The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 23, 2015 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus.

Board of Trustees – Present: Andy Cantor, Vice Chairperson; Regina Lowrie, Treasurer; Trudy Mann, Secretary; Marcel Groen, Assistant Secretary; Susan Arnhold, Margot Clark, Geoffrey Brandon, Sean Kilkenny, Richard Montalbano, Ed Mullin and Ellen Toplin, Anisha Robinson Keeyes

Absent: Michael D’Aniello, Chairperson; Moon Ahn, 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, 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: David DiMattio, Dean of STEM; Mark Amdahl, English Associate Professor, Faculty Union Representative; Jaime Garrido, Associate Vice President for Facilities and Construction; Alana Mauger, Director of Communications; Kathleen McGirr, Controller; Linda Kristekas, Interim Senior Grants Accountant; Angela Polec, Executive Director of Marketing and Communications; Philip Needles, Dean of Business & Entrepreneurial Initiatives/Strategic Advisor to the President; Aaron Shatzman, Dean of Social Sciences; Beverly Welhan, Dean of Health Sciences; Deborah Rogers, Executive Assistant to the Board of Trustees; Joshua Mitchell, Director of User Support and Instructional Technology; Margaret Gibbons, Staff Writer, The Intelligencer, Wilfredo Montijo, Student, Phi Theta Kappa

Call to Order
Vice Chairperson Cantor called the meeting to order at 4:10 p.m.

Pledge of Allegiance
Wilfredo Montijo, a Phi Theta Kappa student, led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests
There were no new guests to be introduced.

Public Testimony
There was no public testimony.

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

Action Items:
A. Approval of the February 23, 2015 Minutes
B. Treasurer’s Report through February 28, 2015
C. Professional Hires, Separations and Retirements for February and March 2015

Information Items:
D. Wilmington Trust Performance Update
E. New Course
F. Faculty Accomplishments
G. Turnover Report Overview

Executive Session:
Vice Chairman Cantor called the Board into an Executive Session at 4:15 p.m. to discuss personnel matters. No action was taken during their session. The Board re-adjourned at 4:45 p.m. with the following recommendations:
- Trustee Montalbano reported that the Board of Trustees is recommending that the College hire the search firm Greenwood/Asher Associates Inc. for the Presidential Search with the base fee of $55,000 plus incurred expenses such as travel, etc.

Trustee Montalbano made a motion to hire Greenwood/Asher Associates Inc. as the search firm. Trustee Mann seconded and the Board unanimously approved.
- Trustee Montalbano also noted that the Board Chair will be appointing a Presidential Search Advisory Committee in the coming weeks, and that a recommendation will be coming back to the full Board for the approval of an external interim president during the duration of the presidential search.

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

Student Success:
The College’s FY 2012 draft default rate was released on February 23. Our rate is 12.9 percent, a reduction from 15.0 percent for the FY 2011 cohort. The Financial Aid Office has developed several default prevention strategies to help reduce our default rate. Staff offer in person entrance and exit counseling workshops aimed at helping students borrow responsibly and manage repayment. The Financial Aid Office also created a student form that is sent with each award letter encouraging students to lower the amount of loan dollars borrowed for the academic year.

Enrollment Summary:

Spring 2015 Enrollment:
As of March 16, unduplicated headcount is down 1.26 percent with total credits generated down 2.44 percent. On a campus by campus duplicated headcount comparison, Central Campus is down 2.76 percent, West Campus is down 6.49 percent, Virtual Campus is up 3.14 percent and the Culinary Arts Institute is up 48.62 percent. We continue to see strong enrollment in our accelerated seven week sessions.

Summer 2015 Priority Registration:
As of March 16, unduplicated headcount is up 28.86 percent with total credits generated up 23.48 percent. On a campus by campus duplicated headcount comparison, Central Campus is up 30.03 percent, West Campus is down 0.94 percent, the Virtual Campus is up 27.96 percent, and the Culinary Art Institute is up 100 percent.
Fall 2015 Priority Registration
On March 17, priority registration began for Fall 2015 classes. Priority Registration allows current students who have completed a specified number of credit hours to register before students who have completed fewer credit hours. Priority Registration is also available to Veteran students as defined under the PA Higher Education Course Scheduling Preference for Veteran Students Act. Open Registration begins on April 2.

Student Leadership/Service Learning/Co-Curricular Accomplishments
Kendra Houck, a liberal studies student at the West Campus, has been named a 2015 Coca-Cola Community College Academic Team Silver Scholar. The Coca-Cola Scholars Foundation sponsors the Coca-Cola Community College Academic Team program by recognizing 50 Gold, 50 Silver and 50 Bronze Scholars from across the country. Kendra has been enrolled at the College since she was 13 and will be graduating this spring at the age of 18, with a 3.89 GPA. Kendra serves as the President of the Beta Tau Lambda chapter of PTK at the West Campus and led their Honors in Action project to collect and donate over 500 pairs of shoes to Ian's Boots, a non-profit organization in Pottstown that ships over 10,000 pairs of shoes annually to those in need. As a Silver Scholar, Kendra will receive a $1,250 scholarship and a special medallion and will be recognized at the annual PTK International Convention in San Antonio in April.

Build Curricular Relevance, Innovation in Delivery and Supportive Faculty Development Systems:
The Radiography Program received its official accreditation award of 8 years from the Joint Review Committee in Radiologic Technology (JRCERT). This is the maximum award achievable and the program had no recommendations or suggestions in any of the Standards and Objectives required for compliance. This is the second maximum award the program has achieved.

Foundation/Alumni Highlights:
The Capital Campaign continues to have success and has raised $10,095,595 as of February 28, 2015.

President Stout gave kudos to Arline Stephan and the Development Team for their outstanding work and accomplishment of far exceeding the original goal of $6,000,000.

As part of the President’s report, President Stout provided the Board with a brief update on the Health Sciences Center. She reviewed the new proposed bid release date, the proposed award date and the new proposed construction start date. These delays were due to contractual internal issues with the design team. The new proposed dates are approximately three weeks later and do not pose a threat to the originally scheduled building completion date.

President Stout also provided the Board with a brief update of the 140 College Drive renovation (Phase III) plan. The project is progressing through the design process and is approximately 95% complete.

Finance Committee:
Trustee Brandon reported for the Committee.

2015-16 Capital Application for State Assistance:
The College is in the process of preparing the 2015-16 Capital Application for State Assistance. The State capital funding pool supports current short-term and long-term debt service projects, capital
leases, short-term emergency, and cash outlay projects approved by the Commonwealth. All projects are evaluated based on scope, appropriateness, quality and need within the community college. The Commonwealth has defined specific criteria for inclusion in the General Capital Pool.

A significant change in the application process this year is the requirement to submit financing arrangements along with the application. Colleges must also include a Board resolution identifying the rationale and specific approval of the projects listed on the request.

The proposed 2015-16 Capital Application for State Assistance submission is comprised of the following projects:

**Carryover Project:**
Major Facilities Lease – West Campus Annex – 2nd Floor – Phase 2. The square footage occupied is 26,426 square feet resulting in an annual lease payment of $488,881

**Capital Project Applications:**
Major Facilities Lease – Culinary Arts Institute. The square footage occupied is 15,000 square feet resulting in an annual lease payment of $390,000.

Major Facilities Lease – AAA Building, 95 South Hanover Street. The square footage occupied is 10,443 square feet resulting in an annual lease payment of $172,310.

Trustee Brandon made the motion that the Board authorize for submission of the 2015-16 Capital Application for State Assistance as proposed herein. Trustee Arnhold seconded and the Board unanimously approved.

**2015-16 Operating Budget:**
The FY 15-16 Operating Budget has been developed with a strategic focus on assuring continuity of mission critical operations while tempering essential cost increases and assuring student access by limiting tuition increase to a modest $3/per credit.

No new initiatives or staff are proposed for FY 15-16. At the same time, many operating lines exceed the 2% guideline as a result of externally mandated costs or contracts and previously committed program expansion/enhancements, now underway.

Assumptions for FY15-16 Operating Budget.
*Revenue assumptions:*
  - $3 per credit tuition charge and $1 technology fee increases
  - 1.5% increase in credit hours from projected FY15 enrollment level
  - Flat support from State
  - Local sponsor increase $1,011,343, or 7.6% over FY 14-15 funding

*Expense assumptions:*
  - Academic salaries reflect the new Faculty Contract and Voluntary Retirement Incentive Plan
  - Support Staff salaries reflect the Voluntary Retirement Incentive Plan and a 2.8% salary increase assumption
  - Administrative Staff salaries reflect a 2.8% increase assumption
  - Medical benefits are based on our newly approved self-insurance plan
Trustee Brandon motioned to approve the proposed Operating budget for FY 2015-16 as presented. Trustee Lowrie seconded and the Board unanimously approved.

2015-16 Capital Budget:
The capital budget is based upon the capital funds provided by the Commonwealth and County. Once obligations for existing leases, debt service and leasehold improvements are considered, the balance remaining, if any, is used to fund requests for new and replacement equipment and facilities maintenance/renovations.

The proposed 2015-2016 capital budget provides for all of the College’s existing debt service and certain leases. Significant highlights from the budget include:

- The budget includes the State share of the first Science Center principal and interest payment of $900,700 The County share of interest is capitalized in the first two years with principal and interest payments commencing from the County in FY18.
- The budget assumes the County will repeat the Small Capital Project Allocations of $840,000 they first provided in FY15.
- The budget includes the increase in lease payments for West Campus of $52,852, as required by the executed leases.
- The budget includes an estimated total of $270,600 for Deferred Maintenance in 2015-2016.

Trustee Brandon motioned to recommend approval of the Capital Budget for 2015-2016. Trustee Arnhold seconded and the Board unanimously approved.

2015-2016 Auxiliary Budgets:

Technology Fee - The total proposed Technology Fee budget is $5,179,120, an increase of $281,279 (5.7%) from last year, due primarily to an increase of $1.00 per credit in the Technology Fee and a 1.5% increase in credit hours from the projected FY15 enrollment level.

Student Activities - The total proposed Student Activity Fee budget is $713,759, an increase of $13,233 (1.9%) from last year.

Student Aid - The total proposed Student Aid balanced budget is $38,866,402, an increase of $255,000 (0.7%) from last year, due to a projected increase in aid from Pell grants and MCCC Foundation scholarships, and a decrease in PHEAA State Grants.

Food Service - The total proposed Food Service and Vending budget shows a Net Income of $15,544, an increase of $3,569 (29.8%) from the 2014-2015 budget.

Bookstore - The total proposed Campus Store budget shows a Net Income of $498,151, an increase of $2,631 (0.5%) from the 2014-2015 budget.

University Center - The total proposed University Center revenue budget is $242,975, a decrease of $44,525 (15.5%) from the 2014-2015 budget.

Children’s Center - The total proposed Children’s Center expenditures budget is $517,002, a decrease of $3,216 (0.6%) from the 2014-2015 budget.

Trustee Brandon motioned to approve the 2015-16 auxiliary budgets as presented. Trustee Groen seconded and the Board unanimously approved.
2015-2016 Ancillary Fees (Non-Enrollment):
Administration undertook a comprehensive review of all ancillary fees. Ancillary Fees are those fees which are not enrollment driven or tuition related. This also includes the fee structure for facility rentals. The fees were reviewed by the appropriate Vice Presidents. They were also compared to the fees charged by the other Community Colleges within Pennsylvania. (Attachment A)

Trustee Brandon motioned to approve the Ancillary fees for 2015-16. Trustee Lowrie seconded and the Board unanimously approved.

Curriculum Committee:

Trustee Toplin reported for the Committee.

Social Sciences (A.A.) Academic Program Review including Deletion of the Social Sciences (A.A.) and Concentrations in Geography and History:
The Academic Program Review identified nine actions to be implemented as part of the Action Plan. These include:
1. Develop a judicious timeline for teaching out students currently in the Social Sciences (A.A.) and its three concentrations.
2. Develop a new Psychology (A.S.).
3. Develop a new History program.
4. Develop specific Social Sciences discipline transfer guides for within the Liberal Studies (A.A.).
5. Delete the Social Sciences (A.A.).
6. Delete the Social Sciences Concentrations in Geography and History.
7. Delete the Social Sciences Concentration in Psychology.
8. Monitor the feasibility of creating additional programs from within the Social Sciences.
9. Analyze data to assess the potential impact on transferability of TAOC and the CORE.

Trustee Toplin motioned to recommend that the Academic Program Review of the Social Sciences (A.A.) be accepted, including the deletions of the Social Sciences (A.A.) and the Social Sciences Concentrations in Geography and History for Fall 2016 implementation. Trustee Clark seconded and the Board unanimously approved.

New Curriculum: History (A.A.):
As part of the Social Sciences (A.A.) Academic Program Review prepared this year, the faculty determined that the degree itself could no longer be sustained, not because of poor enrollment, but rather because it was virtually identical to the Liberal Studies program due to the General Education Core Curriculum and because it could not be fully assessed by the Social Sciences faculty. The Board has already acted to delete the Concentration in Psychology and has approved creation of a new program in Psychology for Fall 2015 implementation. It is proposed that the entire Social Sciences (A.A.) be deleted, simultaneously eliminating the two remaining Concentrations in History and Geography. However, it is quite clear that interest (and enrollment) in the Concentration in History is strong, and that new students are self-identifying as such. The existing Concentration fully meets the standards for History established by the statewide Transfer Articulation Oversight Committee (TAOC). Given the level of student interest, the strong enrollment numbers, and the high success rates among History concentrators (transfer and graduation), it makes sense to continue to offer a History
path for students after the overarching Social Sciences program is removed from the academic portfolio. The logical mechanism for accomplishing that goal is to create a stand-alone History (A.A.).

Trustee Toplin motioned to recommend that the new History (A.A.) be approved for Fall 2016 implementation. Trustee Clark seconded and the Board unanimously approved.

**Joint Finance and Personnel Committee:**

Trustee Brandon reported for the Committees.

**Final Program Review Determination/Title IV Programs and Drug and Alcohol Abuse Prevention Biennial Review:**

In January 2012, the College was notified that it had been selected for an on-site federal program review of the administration of financial aid programs authorized by Title IV of the Higher Education Act.

There were three findings from the review that required a response from the College.

1. **Verification Violations – Errors** were found in the verification work performed by the College on four students. The Department of Education projected liabilities based on the results of a review of this statistical sample and multiplied it against the population being reviewed. The liability amount that the College must pay was determined to be $11,912.04. This finding will be closed upon receipt of the payment for the liability.

2. **Student Credit Balance Deficiencies** – there was one instance in which the College exceeded 14 days for refunding the student a credit balance in federal funds after tuition, fees and books were deducted.

3. **Drug and Alcohol Abuse Prevention** – the College failed to include all of the required information in its Drug and Alcohol Abuse Prevention Program and to report the frequency and distribution method.

The Final Program Review Determination (FPRD) indicates that with the second response the College sent in February 2013, the identified violations were satisfactorily addressed. This finding is conditionally closed, as long as the College submits a copy of the biennial review by March 16, 2015. The biennial review report must be presented to and accepted by the College’s President and/or Board of Trustees.

Trustee Brandon motioned to recommend that the College pay the $11,912.04 liability assessed in the FPRD for the verification errors (Finding 1). Trustee Lowrie seconded and the Board unanimously approved.

Trustee Brandon motioned to recommend acceptance of the Biennial Review Report prepared in compliance with the Drug Free Schools and Campuses Act regulations. The Committee also recommends that administration immediately improve processes to ensure that students confirm receipt of the policy and implement ways to determine the effectiveness of the College’s drug prevention program to include implementation of surveys, focus groups, and opinion surveys of students and faculty and that a progress report on these activities come to the September 2015 Personnel Committee meeting. Trustee Lowrie seconded and the Board unanimously approved.
Chair’s Report:
There was no Chair’s report.

Old Business
There was no old business to report.

New Business
There was no new business to report.

Adjournment
The meeting was adjourned at 5:30 p.m.

The next meeting is scheduled for Monday, April 27, 2015, 4:00 p.m. in the North Hall, Room 106, West Campus, Pottstown.

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Trudy Mann
Secretary
Background
Administration undertook a comprehensive review of all ancillary fees. Ancillary Fees are those fees which are not enrollment driven or tuition related. This also includes the fee structure for facility rentals. The fees were reviewed by the appropriate Vice Presidents (Vice Presidents Bastecki-Perez, Schwartz, Swanson and Yosifon). They were also compared to the fees charged by the other Community Colleges within Pennsylvania.

Discussion
The total proposed 2015-2016 Ancillary Fee budget is $730,380. The fees listed below have been recommended for revision:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Old Fee</th>
<th>New Fee</th>
<th>Estimated Impact to Budget</th>
</tr>
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<tbody>
<tr>
<td>Dental Hygiene Clinic (based on completion of an environmental scan)</td>
<td></td>
<td></td>
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<tr>
<td>Students and Employees</td>
<td>$5.00</td>
<td>$10.00</td>
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<tr>
<td>Senior Citizens</td>
<td>$10.00</td>
<td>$15.00</td>
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<tr>
<td>All Others</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$480</td>
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<td>Recommended new fees:</td>
<td></td>
<td></td>
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<tr>
<td>Complete Mouth Series</td>
<td>None</td>
<td>$15.00</td>
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<tr>
<td>Dental Sealants (per tooth)</td>
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<tr>
<td>New Expanded Function Dental Assistant (EFDA) Program</td>
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<td>Proposed EFDA Fee</td>
<td>None</td>
<td>$162.00/credit</td>
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<td>Alignment with statewide PLA initiatives</td>
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<td>Recommended fee decreases</td>
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<td>Credit by Examination</td>
<td>$129.00</td>
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<td>($561)</td>
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<td>Credit for Life Experience Portfolio</td>
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<td>New Student Fee</td>
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<tr>
<td>Recommended for Elimination</td>
<td>$25.00</td>
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<td>Test Proctoring Fees</td>
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<td>$67.50/3 part exam</td>
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<td>$35.00/addtl. section</td>
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<td>Net impact of above changes</td>
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Recommendation
The Finance Committee recommends approval of the Ancillary Fees budget for 2015-2016.

Action
Enclosure