



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, November 16, 2017 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus

Board of Trustees

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

Absent: None

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; Rose Makofske, Director of Equity/Diversity Initiatives & Title IX Coordinator; Gaetan Giannini, Dean of Business & Entrepreneurial Initiatives; 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; Michael Bettinger, Director of Government Relations and External Affairs; 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; Lisa Ritter, Partner, Maher Duessel, LLC.

Call to Order

Chairperson Montalbano called the meeting to order at 3:57 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 guest to the Board of Trustees: Ms. Lisa Ritter, Partner, Maher Duessel, LLC.

Public Testimony

There was no Public Testimony.

Consent Agenda

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

Action Items:

- A.** Approval of the October 16, 2017 Minutes
- B.** Touch-Net – Comprehensive Commerce Management System
- C.** Professional Hires and Separations for November
- D.** Request to Modify Curriculum for General Education: Criminal Justice (AS), Fire Science (AAS), Hospitality Management (AAS), Human Services (AAS), Medical Laboratory Technician (AAS), Psychology (AS), and Theatre Arts (AA)

Information Items:

- E.** Faculty Accomplishments
- F.** National Council Licensure Examination – Registered Nurse (NCLEX-RN): **Information (*)**
- G.** Physical Therapist Assistant Program Candidacy for Accreditation through the Commission on Accreditation in Physical Therapy Education (CAPTE): **Information (*)**

President's Report

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

Fall 2017 Enrollment Summary – As of 11/20/17

- Total Unduplicated Headcount is 6.82% below prior year (11,196 CY vs 12,015 PY).
- Total Credit Hours generated are 7.50% below prior year (91,115 CY vs 98,502 PY).
- New Student Headcount is 6.55% below prior year (3,677 CY vs 3,939 PY).

Note: Dual Enrollment figures are still coming in for the Fall-17 enrollment cycle.

Winter 2017-18 Enrollment Summary – As of 11/10/17

- Total Unduplicated Headcount was 5.99% below prior year (361 CY vs 384 PY).
- Total Credit Hours generated were 5.99% below prior year (1,083 CY vs 1,152 PY).
- New Student Headcount was 6.00% below prior year (48 CY vs 43 PY).

Note: Registration for the winter session continues to 12/20/17.

Dr. Pollock also provided the Board of Trustees with an overview of highlights of events that occurred during the month of October and November including the following:

- Health Sciences Center Ribbon Cutting on October 30, 2017
- The College Hosted the Valley Forge Tourism & Convention Board Annual Luncheon on October 27, 2017
- The College held the Karen A. Stout Accelerator Fund Kickoff with keynote speaker Wayne Kimmel on November 13, 2017
- Hosted the All Boards on Board reception November 13, 2017
- Hosted the Southeast Regional Trustees meeting on November 16, 2017

Also of Note in the President's Report:**Strategic Plan Initiatives****Champion Student Success*****Deliver top-tier, consistent, and engaging student experiences***

In October, out of need to support food insecurity in our student population, the Student Success Center enlarged the Stock Up Program. The program grew from two cabinets to a pantry. This initiative was designed to combat food insecurity MontCo students experience daily.

On October 18th, Student Affairs conducted a Lunch and Learn workshop titled "First Impressions are lasting". The presenter discussed techniques on how students can enhance their interview skills, dress for success and the art of effective networking.

Mombe Ye, student mentee in the Minority Student Mentoring Initiative (MSMI), was selected to attend the 6th Annual Men of Color Leadership Institute in Baltimore, MD on October 19th-22nd. At the Leadership Institute, Mombe participated in a host of workshops regarding financial literacy, personal health and wellness, and social awareness.

On November 2nd and 13th, the Annual College Fair for English as a Second Language (ESL) students was held on the Blue Bell campus. The event was organized by the Admissions Team, ESL/International Student Services, and the Upper Moreland School District. Eight high schools from seven local school districts participated in the event with about 180 ESL students. In order to introduce MCCC's programs and resources, 6 different sessions were offered throughout the event including an International Student panel, a College Resources Workshop, a tour of the Health Sciences Center, lunch, and University Center Partner Fair, as well as a Community Service Project.

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

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

The College also signed seven new program-to-program agreements with Temple University to allow graduates of MCCC's Education in the Middle Years A.A. program to transfer seamlessly to Temple's Middle Years Bachelor of Science degree.

The College also reestablished a program-to-program agreement with Cabrini University to provide seamless transfer for Biotechnology students.

Offer programming that engages the community

The Veterans Services office, in partnership with the Blue Bell Rotary Club, offered workshops during the months of October and November. These workshops focused on career readiness, resume writing skills, and occupational readiness. Over 30 student veterans took part in these events.

Reestablish government, business and industry, and community relationships

On November 3rd, Senator John C. Rafferty, Jr., held his annual “Senator for a Day” seminar at the Montgomery County Community College West Campus, South Hall. Over 150 students from six local high schools attended the event. Students, divided into mock committees, discussed various bills and drafted proposed legislation. Participants later convened to serve in a mock senate session; “senators” debated and cast votes for each bill.

On October 27th, Michael Bettinger participated in a roundtable discussion on tax reform with Senator Pat Toomey. The roundtable included the CEOs/Owners of approximately 15 local small businesses and economic development organizations.

Grow regional, national, and international collaborations

On November 2nd, Mary-Kate Najarian, Assistant Director of Instructional Technology, facilitated two sessions at the EDUCAUSE conference in Philadelphia. *Professional Development/Staff Management Constituent Group Meeting at EDUCAUSE* discussed topics surrounding how to build strong teams through recruitment, professional development options, and tips on managing a team in the changing environment. The *Blended and Online Learning Constituent Group Meeting* discussed the following topics in small group format: open educational resources (OER), faculty development, adaptive learning, accessibility of online/blended course design, natural disasters, and mobile first learning.

Ensure a Sustainable Organization

Position the College for long-term financial stability

Encourage a philanthropic culture

As of October 31st, the total raised for FY18 year to date is \$523,027: \$265,203 for scholarships, \$73,688 for student success programs and \$184,312 for other various programs. A seven-figure proposal was submitted to an individual, which is under consideration.

President’s Outreach

On October 27th, Dr. Pollock provided welcome remarks at the Annual Luncheon for the Valley Forge Tourism and Convention Board held at the new Health Science Center at the College. The keynote speaker for the event was Philadelphia Eagles legend Ron Jaworski who shared his seven no-brainer principles of business with the nearly five hundred attendees.

On November 5th, Dr. Pollock hosted along with the Alumni Association, the 2nd Annual Football Watching Party with the President. Seventy alumni, faculty and friends of the College, as well as Trustee Raj Guttha, joined in for a fun afternoon of tailgate food and big-screen football – Eagles vs Denver.

Finance Committee

Trustee Groen presented for the Committee.

Independent Audit

Ms. Lisa Ritter from Maher Duessel, provided the Board of Trustees Finance Committee with a formal presentation of the Independent Audit and provided a brief update to the full Board of Trustees with an overview of the Independent Audit report for 2016/2017. She noted that there were no difficulties encountered while performing the audit. She explained the Statement of Net Position and the differences between the 2016 and 2017 revenues, expenses and change in Net Position. Ms. Ritter also reviewed GASB Statement No.75 – Accounting and Financial Reporting For Postemployment Benefits Other Than Pensions and noted that this liability will need to be posted and adopted in fiscal year 2018. There were two internal control findings, 1) prior period adjustment for PHEAA (material) and 2) cost of attendance data input error (significant).

Trustee Groen motioned to accept the Independent Audit as presented. Trustee Kilkenny seconded and the Board unanimously approved.

Development of the Monthly Financial Statements

There was a brief discussion on how the Trustees would like to see a different version of the monthly financial statements. It could be as simple as current budget, dollars spent and current balance.

This was a discussion item only and required no action by the Board of Trustees.

Physical Plant Committee

Trustee Kilkenny reported for the Committee

PennDot Offer to Purchase Resolution

Marc Davis, Attorney from Fox Rothschild, provided a brief overview of PennDot's offer to purchase a small piece of property at the corner intersection of Route 202 and the Loop Road. PennDot will be making road improvements to Route 202 and will need this portion of the property for their improvements. The County will receive the sum of \$58,500.00 for the right-of-way, while the College will receive funds of \$1,700.00 for the taking of a temporary easement.

Trustee Kilkenny motioned to approve the Resolution as presented. Trustee Custer seconded and the Board unanimously approved.

Curriculum Committee

Trustee Toplin reported for the Committee

Trustee Toplin noted the following items **a** through **d** were discussed at the Curriculum Committee meeting and thought it important that the Board be updated on the outcomes.

a. General Education Core Curriculum:

On January 23, 2017, the College's Board of Trustees approved the redesign of the General Education Core Curriculum. The goals for the revision, which was fully realized, included 1)

to offer a common educational experience to all associate degree students, 2) to address the concern from the Middle States reaccreditation visit that assessment of the outcomes of the current Core would be difficult to sustain, and 3) to adhere to the updated Middle States standards for reaccreditation. To advance the strategic agenda, Academic Affairs is working this year to implement the redesigned General Education Core Curriculum for fall 2018. Fifteen (15) of 42 active programs have been completed, resulting in an impact of approximately 63% of active students. The remaining programs are progressing through Faculty Governance to realize 100% completion by June 30, 2018. *Special thanks to the faculty for their extraordinary efforts on this achievement on behalf of our students.*

b. National Association for the Education of Young Children (NAEYC)

On October 16-18, 2017, the College hosted a reaccreditation onsite visit by the National Association for the Education of Young Children (NAEYC) for the Education in the Early Years: Birth to Grade 4 (AA) Program. There should be a final report to the College early 2018. Those highly involved in the process include Meryl Sultanik, Coordinator and Associate Professor of Education, and Beth Lattanzi, Coordinator and Assistant Professor of Education.

c. National Council Licensure Examination – Registered Nurse (NCLEX-RN)

The Commonwealth of Pennsylvania's State Board of Nursing recently confirmed that our Nursing Program is on the Board's Approved List of Professional Nursing Programs with FULL approval status, based upon our National Council Licensure Examination – Registered Nurse (NCLEX-RN) first attempt pass rate of 92.68% between October 1, 2016 and September 30, 2017. This successful milestone was accomplished by the hard work of the nursing faculty, led by Director of Nursing Dr. Linda Roy, and our recent graduates who were fully engaged in mastering the curricular material and preparing for this critical standardized examination.

d. Physical Therapist Assistant Program Candidacy for Accreditation through the Commission on Accreditation in Physical Therapy Education (CAPTE)

Effective October 25, 2017, the Commission on Accreditation in Physical Therapy Education (CAPTE) granted candidacy to the College's Physical Therapist Assistant (PTA) Program. Dr. Bastecki-Perez, Dr. Robert Cullen, the Director of the PTA Program, and Dr. Jaime Bayzick, Instructor and Academic Coordinator of Clinical Education of PTA, presented oral testimony at CAPTE's October 20 meeting after the Council initially denied the Program's application for candidacy. With this action, the

The Physical Therapist Assistant program is on track to bring in its inaugural class in May of 2018 as planned.

Sound Recording and Music Technology:

Dr. Victoria Bastecki-Perez provided the Committee with an update on the Sound Recording Studio. A nine percent growth rate is expected through 2022. Enrollment in this program is predominately male students, the College is working on recruiting female students. In addition, the College will reach out to local high schools and to students with disabilities. There are also opportunities for performance agreements, and the College is currently working with Fox Rothschild on the legal aspects of these types of agreements.

It was noted that the soundboard is one of only ten (10) in the country being both digital and analog. A completion date of December 31, 2017 is expected with a soft opening in the spring of 2018.

This was an information item only and required no action by the Committee.

Logo and Tagline:

Angela Polec, Executive Director of Marketing and Communications provided the Board of Trustees with a brief overview of the College Logo and Tagline process. Ms. Polec shared two logo styles that were submitted to the College community in a survey along with two taglines. It was noted that the color pallet for the logo needed to be brightened up, changing the colors from maroon and dark gray to a brighter red and lighter gray. Marketing will remain on budget for this project.

This was an information item only and required no action by the Committee.

Chair's Report

- a. **Resignation of Andy Cantor:** Chairman Montalbano noted that Mr. Cantor has tendered his resignation from the Board of Trustees. He was a member of the Board since 1999. He noted that we will all miss Andy. With Andy's resignation, this now leaves two vacancies on the Board and an officer vacancy.
- b. **Nominating Committee:** In October, Chairman Montalbano appointed Trustee Anisha Robinson Keys to be the Chair of the Nominating Committee, other members of the Nominating Committee are: Terry Reilly, Eleanor Dezzi, Frank Custer and Michele Jervis-Schultz. Chair Montalbano noted that those who want to run for an officer position cannot be on the Committee. The Committee was charged to report on the slate of Officers at the December Board meeting with the final vote at the January 2018 Board meeting.
- c. **Ad-Hoc Committee on Committees:** Chairman Montalbano asked that Trustee Marcel Groen Chair the Committee with Trustee members Ellen Toplin and Lisa Binder. He would like this Committee to continue the discussions from the Board Retreat that was held in November with thoughts on how to monitor the current governance and committee structure.
- d. **Holiday Celebration:** Chairman Montalbano noted that the three Boards reception held in November was a wonderful evening, he would like to continue the conversations and hold another end of year holiday celebration in the Fine Arts Center after the December 18 Board meeting.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 5:19 p.m.

Sean Kilkenny
Secretary