operations of critical systems at West Campus in the event of a disaster. Lastly, some systems are being migrated to the cloud so as to eliminate the need to plan for on-premise recovery.

Vice President, Celeste Schwartz presented a brief overview of the Information Technology Disaster Recovery Plan and described our current state of preparedness.

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

**Curriculum Committee**

Trustee Toplin reported for the Committee.

- **Student Success Initiative: Leah Meyer Austin Award 2014**

  On February 24, 2014 during the opening session of DREAM 2014: The Achieving the Dream Annual Institute on Student Success, the College was named as the recipient of the 2014 Leah Meyer Austin Award. The Leah Meyer Austin Award was established in 2008 to recognize outstanding institutional achievement in supporting and promoting student success through the creation of a culture of evidence, continuous improvement, systemic institutional change, broad engagement of stakeholders, and equity, with particular attention to low-income students and students of color. The honor included a cash award of $25,000, which has been earmarked by the College for investment in faculty development to further our student success and equity agenda.

  Vice President’s Celeste Schwartz and Vicki Bastecki-Perez presented a brief overview of how the College went through the award application, including supporting evidence that made us stand out from other Colleges.

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

**Bids**

Vice President Freitag reported on the bids.

- **Air Handler Unit Upgrade**

  Trustee Mullin made the motion to recommend an award be made to Chadwick Service Company of Bensalem, PA for the replacement of the damaged AHU coils in the Science Center as the lowest responsive, responsible bidder in the amount of $34,760.00. Trustee Toplin seconded and the Board unanimously approved.
Chair’s Report

Chairman D’Aniello noted that the Finance Committee did meet in the month of April. After the meeting the Committee met with the County Commissioners to present the College’s Board approved (March) proposed operating and capital budgets. He also reminded the Board of upcoming events and Commencement on May 15.

Old Business

There was no old business to report.

New Business

There was no new business to report.

Adjournment

The meeting was adjourned at 5:10 p.m.

The next meeting is scheduled for Monday, May 19, 2014, 4:00 p.m., Rotelle Family Board Room, East House, Central Campus.

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Marcel Groen
Assistant Secretary
Board of Trustees Policy

SUBJECT: Awarding of the Honorary Associate Degree

NUMBER: 3.1
PAGE: 1
OF: 1

DATE: March 2014
For Fall 14 Implementation

SUPERSEDES: March 2002

Purpose
The Board of Trustees of Montgomery County Community College authorizes the award of the honorary associate degree, Associate in Letters (A.L.), to outstanding individuals who have demonstrated meritorious service to Montgomery County Community College, to the community, to their profession and/or displayed leadership in civic and cultural affairs. The degree shall be awarded using the following criteria and procedures:

Policy
1. Nominations may come only from members of the Board of Trustees or the President.
2. Honorary degrees may not be awarded to active Board of Trustee members, administrators or faculty members until at least two years after their association with the College.
3. The number of honorary degrees that may be awarded at one time or in one academic year should be strictly limited.
4. Honorary degrees are generally conferred at Commencement.

Procedure
1. The Board of Trustee Curriculum Committee will receive and review such nominations on behalf of the full Board. The Committee shall make recommendations to the Board for consideration.

Criteria: Nominees shall meet one or more of the following criteria:
   a. A distinguished alumnus/alumnae who has made a contribution of significance and value
   b. Someone who has provided significant assistance in supporting a new program, department or segment of the College
   c. Someone who has made a noteworthy contribution to MCCC students, faculty, to the College in general or the community at-large

2. For awards to be made at Commencement, nominations should be received by the Board of Trustees Curriculum Committee by the April meeting date and considered for action at the April Board of Trustees meeting.
Purpose
The purpose of this policy is to provide clear and standardized guidelines for the development of policies at Montgomery County Community College.

Policy
Representatives of the College who are responsible for the development of policies are required to follow the standardized guidelines.

Policies must:

- Support the mission, philosophy and goals of the College
- Consider the effect on students
- Consider the effect on administrators, faculty and staff
- Comply with relevant legislation and accreditation/external agencies
- Consider strategic implications as well as risk
- Align with other College policies
- Be feasible to implement and maintain

Process
The need for policies may be identified by one or multiple areas of the College. Review of policy proposals should be performed by representatives of all appropriate stakeholders. Approval of policies should move through the appropriate College governance committees.

Definition
A policy is defined as a concise, formal and mandatory statement of principle which provides a framework for decision-making and a means by which the College reduces institutional risk. Policies support the College’s mission and values for the foreseeable future and should therefore change infrequently. A policy is a written statement which outlines the College’s position on a specific subject matter. A policy provides guidance and direction in decision-making. A policy has final approval by the Board of Trustees.
Board of Trustees Policy

SUBJECT: Policy Development

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DATE: April 21, 2014

SUPERSEDES:

Procedures

- A Board of Trustee Policy Review/Change/New Policy Form must be completed.
- A standard template for all policies will be used.
- Templates are to include the following: Title, date initiated or updated, statement of purpose, policy, definitions (if applicable), audience, relevant legislation, related documents (if applicable), procedures and last date of review.
- Ownership to an individual or group of individuals should be assigned. A primary vice president owner is identified for each policy.
- Training needs should be assessed for implementation of the policy.
- The policy will be guided, through the appropriate College governance committees and processes.
- Final approval of policies resides with the College’s Board of Trustees.
- The policy must be published and notification to stakeholders, by the Vice President, is to take place within 14 days of approval by the Board of Trustees.
- The policy is to be implemented by the Vice President who “owns” the policy or a designee of the President.
- A review process for policies should take place every five years or as required by changes in regulation or law.