



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, December 18, 2017 at 4:00 p.m. Rotelle Family Board Room, East House, Central Campus, Blue Bell.

Board of Trustees

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

Absent: Sean Kilkenny, Secretary; David Kraybill

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; 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, Government Relations and External Affairs; Josh Mitchell, Director of User Support and Instructional Technology; Lynn Kush, Executive Assistant to the President; Candy Basile, Administrative Support Secretary

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 announced there were no new guests.

Public Testimony

There was no Public Testimony.

Consent Agenda

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

Action Items:

- A. Approval of the November 16, 2017 Minutes
- B. Professional Hires and Separations for December
- C. ESCO: Move Forward with Next Steps
- D. Request to Modify Curriculum for General Education: Accounting (AAS); Baking and Pastry Arts (AAS); Culinary Arts (AAS); Dance (AA); Education in the Early Years: Birth through 4th Grade (AA); Education in the Middle Years: 4th through 8th Grade (AA); Emergency Management and Planning (AAS); Engineering Science (AS); Mass Media (AA); Mathematics (AA); Public Health (AS); Secondary Education (AA)

Information Items:

- E. Wilmington Trust Performance Update
- F. Investment of Bond Proceeds for 2013 and 2016
- G. Faculty Accomplishments
- H. Achieving the Dream 2016-17 Progress Report
- I. Achieving the Dream Leader College Extension

President's Report

Philip Needles provided the Trustees with the following enrollment update:

Spring 2018 Enrollment Summary – As of 12/18/17

- Total Unduplicated Headcount is 4.45% below prior year (5,927 CY vs 6,203 PY).
- Total Credit Hours generated are 4.61% below prior year (52,266 CY vs 54,792 PY).
- New Student Headcount is 13.50% below prior year (455 CY vs 526 PY).

Note: We are currently tracking positively/ahead on Credit Hours Change-to-Final: 37.98% CY vs 39.47% PY

Winter 2017 Enrollment Summary – As of 12/18/17

- Total Unduplicated Headcount is 2.66% below prior year (513 CY vs 527 PY).
- Total Credit Hours generated are 2.66% below prior year (1,539 CY vs 1,581 PY).
- New Student Headcount is 12.50% below prior year (98 CY vs 112 PY).

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

Fall 2017 Enrollment Summary – As of 12/18/17

- Total Unduplicated Headcount is 6.61% below prior year (11,257 CY vs 12,054 PY).
- Total Credit Hours generated are 7.39% below prior year (91,297 CY vs 98,578 PY).
- New Student Headcount is 6.38% below prior year (3,729 CY vs 3,983 PY).

Note: The Fall-17 enrollment cycle is close to finalizing.

Dr. Pollock provided the Board of Trustees with an overview of College Highlights from July 2017 to December 2017.

Also of Note in the President's Report:**Champion Student Success**

Montgomery County Community College is committed to the success of its students. The College fosters a welcoming and consistent environment in which students can pursue their individual goals. Guided by personalized supports, students are able to participate in a broad set of academic opportunities that prepare the student for success beyond the College.

Ensure that academic programs and workforce training have market value

Ensure educational effectiveness of academic offerings

Engage learners in high impact instructional practices

Deliver top-tier, consistent, and engaging student experiences

The All-USA Community College Academic Team (All-USA) application process was completed in mid-November, and had the largest number of MCCC students participate in the past eight years with 43 total applications received. Academic Affairs led the All-USA initiative, as well as a re-design of marketing and outreach programming to engage students in the application process. The committee reviewed and selected four students for nomination based on their academic achievement, leadership, and community service, and are planning to transfer to a four-year institution for completion of a bachelor's degree. Selected students: Gabrielle Davidheiser (West Campus), Andrew Malinsky (Central Campus), Alexandra Petkov (Central Campus), and Olivia Slupski (West Campus). These students will now be considered for the All-USA scholarship, as well as scholarships such as the Coca-Cola Academic Team and All-State Academic Teams. Students were also asked to identify a scholarship track this year as either "transfer" or "workforce." All students, who identified themselves as entering the workforce, selected this option if they were planning to obtain a job after completing a degree or certificate. The newly-established track placed students in consideration for the New Century Pathways Scholarship, which considers students for their academic achievement, leadership, and community service. The committee reviewed and selected its first student for nomination; Stephanie Ulm (Central Campus).

The bi-weekly "Montco Minute" email was sent out to all registered students to give them bite-size pieces of information to help them be successful. The email had a 40% open rate, which is more than double our average open rate for student emails.

The Office of Student Life has conducted multiple events in an effort to enhance campus-wide student engagement including a meeting between the MCCC President and student organization leaders as well as advisor meetings to improve the effectiveness of student organizations. Student Life has also supported several student run events such as Sex Education Week, a Dance Concert, and multiple student led fundraisers.

As of November 30th, the multi-channel enrollment marketing approach generated 802 inquiries and 1,021 applications submitted during the month of November. On a year-to-date basis (July – November), 4% more inquiries and 14% more applications were generated compared to the same period last year.

On December 6th, the African American Student Club presented "A Kwanzaa Celebration" to the Children's Center preschoolers. Children enjoyed receiving a piece of fruit as part of the presentation.

On December 8th, the Children's Center's Atrium was filled with song as the families, children, and staff celebrated the end of the fall semester and those who are graduating. The End of Semester Sing Along has been a well-loved tradition for the past 16 years.

Align curricular pathways and services with student needs

On November 30th, the Recruitment Team hosted a Guidance Counselor Breakfast from 8:00am-12:30pm. A total of 200 participants were on campus, which included high school Guidance Counselors, Principals and Vice Presidents, to cover new College updates, information and opportunities. The event provided opening presentations from the Admissions team, Student Services and Student Success. Counselors, Principals and Vice Presidents were then rotated through information sessions and presentations. The rotations included, a dual enrollment presentation, a Lively Arts theatre presentation, a tour of the Health Science Center, and a college resource fair with representatives from the areas of Financial Aid, Disability Services, Veteran Services, and Student Leadership.

On December 8, 2017, Dr. Victoria Bastecki-Perez, Vice President of Academic Affairs and Provost, co-presented *Implementing Guided Pathways: The Experience of Three Community Colleges* at the Middle States Commission on Higher Education Annual Conference 2017 in Philadelphia. Dr. Bastecki-Perez was accompanied on the panel by the Chief Academic Affairs Officers from the Community College of Philadelphia and Northampton Community College. The session focused on the journey of three community colleges in designing and implementing the Guided Pathways model. Participants learned how the redesign efforts progressed at each institution including the challenges and lessons learned.

Promote student support services to address student basic needs insecurity

Foster Meaningful External Relationships

Montgomery County Community College invests in meaningful partnerships with external entities in support of our students. Our partners include K-12 schools, higher education institutions, businesses, and governmental and community organizations. The College serves as an educational and cultural hub and relevant resource for the community.

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 Gwynedd Mercy University to facilitate transfer of undergraduate programs. The agreement guarantees Montgomery County Community College graduates in any associate degree program to transfer to Gwynedd Mercy with junior status as long as they meet Gwynedd's admission requirements.

The College also signed a new program-to-program agreement with University of Sciences to provide a transfer pathway for Life Science A.S. to the Pre-Pharmacy Professional Bridge program at University of Sciences.

Twenty (20) KEYS students received the following scholarships: Women's Resource Network, Better Tomorrows, NCLEX, and the Perkiomen Women's Scholarship.

On November 30th, three Upward Bound students visited Kutztown University.

On December 1st, two Upward Bound students visited West Chester University.

On December 16th, Upward Bound students attended a scholarship search workshop as part of Academic Saturday.

Modernize career services for students, alumni and business and industry partners

Offer programming that engages the community

During the week of November 21st, Joseph Jacques, Baking & Pastry Instructor and the Retail Bakery Operations class made 600 gingerbread cookies with royal icing decorations as well as a display gingerbread house for the Christmas at the Fairmount Houses event.

As of November 30th, the Galleries Director scheduled 15 tours of the *Master Prints from the Goebel Collection*, impacting 190 MCCC Faculty/Students, High School Art and music teachers. The tours are being led by art students.

On December 7th, West Campus students participated in a “Tech Connect” event in the South Hall Lobby. Students enrolled in CIS classes shared and explained their projects to faculty, students, and staff.

On December 10th, North Hall at West Campus was featured in the Pottstown “Hometown Holiday / Historic Business Tour”. The purpose of the tour was to highlight businesses that hold historical value and have reinvented and redirected to serve the community of the 21st Century. The tour was comprised of six Pottstown historic buildings. North Hall served as both a point of interest on the tour as well as the meeting place for visitors. West Campus staff members served as volunteers and tour guides for the event. On December 11th, the Alumni Association hosted an alumni reception before the screening of *Centralia – Pennsylvania’s Lost Town* in the Science Center. The film is by alumnus, Joe Sapienza.

On December 17th, Cultural Affairs conducted their Usher Training program with eight ACLAMO students who also served as Lively Arts greeters and guest ushers during the A Cappella Pops concert.

On December 19th, the Communication Program is showing all of the best student work from the Fall 2017 semester production classes in the Science Center Auditorium beginning with a pre-show at 6:30 p.m.

Reestablish government, business and industry, and community relationships

On November 27th, Michael Bettinger attended the Greater Philadelphia Chamber of Commerce’s Southeast Delegation Legislative Reception.

On November 29th and December 15th, the Children's Center Director, Debbie Ravacon attended meetings concerning child care funding. The Child Care Information Services meeting provided updates to the Pennsylvania child care subsidy system and the Southeastern Pennsylvania Key meeting provided updates to the Stars rating systems and associated grants.

On November 30th, Dr. David DiMattio, was nominated to serve on the United Way Board.

On December 18th, Michael Bettinger attended the Greater Philadelphia Chamber of Commerce's Higher Education Reception.

Grow regional, national, and international collaborations

On November 21st, Dr. David DiMattio, Jim Fox and Gary Hines met with the Chester County Economic Development Corporation leadership to discuss joint ventures in manufacturing partnerships.

Ensure a Sustainable Organization

Through data-informed decision making, Montgomery County Community College develops policies, processes and practices that enable fiscal stability, provide operational efficiencies, prioritize investments, and empower employee success.

Foster a culture of transparency, inclusivity, and innovation

On November 21st, the Recruitment Team attended the Library and Academic Front Line Support Services event on campus. During this event, the Recruitment Team connected with Student Services, Student Success, Enrollment Services and the Library, regarding communication to effectively serve the College's student population.

Position the College for long-term financial stability

Ensure regulatory compliance (regional, state, and federal)

Encourage a philanthropic culture

On November 28th, over \$2,000 was raised on #givingtuesday for the Stock-Up for Success Food Pantry and other student programs at Montgomery County Community College. Students, alumni, faculty, and staff from all corners of Central and West Campuses contributed donations to help restock the food pantry.

As of November 30th, the total raised for FY18 year-to-date is \$572,439: \$271,389 for scholarships, \$114,469 for student success programs and \$186,581 for other various programs.

As of December 1st, 307 students have been selected for Montgomery County Community College Foundation scholarships totaling \$530,723.

On December 7th and December 9th, the Annual Fund Board Committee hosted two telecalling sessions to call past and recent donors (including alumni donors) thanking our friends for their past support, giving a few facts about current campus happenings, and asking for renewed support.

Deliver a comprehensive employee workforce plan

President's Outreach

On November 21st, Dr. Pollock met with Dr. Diane Troyer, Achieving the Dream Coach.

On November 27th, Dr. Pollock met with Representative Matthew Bradford and Representative Madeleine Dean along with Michael Bettinger.

On November 29th, Dr. Pollock hosted a breakfast with Peg Calvario, Certified Executive and Leadership Coach along with Dr. David DiMattio and Jim Fox at the West Campus.

On November 29th, Dr. Pollock was a guest on Hank Cisco's Radio Show at Norristown High School.

On November 30th, Dr. Pollock attended and provided welcome remarks at the Guidance Counselor Breakfast held at Central Campus.

On November 30th, Dr. Pollock attended the Economic Development luncheon, cosponsored by the College, at Sunnybrook Ballroom. Also attending were Dr. David DiMattio, Arline Stephan, Deb Rogers, Kelly Trahan, Michael Bettinger, Gaetan Giannini and Jim Fox.

On December 1st, Dr. Pollock met with Representative Mary Jo Daly along with Michael Bettinger.

On December 6th, 7th, 8th, Dr. Pollock attended the Middle States Commission on Higher Education (MSCHE) Annual Conference in Philadelphia.

Finance Committee

Trustee Groen presented for the Committee.

Maier Duessel 2016/2017 Act 46 Enrollment – Agreed-Upon Procedures:

Charles Somers, Vice President of Finance and Administration provided a brief update on the Act 46 Enrollment Agreed-Upon Procedures. The auditors, Maier Duessel, looked at enrollment, tuition compliance and state funded capital expenditures. It was reported that there were no finding in all three areas.

Trustee Groen motioned to approve the Maier Duessel 2016/2017 Act 46 Enrollment Agreed-Upon Procedures as presented. Trustee Toplin seconded and the Board unanimously approved the Maier Duessel 2016/2017 Act 46 Enrollment Agreed-Upon Procedures.

Chair's Report

- a. Chairman Montalbano thanked Trustee Anisha Robinson Keays, Chair of the Nominating Committee and all of the members of the Nominating Committee.

Nominating Committee:

Trustee Robinson Keays reported for the Committee.

The Nominating Committee, Chaired by Trustee Robinson Keays and including Trustees Theresa Reilly, Frank Custer and Eleanor Dezzi, discussed the presentation of a slate of executive officers for the upcoming year. As a result, the Nominating Committee recommends the following slate of officers for 2018:

Chairperson: Richard Montalbano
Vice Chairperson: Lisa Binder
Treasurer: Marcel Groen
Secretary: Margot Clark
Assistant Secretary: Michele Jervis-Schultz

No additional Trustees requested to be placed on the slate of officers at this time. The Committee is unanimous in its recommendation of these nominees.

All officer candidates have indicated their ability and willingness to be nominated and to serve if elected.

Mr. Davis reminded the Trustees that an election and reorganization of officers will take place at the January 22, 2018 meeting as outlined in the Board By-laws.

- b. Curriculum Committee: Trustee Toplin provided the Trustees with an update on the redesign of the Core Curriculum. Dr. Vicki Bastecki-Perez, Vice President for Academic Affairs and Provost provided the Trustees with an update on Middle States Commission on Higher Education (MSCHE).

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 5:10 p.m.

Executive Session

The meeting went into an executive session at 5:10 p.m. to discuss personnel and negotiations matters. No action was taken during this session.

Margot Clark
Assistant Secretary