The meeting of the Montgomery County Community College Board of Trustees was held on Monday, February 23, 2015 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; Moon Ahn, Susan Arnhold, Margot Clark Geoffrey Brandon, Sean Kilkenny, Richard Montalbano, Eric Kretschman, Ed Mullin and Ellen Toplin

Absent: Trudy Mann, Secretary and John Rafferty

Also Present: Karen Stout, President; Marc Davis, Solicitor; 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; Arline Stephen, Interim Vice President for Development and External Relations; 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; Leon Hill, Assistant Vice President for Institutional Research & Effectiveness; Michele Cuomo, Dean of Arts and Humanities; Rhoda McFadden, History Professor, Faculty Union Representative; Jaime Garrido, Associate Vice President for Facilities and Construction; Alana Mauger, Director of Communications; Kathleen McGirr, Controller; Angela Polec, Executive Director of Marketing and Communications; 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; Greg Strickler, Principal, Anderson Strickler LLC; Margaret Gibbons, Staff Writer, The Intelligencer, Jarreau Freeman, Staff Writer, The Reporter; Joseph Schiaffino, Student, Art Editor for Forty-Three; Thomas Powers, English Senior Lecturer; Christopher Stanley, Art Regular Lecturer

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

Pledge of Allegiance
Joseph Schiaffino, student, art editor for Forty-Three; Thomas Powers, English Senior Lecturer; and Christopher Stanley, Art Regular Lecturer, led the attendees in reciting the Pledge of Allegiance.

Presentation of Resolution
Trustee D’Aniello presented a resolution for the art and literary magazine “Forty-Three” to representatives; Joseph Schiaffino, student art editor, Thomas Powers, English Senior Lecturer and Christopher Stanley, Art Regular Lecturer, for receiving the American Scholastic Press Association first place award.
**Introduction of Guests**
Vice President Schwartz introduced the following new guests to the Board: Greg Strickler, Principal, Anderson Strickler LLC and Jarreau Freeman, Staff Writer, *The Reporter*.

**Public Testimony**
There was no public testimony.

**Consent Agenda**
Trustee Mullin made the motion to approve Consent Agenda Items A through G for the month of February as presented. Trustee Cantor seconded and the Board unanimously approved Consent Agenda Items A through G.

**Action Items:**
A. Approval of the January 20, 2015 Minutes  
B. Treasurer’s Report through January 31, 2015  
C. Curriculum Modification: Dance (A.A.)

**Information Items:**
D. Wilmington Trust Performance Update  
E. Deferred Maintenance Plan  
F. New, Modified and Deleted Courses  
G. Faculty Accomplishments

**Executive Session:**
Chairman D’Aniello called the Board into an Executive Session at 4:11 p.m. to discuss personnel matters relating to President Stout’s announcement of her acceptance of the position of President and CEO of Achieving the Dream, Inc. effective July 1, 2015. No action was taken. The Board re-adjourned at 4:57 p.m.

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

**Student Success:**
Last month the Board saw a preview of the College’s Integrated Planning and Advising System (IPAS). As of today (February 23, 2015) over 10,000 credit students have used the new system’s educational planning tool. Early indicators note an increase in student satisfaction with academic advising.

In addition:
- New first-time full-time students’ enrolled in 15 credits or more increased by 13%.  
- Faculty submitting mid-term progress reports average 90% compared to 73% prior to IPAS.  
- Students feel that they are being communicated with by faculty earlier in the term if they are doing poorly.  
- Students are expressing a higher level of satisfaction with this statement: “my academic advisor is concerned about my success.”  
- Students indicate that they like that the advisor can help them make a plan and then they can search for available courses to block schedule that plan.
Students indicate that they feel in control of their educational goals.

**Enrollment Summary:**

Spring 2015 Enrollment:

As of February 23, unduplicated headcount is down 1.30 percent with total credits generated down 2.21 percent. For the campus by campus duplicated headcount comparison, Central Campus is down 3.22 percent, West Campus is down 6.89 percent, Virtual Campus is up 2.10 percent and the Culinary Arts Institute is up 49.54 percent.

For the first seven week Session (started 1/21/15): total credit hours are 71.94 percent ahead of last year and for the second seven week session (starts 3/11/15): total credit hours are 59 percent ahead of last year.

**Student Acceleration:**

On Monday, February 2, the College, along with the Pennsylvania Commission for Community Colleges officially launched the Prior Learning Assessment initiative and [www.ccfasttrack.org](http://www.ccfasttrack.org) in Harrisburg. The program, which was headed by the College, was made possible by a $2.5 million Trade Adjustment Assistance Community College and Career Training (TAACCT) grant from the U.S. Department of Labor. Dr. Kathrine Swanson, Vice President of Student Affairs and Enrollment Services along with Denise Collins, Project Manager for the TAACCT 2 Grant, represented the College during the launch.

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

This spring the College is launching classes at the Einstein Medical Center Montgomery located in East Norriton. The on-site courses will provide Einstein Montgomery employees the ability to conveniently access courses in the pursuit of the associate’s degree of their choice. Employees will begin their education on-site, taking up to 30 percent of credits towards a degree and then transition to one of the College’s campuses, including the Virtual Campus, to complete their coursework. Three courses are running for the Spring: English Composition I, Nutrition, and Information Systems for Management with Computer Applications.

**Staff Outreach:**

President Stout congratulated Tracey Richards, Director of Financial Aid/Interim Executive Director of Enrollment Services for being elected to serve on College Board’s Middle States Regional Council for a three year term from January 30, 2015 through January 29, 2018.

**Foundation/Alumni Highlights:**

The Future’s Rising Campaign continues to have success and has raised $9,754,709 as of January 31, 2015.

Foundation Highlights
The Montgomery County Economic Development Corporation (MCEDC) $2 million gift announcement took place on January 30 in the ATC Lobby at Central Campus.
Additionally, the Foundation received a $100,000 gift from a donor who wishes to remain anonymous to create and fund four new endowed scholarships. These scholarships will support students in the following areas: Nursing, Veterans, Keys, and the Minority Mentoring Program.

Dr. Stout invited members of the Board to attend one of the workshops presented by Victim Services of Montgomery County and the College’s student support and referral team on sexual misconduct prevention on Tuesday, February 24 at the West Campus and on March 3 at the Central Campus.

**Finance Committee:**

Trustee Kretschman reported for the Committee.

**Baker Tilly Audit Proposal:**

In January, 2010, the Board extended Baker Tilly’s (previously ParenteBeard) original three-year engagement for an additional two years, ending with the FY 2013/14 audit. At its meeting of January 7, 2015, the Finance Committee discussed the possibility of extending Baker Tilly’s engagement for an additional two years.

Following extensive discussions with Baker Tilly about terms for extending their engagement for two additional years, Baker Tilly submitted a proposal for a two (2) year extension for an annual fee of $64,000 (same as fiscal 2014) for the audit of the College and $9,500 (a 14% reduction) for the Foundation. In addition, the 2015 Federal form 990 and State BCO-10 tax exempt filings will be $2,375 (same as fiscal 2014). A 2% inflationary increase per entity for fiscal year 2016 has been built into the proposal.

Trustee Kretschman made the motion that the Board approve the engagement of Baker Tilly for the Audit and Tax services for the College and Foundation for Fiscal years 2015 and 2016 at the fee structure presented above. Trustee Cantor seconded and the Board unanimously approved.

**Physical Plant Committee:**

Trustee Toplin reported for the Committee.

**West Campus Student Housing:**

Dr. Steady Moono provided the Board with a brief overview of the student housing process, how it began with a market study and focus groups, along with the demand outcomes, the RFQ and RFP processes, where we are to date and the next steps.

At the November 5th Physical Plant Committee meeting the shortlisted teams, Radnor Property Group Inc. and Cross Properties Inc., gave oral presentations on their qualifications and proposed development approach. The Physical Plant Committee directed the administration to obtain additional information from the teams regarding possible project transaction structure, financial model and other pertinent information.

Based on discussions and review of additional materials, the selection committee unanimously recommends the selection of Cross Properties to proceed with the negotiation phase of the
process. Since the first presentation of proposals, Cross has improved its standing by continuously providing all data and documents requested by the College.

Negotiations with Cross Properties Inc. will aim to develop a detailed schedule for predevelopment activities and a Memorandum of Understanding that sets forth the responsibilities, obligations and financial risks of the parties. The schedule should clearly address key milestones and decision points that must be achieved to continue with subsequent activities. Although the College may have a preference for a particular transaction structure, all options will be pursued.

Trustee Toplin motioned to recommend that the Board of Trustees authorizes the College Administration to proceed with a letter of intent with Cross Properties Inc. Final contract terms and conditions will be subject to Counsel and Board review before any action or commitments on financial arrangements, site selection, etc. are agreed upon. Trustee Kretschman seconded and the Board unanimously approved.

**Curriculum Committee**

Trustee Toplin reported for the Committee.

**Modified Curriculum: Accounting (A.A.S.):**
**New Curriculum: Accounting (Certificate):**
**New Curriculum: Certificates of Completion for Certified Bookkeeper, Payroll Specialist and Accounting with QuickBooks:**

The Accounting (A.A.S.) program is designed for students who are seeking immediate employment upon graduation; jobs include accounting clerk, payroll clerk, auditing clerk, or bookkeeper. Employment in this sector is projected to grow 16% from 2010 to 2020 according to the U.S. Bureau of Labor Statistics.

Curriculum modifications to the Accounting (A.A.S.) program and to the Accounting Certificate for Fall 2015 implementation will strengthen the existing program and prepare students to take three different national industry certification exams. Also new Certificates of Completion for Certified Bookkeeper, Payroll Specialist and Accounting with QuickBooks are designed to provide students with relevant skills that can lead to immediate employment and industry certifications. All three certificate programs stack into both the Accounting (A.A.S.) and Accounting (Certificate).

Trustee Toplin made the motion to approve the modified Accounting (A.A.S.) program, the new Accounting certificate and the new Certificates of Completion for Certified Bookkeeper, Payroll Specialist and Accounting with QuickBooks for Fall 2015 implementation. Trustee Lowrie seconded and the Board unanimously approved.
Chair’s Report:

Chairman D’Aniello made a motion to dissolve the ad hoc Advancement Committee that was formed in early 2014 so that the Board can focus efforts on the Presidential Search. Trustee Groen seconded and the Board unanimously approved to resolve the ad hoc Advancement Committee.

In follow-up to the Executive Session, Chairman D’Aniello made a motion for the Board to authorize Counsel to advise the Board in completing all necessary paperwork related to President Stout’s separation. Trustee Kretschman seconded and the Board unanimously approved.

Chairman D’Aniello also appointed a small Board Presidential Search Committee consisting of Trustees Richard Montalbano, Regina Lowrie and Eric Kretschman. He asked that they meet before the March 23 Board meeting and to report back at that meeting their recommendations on moving forward with the search including: selection of a search firm and a timetable for a nationwide search. This committee will report back to the Board in March. Chair D’Aniello also advised that an advisory committee will be created in the coming weeks to include representatives of the faculty, administration, support staff, students and community stakeholders.

Trustee Lowrie motioned to approve the Presidential Search Committee as presented by Trustee D’Aniello. Trustee Brandon seconded and the Board unanimously approved.

Trustee D’Aniello also reminded the Board of the upcoming March 22 dinner with the Middle States visiting team and that they will most likely be meeting with the team on the day of the Board meeting (March 23). He also reminded everyone of the upcoming events and flyers that were distributed to everyone for the Retirees Reception on Tuesday, May 5 and the employee service recognition and awards ceremony on Tuesday April 28.

He reminded the Board of the Honors Reception immediately following the meeting.

Old Business
There was no old business to report.

New Business
There was no new business to report.

Adjournment
The meeting was adjourned at 5:37 p.m.

The next meeting is scheduled for Monday, March 23, 2015, 4:00 p.m. in the Rotelle Family Board Room, Central Campus.
Marcel Groen
Assistant Secretary