



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, April 17, 2017 at 4:00 p.m. in the Advanced Technology Center Room 316, Central Campus.

Board of Trustees

Present: Richard Montalbano, Chairperson; Andy Cantor, Vice Chairperson; Sean Kilkenny, Secretary; Margot Clark, Assistant Secretary; Lisa Binder, Frank Custer, Eleanor Dezzi, David Kraybill, Anisha Robinson Keays, Raj Guttha, Michele Jervis-Schultz, Ed Mullin, Theresa Reilly, and Ellen Toplin

Absent: Marcel Groen, Treasurer

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; 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 and Faculty Union Representative; Connie Speier, Administrative Assistant for the Social Science Division and Support Staff 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. Nicole Henderson, Dean of Student Affairs; Dolores Lare, Chair, Foundation Board of Directors; David Kowalski, Executive Director of Institutional Research; Nickolas Lantz, Director of Career Services; Tiffany Webber, Assistant Director of Recruitment; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees; Sara Wilkerson, Student

Call to Order

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

Pledge of Allegiance

Sara Wilkerson, student and PNA award winner led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Dr. Schwartz introduced the following new guests to the Board, Nickolas Lantz, Director of Career Services and Tiffany Webber, Assistant Director of Recruitment.

Public Testimony

There was no Public Testimony.

Introduction of New Trustees

Chairperson Montalbano introduced two new members to the Board of Trustees.

Dr. Raj Guttha, a senior risk, compliance, finance, information technology and change management executive, is managing partner of Guttha Global Consulting Group of New York, N.Y. He has proven success in establishing global enterprise risk, governance, compliance and internal audit functions in financial services companies.

He has held senior level positions at several companies including Z&A InfoTek, Inc. in Parsippany, N.J.; General Electric Capital Corporation in Norwalk and Danbury, Conn.; McGraw-Hill Financial in New York, N.Y.; Citibank in New York, N.Y.; and J.P. Morgan Asset Management in Columbus, Ohio, among others.

Guttha also served as an associate professor of Finance at Bloomsburg University of Pennsylvania, and as an assistant professor of Finance at Cheyney University of Pennsylvania. He holds a doctorate in Economics/Econometrics from Nagaruna University in India, a master's degree in Econometrics and Finance from Temple University, and master's and bachelor's degrees in Economics and Mathematics from Nagaruna University.

David W. Kraybill, President of the Pottstown Area Health & Wellness Foundation which seeks to encourage children and families to adopt healthy habits through health promotion and education. In his 13 years as President, he has focused the Foundation on four areas including nutrition and physical activity in schools; access to primary and behavioral health care services; non-profit infrastructure and capacity building; and recreation and community economic development.

Prior to joining the Foundation, Kraybill served as director of development for The Commonwealth College of Pennsylvania State University, interim director of University Development for Pennsylvania State University, and president and executive director of the Community Foundation for the Alleghenies.

He holds a bachelor's degree in Economics from Carnegie Mellon University, a certificate in Fundraising Management from the University of Indiana and a certificate from the Penn State Management Institute.

Authorization to Execute Amended Contract

President Pollock joined the College on April 1, 2016 and, at that time he had a three-year contract. Last year saw many changes and President Pollock asked if the Board would consider adding a year to his contract in recognition of the past year's events, allowing some minor issues with the contract to be modified.

The following modifications were made to the President's contract:

1. The contract has been extended for one year expiring June 30, 2020.
2. By June 30, 2019, President Pollock must be notified by the Board of their intentions relative to continued employment. If the Board does not notify the President, the contract will self-renew for one year.
3. The original contract had no provision for annual increases in compensation. The Board has added to the contract that President Pollock, upon determination of satisfactory performance, shall be entitled to

an annual adjustment up to the raise provided to other administrative staff.

4. The Board has added to the contract a methodology for determining achievement which can then result in the payment of all or part of a bonus amount.

Trustee Kilkenny made the motion to recommend that the Chair of the Board of Trustees be authorized to execute the amended contract. Trustee Clark seconded and the Board unanimously approved to accept the revised contract for the President.

Presentation by Foundation Board Chair

Guest, Dolores Lare, Foundation Board Chair, provided the Board with a brief overview of the Foundation's Annual Fund Campaign. She also presented a brief video on the success stories of several of our students who graduated and what receiving a scholarship meant to them.

Chair Montalbano noted that he will be sending out a letter of support to the Board members in reference to Annual Giving and is hoping for 100% participation by the Board members. He thanked everyone in advance for their support.

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

Consent Agenda

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

Action Items:

- A. Approval of the March 20, 2017 Minutes
- B. Treasurer's Report through March 31, 2017
- C. Admissions Policy

Information Items:

- D. Wilmington Trust Performance Update
- E. Investment of 2013 Bond Proceeds
- F. Investment of 2015 Bond Proceeds
- G. Trustee & Officer Liability Insurance Coverage (T&O)
- H. Health Sciences Center Update
- I. Science Center Renovation Project Update
- J. Workforce Pathway for Credentialed Apprentices
- K. Institutional Research
- L. Faculty Accomplishments

President's Report

Dr. Pollock provided the Board with a presentation of the Advanced Technology Center (ATC) noting some of the unique programs and options offered in the ATC. He highlighted programs such as: Communications, Mass Media Production, Mass Media Studies, Sound Recording and Music Technology, Biotechnology and also noting that you can receive a certificate of completion in Biotechnology and Biomanufacturing among many of the hands-on education available in this building.

Also of note in the Presidents Report:**Enrollment Summary****Summer 2017 Enrollment**

As of April 17th, we are currently 12.45% below prior year (20,631 PY) in total credit hours generated and 12.41% below prior year (4,384 PY) in total duplicated headcount. The total unduplicated headcount is 11.87% (3,401 CY vs 3,859 PY) below prior year. The current year new student registration (846) is 4.86% above prior year (803).

Fall 2017 Enrollment Summary

As of April 17th, we are currently 19.69% below prior year (16,111 PY) in total credit hours generated and 17.74% below prior year (2,368 PY) in total duplicated headcount. The total unduplicated headcount is 18.85% (1,546 CY vs 1,905 PY) below prior year. The current year new student registration (79) is 71 students above prior year (8).

Access

As of March 31st, for FY17 to date, 518 students have received Foundation donor-supported scholarships totaling \$611,786.

On April 6th, thirty-six 10th grade students who participate in the Phoenixville Bridge to Employment program visited West Campus to attend "Health Care Rotations," toured the Aquaponics lab, and worked in small groups with their Career Coaches from Johnson & Johnson.

The Upward Bound program will fund twelve students taking AP tests at Norristown High School next month. These students might not otherwise be able to finance these tests. We are working with Pottstown High School to setup a similar process.

Success

On April 6th, the Massage Therapy program at the College was recognized by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) and has been listed as an assigned school. The NCBTMB partners with educational institutions to ensure that massage therapy programs reflect a national standard of excellence so that graduates may demonstrate a mastery of core knowledge and skills.

Develop an Engaged Community

On March 21st, West Campus hosted a Parent-Student College Planning Night for Phoenixville High School tenth graders enrolled in the Bridge to Employment program. This program, funded by Johnson & Johnson, engages 35-50 secondary school students and addresses academic enrichment, career exploration and higher education preparation.

On March 22nd, members of the College community attended the Tri-County Chamber's Pottstown Progress Luncheon and Expo highlighting community collaboration, investment and redevelopment at the Sunnybrook Ballroom.

On April 15th, the “Montco Radio Alumni Broadcast Two” featured College alumni from over two decades for an all-day live broadcast. The broadcast started at 8:00 a.m. and continued live until 10:00 p.m. via MontcoRadio.com and in person in the ATC Atrium.

President’s Outreach

On April 3rd, Dr. Pollock attended the Pennsylvania Commission for Community Colleges 2017 Annual Meeting in Camp Hill, PA. Students from the All-PA Academic Team were honored during the dinner portion of the evening.

On April 4th, Dr. Pollock along with several students participated in Lobby Day where they had the opportunity to meet with their local State Representatives discussing the needs and benefits of the Community College. Lynn Kush and Deborah Rogers also provided support during this event.

On April 6th, Dr. Pollock with Richard Montalbano, hosted Montgomery County Commissioner Kenneth Lawrence; Dean Dortone, MC Chief Financial Officer and Lee Soltysiak, MC Deputy Chief Operating Office. Also in attendance was Jim Fox, Executive Director of Workforce Development. The meeting commenced with a tour of the Health Sciences Center.

Budget and Tuition Update

Charles Somers, Vice President for Finance and Administration, provided the Board of Trustees with an update on the proposed College budget along with the challenges, risks and assumptions.

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

Finance Committee

Chair Montalbano provided an Update for the Committee.

RFP for Auditing Services: An RFP went out to interested parties and proposers on April 6 for Financial Audit Services. The Board determined that it was time to look into a new auditing firm before the year-end audit begins. Proposals are due by April 18 with vendor interviews taking place the last week of April and during the first week in May. A Board member will be on the interview Committee. A vendor selection will take place early May. A contract should be awarded by mid-May with audit commencement beginning in June.

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

Curriculum Committee

Dr. Nicole Henderson, Dean of Student Affairs, provided an update to the Board of Trustees on Career Services. She noted the differences between the old model and the new model which is composed of collaboration, innovative programs and events, assessment and technology. Each of these four areas will provide better communication and services to our students as they assess their career path.

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

Chair’s Report

Trustee Montalbano reminded everyone that the next Board meeting will be on Monday, May 15 and Commencement will be on Thursday, May 18.

Old Business

Board Development Ad-Hoc Committee Update: Trustee Binder noted that she had discussions with ACCT and five other businesses and feels that the Committee is down to two qualified contenders. The next steps will be for the Committee to meet and decide on a final presenter within a \$10,000 budget.

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

New Business

There was no new business.

Adjournment

The meeting was adjourned at 5:12 p.m.

Sean Kilkenny
Secretary