



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, March 20, 2017 at 4:00 p.m. in the Sky Box, Health Sciences Center, Central Campus.

**Board of Trustees**

**Present:** Richard Montalbano, Chairperson; Andy Cantor, Vice Chairperson; Anisha Robinson Keays, Treasurer (via phone); Margot Clark, Assistant Secretary; Lisa Binder, Frank Custer, Eleanor Dezzi, Marcel Groen, Michele Jervis-Schultz, Ed Mullin, Dr. Theresa Reilly, and Ellen Toplin

**Absent:** Sean Kilkenny, Secretary

**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; Dr. 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; Dr. Adriene Hobdy, Director of Leadership Development & Talent Management; Nicole Henderson, Dean of Student Affairs; Candy Basile, Administrative Support Secretary; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees; Peggy Gibbons, Reporter with the Intelligencer

**Call to Order**

Chairperson Montalbano called the meeting to order at 4:01 p.m.

**Pledge of Allegiance**

Board Chairperson Montalbano led the attendees in reciting the Pledge of Allegiance.

**Introduction of Guests**

No new guests were introduced.

**Public Testimony**

There was no Public Testimony.

**Election of Officer**

Chairperson Montalbano announced to the Board of Trustees that Anisha Robinson Keays provided him with a letter of resignation from the position of Treasurer effective March 17, 2017. It was noted that she felt she did not have the experience necessary and was not comfortable with the position. The Board Chair had conversations with legal counsel and he recommended that he could assign a Nomination

Committee and go through the process and come back at the April Board meeting with a recommendation or the board could make a recommendation now and vote on that recommendation.

All members of the Board who were present, approved to make a nomination based on the recommendation of the Board Chairperson. Chairperson Montalbano made the recommendation to nominate Trustee Marcel Groen as the new Board Treasurer based on his experience and his current position as Chair of the Finance Committee.

Trustee Robinson Keys made the motion to nominate Trustee Marcel Groen as the new Treasurer. Trustee Toplin seconded and the Board unanimously approved.

Chairperson Montalbano also noted that at the end of the meeting, the Board will go into an executive session to discuss issues related to the Pottstown Campus. No action will be taken.

### **Consent Agenda**

Trustee Toplin motioned to approve Consent Agenda Action items **A** through **C** as presented. Trustee Clark seconded and the Board unanimously approved. Information items **D** through **L**, for the month of March, were also approved as presented.

### **Action Items:**

- A. Approval of the February 27, 2017 Minutes
- B. Treasurer's Report through February 28, 2017
- C. Ratification of new Hires and Separations for February/March

### **Information Items:**

- D. Wilmington Trust Performance Update
- E. Investment of 2013 Bond Proceeds
- F. Investment of 2015 Bond Proceeds
- G. Health Sciences Center Update
- H. ESCO Project Performance Report
- I. Turnover Report
- J. Self-Funded Insurance Plans Overview
- K. Open Educational Resources (OER)
- L. Faculty Accomplishments

### **President's Report**

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

Dr. Pollock reported out that he is in the process of submitting a proposal to present at the fall 2017 ACCT conference and that a letter of support from the Board of Trustees is required. If his proposal is accepted, his presentation will be on Trustees 101 and that a Board member would be required to attend with him. Chairperson Montalbano provided a letter of support and agreed that Dr. Pollock should move forward with the proposal.

Dr. Pollock also provided the Board of Trustees with a brief presentation on the Health Sciences Center. He noted that the center offers health sciences programs, exercise and wellness programs, athletics, the Municipal Police Academy and a fitness center. The existing building was increased by an additional

76,000 square foot. The building meets LEED standards and incorporates features such as the use of energy efficient equipment, LED lighting, natural lighting for interior spaces and recycled materials.

There is a new multipurpose competition gym with seating for over 1,100 people, complete with a skybox. The existing gym is also renovated. The building will also host the new Physical Therapist Assistant Program (AAS) along with Massage Therapy.

It was noted that a ribbon cutting will be scheduled for mid-September, 2017.

### **Of note in the Presidents Report:**

#### **Enrollment Summary**

##### **Spring 2017 Enrollment**

As of March 10<sup>th</sup>, we are currently 5.69% below prior year (89,893 PY) in total credit hours generated and 4.20% below prior year (13,630 PY) in total duplicated headcount. The total unduplicated headcount is 3.64% (10,702 CY vs 11,106 PY) below prior year. The current year new student registration (1,539) is 9.38% above prior year (1,407).

##### **Access**

On March 11<sup>th</sup>, twenty-five (25) families (50 parents/children) from ACLAMO attended the Okee Dokee Brothers Trio Performance at the Science Center Theatre followed by an artist Meet and Greet.

On March 15<sup>th</sup>, Cultural Affairs Staff began training 12 middle and high school students from ALACMO for ushering our spring shows.

##### **Success**

Every Monday, Tuesday and Wednesday at both Central and West campus the Academic Intervention Initiative is conducted. Students on Academic Probation meet with the Director of Student Retention and Success along with a financial aid representative to discuss the impact of failing courses, student success resources and student engagement opportunities on campus.

On March 17<sup>th</sup>, Montgazette writer Sara Wilkerson won first prize in the 2017 Student Keystone Press Awards for her article, "*Critically Acclaimed Author Jacqueline Woodson Visits Montco.*" The Pennsylvania News Media Association (PNA) Foundation sponsored this highly-regarded writing competition among PA colleges and universities.

The first quarter 2016-2017 NCLEX-RN first time pass rates was 89.6%. These students include 29 students who took NCLEX and 26 passed.

The students reported during the first quarter included the following:

- Three students graduated in May 2016- 1 failed NCLEX-RN on the first attempt. This student was an LPN and repeated each nursing course. She scored a 54% on the ATI predictor as that was prior to implementing additional success strategies.
- Twenty-six students who took NCLEX during the first quarter, graduated in August 2016.

- Nineteen (40.4% of the class of 47 students) scored less than the benchmark of 70% and were mandated to take the ATI Virtual Review.
- Eleven of the 19 who tested during the first quarter, 10 passed NCLEX on the first attempt.
- One student who took the ATI Virtual review did not complete the course for it was reported to the Director that he had met the benchmark, after three attempts.
- One was NOT mandated to take the ATI Virtual Review as she met the benchmark on the predictor exam.
- Eight additional students who took the ATI Virtual Review have not taken the NCLEX RN during the first quarter. Anecdotal data received by faculty indicates that many of the students who have taken the NCLEX-RN have been successful.

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

On March 8<sup>th</sup>, the first session of the Faculty Book Club was held at Central Campus in the faculty development classroom (PH 94) and was also linked via videoconference with West Campus. The club discussed the book, *Teach Students How to Learn: Strategies You Can Incorporate into Any Course to Improve Student Metacognition, Study Skills, and Motivation* by Saundra McGuire. The club will meet a total of three times to discuss the text and discover ways to implement various strategies into courses.

### **Develop an Engaged Community**

On February 28<sup>th</sup>, West Campus held a Wine & Cheese Event for the Tri-County YWCA Selection Committee to meet the nominees for the 22<sup>nd</sup> Annual Tribute to Exceptional Women.

On March 2<sup>nd</sup>, thirty corporate and business executives met as the Foundation Corporate Council led by Foundation Co-Chairs Joe Gallagher and Ken Baker, business owners. Members have an interest in STEM education, workforce development, and career services.

On March 3<sup>rd</sup>, Kelly Trahan, Director of Virtual Campus and University Center Lead, participated in the Pottstown Home and Family Expo. The expo was attended by over 2,000 members of the Pottstown and surrounding community. Kelly was interviewed by PCTV (Pottstown Cable TV) and will air on cable channel 22 throughout the month of March.

### **President's Outreach**

On March 3<sup>rd</sup>, Dr. Pollock met with Jeff Ray, President and Chief Executive Officer of Ellucian Software along with Brian Knotts, Senior Vice President and Chief Scientist and Alexandra Winters, Account Executive. The College Vice Presidents also attended.

On March 10<sup>th</sup>, Dr. Pollock met with Auditor General Eugene DePasquale, Assistant Director of External Affairs Sean Murphy, and Chief of Staff Liz Wagenseller.

### **Physical Plant Committee**

Trustee Mullin reported for the Committee.

**Naming of College Facilities:**

The Board of Trustees Policy 5.2 Naming of College Facilities, states, “At the start of any capital campaign initiated by the College, the Foundation will forward to the College Trustees, for approval, a plan that outlines naming opportunities for new physical facilities to be constructed.”

The Dean of Arts and Humanities, faculty from the Sound Recording Technology and Music Technology A.A.S. degree program, and Foundation staff have outlined the private support necessary to fully renovate, equip, furnish, and maintain a state-of-the-art “Music Technology Suite” that will be a destination for students and major artists alike. Walters-Storyk Design group provided a site assessment report to the College on February 11, 2016 with preliminary conceptual costs. The Suite will be one of just a handful of facilities on the East Coast with the technology to teach “real world experience” to students. The Suite will exponentially expand the reach of this innovative program which includes recording studios, music technology labs and a radio/podcast interview recording suite. Students will have the opportunity to work with professionals who will be invited to use the facilities and share their expertise. Through this collaboration, students will not only get professional recording credits, but will learn how the business works from every aspect and will learn the skills necessary to be well-trained professionals in the business.

The fundraising initiative will be co-chaired by faculty members David Ivory and Michael Kelly, both seasoned industry professionals with a passion for teaching the art of music and sound production, and assisted by members of the Foundation team. Naming and giving opportunities have been identified and a goal of \$2 million has been established, including \$1.5 million to renovate, equip, furnish, and maintain the new Music Technology Suite plus \$500,000 to fund an endowed scholarship and an endowed experiential learning opportunity fund to support students and the educational goals of the program.

Trustee Mullin made the motion to approve the plan for the outline of the naming opportunities for the new Music Technology Suite plus approval to raise \$500,000 to fund an endowed scholarship and an endowed experiential learning opportunity fund to support students and the educational goals of the program. Trustee Custer seconded and the Board unanimously approved.

**Proposed FY 2017-2018 State Capital Requests and Resolution:**

The College is in the process of preparing the 2017-18 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. Projects are submitted to the Pennsylvania Department of Education (PDE) on or before April 1, 2017. PDE applies the criteria and submits a list of projects to the Council of Presidents for review. The Council responds with comments to PDE who then make the final funding decisions after the enactment of the Commonwealth’s General Budget Fund.

Trustee Mullin motioned to approve the list of capital requests as presented. Trustee Custer seconded and the Board unanimously approved.

**Personnel Committee:**

Executive Director of Human Resources reported for the Committee.

**Educational Assistance Policy:**

Diane O'Connor, Executive Director of Human Resources provided the Board of Trustees with a brief update on the changes to the employee Educational Assistance Policy. The revisions to the Tuition Reimbursement Policy, which was last revised in 2011, were made in order to accomplish the following:

- Provide for a renaming of the policy from Tuition Reimbursement to Educational Assistance. This provides the employee with a better understanding of the benefit.
- Provide the Support Staff Contract Article and the Faculty Contract Article that pertain to Educational Assistance.
- Provide a clear understanding of the year in which Administrators are limited to 12-credit courses; the former policy did not define if a year referred to fiscal, academic, or calendar. A calendar year has been identified in the revised policy for credit limitations.
- Embedded in the revised policy is an electronic link to the procedures and forms that align with the Educational Assistance Policy.

Trustee Clark made the motion to accept the changes to the Educational Assistance Policy (Attachment A) as presented. Trustee Cantor seconded and the Board unanimously approved.

**Chair's Report**

Chair Montalbano noted that he had the opportunity to attend the Foundation Board meeting and retreat. He also reminded everyone of the upcoming events as we begin to get closer to Commencement and the importance to attend Commencement.

**Old Business**

**Board Development Ad-Hoc Committee Update:**

Trustee Binder, reported that given the recent Board dynamics including four new Trustees and two open positions, a new Chair and several new Officers, she recommended on behalf of the committee that the Board Development initiative to the Fall rather than before the end of this academic year. In April the Committee will meet to discuss budget needs for this initiative and report back on next steps.

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

**New Business**

There was no new business.

**Adjournment**

The meeting was adjourned at 4:42 p.m.

**Executive Session**

The Board went into a closed Executive Session at 4:42 p.m. to discuss an issue concerning the West Campus in Pottstown. No action was taken during the Executive Session.

The Executive Session adjourned at 5:50 p.m.

The next meeting is scheduled for Monday, April 17, 2017, 4:00 p.m. in the Advanced Technology Center (ATC) Room 316 at the Central Campus.

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Sean Kilkenny  
Secretary