The meeting of the Montgomery County Community College Board of Trustees was held on Monday, December 15, 2014 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus.

Board of Trustees – Present: Michael D’Aniello, Chairperson; Regina Lowrie, Treasurer; Marcel Groen, Assistant Secretary; Susan Arnhold, Geoffrey Brandon, Margot Clark, Sean Kilkenny, Eric Kretschman, and Ed Mullin

Absent: Andy Cantor, Vice Chairperson; Trudy Mann, Secretary; Moon Ahn, Richard Montalbano, Ellen Toplin and John Rafferty

Also Present:
Karen Stout, President; Marc Davis, Solicitor; Arline Stephan, Interim Vice President for Development and External Relations; Vicki Bastecki-Perez, Vice President of Academic Affairs and Provost; Steady Moono, Vice President of West Campus; Kathrine Swanson, Vice President of Student Affairs and Enrollment Management; Celeste Schwartz, Vice President for Information Technology and College Services; Mike Yosifon, Interim Vice President for Finance and Administration; 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; Mark Amdahl, English Associate Professor, Faculty Union Representative; Patricia Rahmlow, Computer Science Associate Professor, Faculty Union Representative; Jaime Garrido, Associate Vice President for Facilities and Construction; Joseph McGuirman, Director of Campus Safety; Leon Hill, Assistant Vice President for Institutional Research & Effectiveness; Alana Mauger, Director of Communications; Kathleen McGirr, Controller; Stefanie Crouse, Academic Advisor-Instructor; Angela Polec, Executive Director of Marketing and Communications; Beverly Welhan, Dean of Health Sciences; David DiMattio, Dean of Science, Technology, Engineering, and Mathematics; Philip Needles, Dean of Business & Entrepreneurial Initiatives/Strategic Advisor to the President; Deborah Rogers, Executive Assistant to the Board of Trustees; Joshua Mitchell, Director of User Support and Instructional Technology; Anil Datta, Director of Information Technology Programs

**Call to Order**
Chairperson D’Aniello called the meeting to order at 4:03 p.m.

**Pledge of Allegiance**
Rhoda McFadden, Faculty Union President and History Professor, led the attendees in reciting the Pledge of Allegiance.

**Introduction of Guests**
No new guests were introduced.

**Public Testimony**
There was no public testimony.
Consent Agenda
Trustee Arnhold made the motion to approve Consent Agenda Items A through I for the month of December as presented. Trustee Lowrie seconded and the Board unanimously approved Consent Agenda Items A through I.

Action Items:
A. Approval of the November 17, 2014 Minutes
B. Treasurer’s Report through November 30, 2014
C. Curriculum Modification: Computer Networking (A.A.S.)
D. Curriculum Modification: Biotechnology, Biomanufacturing and Molecular Techniques (A.A.S.)
   with Curriculum Deletion: Biotechnology, Biomanufacturing and Molecular Techniques (A.S.)
E. Ratification of December Professional Appointments and Separations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joyce Wheatley</td>
<td>Director of Student Recruitment</td>
<td>11/17/14</td>
</tr>
<tr>
<td>Alecia Fields</td>
<td>Communications Manager</td>
<td>11/24/14</td>
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Administrative Separations (4)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wanda Brown</td>
<td>Business Administrator</td>
<td>11/5/14</td>
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<tr>
<td>Sharon Beales</td>
<td>Vice President for Development and External Relations</td>
<td>11/18/14</td>
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<tr>
<td>Marie Ryan</td>
<td>Manager of Procurement &amp; Accounts Payable</td>
<td>11/21/14</td>
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<tr>
<td>Cindy Haney</td>
<td>Executive Director of Enrollment Services</td>
<td>1/2/15</td>
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Information Items:
F. Wilmington Trust Performance Update
G. 140 College Drive Renovation (Phase III)
H. New and Deleted Courses
I. Faculty Accomplishments

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

Fall 2014 Enrollment Summary:
As of today, December 15, the winter 2014 session is up 30.39% percent compared to same time last year. The spring session is up 2.09% percent for unduplicated headcount compared to same time last year.

Student Success:
100 percent of the students who are scheduled to graduate from the Medical Assisting evening program in December have recently passed the national Registered Medical Assistant credentialing examination. This is the first cohort of evening students in this program.
**Build Curricular Relevance, Innovation in Delivery and Supportive Faculty Development Systems:**
- The Radiography Program received its Joint Review Committee on Education in Radiologic Technology (JRCERT) re-accreditation visit on December 1 and 2. The College was cited with several commendations including: communication with clinical education centers, committed College administration, keen focus on student success, graduates being well prepared for employment, and student performance on registry exam (consistently 100 percent pass rate, first attempt).

- To further expand the use of multiple measures in increasing the accuracy of course placement of new students, a new math exemption was approved by the math department. Students who earned a grade of A or B in high school Algebra II class, within five years of attending the College, are exempt from developmental math classes and able to enroll in a college level math class.

**Develop an Engaged Community:**
- The College community came together donating time, effort and donations for the Stock Up for Success Program. Lorraine Dibona-Jones, English Senior Lecturer and her classes were able to assemble 105 breakfast bags for students struggling with food insecurity through their service-learning project. Remaining donations will be stored in our Stock Up for Success food pantry and will support MCCC students who are in need of a meal.

**Adopt and Entrepreneurial Approach:**
- The Culinary Arts Institute (CAI) held its 1st Annual Thanksgiving Fundraiser and Pie Sale through the new Forty Foot Café. The sale raised over $1,600 from students producing 130 Dutch apple, pumpkin, and pecan pies, nine gallons of pumpkin soup, 37 pints of cranberry chutney and 50 dozen rolls.

**Foundation/Alumni Highlights:**
- The North Penn Rotary Club established their first scholarship fund for students from the North Penn school district with a gift of $5,000.

- The Ambler Rotary endowed their scholarship with a gift of $30,000.

- The W. Frances Hawkins Memorial Scholarship was established by her family with a gift of $5,000.

- The Ambler Savings Bank also made a contribution this period through the Educational Improvement Tax Credit Program (EITC) program of $15,000.

- TD Bank announced that they are funding Gateway to College over two years through the EITC program (pending approvals year two). The first contribution of $65,000 was provided and a formal check presentation will be held on December 19, during the Gateway to College Graduation.

Also, as part of the President’s Report, Dr. Stout provided the Board with a brief presentation showing private giving to the Future Rising Campaign by constituent group, giving by purpose, giving by fund restriction, and scholarship giving by fund restriction.
Create a High Performance Culture:
The College concluded its 50th anniversary celebration with a birthday celebration on December 8, 2014 - the exact anniversary date of the College’s establishment.

Student Success Network Update:
At the end of the President’s Report, Kathrine Swanson, Vice President of Student Affairs and Stefanie Crouse, Academic Advisor, provided the Board with an overview of the new student success network along with the new Integrated Planning and Advising Support (IPASS) system. Two new technology tools for students have been implemented to support the student success initiative. The first is Starfish Early Alert and Connect which creates a student success network for students that includes their assigned academic advisor, faculty, support from cohort programs they might be a part of (for example veterans services), and tutoring.

The second tool implemented is Ellucian’s Student Planning module. Student Planning provides comprehensive course planning which enables students to map out their academic journey. Students map out which courses from the degree plan they will take each semester through completion. They can also search for classes, create a schedule and then register directly from their course plan. Advisors assist students with creation of their plan and allow for both students and advisors to track progress toward completion.

Finance Committee:
Trustee Kretschman reported for the Committee.

Act 46 Enrollment Audit:
Act 46 of 2005 governs the manner by which a community college’s enrollment is verified. Act 46 places responsibility for conducting the annual enrollment verification from the State with each college’s independent auditor. The Act requires a verification of enrollment be submitted to the Pennsylvania Department of Education by January 1st each year. The Department then has ninety days to notify the colleges of any issues identified.

Baker Tilly Virchow Krause, LLP began the 2013-2014 agreed upon procedures on September 15th. The auditors 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 Kretschman motioned to accept the 2013-2014 Act 46 enrollment verification as presented. Trustee Brandon seconded and the Board unanimously approved.

Physical Plant Committee
Trustee Mullin Reported for the Committee.

Health Sciences Center Construction Bids:
On October 23, 2014 the proposals for the addition and renovation to the Health Sciences Center bids were publicly opened and read aloud. A total of 5 responses were received for the general construction, 13 for mechanical construction, 6 for electrical construction, 8 for plumbing construction, and 5 responses were received for fire protection. The total base building...
construction cost of the five lowest contractors in each trade is $28,863,000. With approved construction funding of $25,214,330, the project is currently over budget by $3,648,670.

The College proposed that the Board officially reject all the bids due to the responses being so significantly over budget. The College, in conjunction with the Health Sciences Steering Committee and the professional team, will fully assess all reasonable modifications to the current plan to enable the project to come in within budget. To assure that a project rebid is successful, all proposed modifications will be prioritized, professionally cost estimated, and the project scope reduced to be in alignment with the approved construction budget. Impact to the project schedule will be evaluated once the proposed revised project scope is determined.

Trustee Mullin motioned to recommend that the Board of Trustees reject all the bids received for Health Sciences Center project. Trustee Brandon seconded and the Board unanimously approved.

**Annual Security Report:**
Each year, the Public Safety Office issues the *Annual Security Report* to the College community. This report contains information and crime statistics that are required under the *Pennsylvania Uniform Crime Reporting Act* and the Federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (the “Clery Act”).

Joseph McGuirman, Director of Campus Safety, provided the Board of Trustees with a brief overview of the *Annual Security Report* with the accomplishments in the past year, including; emergency policies and procedures, emergency exercises and the implementation of measures to improve College readiness and preparedness.

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

**Curriculum Committee**
Trustee Kilkenny Presented for the Committee.

**New Curriculum: Cyber Security (Certificate):**
The Certificate in Cyber Security caters to industry professionals wanting to upgrade skill sets, career changers, and college graduates wanting to specialize in this field. The new certificate will also provide a student the opportunity to take five industry certification examinations to validate skill sets to prospective employers. The Cyber Security Certificate along with the proposed modification to the Computer Networking (AAS) will also enable the College to apply to become a *Center of Academic Excellence for Information Assurance* (CAE/2Y) under the National Security Agency (NSA) and the Department of Homeland Security (DHS), enabling us to join a small group of two year colleges that have already achieved this distinction.

Trustee Kilkenny made the motion to approve the new certificate in Cyber Security for Fall 2015 implementation. Trustee Mullin seconded and the Board unanimously approved.

**Request for New Program: Environmental Studies (A.S.):**
The proposed Environmental Studies A.S. will provide students with a clear pathway to a four-year degree in environmental studies disciplines and subsequent careers in the field. The proposed
flexible curriculum prepares the students for future study in an Environmental Studies or an Environmental Science degree.

This new degree program will broaden and complement the degree offerings within the STEM and Social Sciences divisions. The program will replace the former Environmental Sciences A.S. program, which was deleted due to the difficulty of modifying the curriculum to permit compliance with both statewide legislated articulation and the College’s General Education Core requirements. The former Environmental Science major enrollment from Fall 2011 through Fall 2014 ranged from 27-39 full-time students and 27-53 part-time students. It is projected that the new program will appeal not only to students interested in the environmental sciences but those interested in environmental studies careers not offered at the College but at transfer institutions.

Trustee Clark made the motion to recommend that the new Environmental Studies (A.S.) program be approved for Fall 2015 implementation. Trustee Kretschman seconded and the Board unanimously approved.

**Personnel Committee:**
President Stout reported for the Committee.

**Faculty Contract Negotiations:**
The College’s current contact with the Faculty Union expired on August 31, 2014. Representatives from both the College and Faculty Union worked from January 2014 through November 2014 to structure a new contract agreement. This agreement will enable the College to continue to invest in current and future faculty, providing a quality educational experience for students and the community. Key components of the agreement include:

- A three-year contract, covering September 1, 2014 – August 31, 2017, that supports highly engaged and innovative full and part-time faculty while serving the needs of students and the community, and being fiscally prudent and responsible.
- Over the three year period, combined with the recent early retirement program, the College’s faculty salary budget has a net increase of less than 1% (.86%) over the contract period.
- The introduction of prescription drug premium sharing and the introduction of a new base health care plan with 100 percent employee contribution to the buy-up plan enables the College to continue to offer quality, affordable benefits while blunting cost increases.
- Salary increases for faculty with a maximum cumulative increase of 6.3% over the full term of the contract.
- Faculty engagements to increase student access, success, and completion while advancing the College’s mission and its strategic goals.

On Thursday, November 20, the faculty voted 112 to 31 in favor of ratifying the faculty contract. A legal review of the contract was conducted by Fox Rothschild.

Trustee Lowrie motioned that the Board of Trustees approve the negotiated three-year faculty union contract as presented. Trustee Clark seconded and the Board unanimously approved.
Nominating Committee:
Trustee Brandon reported for the Committee.

The Nominating Committee, chaired by Geoff Brandon and including Trustees Ellen Toplin, Margot Clark and Sean Kilkenny, discussed the presentation of a slate of officers for the upcoming year. As a result, the Nominating Committee recommends the following slate of officers for 2015:

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

All officer candidates have indicated their ability and willingness to be nominated and to serve if elected. The Committee is unanimous in its recommendation of these nominees.

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

Bids:
Jaime Garrido reported on the Bids.

Asbestos Abatement Project:
Trustee Mullin made the motion to award Plymouth Environmental Co. Inc., of Norristown, PA as the lowest responsive, responsible bidder in the amount of $48,000.00. Trustee Brandon seconded and the Board unanimously approved.

Chair’s Report:
Chairman D’Aniello reviewed highlights of projects that were accomplished during the calendar year. He personally thanked the Board members for all their hard work on the Committees which enabled projects to move forward. He also thanked faculty, staff and administration for all their hard work in making the College an institution where students want to come and learn. Trustee D’Aniello gave his personal thanks to President Stout for her continued stewardship and leadership of the College.

Trustee Lowrie acknowledged Chairman D’Aniello for his leadership and vision in helping to make the College the success it is today, the Board unanimously agreed.

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 Tuesday, January 20, 2015, 4:00 p.m. in the Rotelle Family Board Room, Central Campus.

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Marcel Groen
Assistant Secretary