



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, October 16, 2017 at 4:00 p.m. North Hall, Room 106 West Campus, Pottstown

**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, Raj Guttha, David Kraybill, Anisha Robinson Keeys, Theresa Reilly, and Ellen Toplin

**Absent:** Michele Jarvis-Schultz

**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 Workforce Development and Continuing Education; Charles Somers, Vice President for Finance and Administration; Arline Stephan, Vice President for Institutional Advancement; Diane O'Connor, Executive Director of Human Resources; Dr. Harold Halbert, English Associate Professor, Faculty Union Representative; Angela Polec, Executive Director of Marketing and Communications; Diane VanDyke, Interim Temporary Director of Strategic Communications; Dr. Catherine Parzynski, Assistant Professor of History, Faculty Union Secretary, Strategic Plan Committee; Dr. David Kowalski, Executive Director of Institutional Research; Nicole Weising, Financial Aid Processing Specialist, West Campus, Support Staff Secretary; Timothy Connelly, English Assistant Professor; Patrick Winston, Art Professor, West Campus; Georgette Howell, Associate Professor of ESW, West Campus; Kevin Strunk, Reference Librarian, Associate Professor, West Campus; Tracy Kaiser-Goebel, Speech Senior Lecturer, Faculty Union 2<sup>nd</sup> Vice President; Shauna LaMagna, Medical Assisting Professor; Nickolas Lantz, Director of Career Services; Michael Bettinger, Director, Government Relations and External Affairs; Emanuel Wilkerson, Student, Montgomery County Resident; Josh Mitchell, Director of User Support and Instructional Technology; 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**

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

**Introduction of Guests**

Dr. Schwartz introduced the following new guests to the Board of Trustees: Dr. David Kowalski, Executive Director of Institutional Research; Nicole Weising, Financial Aid Processing Specialist, West Campus, Support Staff Secretary; Timothy Connelly, English Assistant Professor; Patrick Winston, Art Professor, West Campus; Georgette Howell, Associate Professor of ESW, West Campus; Kevin Strunk, Reference Librarian, Associate Professor, West Campus; Tracy Kaiser-Goebel, Speech Senior Lecturer,

Faculty Union 2<sup>nd</sup> Vice President; Shauna LaMagna, Medical Assisting Professor; Nickolas Lantz, Director of Career Services; Michael Bettinger, Director, Government Relations and External Affairs; and Emanuel Wilkerson, Student, Montgomery County Resident.

### **Public Testimony**

There was no Public Testimony.

### **Consent Agenda**

Trustee Groen motioned to approve Consent Agenda action items **A** through **C** as presented. Trustee Clark seconded and the Board unanimously approved action items **A** through **C**. Information items **D** through **I**, for the month of October were also approved as presented.

### **Action Items:**

- A. Approval of the September 18, 2017 Minutes
- B. Professional Hires and Separations for October
- C. Comprehensive Grading Policy (Attachment A)

### **Information Items:**

- D. Treasurer's Report – Year-to-Date Actuals
- E. Wilmington Trust Performance Update
- F. Global Academy and Pilot Pricing Model Proposal Update
- G. Investment of Bond Proceeds
- H. Turnover Report
- I. Faculty Accomplishments

### **President's Report**

Dr. Pollock provided the Trustees with the following enrollment update:

### **Fall 2017 Enrollment Summary – As of 10/16/17**

*As of 10/16/17, Fall 2017 figures are:*

- Total Headcount is 6.14% below prior year (11,056 CY vs 11,779 PY).
- Total Credit Hours generated are 7.11% below prior year (90,875 CY vs 97,826 PY).
- New Student Headcount is 4.74% below prior year (3,543 CY vs 3,719 PY).

Dr. Pollock provided the Board of Trustees with an overview of the Strategic Plan. Chairman Montalbano noted that it is important that the Strategic Plan be approved as this is the foundation for the President's Strategic Goals. The plan consists of three main themes: 1) Champion Student Success, 2) Foster Meaningful External Relationships and 3) Ensure a Sustainable Organization.

After a brief discussion of the plan, Trustee Binder made the motion to approve the Strategic Plan. Trustee Toplin seconded and the Board unanimously approved the Strategic Plan.

### **Also of Note in the President's Report:**

### **Champion Student Success**

*Engage learners in high impact instructional practices*

On October 4<sup>th</sup>, MCCC student and Phi Theta Kappa member, Stephanie Ulm, was selected for the 2017 Coca-Cola Leaders of Promise Scholar award. Stephanie will receive a \$1,000 scholarship.

On October 10<sup>th</sup> through October 18<sup>th</sup>, Libraries and Academic Support offered writing and research clinics for students at Central Campus. Students working on papers were able to meet with both a librarian and a writing tutor to get assistance with writing, argument, finding sources, formatting citations, etc.

*Deliver top-tier, consistent, and engaging student experiences*

On September 18<sup>th</sup> through September 20<sup>th</sup>, Academic Affairs hosted a baseball themed event in support of the Weeks of Welcome (WOW) programming. “Getting into the Swing of Things” was an opportunity for students to meet and greet with Academic Affairs staff, deans, and the provost over ballpark snacks and giveaways at all campus locations.

On September 22<sup>nd</sup>, the Cultural Affairs Office, in collaboration with faculty Mike Kelly (SRT) and Andrew Kosciesza (Music) hosted rising star, vocalist Elizabeth Mencil “Rozes”, as guest lecturer to conduct a Master Class for over 65 Music and SRT students entitled, “Now that I have an Education, What Do I Do Now?”

On October 5<sup>th</sup> at the NJCAA Region XIX meetings, Alison Henning, a 3 sport athlete and 2017 graduate of MCCC, will be presented with the 2017 Rose Ann Palsi Award. This award is for an individual that represents the ideals of Rose Ann Palsi including commitment, dedication, loyalty and good sportsmanship on and off the field. Alison is now attending Delaware Valley University.

On October 18<sup>th</sup> and 25<sup>th</sup>, Montgomery County Community College joined hundreds of colleges and universities across the country to celebrate Campus Sustainability Month. Activities were held on October 18<sup>th</sup> in the South Hall Lobby at the West Campus, and on October 25<sup>th</sup> in the Quad at the Central Campus.

*Align curricular pathways and services with student needs*

October 12<sup>th</sup>, Montgomery County Community College’s eighteen (18) Student Retention and Success Programs presented information about our student success and retention services in promotion and preparation of Spring 2018 enrollment to the Interagency Council Network (ICN).

*Promote student support services to address student basic needs insecurity*

On September 21<sup>st</sup>, the KEYS Program Director was informed that one of the College’s students, Erikah Carr, was awarded a scholarship from Central Perkiomen Career Women. This is the third consecutive year that a KEYS student has been awarded this scholarship.

**Foster Meaningful External Relationships***Redefine K-14 pathways and reciprocal partnerships*

On September 30<sup>th</sup>, the Admissions team attended the National Association for the Advancement of Colored People (NAACP) Youth Event. During the course of the youth event, the team had the opportunity to impact young adult lives by sharing information on Admissions, MCCC resources and collecting inquiries for prospective students.

On October 6<sup>th</sup>, Marie Hartlein, Associate Professor of Computer Science, hosted 30 students from Springfield High School and Eastern Center for Arts and Technology for a Dual Enrollment Technology Day.

***Offer programming that engages the community***

On September 21<sup>st</sup>, alumnus, Abel Rodriguez, recorded a segment on “MCCC on the Air” to discuss what Montgomery County Community College meant to him. Abel is currently the Director, Center on Immigration and Assistant Professor of Religion, Law, and Social Justice at Cabrini University.

On September 23<sup>rd</sup>, the Lively Arts Series co-sponsored the Whitpain Community Day Festival with an estimated steady flow of a 6,000 to 8,000 people during the day, and an estimated 1,500 attended the evening Music Festival and fireworks.

On September 27<sup>th</sup>, the Fine Arts Galleries hosted an Opening Reception for 50 guests for *The Art of Recovery* exhibition at West Campus, and resulted in an article about the exhibit in the *Pottstown Mercury*.

***Reestablish government, business and industry, and community relationships***

On September 26<sup>th</sup>, Chef Ben Vozzo of The Culinary Arts Institute along with select MCCC Culinary students, joined the Valley Forge Tourism and Convention Board and the Montgomery County Commissioners in supporting Manna on Main Street’s Freedom from Hunger event. The event was originally established to celebrate Pope Francis’s visit to the region in 2015 and continues to help battle food insecurity among county residents.

***Grow regional, national, and international collaborations***

By unanimous vote, the Montgomery County Board of Commissioners re-appointed Dr. Victoria Bastecki-Perez, Vice President of Academic Affairs and Provost, to the Montgomery County Workforce Development Board. The term of service is September 15, 2017 to September 9, 2019.

On September 18<sup>th</sup>, Linda Roy, Director of Nursing, was selected to serve as a program evaluator for the Accreditation Commission for Education in Nursing (ACEN). Dr. Roy will be part of a group of site evaluators that helps to assess nursing programs across the country.

On September 19<sup>th</sup>-21<sup>st</sup>, the College hosted a visit by the Boston Consulting Group, commissioned by the Bill & Melinda Gates Foundation, seeking to understand student success interventions.

On October 5<sup>th</sup>, a group of 25 students from the Ryan Group-India visited Montgomery County Community College’s (MCCC) Central Campus. MCCC was introduced to the students through the event by providing a campus tour, presentations, Leadership and Life Sciences workshops. The event was concluded with a dinner to show MCCC’s hospitality.

**Ensure a Sustainable Organization*****Position the College for long-term financial stability***

As of September 19<sup>th</sup>, public grants from federal, state and local sources for FY18 include \$3,371,785 in proposal submissions and \$2,466,485 committed. An additional \$1,197,059 is under management from prior year awards

***Encourage a philanthropic culture***

As of September 30<sup>th</sup>, the total raised for FY18 year to date is \$341,060: \$183,588 for scholarships, \$7,013 for student success programs, and \$87,459 for other various programs.

***President's Outreach***

On September 24<sup>th</sup> through 28<sup>th</sup>, Dr. Pollock along with Richard Montalbano, attended the Annual ACCT Leadership Congress in Las Vegas, Nevada. They presented *Student Success 101 for Trustees* to an audience of approximately thirty conference attendees.

On October 9<sup>th</sup>, Dr. Pollock hosted, along with the Foundation, a reception for Foundation Board members from Quest for the Best to thank them for their \$50,000 scholarship commitment to support cadets in the College's Police Academy, and to introduce them to the first two recipients of the scholarship.

On October 15<sup>th</sup>, Dr. Pollock attended the Willow Grove Branch NAACP's 43<sup>rd</sup> Annual Freedom Fund Banquet with Trustee Margot Clark at North Hills Country Club.

As part of the President's Report Phil Needles provided the Board with an enrollment update.

Dr. Pollock and Angela Polec provided the Board with an update on the new Strategic Plan for 2017-2022. They reviewed both a long and short version of the Strategic Plan.

Trustee Binder made a motion to accept the Strategic Plan for 2017-2022 as presented. Trustee Toplin seconded and the Board of Trustees unanimously approved.

**Finance Committee**

Trustee Groen presented for the Committee.

**Procurement Policy**

The College has a long-standing procurement policy that attempts to ensure that supplies, equipment and services are procured competitively and objectively at the lowest possible cost to the College. The current policy was last reviewed and updated in 2011.

The College's Procurement Policy and practices were a point of discussion during the past year. The following portion of the policy pertaining to the determination of responsibility for construction contractors was brought forward to the Board of Trustees as the following revision:

***Determination of Responsibility for Construction Contractors***

To be considered a responsible bidder, in addition to the requirements aforementioned under Responsibility of Bidders / Offerors, construction contractors shall be required to show:

1. A record of compliance with labor laws, including OSHA and prevailing wage laws.
2. An apprenticeship program approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training or Commonwealth of Pennsylvania for each apprenticeable trade or occupation represented in their workforce.
3. Comprehensive medical and hospitalization benefits for employees and their families

Chair Montalbano noted that he will be charging the Physical Plant Committee to begin to review the entire policy. Trustee Guttha is willing to work with Finance to help review and provide input during the ongoing review of the policy.

Trustee Groen motioned to recommend that the Board of Trustees approve the current changes to the Procurement Policy. Trustee Kilkenny seconded. The Board voted 11 in favor of the policy and 2 against the policy. The Procurement Policy was approved as presented and will be reviewed in the future for further updating (Attachment B).

**Fox Rothschild Proposal for 2017-2018**

The College has retained the legal services of Fox Rothschild for a number of years. Each year the College solicits a proposal from Fox Rothschild for the continuation of these services, including an itemized breakdown of matters covered and not covered by the quarterly retainer.

Fox Rothschild's proposed 2017 - 2018 fee schedule is divided into three categories which are highlighted below:

1. Quarterly Retainer: The proposed 2017-2018 quarterly retainer will remain at the 2016-2017 rate of \$5,400.00 per quarter, an increase of 0%.
2. Items Not Covered Under the Retainer: The proposed 2017-2018 hourly rate for items not covered remain at the 2016-2017 rate of \$220.00 per hour. Miscellaneous Matters: These include matters not covered by the quarterly retainer or by the hourly rate described above. Examples may include financing or bond arrangements; tax consulting; specialized contracts such as energy savings, Section 125 and 457 plans, construction litigation, immigration advice, audit responses and matters covered by insurance. The hourly cost for the majority of these matters will retain the current rate of \$265.00 per hour. Other unique or non-customary litigation will be calculated based on a 20% discount compared to the customary hourly rates charged.

Trustee Guttha made the motion to recommend retaining the services of Fox Rothschild as the College's Legal Counsel for 2017-2018 at the quarterly retainer fee of \$5,400.00, the hourly rate of \$220.00 and miscellaneous hourly rates up to \$265.00 or calculated at a 20% discount compared to customary hourly rates. Trustee Toplin seconded. Trustee Groen abstained from voting. The Board unanimously approved Fox Rothschild as legal counsel for 2017-2018.

**Finance Presentation**

Charles Somers, Vice President of Finance and Administration, provided the Board of Trustees with an overview of the 2016-2017 projection (based on March 2017 YTD Actuals vs. 2016-2017 preliminary June 30, 2017 YTD actuals, unaudited).

The variances were explained in the self-funded medical insurance, County funding (operating), State funding (operating), compensation and non-compensation expenses, other income, credit tuition, along with non-operating variances.

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

**Chair's Report**

- a. Nominating Committee: Chairman Montalbano appointed Trustee Anisha Robinson Keays to be the Chair of the Nominating Committee. He is looking for volunteers to be on the Committee but noted that those who want to run for an officer position cannot serve on the Committee. The Committee will report out their selections at the December Board meeting.
- b. Ad-Hoc Committee on Committees: Chairman Montalbano noted that he would like to form an Ad-Hoc Committee on Committees to determine what the optimal structure of Committees would look like. He asked the Trustees to provide feedback/thoughts to him on what they think a restructure would/could look like.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was adjourned at 5:33 p.m.

**Executive Session**

The meeting went into an executive session at 5:35 p.m. to discuss personnel and negotiations matters. No action was taken during this session.

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Sean Kilkenny  
Secretary