



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, June 19, 2017 at 4:00 p.m. at the Culinary Arts Institute, Lansdale.

**Board of Trustees**

**Present:** Richard Montalbano, Chairperson; Andy Cantor, Vice Chairperson (via phone); Marcel Groen, Treasurer; Sean Kilkenny, Secretary; Margot Clark, Assistant Secretary; Lisa Binder, Frank Custer, Eleanor Dezzi, David Kraybill (via phone), Anisha Robinson Keeys, Raj Guttha, Ed Mullin and Theresa Reilly

**Absent:** Michele Jervis-Schultz, Ellen Toplin

**Also Present:**

Dr. Kevin Pollock, President; Marc Davis, Solicitor; Dr. Vicki Bastecki-Perez, Vice President for Academic Affairs and Provost; 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; Charles Somers, Vice President for Finance and Administration; Diane O'Connor, Executive Director of Human Resources; Dr. Harold Halbert, English Associate Professor, 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; Holly Ann Clayton, Director of Enrollment Management; Gaetan Giannini, Dean of Business & Entrepreneurial Initiatives; Francine Marz, Director of the Culinary Arts Institute; Natasha Patterson, Interim Dean of Health Sciences; James Adams, Bursar; Joshua Mitchell, Director of User Support and Instructional Technology; Melanie Hagen, CAI Student; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees

**Call to Order**

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

**Pledge of Allegiance**

Melanie Hagen, Culinary Arts student, led the attendees in reciting the Pledge of Allegiance.

**Introduction of Guests**

Dr. Schwartz introduced the following new guests to the Board, Natasha Patterson, Interim Dean of Health Sciences and James Adams, Bursar.

**Public Testimony**

There was no Public Testimony.

**Consent Agenda**

Trustee Robinson Keeyes motioned to approve Consent Agenda Action items **A** through **H** as presented. Trustee Dezzi seconded and the Board unanimously approved Action items **A** through **H**. Information items **I** through **N**, for the month of June were also approved as presented.

**Action Items:**

- A. Approval of the May 15, 2017 Minutes
- B. Treasurer's Report through May 31, 2017
- C. RFP's:
  - o Fitness Center Management Services
  - o Multi-Functional Devices Fleet
- D. Student Government Association (SGA) Policy: (**Attachment A**)
- E. Professional Hires and Separations for June
- F. Curricular Modifications: Business Administration (A.S.), Criminal Justice (A.S.)
- G. Curriculum Modifications for General Education Core Curriculum: Business Administration (A.S.), Dental Hygiene (A.A.S.), Environmental Studies (A.S.), History (A.A.), Liberal Studies (A.A.), Life Sciences (A.S.), Music (A.A.), Radiography (A.A.S.)
- H. Academic Calendars 2021-2022, 2022-2023, and 2023-2024

**Information Items:**

- I. Willis Towers Watson – Commercial Insurance Portfolio
- J. Wilmington Trust Performance Update
- K. Health Sciences Center Update
- L. Science Center Renovation Project Update
- M. Health Science Center Additional Work Update
- N. Faculty Accomplishments

**President's Report**

As part of the President's Report, Gaetan Giannini, Dean of Business & Entrepreneurial Initiatives and Francine Marz, Director of the Culinary Arts Institute, provided a brief update on the Culinary Arts Institute (CAI). The history, events and partnerships were discussed along with enrollment, growth, goals and strategic initiatives. There were also discussions on the business plan and that it should be re-evaluated as to why the CAI did not break-even as projected. The Board is looking to the future and how can this be turned around to make a profit as originally projected.

Dr. Pollock provided an update on the following:

- Scott Bentley of Video Ray provided \$100,000 to the College's Foundation toward student scholarships.
- Dr. Pollock will be donating a \$1,000 stipend to the Foundation from a speaking engagement at AACARO.
- Independence Blue Cross Foundation notified the College that we have been selected to receive a scholarship grant in the amount of \$14,833 for the College's Nursing program through their *Nurses for Tomorrow* initiative.

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

As of 6/19/2017, we are currently **3.43%** below prior year (29,845 PY) in total credit hours generated and **4.26%** below prior year (6,670 PY) in total duplicated headcount. The total unduplicated headcount is **4.19%** (5,734 CY vs 5,985 PY) below prior year. The current year new student registration (1,595 CY) is **3.37%** above prior year (1,543 PY).

**Fall 2017 Enrollment Summary**

As of 6/19/2017, we are currently **12.23%** below prior year (42,758 PY) in total credit hours generated and **12.63%** below prior year (5,995 PY) in total duplicated headcount. The total unduplicated headcount is **12.70%** (4,221 CY vs 4,835 PY) below prior year. The current year new student registration (637) is **19.97%** below prior year (796).

**Access**

As of May 31<sup>st</sup>, the multi-channel enrollment marketing approach has generated 1,013 inquiries and 1,135 applications were submitted during the month of May.

On June 2<sup>nd</sup>, a new \$10,000 scholarship was established to support students in their second year of the Culinary Arts Program.

**Success**

On May 17<sup>th</sup>, nine Montgomery County Community College students will soon be attending Bucknell University in Lewisburg, Pa., through the Bucknell Community College Scholars Program. Six of the students will participate in Bucknell's Summer 2017 Residency Program. During the summer program, selected students enroll in two courses and work with student and faculty mentors for six weeks. The program is free for the students and includes tuition, room and board and books. The students were recognized at a reception held in the Advanced Technology Center at Central campus.

On May 18<sup>th</sup>, 1,487 students celebrated their transition to graduates at the College's 50<sup>th</sup> Commencement Ceremony. The speakers for the event included: Dr. Kevin Pollock, Trustee Richard Montalbano, Montgomery County Commissioner, Valerie Arkoosh, and student speaker, Natalie Lang. In addition to celebrating its graduates, the College also presented two prestigious faculty awards, the Christian R. and Mary F. Lindback Award for Teaching Excellence to Dr. Christopher Harendza, Professor of Biology, and the Part-Time Faculty Teaching Excellence Award sponsored by Barnes & Noble to Ann Forrestal, Computer Applications lecturer, and Dr. Daniel Bassi, Biology Senior lecturer.

On May 20<sup>th</sup>, a breakfast banquet was held to mark the end of the Upward Bound Academic Year program. All sixty-three program participants and their families were invited with a great turnout to celebrate this year's sixteen graduating seniors. Thirteen of the graduating seniors are scheduled to attend college in the fall, two are joining the military and then planning to go to college, and one graduate is joining the workforce.

**Develop an Engaged Community**

On April 18<sup>th</sup>, Montgomery County Community College, in cooperation with the Pottstown Area Health & Wellness Foundation held a “Step to the Stars Walk”, to benefit the Stretch the Ride Foundation, which provides assistance to local cancer patients and their families. Over 65 students and community members participated.

On April 29<sup>th</sup>, Exercise, Science and Wellness faculty from West Campus participated in the Pottstown YMCA Healthy Kids Day event at Pottstown High School.

On May 6<sup>th</sup>, West Campus participated in the Pottstown “We are Still Here” Festival by offering health screenings, hydroponics presentations, exhibits of student art and pottery, a stage reading of a MCCC student original play, PTK food sales and a free screening of “Rogue One” in North Hall.

On June 1<sup>st</sup>, a PECO Pipeline Mechanics Open House was held at West Campus.

On June 2<sup>nd</sup>, West Campus engaged more than 240 fifth grade students from Pottstown Middle School in a STEAM (Science, Technology, Engineering, Art and Mathematics) Day. Sessions covered the areas of ecology, physics, aquaponics, biology, chemistry, health sciences, art, ceramics, music and theatre. In addition to MCCC faculty, the College collaborated with several community organizations, including the John James Audubon Center at Mill Grove, the Green Valleys Watershed Association and the Schuylkill River Heritage Area.

On June 4<sup>th</sup>, Dr. DiMattio attended an event for the recipients of the Porter Family Memorial Scholarship at the First Presbyterian Church in Pottstown. This scholarship is open to Pottstown and Owen J. Roberts High School graduates enrolled in a health related field at West Campus.

On June 19<sup>th</sup>, The Culinary Arts Institute began a series of children’s camp events for the summer. The various courses introduce students to the world of professional cooking, how to work in a professional kitchen, basic knife skills, cooking techniques, international foods, and much more.

**Student Support Initiatives**

On June 4<sup>th</sup> – June 18<sup>th</sup>, six students joined Jerry Coleman, Professor of Biology, for a two-week field course: BIO 123: The Biology of West Virginia. This course is offered annually and immerses students in the biology of West Virginia. During the trip, students camp, hike, raft and conduct research as a team in the woods of West Virginia. Guest expert instructors joined the group for parts of the trip to offer a well-rounded and intense exercise in discovery and reflection. The course has successfully aided students in transferring to schools such as Temple, SUNY, Delaware Valley and West Virginia University to complete their bachelor’s degree in biology or environmental science.

As a result of the joint efforts of the Academic and Student Affairs offices, the College recently signed a revised dual admissions and core-to-core agreement with Cheyney University to facilitate transfer of undergraduate programs. The agreement guarantees MCCC graduates in associate degree programs to transfer to Cheyney with junior status as long as they meet Cheyney’s admission requirements.

The College also signed new program-to-program agreements with Temple University to provide seamless transfer for graduates of the Engineering A.S. degree into either the Bachelor of Science in Electrical

Engineering or the Bachelor of Science in Electrical Engineering with a concentration in Computer Engineering degrees at Temple.

The College also signed new program-to-program agreements with Bloomsburg University to facilitate the transfer of graduates in the Music A.A. program into a Bachelor of Arts in Music: Audio Video or a Bachelor of Arts in Music: Liberal Studies.

The College also signed a new program-to-program agreement with Penn College of Technology to provide seamless transfer for graduates of the Culinary A.A.S. program into the Bachelor of Science in Culinary Arts and Systems degree at Penn College.

### **Staff Outreach**

On May 17<sup>th</sup>, Chef Marz, Director of The Culinary Arts Institute, hosted a Donuts with the Director event for all 2016-2017 graduates of The Culinary Arts Institute.

On May 19<sup>th</sup>, Chef Ben Vozzo, Culinary Resource Specialist, and Chef John DePinto, Culinary Arts Business Manager, partnered with Hatfield Meats, to develop signature items that were presented at the Boys & Girls Club benefit at the Philadelphia Convention Center. Over 3,000 people attended the event.

On May 22<sup>nd</sup> and May 30<sup>th</sup> Veteran's Services successfully had two outreach events at VA Hospitals. They spoke to over 100 veterans looking to attend college in the Fall. Several have already enrolled. The Veteran's Services team will continue to showcase all that we do for Veterans as opportunities such as these arise.

On May 29<sup>th</sup>, William Keller, Administrative Assistant of the Veterans office, spoke at the Schwenksville Memorial Day ceremony. William, who is a combat veteran, spoke very eloquently to the community and was well received.

On June 3<sup>rd</sup>, the College (co-sponsored by the STEM division), hosted the Philadelphia SQL Server Users Group (PSSUG) local event for the worldwide Professional Association for SQL Server (PASS) SQL Saturday. The event was hosted on the Blue Bell Campus for over 250 participants, including several Montgomery County Community College students, employees, and alum.

### **President's Outreach**

On June 4<sup>th</sup>, Dr. Pollock attended as guest speaker, Immaculata University's Ph.D. Program in Higher Education held at the Central Campus. He engaged with students enrolled in their *Current Issues in Higher Education* summer course.

On June 6<sup>th</sup>, Dr. Pollock accepted the appointment to be on the United Way Board of Directors.

On June 6<sup>th</sup>, Dr. Pollock provided welcome remarks at a dinner to support the Schuylkill River Sojourn. This was the Sojourn's 19<sup>th</sup> annual 112-mile guided canoe/kayak trip that promotes awareness and activism. Dr. DiMattio was also in attendance.

On June 12<sup>th</sup>, Dr. Pollock hosted County Commissioner Dr. Valerie Arkoosh along with Barbara O'Malley, Director of Montgomery County Health and Human Services, providing them with a tour the new Health Sciences Center.

On June 13<sup>th</sup>, Dr. Pollock provided welcome remarks at *Conversations with the Commissioners* hosted by the West Campus. Montgomery County Commissioners Arkoosh, Lawrence and Gale attended along with Dr. DiMattio.

### **Legislative Outreach**

On May 17<sup>th</sup>, Dr. Pollock, along with Dr. DiMattio, attended a roundtable discussion with State Representatives Tom Quigley and Tim Hennessey hosted by the West Campus.

### **Adopt an Entrepreneurial Approach**

On May 30<sup>th</sup>, the College received a Grant Award Notification (GAN) from the Department of Education. The College has been awarded a five year Upward Bound grant, beginning June 1, 2017. Each grant year award is for \$ 270,375.00.

As of May 31<sup>st</sup>, \$1,855,350 of funds raised since July 1, 2013 to date qualify toward the MCEDC Challenge match. \$2.1 million is due by May 2020.

As of May 31<sup>st</sup>, the total raised for FY17 year to date is \$1,008,438: \$584,458 for scholarships, \$180,640 for student support programs, \$64,650 for naming opportunities at the Health Science Center, and \$178,690 for other various programs.

On June 5<sup>th</sup>, 135 Leading Women Symposium and Golf Experience participants enjoyed a brunch with keynote speaker, Dr. Kathleen Owens, President of Gwynedd Mercy University at Talamore Country Club. Eighty-five golfers braved the elements to raise money for female scholarships and programs. Nearly \$300,000 has been raised through the golf outing over the last 13 years.

### **Finance Committee**

Trustee Groen presented for the Committee.

### **FY 2017-2018 Operating Budget**

At the April 2017 Board of Trustees meeting, the 2017-2018 preliminary operating budget was presented. As the next step in the process, the proposed budget was brought to the May 2017 Finance Committee Meeting for discussion. Given the uncertainty around union labor negotiations, the Finance Committee decided to defer any further discussion until the June Finance Committee meeting. The Finance Committee makes the following recommendations to the Board of Trustees for approval of the FY 2017-2018:

- Tuition Freeze
- Phase 2 of Board Approved increases for selected course fees
- Phase 2 of Board Approved \$2 increase in the Technology fee
- A \$2 increase in Student Activities fee

- Expense Budget based upon actual FY2016-2017 projected spend for non-compensation expense
- Language revision to the Tuition and Fees Schedule as follows: “Montgomery County residents shall receive sponsored tuition and fees rates”

The 2017-2018 operating budget will be revisited in September once the College knows more about State allocations and where the Faculty and Support Staff Unions are in the negotiation process.

Trustee Groen made the motion to accept the Operating Budget as presented. Trustee Cantor seconded and the Board unanimously approved the 2017-2018 Operating Budget. (**Attachment B**)

### **FY 2017-2018 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 Capital Budget schedule shows the cash sources and uses of capital funding received from the Commonwealth of Pennsylvania and the portion of Montgomery County millage funding internally designated to satisfy capital obligations.

The proposed 2017-2018 Capital Budget of \$12,244,385 provides for all of the College’s existing debt service and certain leases. Significant highlights from the budget include:

The total capital funding of \$12.2M represents an increase in funding of \$1.1M compared to FY 2016-2017 budget. The increase is primarily attributable to the internal allocation of County millage funding to reflect the increase of \$800K due to County deferred debt service. The County had deferred their debt service obligation relative to the 2015 Science Center bond issuance for two years until FY 2017-2018.

Total capital expenditures are projected to be \$12.2M. Contractually obligated expenditures are \$11.1M comprised of:

- Bond Debt Service \$10.2M
- Siemens Energy Efficiency Initiative lease for \$413K
- Culinary Arts Lease of \$390K
- Computer leases of \$168K

The budget assumes a portion of the County millage will be internally allocated to continue the Small Capital Project Allocations of \$840K that the County first provided in FY15. Additionally, included in the budget is \$625K allocated for Strategic Initiatives.

Trustee Groen motioned to recommend approval of the Capital Budget for 2017-2018 as presented. Trustee Guttha seconded and the Board unanimously approved. (**Attachment C**)

Other items under the Finance report were:

- Tuition and Fee Schedule

- Detailed list of deferred maintenance projects through 2020
- Allocation of the proposed \$840K for small capital projects

These were information items only and required no action by the Board of Trustees at this time.

### **Personnel Committee**

Trustee Robinson Keys presented for the Committee

#### **Faculty Promotions**

Each year faculty who are interested in and eligible for promotion must submit their application for promotion to Human Resources. The Vice President for Academic Affairs and Provost in conjunction with the Office of Human Resources verifies eligibility per the Faculty Contract. Once eligibility is determined, the faculty member must then submit a professional portfolio including required artifacts to the Faculty Promotion Committee, which is appointed by the Vice President for Academic Affairs and Provost. Artifacts include teaching philosophy, student course surveys, supervisor and peer evaluations, evidence of innovative teaching/learning, curricular enhancements, professional development, service, and others. Once the professional portfolio is submitted, the Faculty Promotions Committee reviews the artifacts in preparation for an in-person interview. The committee then collectively makes its recommendations to the Vice President of Academic Affairs and Provost. The Vice President for Academic Affairs and Provost then makes recommendations to the President and the Board of Trustees for action.

Ten candidates applied for promotion. All ten candidates met or exceeded the established criteria for promotion through documentation of their teaching, service, and scholarly activities:

Trustee Robinson Keys made the motion to approve the following promotions: Dr. Margaret Bryans, Assistant to Associate Professor of Biotechnology; Patrice Diaz, Assistant to Associate Professor of History; Timothy Gallagher, Instructor to Assistant Professor of Theatre; Paul Johnson, Instructor to Assistant Professor of Marketing/Management; Claire Kratz, Instructor to Assistant Professor of Exercise Science and Wellness; Dr. Fran Lassiter, Assistant to Associate Professor of English; Dr. Douglas Powell, Instructor to Assistant Professor of History; Dr. Tiffany Rayl, Assistant to Associate Professor of English; Kevin Strunk, Assistant to Associate Professor/Librarian; and Samuel Wallace, Assistant to Associate Professor of Geography. Trustee Custer seconded and the Board unanimously approved.

#### **Administrative Increases for 2017-2018**

Each year the College provides a recommendation to the Personnel Committee regarding salary increases for Administrative employees of the College. Administrative salary increases were 2% in 2013-14, 2.8% in 2015-16 and 3% in 2016-17. Faculty and Support Staff salary increases were 3.95% in 2013-14; 3% in 2015-16 and 3% in 2016-17.

Recognizing that the College is in negotiations with both the support staff and the faculty unions, the College is delaying the request for an increase to the administrative classification.

The College is seeking authority to implement the same percentage that is negotiated for the faculty and support staff unions for qualified administrative employees of the College whose performance meets



expectations. The College is also seeking authority to increase the administration salary structure by 1% less the approved administration annual increase.

Trustee Custer made the motion to approve the Administrative salary increases based on the outcome of the results of the unions increases as noted above. Trustee Dezzi seconded and the Board unanimously approved.

### **Curriculum Committee**

Trustee Reilly presented for the Committee.

#### **Marketing, Creative Services and Brand Refresh:**

Angela Polec, Executive Director of Marketing and Communications provided the Board of Trustees with a marketing update, media buying update and an update on the brand refresh. She reviewed responses to several survey questions and where we have room for improvement. Angela also discussed the draft positioning statement “*At Montgomery County Community College, we fuel determination by empowering students to achieve their unique goals, we fulfill our commitment to drive growth in our county and communities*”. Trustee Groen noted that he did not like the word “fuel” in the statement.

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

#### **National Council Licensure Examination – Registered Nurse (NCLEX-RN)**

Trustee Reilly noted that the Board of Trustees Curriculum Committee is pleased to announce that the College’s Nursing Program experienced a 93.62% first-attempt pass rate for graduates who completed the National Council Licensure Examination – Registered Nurse (NCLEX-RN) from January 1, 2017 to March 31, 2017. We are very proud of our graduates as well as the Nursing faculty and staff who were instrumental in their achievement.

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

### **OneNote Presentation**

Joshua Mitchell, Director of User Support and Instructional Technology, provided the Board of Trustees with a brief overview of what OneNote will look like. It was noted that the College will not be renewing the Diligent App for Boardbooks and that beginning in September we will be using OneNote. By moving to OneNote, The College will realize an annual savings of approximately \$25,000. Training will be provided during the months of July and August for the Board members.

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

### **Chair’s Report**

Chair Montalbano requested that the Board of Trustees approve the recommendation that the President of the College be authorized to approve incoming requests to serve alcohol at events held on campus. Policy number 5.5, Drug and Alcohol Abuse Prevention Policy, would have the following wording change: *Alcoholic beverages shall not be bought, consumed, or sold at the College except as authorized by the President of the College. The President will provide an update to the Physical Plant Committee at their monthly meetings on all alcohol requests.*

Trustee Montalbano motioned to approve the recommended change to policy number 5.5 as presented above. Trustee Kilkenny seconded and the Board unanimously approved. (**Attachment D**)

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was adjourned at 5:41 p.m.

---

Sean Kilkenny  
Secretary



*Board of Trustees Policy*

<b>SUBJECT:</b>  Student Government Association Constitution	<b>NUMBER:</b> 4.2	<b>PAGE:</b> 1	<b>OF:</b> 2
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> June 2010 , June 2003		

*Policy*

**Student Government Association Constitution**

**Preamble**

We, the student body of Montgomery County Community College, deriving our authority from the College Board of Trustees and our governance from this Constitution, do hereby establish the Student Government Association of Montgomery County Community College which shall act on behalf of the student body by providing leadership, guidance, and oversight to students and assuring timely response to issues raised by the student body.

**Article 1: Name and Membership**

The name of this organization shall be the Student Government Association of Montgomery County Community College, (hereinafter referred to as the SGA). All persons enrolled in at least one course for credit are considered members of the student body, and have the right and responsibility to vote in the elections of SGA officers.

**Article 2: Purpose and Responsibilities**

The primary purpose of this organization is to act as a liaison to the College community on behalf of the student body. Our responsibility is to listen to and, when appropriate, act upon the suggestions and concerns expressed by the student body, to foster recognition of student rights and the College’s responsibilities to the students, and to act in the students’ best interests when participating in the development of College policies. The SGA strives to demonstrate leadership, honesty, loyalty, and integrity by our actions. More specifically, our responsibilities are to represent the student body on college committees and, when requested, at College events and programs.

The Student Government Association is responsible for distribution of allocated Activity Fee funds to active and approved student clubs and/or programming requests. Funds appropriated by the SGA are received from students attending the College, and this money may be used only for activities open to current students and which benefit campus life at the College. Allocations must adhere to the guidelines outlined in the Student Life Handbook, which also addresses the appeals process.



*Board of Trustees Policy*

<b>SUBJECT:</b>  Student Government Association Constitution	<b>NUMBER:</b> 4.2	<b>PAGE:</b> 2	<b>OF:</b> 2
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> June 2010 , June 2003		

**Article 3 Structure**

SGA is comprised of a Senate and four executive officers: President, Vice President, Treasurer, and Secretary. The executive officers will have the following roles: President shall oversee SGA, Vice President shall oversee the Senate, Treasurer supports financial aspects of SGA, and Secretary records minutes and handles communications of SGA. Detailed roles and responsibilities of each office are available in the Student Life Handbook. SGA procedures are outlined in the Student Life Handbook, which is reviewed and approved by the Student Life Committee.

**Article 4: Elections**

Eligible Montgomery County Community College students may run for senatorial or executive office regardless of which campus/location (Central, West, Culinary Arts Institute, or Virtual) they attend. Elections will be held once a year on a date approved by the Student Life Committee. Election results will be determined by a majority of votes. To ensure fairness and integrity of elections, the Student Life Office shall oversee the election process; full election guidelines, including eligibility requirements, are available in the Student Life Handbook.

**Article 5: Inclusive Student Representation**

This constitution recognizes the existence and authority of one College-wide Student Government Association. To promote an inclusive environment and ensure all students are fairly represented, SGA senatorial seats will be available to students from all College campuses and locations. SGA will work to advocate for all students and discuss college-wide student issues that impact Central Campus, West Campus, the Culinary Arts Institute, and the Virtual Campus. The Student Life Office shall assist in ensuring compliance with this objective.

**Procedures**

SGA procedures are outlined in the Student Life Handbook, which is reviewed and approved by the Student Life Committee.

**Montgomery County Community College**  
 Fiscal Year 2018 Operating Budget  
 June 19, 2017

Attachment B

		<b>June 2017 Board Approved FY-2018 Budget</b>
<b>OPERATING REVENUE</b>		
1	Credit Tuition	\$32,445,674
1a	Credit Tuition Forfeitures	3,000,000
2	Non-credit Tuition	1,568,846
3	Comprehensive Fee	2,917,752
4	Facilities Fee	281,993
5	Student Activities Fee	1,168,425
6	Technology Fee	4,837,349
7	Other Student Fees	1,693,805
8	Local Appropriations	15,095,562
9	State Appropriations	18,315,510
10	Other Operating Revenue	1,366,458
11	Investment Income	500,000
12	Auxiliary Revenue	923,944
13	Foundation Contribution	-
14	<b>TOTAL OPERATING REVENUE</b>	<b>84,115,317</b>
<b>OPERATING EXPENSES</b>		
15	Salaries & Wages	
16	Academic Salaries	25,116,786
17	Administrative Salaries	13,336,781
18	Support Staff Salaries	5,047,501
19	Student Workers & Other	697,201
	Total Salaries & Wages	44,198,269
	Employee Benefits	
20	Social Security, Medicare & Unemploy. Taxes	2,076,180
21	Worker's Compensation	258,054
22	Medical Benefits	10,190,941
	Retirement	
23	Active Employees	4,402,896
24	Retiree Medical Benefits	2,037,228
25	Other Benefits	819,027
26	Total Employee Benefits	19,784,326
	Other Expenses	
27	Meetings/Events/Professional Development	690,069
28	Supplies & Minor Expenses	1,393,100
29	Rentals & Leases	994,546
30	Professional & Other Services	7,870,694
31	Operations & Maintenance	3,947,464
32	Other Non-Compensation/Transfer Expenses	477,001
33	Auxiliary Expenses	392,784
34	Foundation Non-Compensation Expenses	572,366
35	Total Other Expenses	16,338,024
36	Deferred Maintenance	1,000,000
37	Capital Reserve Fund	800,000
38	Grant Match Fund	500,000
39	Cash Reserve Fund	500,000
40	Contingency and Strategic Initiatives	450,000
41	<b>TOTAL OPERATING EXPENDITURES</b>	<b>83,570,619</b>
42	<b>TOTAL OPERATING GAIN/(LOSS)</b>	<b>544,698</b>

## Montgomery County Community College

Proposed Capital Budget FY2018

	Fiscal 2016 Actual	Fiscal 2017 Budget	Fiscal 2018 Budget
<b>REVENUE</b>			
State	\$ 6,015,272	\$ 5,483,390	\$ 5,448,087
State - Culinary Lease Funding		-	195,000
State- Dell Lease Funding	83,940	83,940	83,940
Total State Funding	6,099,212	5,567,330	5,727,027
County	4,192,949	5,590,553	6,517,358
Total State & County Revenues	<u>\$ 10,292,160</u>	<u>\$ 11,157,883</u>	<u>\$ 12,244,385</u>
Facilities Fees - Out-Cty, Out-State	404,511	398,722	383,883
Proceeds from Disposal of Capital Assets	(145,703)	15,000	(20,000)
	<u>\$ 10,550,967</u>	<u>\$ 11,571,605</u>	<u>\$ 12,608,268</u>
<b>EXPENDITURES</b>			
Real Property Leases	\$ 72,673	\$ 1	\$ 1
Computer Related Leases	168,025	168,025	168,025
Culinary Arts Institute			
Lease Expense	\$ 326,497	-	\$ 326,497
Capital Lease	\$ 63,503		\$ 63,503
Total Culinary Art	<u>\$ 390,000</u>	<u>\$ -</u>	<u>\$ 390,000</u>
Equipment (Siemens)			
Interest	150,578	142,975	134,813
Principal	250,549	231,772	278,131
Total Siemens	<u>401,127</u>	<u>374,747</u>	<u>412,944</u>
Debt Service - Bonds			
Interest	2,028,209	2,452,843	3,740,144
Capitalized Interest	2,375,810	2,534,394	987,150
Principal	4,535,000	5,046,642	5,445,000
Total Debt Service Bonds	<u>8,939,019</u>	<u>10,033,879</u>	<u>10,172,294</u>
Strategic Initiatives	299,917	154,953	625,005
Small Capital Projects County funding	280,206	840,000	840,000
Total Expenditures	<u>\$ 10,550,966</u>	<u>\$ 11,571,605</u>	<u>\$ 12,608,268</u>
TOTAL OPERATING GAIN(LOSS)	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>



*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 1	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

*Purpose*

Montgomery County Community College is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property and/or use of its services. Recognizing that alcohol and drug abuse pose a direct threat to this commitment, the College is committed to assuring a drug and alcohol free environment for all of its employees and students.

*Policy*

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in the workplace, as defined in the Drug-Free Workplace Act of 1988.

Alcoholic beverages shall not be bought, consumed, or sold at the College except as authorized by the President of the College. The President will provide an update to the Physical Plant Committee at their monthly meetings on all alcohol requests.

*Policy Exception*

An exception to this policy will apply to the purchase of alcohol required in a recipe ingredient for instructional use in the Culinary Arts program or the Hotel & Restaurant Management program.

Acceptable use of alcohol in the College's Culinary Arts and Hotel & Restaurant Management classes is specifically limited to the cooking process. Use of alcohol as a recipe ingredient will be dictated by a specific lesson plan and monitored by the chef/instructor. Consumption of alcohol within the class or on Campus is strictly prohibited.

Alcohol will be purchased only as needed for particular recipes and will not be stocked or held as inventory.

*Employee Obligations*



*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 2	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

Additionally, the College respects the privacy of its employees, and it also recognizes that it has an obligation to maintain a drug and alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. Employees are expected to report for work physically and mentally able to safely and effectively perform their essential functions. Compliance with this requirement is considered to be an essential job qualification for all faculty and staff. Violation of this policy may result in disciplinary action up to and including termination.

*Biennial Review*

The College will review this policy on a biennial basis. A biennial review shall be conducted: (1) to determine the effectiveness of the policy and (2) to ensure that the policy has been implemented consistently. Should the College Administration deem it necessary to review or revise the policy at that time or any time prior to a scheduled biennial review, the Administration shall prepare revisions consistent with College policy development practices. All biennial review documents shall remain on file for compliance purposes.

*Annual Distribution for College Employees and Students*

A. Distribution to Employees

Employees will be informed about the College's Drug and Alcohol Abuse Prevention Policy at New Employee Orientation sessions, as well as through communications sent to all new employees to the College. Employees are also informed about the College's Drug and Alcohol Abuse Prevention Policy through annual communications. The Drug and Alcohol Abuse Prevention Policy is provided in paper format to all new employees to the College at the New Employee Orientation which occur monthly for all new hires. Every January, all employees of the College electronically receive the Drug and Alcohol Abuse Prevention Policy via our email system. Within these communications, it shall be communicated to the employees of the College standards of conduct expected of employees, a description of sanctions for violation of state, federal, local and campus laws relating to the use, sale, possession, and distribution of drugs and alcohol, and additional information about health risks associated with drug and alcohol use.





*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 3	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

Any changes to the policy that would occur before the annual notification to the employees, the College shall send out an email notification regarding any and all modifications to the policy along with a link to the changed/updated policy.

**B. Distribution to Students**

Students will be informed about the Drug and Alcohol Abuse Prevention Policy at the New Student Orientation sessions, as well as through communications by email from Enrollment Services to enrolled credit students each semester and portal announcement. This will include information about health risks associated with drug and alcohol use, standards of conduct expected of students, a description of sanctions for violation of state, federal, local laws relating to the use, possession, sale or distribution of drugs and alcohol, the College's Student Support and Referral Team, and community resources available to assist students dealing with issues related to drug and alcohol use and/or abuse.

In subsequent years during a student's enrollment in the school they will be reminded of the policy by email and on the College Portal. To the extent there are changes to the policy at any time, students will be sent a notification via email of any changes made to the policy.

***Drug and Alcohol counseling and supports available to employees and students***

**A. Programs and Support for Employees**

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for employees in need of these services due to drug and/or alcohol abuse. Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.



*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 4	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

Carebridge EAP is a worksite-focused program designed to assist in the identification and resolution of productivity problems associated with personal problems, such as alcohol and/or drug abuse.

Assistance is based on these important drug free workplace ideas:

- Employees are a vital part of business and valuable members of the team.
- It is better to offer assistance to employees than to fire them.
- Recovering employees can, once again, become productive and effective members of the workforce

Assistance provided directly to individual employees includes:

- General information and referral resources
- Crisis intervention
- Easy access to help
- Timely problem identification
- Short-term problem resolution
- Substance abuse assessments
- Referral for diagnosis and treatment or other kinds of help
- Follow-up contacts or sessions to provide support

Carebridge EAP systematically and effectively approaches workplace and personal problems. The employee assistance professional communicates privately with the employee, discusses the issues with the employee and helps identify the problem. The EAP then explores available options and refers the employee to appropriate resources that may be available in the community or professional services covered under the employee benefit plan. In situations involving substance abuse or alcohol related concerns, Carebridge provides case coordination including referral for assessment, referral for recommended assistance, compliance monitoring through primary treatment and status reports to designated company contact. Carebridge accepts drug test positive referrals and provides case management of 1 year or longer if indicated. Treatment referrals include treatment centers, individual counseling, self-help groups and community resources. Carebridge provides consultation on return-to-work matters. Carebridge EAP will provide management with resources to facilitate

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 5	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

psychological fitness for duty referrals and evaluations. Assessments must be conducted by an evaluator that is not associated with EAP Services.

Carebridge EAP offer services not only to employees but also to their dependent family members. This proves to be a wise investment because the work performance of an employee can be affected when a parent, spouse or child is abusing alcohol and other drugs.

On-staff substance abuse specialists and network providers are credentialed as licensed masters' clinicians or doctorate level psychologists with specialized training and credentialing in the field of substance abuse and employee assistance.

As a condition of employment, all employees must abide by the Drug and Alcohol Abuse Prevention Policy. Any employee who is convicted of any drug violation must inform the College within five (5) days of the conviction. The College is required to notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel action which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

#### B. Program and Support for Students

Counselors in the Student Success Center and members of the Student Support and Referral Team (SSRT) are available, on a **confidential** basis, to respond to students with issues related to drug and alcohol use. The Student Support and Referral Team (SSRT) is aware that students face many challenges in and out of the classroom. SSRT is a free, confidential referral service available to all students. It involves a support team of counselors, faculty and staff who assist students dealing with issues such as emotional distress, stress, anxiety, eating disorders, abuse, depression, grief, potential violence and substance abuse. SSRT works to connect students with College and community resources and caring professionals. If students recognize they have concerns, they may contact SSRT directly for assistance, either by sending an email to a secure, confidential address, StudentReferral@mc3.edu, or by visiting

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 6	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

the Student Success Center located in College Hall at the Blue Bell Campus or South Hall at the Pottstown Campus.

Below is a list of Community Resources available to our students:

**Pottstown Area & Vicinity**

■ **Creative Health Drug and Alcohol Services**

website: [www.creativehs.org](http://www.creativehs.org)

11 Robinson Street, Pottstown, PA 19464  
Phone: 610-326-8712  
Outpatient drug and alcohol treatment

■ **Chester Counseling Center**

Website: [www.chestercounselingcenter.org](http://www.chestercounselingcenter.org)

701 South Main Street  
Phoenixville, PA 19460  
610-933-8880

Provides services including: screening, assessment & intervention; substance abuse treatment; individual, group & family counseling; **DUI assessments, treatment, group**; specialized services for Spanish speaking only persons; dual disorders groups. Outpatient & Intensive Outpatient Services available.

**Blue Bell Area & Vicinity**

■ **Horsham Clinic**

Website: [www.horshamclinic.com](http://www.horshamclinic.com)

722 East Butler Pike, Ambler, PA 19002  
Phone: 1-800-237-4447

Twenty-four hour psychiatric evaluation, consultation and referral  
Inpatient and outpatient therapy

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 7	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

Fees: Covered by most insurance and Medical Assistance

■ **Valley Forge Medical Center**

**Website:** [www.vfmc.net](http://www.vfmc.net)

1033 W. Germantown Pike, Norristown, PA 19403

Phone: 610-539-8500

An acute and sub-acute care institution dedicated to the treatment of alcoholism, drug addiction and associated physical and emotional disorders.

Student violation of the Drug and Alcohol Abuse Prevention Policy could result in disciplinary probation, suspension or dismissal from Montgomery County Community College. The Student Code of Conduct is available at <http://www.mc3.edu/aboutus/policies/sa-4/conduct.aspx>

Students will be informed about the Drug and Alcohol Abuse Prevention Policy at the New Student Orientation sessions, as well as through communications by email from Enrollment Services to enrolled credit students each semester and portal announcement. This will include information about health risks associated with drug and alcohol use, standards of conduct expected of students, a description of sanctions for violation of state, federal, local laws relating to the use, possession, sale or distribution of drugs and alcohol, the College's Student Support and Referral Team, and community resources available to assist students dealing with issues related to drug and alcohol use and/or abuse.

**Health Risks Associated with Drug and Alcohol Use and Abuse**

**Source:** NIDA Website <http://www.drugabuse.gov/drugs-abuse/alcohol>

**Alcohol:** Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches. It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream. A standard drink equals 0.6 ounces of pure ethanol, or 12 ounces of beer; 8 ounces of malt liquor; 5 ounces of wine; or 1.5 ounces (a "shot") of 80-proof distilled spirits or liquor (e.g., gin, rum, vodka, or whiskey). NIDA does not conduct research on alcohol; for

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 8	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

more information, please visit the National Institute on Alcohol Abuse and Alcoholism (NIAAA) and the Centers for Disease Control (CDC).

- **Effects:** Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

**Bath Salts:** The term “bath salts” refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant. Bath salts typically take the form of a white or brown crystalline powder and are sold in small plastic or foil packages labeled “not for human consumption.” Sometimes also marketed as “plant food” or, more recently, as “jewelry cleaner” or “phone screen cleaner”. Bath salts are typically taken orally, inhaled, or injected, with the worst outcomes being associated with snorting or needle injection.

- **Other Names:** sold online and in drug paraphernalia stores under a variety of brand names, such as “Ivory Wave,” “Bloom,” “Cloud Nine,” “Lunar Wave,” “Vanilla Sky,” “White Lightning,” and “Scarface.”
- **Effects:** Reports of severe intoxication and dangerous health effects associated with use of bath salts have made these drugs a serious and growing public health and safety issue. The synthetic cathinones in bath salts can produce euphoria and increased sociability and sex drive, but some users experience paranoia, agitation, and hallucinatory delirium; some even display psychotic and violent behavior, and deaths have been reported in several instances. The hallucinatory effects often reported in users of bath salts are consistent with other drugs such as MDMA or LSD.

**Club Drugs:** tend to be used by teenagers and young adults at bars, nightclubs, concerts, and parties. Club drugs include GHB, Rohypnol®, ketamine, and others. MDMA (Ecstasy), Methamphetamine, and LSD (Acid), are considered club drugs and are covered in their individual drug summaries.

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 9	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

- **Street Names:** Special K, vitamin K, jet (ketamine); G, liquid ecstasy, soap (GHB); roofies (Rohypnol®).
- **Effects:** Club drugs have varying effects. Ketamine distorts perception and produces feelings of detachment from the environment and self, while GHB and rohypnol are sedating. GHB abuse can cause coma and seizures. High doses of ketamine can cause delirium and amnesia. Rohypnol® can incapacitate users and cause amnesia, and especially when mixed with alcohol, can be lethal.

**Cocaine:** a powerfully addictive central nervous system stimulant that is snorted, injected, or smoked. Crack is cocaine hydrochloride powder that has been processed to form a rock crystal that is then usually smoked.

- **Street Names:** Coke, snow, flake, blow
- **Effects:** Cocaine usually makes the user feel euphoric and energetic, but also increases body temperature, blood pressure, and heart rate. Users risk heart attacks, respiratory failure, strokes, seizures, abdominal pain, and nausea. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly afterwards.

**Fentanyl:** is a powerful synthetic opiate analgesic similar to but more potent than morphine. It is typically used to treat patients with severe pain, or to manage pain after surgery. It is also sometimes used to treat people with chronic pain who are physically tolerant to opiates. It is a schedule II prescription drug.

- **Other Names:** In its prescription form, fentanyl is known as Actiq, Duragesic, and Sublimaze. **Street names:** include Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, as well as Tango and Cash.
- **Effects:** Like heroin, morphine, and other opioid drugs, fentanyl works by binding to the body's opiate receptors, highly concentrated in areas of the brain that control pain and emotions. When opiate drugs bind to these receptors, they can drive up dopamine levels in the brain's reward areas, producing a state of euphoria and relaxation. Medications called opiate receptor antagonists act by blocking the effects of opiate drugs. Naloxone is one such antagonist. Overdoses of fentanyl should be treated immediately with an opiate antagonist. When prescribed by a physician, fentanyl is often administered via injection, transdermal patch, or in lozenge form. However, the type of fentanyl associated with recent overdoses was produced in clandestine laboratories and mixed with (or substituted

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 10	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

for) heroin in a powder form. Mixing fentanyl with street-sold heroin or cocaine markedly amplifies their potency and potential dangers. Effects include: euphoria, drowsiness/respiratory depression and arrest, nausea, confusion, constipation, sedation, unconsciousness, coma, tolerance, and addiction.

**Heroin:** an addictive drug that is processed from morphine and usually appears as a white or brown powder or as a black, sticky substance. It is injected, snorted, or smoked.

- **Street Names:** Smack, H, ska, junk
- **Effects:** Short-term effects of heroin include a surge of euphoria and clouded thinking followed by alternately wakeful and drowsy states. Heroin depresses breathing, thus, overdose can be fatal. Users who inject the drug risk infectious diseases such as HIV/AIDS and hepatitis.

**Inhalants:** breathable chemical vapors that users intentionally inhale because of the chemicals' mind-altering effects. The substances inhaled are often common household products that contain volatile solvents, aerosols, or gases.

- **Street Names:** Whippets, poppers, snappers
- **Effects:** Most inhalants produce a rapid high that resembles alcohol intoxication. If sufficient amounts are inhaled, nearly all solvents and gases produce a loss of sensation, and even unconsciousness. Irreversible effects can be hearing loss, limb spasms, central nervous system or brain damage, or bone marrow damage. Sniffing high concentrations of inhalants may result in death from heart failure or suffocation (inhalants displace oxygen in the lungs).

**LSD (Acid):** distorts perceptions of reality and produce hallucinations; the effects can be frightening and cause panic. It is sold as tablets, capsules, liquid, or on absorbent paper.

- **Street Names:** Acid, blotter, dots
- **Effects:** LSD produces unpredictable psychological effects, with "trips" lasting about 12 hours. With large enough doses, users experience delusions and hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.



*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 11	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

**Marijuana:** the most commonly used illegal drug in the U.S. It is made up of dried parts of the Cannabis sativa hemp plant.

- **Street Names:** Pot, ganga, weed, grass, 420
- **Effects:** Short-term effects of marijuana use include euphoria, distorted perceptions, memory impairment, and difficulty thinking and solving problems.

**MDMA(Ecstasy):** a synthetic drug that has stimulant and psychoactive properties. It is taken orally as a capsule or tablet.

- **Street Names:** XTC, X, Adam, hug, beans, love drug
- **Effects:** Short-term effects include feelings of mental stimulation, emotional warmth, enhanced sensory perception, and increased physical energy. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision. MDMA can interfere with the body's ability to regulate temperature; on rare occasions, this can be lethal.

**Methamphetamine:** a very addictive stimulant that is closely related to amphetamine. It is long lasting and toxic to dopamine nerve terminals in the central nervous system. It is a white, odorless, bitter-tasting powder taken orally or by snorting or injecting, or a rock "crystal" that is heated and smoked.

- **Street Names:** Speed, meth, chalk, ice, crystal, glass
- **Effects:** Methamphetamine increases wakefulness and physical activity, produces rapid heart rate, irregular heartbeat, and increased blood pressure and body temperature. Long-term use can lead to mood disturbances, violent behavior, anxiety, confusion, insomnia, and severe dental problems. All users, but particularly those who inject the drug, risk infectious diseases such as HIV/AIDS and hepatitis.

**PCP (Phencyclidine):** a synthetic drug sold as tablets, capsules, or white or colored powder. It can be snorted, smoked, or eaten. Developed in the 1950s as an IV anesthetic, PCP was never approved for human use because of problems during clinical studies, including intensely negative psychological effects.

- **Street Names:** Angel dust, ozone, wack, rocket fuel

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 12	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

- **Effects:** PCP is a "dissociative" drug, distorting perceptions of sight and sound and producing feelings of detachment. Users can experience several unpleasant psychological effects, with symptoms mimicking schizophrenia (delusions, hallucinations, disordered thinking, extreme anxiety).

**Prescription Drugs:** abuse of these drugs means taking a prescription drug that is not prescribed for you, or taking it for reasons or in dosages other than as prescribed. Abuse of prescription drugs can produce serious health effects, including addiction.

- **Prescription Drugs Commonly:** Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy).

- **Opioids** include:

- Hydrocodone (Vicodin®)
- Oxycodone (OxyContin®)
- Oxymorphone (Opana®)
- Propoxyphene (Darvon®)
- Hydromorphone (Dilaudid®)
- Meperidine (Demerol®)
- Diphenoxylate (Lomotil®)

- **Central nervous system depressants** include:

- Pentobarbital sodium (Nembutal®)
- Diazepam (Valium®)
- Alprazolam (Xanax®)

- **Stimulants** include:

- Dextroamphetamine (Dexedrine®)
- Methylphenidate (Ritalin® and Concerta®)
- Amphetamines (Adderall®)

- **Street Names:** oxy, cotton, blue, 40, 80 (OxyContin®)

- **Effects:** Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Opioids can produce drowsiness, constipation and, depending on amount taken, can depress breathing. Central nervous system depressants slow down brain function; if combined with other medications that cause drowsiness or

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 13	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

with alcohol, heart rate and respiration can slow down dangerously. Taken repeatedly or in high doses, stimulants can cause anxiety, paranoia, dangerously high body temperatures, irregular heartbeat, or seizures.

**Salvia (Salvia divinorum):** an herb common to southern Mexico and Central and South America. The main active ingredient in Salvia, salvinorin A, is a potent activator of kappa opioid receptors in the brain. These receptors differ from those activated by the more commonly known opioids, such as heroin and morphine. Traditionally, *S. divinorum* has been ingested by chewing fresh leaves or by drinking their extracted juices. The dried leaves of *S. divinorum* can also be smoked as a joint, consumed in water pipes, or vaporized and inhaled. Although Salvia currently is not a drug regulated by the Controlled Substances Act, several States and countries have passed legislation to regulate its use.<sup>3</sup> The Drug Enforcement Agency has listed Salvia as a drug of concern and is considering classifying it as a Schedule I drug, like LSD or marijuana.

- **Effects:** People who abuse salvia generally experience hallucinations or “psychotomimetic” episodes (a transient experience that mimics a psychosis). Subjective effects have been described as intense but short-lived, appearing in less than 1 minute and lasting less than 30 minutes. They include psychedelic-like changes in visual perception, mood and body sensations, emotional swings, feelings of detachment, and importantly, a highly modified perception of external reality and the self, leading to a decreased ability to interact with one's surroundings. This last effect has prompted concern about the dangers of driving under the influence of salvinorin. The long-term effects of Salvia abuse have not been investigated systematically. Recent experiments in rodents demonstrated deleterious effects of salvinorin A on learning and memory.

**Spice (Synthetic Marijuana):** “Spice” refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as “safe,” legal alternatives to that drug.

- **Names:** Sold under many names, including K2, fake weed, Yucatan Fire, Skunk, Moon Rocks, and others — and labeled “not for human consumption” — these products contain dried, shredded plant material and chemical additives that are responsible for their psychoactive (mind-altering) effects.
- **Effects:** Spice users report experiences similar to those produced by marijuana—elevated mood, relaxation, and altered perception—and in some cases the effects are even stronger

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 14	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

than those of marijuana. Some users report psychotic effects like extreme anxiety, paranoia, and hallucinations.

**Steroids (Anabolic):** Most anabolic steroids are synthetic substances similar to the male sex hormone testosterone. They are taken orally or are injected. Some people, especially athletes, abuse anabolic steroids to build muscle and enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible.

- **Street Names:** Juice, gym candy, pumpers, stackers
- **Effects:** Major effects of steroid abuse can include liver damage; jaundice; fluid retention; high blood pressure; increases in "bad" cholesterol. Also, males risk shrinking of the testicles, baldness, breast development, and infertility. Females risk growth of facial hair, menstrual changes, male-pattern baldness, and deepened voice. Teens risk permanently stunted height, accelerated puberty changes, and severe acne. All users, but particularly those who inject the drug, risk infectious diseases such as HIV/AIDS and hepatitis.

**Tobacco:** Through the use of tobacco, nicotine is one of the most heavily used addictive drugs and the leading preventable cause of disease, disability, and death in the U.S. Cigarette smoking accounts for 90% of lung cancer cases in the U.S., and about 38,000 deaths per year can be attributed to secondhand smoke. Cigarettes and chew tobacco are illegal substances in most U.S. states for those under 18; a handful of states have raised the age to 19.

- **Effects:** Nicotine is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Pregnant smokers have a higher risk of miscarriage or low birthweight babies. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

### **Preventing Drug Abuse and Excessive Alcohol Use**

Preventing drug abuse and excessive alcohol use increases people's chances of living long, healthy, and productive lives. Excessive alcohol use includes binge drinking (i.e., five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 15	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior. Preventing drug abuse and excessive alcohol use improves quality of life, academic performance, workplace productivity, and military preparedness; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions.

To review complete report and recommended strategies, click on:

<http://www.surgeongeneral.gov/initiatives/prevention/strategy/preventing-drug-abuse-excessive-alcohol-use.html>

***Legal Sanctions for Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs***

College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession manufacture, distribution or sale of illicit drugs or alcohol and will advise employees and students that convictions or violations of these laws can lead to fines and/or imprisonment.

The possession, use or sale of illegal drugs is prohibited. Any member of the College community consuming, possessing, or using illegal drugs may be turned over to the local authorities for prosecution and students will be referred to the Dean of Student Affairs at Central Campus and the Associate Vice President of Student Affairs at West Campus for disciplinary action. Illegal or unauthorized manufacture, sale, possession, or use of alcoholic beverages or controlled substances is prohibited. Alcoholic beverages shall not be bought, consumed, or sold at the College except as authorized by the Board of Trustees.

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

**A. Drugs**

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired.

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 16	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

- Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a college is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
  3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
  4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum

*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 17	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

- penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.
5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender

**B. Alcohol**

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:
2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.





*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 18	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May19, 2014		

4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.
11. No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

**Parental Notification in the event of alcohol or drug use**





*Board of Trustees Policy*

<b>SUBJECT:</b>  Drug and Alcohol Abuse Prevention Policy	<b>NUMBER:</b> 5.5	<b>PAGE:</b> 19	<b>OF:</b> 19
	<b>DATE:</b> June 19, 2017		
	<b>SUPERSEDES:</b> May 2003, June 2012, March 2013 May 19, 2014		

The Dean of Student Affairs at Central Campus and the Associate Vice President of Student Affairs at West Campus will notify parents/guardians of students under the age of 21 regarding alcohol/drug violations involving the student.

For additional information regarding state and federal penalties for drug and alcohol offenses, refer to:

[www.lcb.state.pa.us/portal/server.pt/community/alcohol\\_the\\_law/17511](http://www.lcb.state.pa.us/portal/server.pt/community/alcohol_the_law/17511)

<http://ecapps.health.state.pa.us/pdf/ddc/ddcAct2.pdf>

<http://www.justice.gov/dea/agency/penalties.htm>.

To view the College's Annual Safety Report, refer to:

<http://www.mc3.edu/Media/Website%20Resources/pdf/safety/annual.pdf>

To view the Student Code of Conduct, refer to:

<http://www.mc3.edu/aboutus/policies/sa-4/conduct.aspx>