



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, May 15, 2017 at 4:00 p.m. at the West Campus, North Hall Room 106

Board of Trustees

Present: Richard Montalbano, Chairperson; Marcel Groen, Treasurer; Sean Kilkenny, Secretary; Margot Clark, Assistant Secretary; Lisa Binder, Frank Custer, Eleanor Dezzi, David Kraybill, Anisha Robinson Keeys, Raj Guttha, Ed Mullin, Theresa Reilly and Ellen Toplin

Absent: Andy Cantor, Vice Chairperson; Michele Jarvis-Schultz

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; Philip Needles, Vice President of Student Services; 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, Faculty Union Representative; 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. Jenna Klaus, Interim Director of Student Life; Melissa Struchen, Interim Director of Student Leadership and Involvement; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees; Toby Troyer, Student; Duncan DeVore II, Student; Jason Levensgood, Student; Joe Donley, Student

Call to Order

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

Pledge of Allegiance

Toby Troyer, Duncan DeVore II, Jason Levensgood and Joe Donley, students in the West End Theatre Arts led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Dr. Schwartz introduced the following new guest to the Board, Melissa Struchen, Interim Director of Student Leadership and Involvement.

Public Testimony

There was no Public Testimony.

Consent Agenda

Trustee Mullin motioned to approve Consent Agenda Action items **A** through **F** as presented. Trustee Clark seconded and the Board unanimously approved Action items **A** through **F**. Information items **G** through **L**, for the month of May were also approved as presented.

Action Items:

- A. Approval of the April 17, 2017 Minutes
- B. Treasurer's Report through April 30, 2017
- C. Professional Hires and Separations for May
- D. Policy Against Sexual Harassment (Attachment A)
- E. Board Duties and Responsibilities Policy (Attachment B)
- F. Curriculum Modification: Medical Assisting (Certificate)

Information Items:

- G. Wilmington Trust Performance Update
- H. Investment of 2013 Bond Proceeds
- I. Investment of 2015 Bond Proceeds
- J. Health Sciences Center Update
- K. Science Center Renovation Project Update
- L. Faculty Accomplishments

President's Report

As part of the President's Report, Dr. David DiMattio provided a brief update on the West Campus. He discussed the face-to-face programs along with a list of virtual courses that can be taken at the West Campus. He noted that the College is strengthening the dual enrollment outreach initiatives as well as the workforce initiatives at the western end of the county. The West Campus is also working in collaboration with partners such as Pottstown Area Industrial Development, Inc. (PAID), the Pottstown Area Health & Wellness Foundation, Pottstown Memorial Medical Center, The Hill School as well as the YMCA and the Tri-County Area Chamber of Commerce. Dr. DiMattio also noted that the Rotaract Service Club established this year.

Also of note in the President's Report:**Enrollment Summary****Summer 2017 Enrollment**

As of 5/15/2017, we are currently **3.4%** below prior year (27,135 PY) in total credit hours generated and **4.39%** below prior year (5,945 PY) in total duplicated headcount. The total unduplicated headcount is **4.82%** (5,054 CY vs 5,310 PY) below prior year. The current year new student registration (1,315 CY) is **3.06%** above prior year (1,276 PY).

Fall 2017 Enrollment Summary

As of 5/15/2017, we are currently **13.96%** below prior year (29,143 PY) in total credit hours generated and **12.98%** below prior year (4,177 PY) in total duplicated headcount. The total unduplicated headcount is **13.98%** (2,892 CY vs 3,362 PY) below prior year. The current year new student registration (283 CY) is 157 students above prior year (126 PY).

Access

On April 22nd, Jamie Lipskin, Owner/Operator of the Institute of Dance Artistry, partnered with Cultural Affairs to bring 30 of their students to Koresh Dance Company Master Class.

On May 18th, Cultural Affairs conducted an usher training program for eight ACLAMO high school aged teenagers who will be our greeters and guest ushers during Commencement. The student's families also attended.

Success

Fine Arts/ceramics student and Vice President of the Ceramics Club, Hannah Engelhardt, has been accepted to Alfred University in Alfred, New York on a merit scholarship beginning in fall 2017. Alfred University is internationally known for their undergraduate/graduate ceramics program. Hannah was also accepted as an apprentice at Moravian Tile and Pottery Works in Doylestown, PA., and will be a paid apprentice this summer. This is a nationally-respected residency program. Hannah also won "Best in Ceramics", as well as "Best in Show" at this year's 50th Anniversary MCCC Student Show held on April 19th.

On April 27th, the College celebrated the 24th annual graduating class of the Partnership on Work Enrichment and Readiness (POWER) program. The ceremony was attended by over 100 people. The POWER program, founded in 2006, has served more than 600 people, and is geared toward helping people in addiction or mental health recovery take the first steps in achieving their education and career goals. The graduating class consisted of over two dozen members; many of whom are planning to matriculate at the College in the fall 2017 semester.

On April 28th, the College celebrated the success of its students, graduates and alumni at the 2017 Awards Reception that was held at the Central Campus. During the ceremony, the College honored more than 100 students with 28 different awards and honors, and inducted a new member into the College's Alumni Hall of Fame, Dr. Elizabeth Noll of Philadelphia.

Develop an Engaged Community

On April 24th, through a collaboration with Cultural Affairs and the Music and Dance Departments, Barbara Weikert, Music Director at Eisenhower Middle School, brought 28 music students to the College's Performing Arts Showcase.

On April 19th, The Culinary Arts Institute partnered with the Art department to create soup to fill soup bowls in order to raise money for Manna on Main Street in Lansdale.

On May 10th, The Planned Giving Advisory Council hosted a seminar entitled, "Thinking about the Next Stage: Continuing and Long-Term Care." Approximately 60 people attended.

Student Support Initiatives

On April 24th, executives from PECO, the INNOVA team of students, faculty member Bill Brownlowe, College representatives, and Foundation Board member Joe Gallagher attended a check presentation from PECO in front of the INNOVA car built by the students and at a press conference in the "Green Lot". Last

year, PECO granted \$10,000 toward the project, some of which was to pay for the student's trip to Detroit to attend the Shell Eco marathon Competition which began on April 26th.

On April 27th - April 30th, the Project INNOVA team of engineering students traveled to Detroit, MI to participate in the Shell Eco-Marathon Americas competition. Project INNOVA is a hydrogen powered fuel cell concept car designed, fabricated and built by engineering students under the guidance of Associate Professor of Engineering, William Brownlowe. In addition to a beautiful custom trophy, the team won a \$3000 cash prize. Project INNOVA was supported by a generous donation from PECO.

President's Outreach

On April 22nd - April 25th, President Pollock attended the 97th AACC Annual Convention in New Orleans where the College was awarded the honor of *11 Most Promising Places to Work in Community Colleges*, by Diverse Issues in Higher Education.

On April 28th, President Pollock hosted, along with Dr. Vicki Bastecki-Perez, Vice President for Academic Affairs and Provost, Delaware Valley University for a formal signing ceremony to renew and expand our partnership. The expanded articulation agreement increases Delaware Valley University's scholarship support for both full and part-time MCCC transfer students, guarantees core credits will transfer and guarantees admission for MCCC graduates who meet certain grade point average requirements.

Finance Committee

Trustee Groen provided an update for the Committee.

Trustee Groen noted that the 2017-2018 Budget will not be presented this month, but that a more in-depth budget presentation will be given in June.

Dell – PDE Computer Lease:

Information Technology replaces end-of-life academic computers on a four-year life-cycle, with the priority for new desktop computers to be placed in student labs. The decision to go with Dell was made approximately fifteen years ago because they offered the college a consistent, quality product at a great price. Dell maintains their COSTARS state contract participation with Pennsylvania Department of General Services annually.

The College leases IT equipment for approximately \$167,880 per year, of which a state share of \$83,939 is provided by the Pennsylvania Department of Education (PDE). Per PDE guidelines, as old leases expire, funding for new leases of similar equipment can be approved at the same current dollar level. Notification must be provided to PDE requesting to rollover existing IT leases for continuation of the annual state share. The notification must be submitted within 30 days of the expiration of the current lease and subsequent executed documentation needs to be provided to PDE within 90 days of expiration of current lease.

After soliciting competitive quotes we were able to secure a rate of .33830, down from Dell's initial proposal of .34670, thus allowing the College to purchase \$12,000 in additional equipment. The total cost for the new three year agreement with Dell Financial Services is \$503,456.01, with an annual payment amount of \$167,818.67. Pending approval, the lease will be signed and returned to Dell Financial Services

for execution. A copy of the MCCC executed lease will be provided to PDE to meet the guidelines for continuation of annual state share of IT equipment. The total Dell Financial lease agreement, greater than \$250,000, requires Board of Trustees approval.

Trustee Groen made the motion to recommend that the Board of Trustees approve the Dell Financial Services Lease Proposal for a total expense of \$503,456.01 over three years. Trustee Toplin seconded and the Board unanimously approved.

Approval of Auditor Recommendation:

At the request of the Board of Trustees, the College released a Request for Proposals for Independent Auditing Services for FY 2016-17. The Office of Procurement received five sealed responses from: Baker Tilly Virchow Krause LLP, Grant Thornton, Maher Duessel, Maillie LLP and Zelenkofske Axelrod LLC. After reviewing the proposals Baker Tilly, Maher Duessel and Maillie LLP were invited to present before the preselection committee.

The preselection committee was unanimous in its decision to recommend Maher Duessel for contract award citing evidence of expertise in their field, thoroughness of presentation, commitment to employee retention rate and work-life balance. Maher Duessel is in agreement to a counter proposal to reduce total engagement compensation and the right of the College to terminate the contract if Maher Duessel is acquired by another firm or if the engagement partner is removed from our account.

Trustee Groen made the motion to recommend that the Board of Trustees approve the engagement of Maher Duessel for Auditing Services for a total expense over three years of \$214,000 (Year 1 - \$70,000, Year 2 - \$71,000, Year 3 - \$73,000). Trustee Binder seconded and the Board unanimously approved.

Curriculum Committee

Trustee Toplin presented for the Committee.

Student Engagement Presentation:

Guests Dr. Jenna Klaus, Interim Director for Student Life and Melissa Struchen, Interim Director for Student Leadership and Involvement presented to the Board on graduation statistics, commencement activities, student engagement highlights and 2017 student accomplishment highlights. Of note, were the 2017 All-PA Academic Team winners, Samuel Cocchimiglio, Ericka Klarman, Jacqueline Smith and Charles Vitabile. Also of note, were the following: Sara Wilkerson as the 2017 Keystone Press award winner, Thomas Meehan as the Phi Beta Lambda State Treasurer and Isabella Farinas as the Newman Civic Fellow award winner.

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

Chair's Report

Trustee Montalbano reminded everyone that Commencement is on Thursday and that the next Board of Trustees meeting will be held on Monday, June 19th at the CAI concluding with an end-of-year picnic.

He also reminded everyone of the annual fund and would like 100% participation by the Board of Trustees.

Old Business

Board Development Ad-Hoc Committee Update:

Trustee Binder reported out on the recommendation of the Board Development Ad-Hoc Committee. The Committee recommended the Executive Vice President for Education, Research and Board Leadership Services, Dr. Narcisa Polonio from The Association of Community College Trustees (ACCT) as the facilitator for the Board Retreat in the fall. The next steps would be to secure a date and then set times for interviews with each of the Trustees once a retreat date has been established.

Trustee Groen thanked Trustee Binder for the incredible amount of work she has done in pulling this together in the short amount of time she has been on the Board.

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 5:07 p.m.

Sean Kilkenny
Secretary



Board of Trustees Policy

SUBJECT: Policy against Sexual Harassment in accordance with Title VII of the Civil Rights Act of 1964	NUMBER: 6.14	PAGE: 1	OF: 6
	DATE: May 15, 2017		
	SUPERSEDES: June 15, 2009		

Purpose

It is the purpose of this policy to provide a definition of sexual harassment, outline the scope of prohibited behaviors under the law of sexual harassment, provide guidance on how to proceed in allegations of sexual harassment and provide notice of the possible consequences of a finding of sexual harassment, on the part of any member of this College community, excluding students.

While students are jurisdictionally subject to the Student Code of Conduct for allegations of sexual harassment and other allegations of misconduct, students may nevertheless seek guidance from the College's administration in filing a complaint of sexual harassment against any employee or other member of this College community, at which time the policy outlined herein will apply.

This policy is subject to periodic review and revision, pursuant to corresponding changes in the law of sexual harassment.

Policy

Sexual Harassment is illegal. It is a form of sex discrimination which violates federal, state and local law. It is against the law and a violation of College policy for any member of this College community to sexually harass any other member, or a member of the public, with whom that individual comes into contact while in service to the College. **Any employee found to have engaged in sexual harassment could be subject to disciplinary action, up to and including termination from employment.**

At the workplace, there are generally two categories of sexual harassment.

- a) One type is "**quid pro quo**" harassment which occurs when unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature are tied to employment or academic progress in one of generally two ways:



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- i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic experience;
 - ii) Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions, including hiring, firing, promotions, compensations, etc., affecting that individual.
- b) The other category of sexual harassment is that which occurs when a **“hostile work environment”** is created as a result of such harassment:

A hostile work environment results when the unwelcome sexual conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or of creating an intimidating, hostile, humiliating or offensive work environment.

Factors which could contribute to the creation of a hostile work environment created as a result of sexual harassment include, but are not limited to the following:

- i) The discussion of an individual employee’s sexual activities and/or interests;
- ii) Magazines, books, posters that display a person(s) in various stages of provocative undress or provocative poses;
- iii) The sharing of sexually oriented materials using the College’s website and similarly situated e-mail messages;
- iv) Parties or other celebrations during work hours that feature cards, cakes or other items of a sexual nature;
- v) Touching, commenting on, or leering at any sexual part of a person’s body.

*Board of Trustees Policy*

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In the academic context, quid pro quo and hostile working environment conditions also apply to any educational program or activity when submission to unwanted sexual advances is made a condition of success or failure in any educational program or activity, or when a hostile learning environment is created for participants in any educational program or activity who are either directly or indirectly subject to unwelcome conduct of a sexual nature.

Please note that the victim in a hostile working or learning environment does not necessarily have to be the one to whom the sexually offensive remarks or conduct are specifically directed. It can also be someone whose ability to work or learn has been adversely affected by an intimidating or sexually hostile working or learning environment, whether or not the logical “victim” has also felt harassed

It is the policy of this College that consensual romantic or sexual relationships between a faculty member and a student, or between two employees, are strictly prohibited in the event that one party to the relationship is in a position of authority or power over the other. Examples of such prohibited relationships include, but are not limited to,

- 1) Relationships between a faculty member and a student presently in his or her class;
- 2) Relationships between a faculty club advisor and any student club member;
- 3) Relationships between athletic coaches and student athletes;
- 4) Relationships between supervisors and student workers under their charge;
- 5) Relationships between any two employees where one employee is in a supervisory position or position of authority relative to the other;
- 6) Any relationship between two members of the college community wherein one is in a position of authority or power over the other’s academic or professional standing at the College.

*Board of Trustees Policy*

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	SUPERSEDES: June 15, 2009		

Procedures

Montgomery County Community College encourages any member of the College community to report any incidents of sexual harassment so that they may be dealt with promptly. The College wishes to also emphasize that it is unlawful for any member of the College community to retaliate against any other member for filing a sexual harassment complaint, or for participating in the investigation of such a complaint.

It is not uncommon for organizations to be found liable in a retaliation claim while still prevailing on the underlying claim of sexual harassment.

The College expects that all complaints will be made in good faith and that all complaints will be taken seriously and kept in the strictest confidence to the greatest extent possible. While it is expected that some complaints will not call for a full-scale investigation, those that do will be conducted as expeditiously as possible, with the utmost discretion, and with support for the person bringing the complaint, the individuals investigating the complaint, while protecting the rights of the person against whom the complaint has been made.

A person who believes that he or she has experienced sexual harassment should feel free to bring the matter to the attention of an immediate supervisor. Alternatively, the individual should feel free to bring the matter directly to the attention of the Director of Equity and Diversity Initiatives in Human Resources.

If a complaint is received, and

- i) the person bringing the complaint wants it resolved informally,

Notice of the incident should nevertheless be given to the Director of Equity and Diversity Initiatives in Human Resources with a complete accounting of all pertinent information and the terms of the complaint's resolution.



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If a complaint is received, and

- i) the person bringing the complaint wants it resolved formally, **or**
- ii) the person against whom the complaint is brought denies the incident(s) or behavior(s)

The complaint should be forwarded directly to the Director of Equity and Diversity Initiatives in Human Resources, who will then begin a formal investigation into the matter.

At any time, any supervisor who feels uncomfortable or unable to handle a sexual harassment complaint should feel free to refer the complaint directly to the Director of Equity and Diversity Initiatives in Human Resources. If the complainant does not wish the matter to go forward, the supervisor or department head should nevertheless inform the Director of Equity and Diversity Initiatives in Human Resources of the existence of that complaint.

Under no circumstances should any supervisor decide, without prior consultation with the Director of Equity and Diversity Initiatives in Human Resources that a complaint, particularly a request for a formal complaint procedure, is without merit.

Any time any supervisor is privy to rumors of sexually inappropriate or harassing behavior, he or she should bring the matter to the attention of the Director of Equity and Diversity Initiatives in Human Resources for further investigation.

Any member of the College community who is witness to, or personally aware of, any sexually harassing conduct or behavior on the part of any other member of this community should also feel free to bring the matter or incident in question directly to the attention of the Director of Equity and Diversity Initiatives in Human Resources for further investigation.

Any member of the College community who brings a good faith complaint of sexual harassment will not be subject to reprisal and will be protected from retaliatory conduct on the part of any other knowledgeable party.



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Consequences of a Finding of Sexual Harassment

The College has a commitment and an obligation to protect the rights of all parties to a sexual harassment complaint, to a process of rehabilitation through counseling and training, and to the practice of progressive discipline. The College reserves the right, however, to consider certain single incidents of harassment to be so egregious as to immediately rise to the level of more serious disciplinary consequences, up to and including a long term suspension or termination of employment, or removal from service.



Board of Trustees Policy

SUBJECT: Board Duties and Responsibilities	NUMBER: 2.1	PAGE: 1	OF: 3
	DATE: May 15, 2017		
	SUPERSEDES: Unknown		

Purpose

The Board of Trustees shall establish the necessary policies for operating Montgomery County Community College and shall have all of the powers, duties, and obligations as specifically set forth in the Community College Act, its amendments and supplements. The Board of Trustee's aim shall be to provide comprehensive educational programs for the citizens of Montgomery County.

Specific Responsibilities

In accordance with the Community College Act, these responsibilities are specifically assigned to the Board of Trustees.

- to oversee the drafting of the president’s contract by a person designated by the Board of Trustees in consultation with the college’s solicitor;
- to present the contract to the full Board of Trustees for review and after any revisions to the contract by the Board of Trustees in consultation with the college’s solicitor be presented for approval by the full Board of Trustees;
- to appoint and fix the salary of the president;
- to hold, rent, lease, sell, purchase, and improve land, buildings, furnishings, equipment, materials, books, and supplies;
- to enter into contracts for services required to effectuate the purposes of the community college act;
- to accept and receive gifts of real and personal property, federal, state, and local monies and grants, and to expend the same;
- to make policies providing for the admission and expulsion of students, the courses of instruction, the tuition and fees to be charged, and for all matters related to the governing and administration of the college;



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SUBJECT: Board Duties and Responsibilities	NUMBER: 2.1	PAGE: 2	OF: 3
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	SUPERSEDES: Unknown		

- to submit to the state board of education, for its approval, proposed amendments to the community college plan;
- to enter into contracts for services to high schools of member districts to provide area vocational technical education services; and
- to exercise such other powers and perform such other duties as are necessary to carry into effect the purpose of the community college act.

Fiscal Responsibility

Contracts shall be entered into and other acts shall be done by the Board of Trustees of a community college in the name of the community college. The Board of Trustees shall submit an annual budget for consideration and approval by the local sponsor. The Board of Trustees shall supervise the expenditure of appropriations made by the local sponsor and shall conduct the business affairs of the community college in accordance with the rules, regulations, and procedures approved by the local sponsor. All property purchased by or granted to the Board of Trustees of a community college shall be held in the name of a community college on behalf of the local sponsor of the college.

Sponsor Relations

The local sponsor is authorized to enter into a written agreement with the Board of Trustees of the community college for the purpose of providing operating expenses for at least a five-year period, and for capital expenses for such term or period as is necessary for the reduction of capital indebtedness not to exceed thirty years. In no event shall the local sponsor's obligation for the operation and capital expenses of a community college exceed the limit of the local sponsor to levy taxes pursuant to this act or any other act of the General Assembly or its rights to incur or increase its indebtedness under Article IX of the Constitution of Pennsylvania.



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	SUPERSEDES: Unknown		

Meetings of the Board of Trustees

All meetings of the Board of Trustees will be open to the public, except at those times when the Board meets in executive session. When deemed necessary, the chairperson may call the Board into executive session. Minutes will be taken for all regular, special, and annual meetings of the Board of Trustees. A copy of the minutes will be maintained in the Learning Resource Center, College Hall.