



MONTGOMERY COUNTY COMMUNITY COLLEGE
340 DEKALB PIKE
BLUE BELL, PENNSYLVANIA

The meeting of the Montgomery County Community College Board of Trustees was held on Monday, February 27, 2017 at 4:00 p.m. in the Rotelle Family Board Room, East House.

Board of Trustees

Present: Richard Montalbano, Chairperson; Andy Cantor, Vice Chairperson; Anisha Robinson Keays, Treasurer; Sean Kilkenny, Secretary; Margot Clark, Assistant Secretary; Eleanor Dezzi, Marcel Groen, Michele Jervis-Schultz, Ed Mullin, Dr. Theresa Reilly, and Ellen Toplin

Absent: Lisa Binder, Frank Custer

Also Present:

Dr. Kevin Pollock, President; Marc Davis, Solicitor; Dr. Vicki Bastecki-Perez, Vice President for Academic Affairs and Provost; Arline Stephen, Vice President for Development and External Relations; Charles Somers, Vice President for Finance and Administration; Jaime Garrido, Associate Vice President of Facilities and Construction; Philip Needles, Vice President of Student Services; Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer; Dr. David DiMattio, Vice President of the West Campus; Diane O'Connor, Executive Director of Human Resources; Harold Halbert, English Associate Professor, Faculty Union Representative; Angela Polec, Executive Director of Marketing and Communications; Daniel Hanson, Director of Strategic Communications; Rose Makofske, Director of Equity and Diversity Initiatives & Title IX Coordinator; Joshua Mitchell, Director of User Support and Instructional Technology; David Kowalski, Executive Director of Institutional Research; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees; Mary-Kate Kaminski, Fulfillment & Communications Assistant; Dr. Michele Cuomo, Dean of Arts and Humanities; Dr. Aaron Shatzman, Dean of Social Sciences; Gaetan Gianni, Dean of Business and Entrepreneurial Initiatives; Dr. James Bretz, Interim Dean of STEM; Jennifer Baldwin, Dean of Libraries and Academic Support; Dr. Marian Gillard, Dean of Health Sciences; James Bedrosian, Executive Assistant to the Vice President for Academic Affairs and Provost; Bruce Bach, Director of Athletics and Campus Recreation; Alison Henning, Student; Linda Sobek, Student; Marvin Crawley, Student; David Robinson, Student; Carl Robinson, Student

Call to Order

Chairperson Montalbano called the meeting to order at 4:00 p.m.

Pledge of Allegiance

Alison Henning, Linda Sobek, Marvin Crawley, David Robinson and Carl Robinson, students on the women's and men's basketball teams, led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Vice President Schwartz introduced new guests, Mary-Kate Kaminski, Fulfillment & Communications Assistant; Gaetan Gianni, Dean of Business and Entrepreneurial Initiatives; Dr. James Bretz, Interim Dean of STEM; Jennifer Baldwin, Dean of Libraries and Academic Support; Dr. Marian Gillard, Dean of Health Sciences; and James Bedrosian, Executive Assistant to the Vice President for Academic Affairs and Provost.

Public Testimony

There was no Public Testimony.

Consent Agenda

Trustee Mullin motioned to approve Consent Agenda Action item A as presented. Trustee Clark seconded and the Board unanimously approved. There were no information items for the month of February.

Action Items:

- A. Approval of the January 23, 2017 Minutes

Information Items:

There were no information items to approve.

President's Report

Dr. Pollock reviewed highlights of the President's Report.

Enrollment Summary

Spring 2017 Enrollment

As of 2/27/2017, we are currently 5.76% below prior year (89,913 PY) in total credit hours generated and 4.52% below prior year (13,618 PY) in total duplicated headcount. The total unduplicated headcount is 3.93% (10,647 CY vs 11,083 PY) below prior year. The current year new student registration (1,520) is 10.14% above prior year (1,380).

Access

As of January 31st, marketing enrollment efforts have been focused on driving registration for the late-start spring sessions. A multi-channel marketing approach resulted in 1248 inquiries and 1259 applications submitted during the month of January.

On February 1st, the Norristown Area School District accepted the invitation to partner with Montgomery County Community College and Janssen Bio Tech in Malvern to implement the Bridge to Employment (BTE) program for a cohort of 45 students of Norristown High School's class of 2020. Strategic planning will take place March 2017 and student selection will take place May 2017. Student activities (including career exploration and college readiness skill building) will launch in September 2017 and will run through June 2020. The BTE program will be funded by a \$100,000 grant from Johnson and Johnson. It is the third BTE grant received by Montgomery County Community College.

Success

The Commission on Dental Accreditation (CODA) approved, without reporting requirements, the expansion of the Dental Hygiene Program for fall 2017.

The College has added a new shared program agreement which will allow Delaware County Community College (DCCC) students to enroll in our Dental Hygiene program. DCCC students will be charged our in-county tuition rate based on the shared agreement. The College has also updated an existing articulation

agreement with Widener University. The revised agreement will facilitate the transfer of MCCC students who have completed the A.A.S. degree in Nursing into the RN-BSN or RN-MSN options at Widener.

On January 30th, Marketing worked with Institutional Research and Enrollment Services to deploy a pilot 2-way text messaging campaign. Students were asked "How do you feel about the rest of the semester?" of the 291 students who received the message, 52% responded. Of the responses, 108 students were feeling good about the semester and 42 students were not. Enrollment services worked with each student to get them connected to the appropriate resources.

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

On January 25th, Jim Fox, Executive Director of Workforce Development, attended a national conference held by the American Association of Community Colleges Workforce Development Institute in Newport Beach, California. The theme of the session was "Inspiring Innovation," and a number of presentations were given from a national perspective on workforce development, industry collaboration, and funding mechanisms.

Develop and Engaged Community

On January 27th, Chef Marz judged twenty-six C-CAP students in the first round of the annual culinary competition at The Community College of Philadelphia. Chef Marz was joined by chefs from area institutions for the event and was one of seven guest judges.

On January 28th, twenty-five families (50 parents/children) from ACLAMO attended the Seussical performance in the Science Center Theater followed by a photo opportunity with the cast. In addition, there were ten (10) girls from the Montgomery County Girls Scouts.

On February 22nd, Chef Marz was a guest speaker at Manna on Main Street at their new North Penn Commons location in Lansdale. As an advisory board member for Manna on Main Street, Chef Marz spoke on job skills and what employers look for. This is the first graduating class of the new food service training program at North Penn Commons.

President's Outreach

On January 31st, Dr. Pollock met with Bob Capps from Allan A. Myers Inc. Mr. Capps provided an update on the College's Post Penn Tech visit. Also in attendance were Arline Stephan, Jim Fox, and Dr. David DiMattio.

On February 1st, Dr. Pollock had a private meet and greet with Kathy Auriemma, a MCCC alumna, prior to the UConn v. Temple basketball game. Kathy is a recent new donor. Also in attendance were Leslie Bluestone, Angela Polec, Kelly Dunbar, and several students from the MCCC women's basketball team.

On February 2nd, Dr. Pollock attended The Hill School Community Leaders Breakfast in Pottstown with Dr. David DiMattio.

On February 3rd, Dr. Pollock hosted a meeting with members of the MCEDC Board regarding the stewardship of their endowment. Arline Stephan, Charlie Somers, and Jim Fox were also in attendance.

On February 4th, Dr. Pollock hosted, along with Foundation Board members, a pre-theater reception for 40 Pottstown area donors and potential donors at the Steel River Playhouse before a performance of *Clybourne Park* which featured the stagecraft of West Campus Theater Arts students who had paid internships for their work on this production.

On February 7th, Dr. Pollock met with James Crisfield, Superintendent and Gary Abbamont, Assistant Superintendent of Wissahickon Public Schools at their offices in Ambler.

On February 7th, Dr. Pollock participated in the Budget Address conference call with Pennsylvania Commission for Community Colleges (PACCC) Council of Presidents.

On February 13th through 16th, Dr. Pollock attended ACCT/AACC National Legislative Summit in Washington, DC. Trustee Anisha Robinson Keeyes also attended. They met with Congressman Ryan Costello and Congressman Brian Fitzpatrick. Trustee Keeyes also met with Senators Patrick Toomey, Robert Casey and Congressman Patrick Meehan.

On February 20th, Dr. Pollock participated in New Trustee Orientation with Board Chairman, Richard Montalbano and new Trustees Frank Custer and Terry Reilly.

On February 22nd, Dr. Pollock participated in New Trustee Orientation with Board Chairman, Richard Montalbano and new Trustees Lisa Binder and Michele Jervis-Schultz.

Tuition Refund Policy:

Phil Needles, Vice President of Student Services provided the Board of Trustees with an overview of the changes in the Tuition Refund Policy (**Attachment A**). It was noted that there was one addition to the policy in order to bring it into alignment with the practice the College already provides in regards to the intent of a course drop/add.

Trustee Clark made the motion to accept the inclusion of the line “courses that are dropped and added simultaneously are exempt” in the procedures section. Trustee Dezzi seconded and the Board unanimously approved.

Finance Report (Treasurer’s Report) Update:

Charles Somers, Vice President of Finance and Administration provided the Board of Trustees with a brief overview of the seven month period ending January 31, 2017 Treasurer’s Report. Of note, Government receivables have increased from FY2016 to FY2017, noting County payments are based on new millage rates passed in December 2016 by the County. The College anticipates the initial revenue installment from the tax collection in April 2017. In January 2016, the County paid the College approximately \$4.6 million. For the current year, the College has received \$1,156k (\$876k debt service and \$280k special capital projects funding).

Trustee Groen made the motion to accept the Treasurer’s Report for the period ending January 31, 2017 as presented, Trustee Kilkenny seconded and the Board unanimously approved.

Directors and Officers Insurance Overview:

Charles Somers, Vice President of Finance and Administration provided the Board of Trustees with a brief overview of the Trustees & Officers Liability Insurance. After the presentation and discussions, Chairperson Montalbano asked that the Finance Committee to further discuss and review at their Committee meetings.

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

Board of Trustees On-Boarding (Orientation) Ad-Hoc Committee Update:

Trustee Toplin provided the Board of Trustees with an overview of the process that the assigned On-Boarding Ad-Hoc Committee recommended as the new on-boarding procedures. Members of the On-Boarding Ad-Hoc Committee consisted of Ellen Toplin, Chair, Eleanor Dezzi and Frank Custer.

The Board endorsed the process and recommended moving forward with the orientation program as presented for new Trustees.

Board Development Ad-Hoc Committee Update:

Trustees Robinson Keays and Groen, in the absence of the Board Development Ad-Hoc Committee Chair, Trustee Binder, provided the Board with a brief overview of where the Committee stands in regards to reaching out to five qualified professional businesses as well as looking into ACCT for professional Board development and retreat presentations. The Board Development Ad-Hoc Committee will meet again in March to evaluate the proposals from the five recommended firms.

A full report will be presented at the March Board meeting.

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

Chair's Report

Trustee Montalbano noted that he had the opportunity to tour the new Health Sciences Center (HSC) and stated that the College should be proud of the work that has gone into completing such a wonderful building. He noted that he would like the next Board meeting to be held at the HSC.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 5:40 p.m.

Executive Session

The Board went into a closed Executive Session at 5:45 p.m. to discuss personnel and other matters. No action was taken during the Executive Session.

The Executive Session adjourned at 6:14 p.m.

The next meeting is scheduled for Monday, March 20, 2017, 4:00 p.m. in the Health Sciences Center, Central Campus.

Sean Kilkenny
Secretary



Board of Trustees Policy

SUBJECT: Tuition Refund Policy	NUMBER: 5.18	PAGE: 1	OF: 2
	DATE: February 27, 2017		
	SUPERSEDES: April 25, 2011		

Purpose

To provide guidance on the circumstances in which a tuition refund is issued to credit and non-credit students.

Policy

A 100 percent tuition and fees refund shall not be made after the beginning of the term for credit students or after the beginning of the first class meeting for non-credit students. Students may request an exception in the case of extenuating circumstances. Requests for exceptions are referred to the Tuition Refund Appeals Committee for review.

Procedure

1. If a student officially drops or withdraws from a credit class prior to and during the semester, tuition shall be refunded according to the following schedule.

For Standard Length Classes (14 weeks in length):

- Prior to the first day of the semester 100% refund of tuition and fees
- To the end of the first week of the semester 100% refund of tuition, no refund of fees
- To the end of the second week of the semester 50% refund of tuition, no refund of fees
- To the end of the third week of the semester 25% refund of tuition, no refund of fees
- After the third week of the semester No refund

For Summer Sessions and Non-Standard Length Classes:

- Prior to the first day of the semester 100% refund of tuition and fees
- To the day prior to the end of 10% of scheduled instruction 100% refund of tuition, no refund of fees
- To the day prior to the end of 20% of scheduled instruction 50% refund of tuition, no refund of fees
- After this period No refund



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Community College

Board of Trustees Policy

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	SUPERSEDES: April 25, 2011		

2. Upon Board of Trustees approval of the Academic Calendar, tuition refund dates for standard length courses are established according to the schedule noted above and published with the registration add/drop dates.
3. If a student officially drops or withdraws from a Workforce Development and Continuing Education class prior to the start of the first class session, a 100 percent tuition refund shall be made. No refunds are made after the course begins. Fees for non-credit materials, books, and supplies are not refundable. Exceptions are referred to the Tuition Refund Appeals Committee for review.
4. A 100 percent refund of tuition and fees shall be made if the College cancels a class.
5. Students who request an exception to the tuition refund policy due to extenuating circumstances will be referred to the Tuition Refund Appeals Committee for review.
6. Courses that are dropped and added simultaneously are exempt.