



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, January 22, 2018 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus, Blue Bell.

Board of Trustees

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

Absent: Michele Jarvis-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 Workforce Development and Continuing Education; Charles Somers, Vice President for Finance and Administration; 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 of Government Relations and External Affairs; Josh Mitchell, Director of User Support and Instructional Technology; Connie Speier, Administrative Assistant Social Science Division and Support Staff Union Representative; 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. Celeste Schwartz announced there were no new guests.

Public Testimony

There was no Public Testimony.

Election of Officers

Trustee Robinson Keays announced the slate of officers as follows: Richard Montalbano, Chairperson; Lisa Binder, Vice Chairperson; Marcel Groen, Treasurer; Margot Clark, Secretary; Michele Jarvis-Schultz, Assistant Secretary. Marc Davis asked for a motion to close the slate of officers prior to vote. Trustee Custer motioned to close slate of officers prior to vote. Trustee Reilly seconded and the slate of officers was closed prior to vote. Trustee Kilkenny motioned to approve slate of officers as presented. Trustee Custer seconded and the Board unanimously approved the slate of officers as presented.

Consent Agenda

Trustee Custer motioned to approve Consent Agenda action items **A** and **B** as presented. Trustee Clark seconded and the Board unanimously approved action items **A** and **B**. Information items **C** through **J**, for the month of January were also approved as presented.

Action Items:

- A. Approval of the December 18, 2017 Minutes
- B. Professional Hires and Separations for January

Information Items:

- C. Municipal Bond Overview
- D. Self-Funded Healthcare
- E. Investment Philosophy
- F. Culinary Arts Draft Pro Forma
- G. Core Financial Ratio
- H. YTD Financial Results
- I. Open Enrollment Update
- J. Faculty Accomplishments

President's Report

Philip Needles provided the Trustees with the following enrollment update:

Spring 2018 Enrollment Summary – As of 1/22/18

- - Total Unduplicated Headcount is 8.46% below prior year (8,838 CY vs 9,655 PY).
- - Total Credit Hours generated are 7.91% below prior year (75,474 CY vs 81,953 PY).
- New Student Headcount is 13.47% below prior year (1,021 CY vs 1,180 PY).
- *Note: We are currently tracking 1.45% behind on CHG Change-to-Final: 10.44% CY vs 8.99% PY. Unanticipated closures due to weather and water-main issues have impacted Spring figures.*

Winter 2017-18 Enrollment Summary – As of 1/22/18

- - Total Unduplicated Headcount is 1.35% below prior year (511 CY vs 518 PY).
- - Total Credit Hours generated are 1.35% below prior year (1,533 CY vs 1,554 PY).
- - New Student Headcount is 13.49% below prior year (109 CY vs 126 PY).

Fall 2017 Enrollment Summary – As of 1/22/18

- - Total Unduplicated Headcount is 6.68% below prior year (11,260 CY vs 12,066 PY).
- - Total Credit Hours generated are 7.40% below prior year (91,308 CY vs 98,600 PY).
- New Student Headcount is 6.49% below prior year (3,731 CY vs 3,990 PY).

Philip Needles provided the Trustees with an overview of College Update/Spring Opening Day.

Chair Montalbano would like an enrollment comparison (Central and West Campus and the CAI) at every Board of Trustees meeting going forward.

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

On December 20th, the Massage Therapy program held its first graduation ceremony in the Health Sciences Center. Nine students graduated from the program. The graduates are planning to take the licensure exams in January 2018. Three of the graduates have already secured employment upon passing the exams.

Ensure educational effectiveness of academic offerings**Engage learners in high impact instructional practices**

In December 2017, 100% of the 2017 Medical Assisting graduates passed the Registered Medical Assistant National Certification Exam.

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Deliver top-tier, consistent, and engaging student experiences

On November 27th three students from The Culinary Arts Institute participated in the first ever Burger Brawl University Challenge. Their [Ancho Chili Burger took home the top prize](#), earning them a place in the 2018 Philadelphia Burger Brawl competition this spring. Other competitors included students from The Restaurant School at Walnut Hill College, Drexel University Culinary Arts program, and the Career Institute Technology of the Lehigh Valley. Their mouthwatering burger also will be featured on the menu at The Conshohocken Brewing Company's Bridgeport Brewpub from January 8th through the 14th.

On December 22nd, in collaboration with IT, the Marketing & Communications team released the "soft-launch" of the new website to all College employees for testing and feedback. The public launch of the site is scheduled for later this spring.

The bi-weekly "Montco Minute" email was sent out to all registered students, inquiries and applicants to give them bite-size pieces of information to help them be successful. The emails averaged a 36% open rate, which is substantially higher than the average open rate for student emails.

On January 16th, the Office of Student Life conducted a retreat for the Student Government Association. Over the holiday break, two different student organizations attended leadership conferences learning vital skills to improve their organizations.

Align curricular pathways and services with student needs**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/core-to-core agreement with Wilmington University to facilitate transfer of undergraduate programs. The agreement guarantees MCCC graduates in any associate degree program to transfer to Wilmington with junior status as long as they meet Wilmington's admission requirements.

The College also signed a new dual admissions agreement with Keystone College to facilitate transfer of undergraduate programs. Keystone College offers MCCC students generous transfer scholarships as long as they meet certain admission and GPA requirements.

Upward Bound began using 'On Track' with our students during January, 2018. These online modules are provided free of charge by the Uncommon Individual Foundation and cover topics such as study skills, time management, FAFSA completion and transitioning to college.

On December 20th, the recruitment team conducted a Live Virtual Admissions Presentation. Prospective students learned about Montgomery County Community College, the admissions process and how to get involved on campus. The presentation concluded with live Q/A for all prospective students.

On December 20th due to the generosity of the Montgomery County Community College family, KEYS students and their children enjoyed our annual Adopt-A-Family Holiday Party. As usual, Montco employees went above and beyond in providing holiday gifts for approximately 100 KEYS children. In some cases, these are the only gifts that the children will receive and the KEYS students are grateful and appreciative for the support.

On January 4th, the recruitment team visited Upper Merion High School to attend a Dual Enrollment Scheduling Night. During this event, the recruitment team presented dual enrollment information to parents, students and high school guidance counselors.

On January 9th, the recruitment team visited Norristown Area High School to conduct an admissions presentation and application assistance. During the event, the recruitment team will present admissions and MCCC resource information, followed by step-by-step assistance through the student application checklist.

January 9th, KEYS student Katherine Sotelo-Trujillo was awarded a Wells Fargo scholarship as a member of the Minority Student Mentoring Program.

On January 18th, the recruitment team was invited to North Penn High School to present admissions and MCCC resource information, followed by step-by-step assistance through the student application checklist.

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

Offer programming that engages the community

As of December 31st, the multi-channel enrollment marketing approach generated 700 inquiries and 1,121 applications submitted during the month of December. In the first half of the fiscal year (July – December), we have generated 6% more applications than the same period prior year.

As of December 31st, the Communications team generated 21 media hits. Notable placements included coverage of the Music Technology Suite, 2017 College Rankings, CAI students competing in Burger Brawl, Massage Therapy first graduating class, and the Police Academy graduation.

As of December 31st, the Fall Gallery Exhibitions at the two Fine Arts Galleries have impacted approximately 975 patrons, including children, high school and college students, and adults.

On January 3rd, a partnership was confirmed with the ACPA Community Arts Center of Norristown to create a summer arts camp at the Fine Arts Gallery in July 2018.

On January 10th and 13th, the recruitment team conducted an Admitted Student Day at Central Campus. During the Admitted Student Day, the recruitment team held two, three and a half hour sessions to aid new students enrolling at Montgomery County Community College. The recruitment team helped prospective student's complete MCCC applications, student checklist items, FAFSA applications and general questions regarding enrollment at the College.

On January 11th, the recruitment team conducted a second Admitted Student Day at West Campus. During the Admitted Student Day, the recruitment team held two, three and a half hour sessions to aid new students enrolling at Montgomery County Community College. The recruitment team helped prospective student's complete MCCC applications, student checklist items, FAFSA applications and general questions regarding enrollment at the College.

Reestablish government, business and industry, and community relationships

On January 3rd, Michael Bettinger met with Jerry Nugent, Executive Director of the Montgomery County Redevelopment Authority and David Zeller, Director of Commerce for Montgomery County to discuss future cooperation and coordination on state grant applications.

On January 16th, Michael Bettinger met with Tara Williams (PA Labor & Industry, Workforce Development Division) to discuss future avenues of cooperation and coordination on workforce development programs.

On January 10th, Alicia Weiss, Director of Disability Services, represented the College at the PA Link to Aging & Disability Resources for the Bucks-Chester-Montgomery Service Area and disseminated information about Montco's services and opportunities. Aging and Disability Resource Centers (ADRC) are a nationwide effort to take a seamless approach in providing assistance to seniors, veterans, and people with disabilities. The ADRC in Pennsylvania is known as the Link.

Grow regional, national, and international collaborations

On January 12th, Dr. David DiMattio, hosted the YMCA Transitional Task Force members at West Campus.

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 January 9th, the recruitment team trained and collaborated with MCCC enrollment service specialists regarding the administration of Accuplacer and placement testing at high schools.

Position the College for long-term financial stability

Ensure regulatory compliance (regional, state, and federal)

Encourage a philanthropic culture

As of December 31st, the total donations raised for FY18 year to date is \$730,507: \$361,675 for scholarships, \$134,954 for student success programs and \$233,878 for other various programs.

As of January 4th, 17 private grants were submitted year to date for a total of \$154,097; \$117,797 has been approved; \$15,000 is pending.

As of January 4th, 12 public grants were submitted year to date for a total of \$1,008,571; \$2,400 is pending. Year to date, \$1,524,490 has been awarded in government grants. Public grants are funding individual training accounts; POWER; Career and Technical Education equipment, supplies and student support; the Children's Center; underserved tutoring services and some arts programming.

As of January 8th, 309 students have been selected for MCCC Foundation scholarships totaling \$531,483.

Deliver a comprehensive employee workforce plan

President's Outreach

On December 19th, participated in a conference call with Dr. Mark Milliron, Co-Founder and Chief Learning Officer of Civitas Learning.

On December 20th, attended and provided welcome remarks at the Massage Therapy Program Graduation Ceremony held at the Central Campus Health Sciences Center.

On January 8th and 9th, attended (via conference call), the PACCC Council of President's meeting.

On January 11th, hosted PA State Representative Tim Briggs along with Michael Bettinger, at the Central Campus.

On January 12th, attended the MontcoWorks Full Board Meeting in Norristown.

On January 17th, met with Elizabeth Zeigler, President of Graham-Pelton.

On January 18th, attended meeting with AACRAO Consultant.

On January 19th, attended SEM Workshop with AACRAO Consultant.

Personnel Committee

Trustee **Robinson Keys** presented for the Committee.

Faculty Promotions:

Three candidates applied for promotion. Two candidates met or exceeded the established criteria for promotion through documentation of their teaching, service and scholarly activities: Dr. Monica Proffitt-Osborne, Instructor to Assistant Professor of Criminal Justice and Theresa (Terri) Sullivan, Assistant Professor to Associate Professor of Office Management.

Trustee Robinson Keys motioned to approve Dr. Monica Proffitt-Osborne, and Theresa (Terri) Sullivan, for the Faculty Promotions for as presented. Trustee Kraybill seconded and the Board unanimously approved the Faculty Promotions as presented.

Faculty Sabbaticals:

There were two sabbatical applications submitted this year, one was withdrawn and one is being forwarded for consideration. This sabbatical will be included in the Academic Affairs budget request for FY19 and will be contingent upon funding. Dr. Deborah Greenspan, Associate Professor of Psychology is recommended for sabbatical for Fall 2018.

Trustee Robinson Keys motioned to approve Dr. Greenspan's sabbatical as presented. Trustee Kilkenny seconded and the Board unanimously approved Dr. Greenspan's sabbatical.

Chair's Report

a. Chairman Montalbano

- a. The Board currently has two Trustee vacancies. The Chair, along with the County Commissioners, have been interviewing potential candidates. It is expected that these vacancies will be filled prior to the February 19, 2018 Board meeting.
- b. Faculty and Support Staff negotiations continue.
- c. The Foundation has hired Graham Pelton Audit for an organizational audit; this is not a feasibility study; will have more information as we move forward. The Chair invited

members of this Board to attend their presentation; Chair Montalbano will send an invitation to the Board and would like to have Trustees in attendance.

Dr. Guttha would like to see the Foundation and Alumni Board expenses. Dr. Pollock will ask Vice President Stephan to present those expenses to the Board of Trustees at a future date.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 4:52 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.

Sean Kilkenny
Secretary