



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, February 19, 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; Lisa Binder, Vice Chairperson; Marcel Groen, Treasurer; Margot Clark, Secretary; Michele Jervis-Schultz, Assistant Secretary; Frank Custer, Eleanor Dezzi, Raj Guttha (via Phone), Anisha Robinson Keeys, Sean Kilkenny, Theresa Reilly, Napoleon Nelson and Varsovia Fernandez

Absent: Ellen Toplin and David Kraybill

Also Present:

Dr. Kevin Pollock, President; Marc Davis, Solicitor; Dr. Vicki Bastecki-Perez, Vice President for Academic Affairs and Provost; 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; Diane VanDyke, Interim Temporary Director of Strategic Communications; Michael Bettinger, Director of Government Relations and External Affairs; Joe McGuriman, Director of Campus Safety, Wendell Reed, Public Safety Supervisor; Josh Mitchell, Director of User Support and Instructional Technology; Connie Speier, Administrative Assistant Social Science Division and Support Staff Union Representative; Mike Kaufman, HVAC Mechanic B, Support Staff Union Representative; Tiffany Webber, Assistant Director of Recruitment; Natasha Patterson, Interim Dean of Health Sciences; Kiema Sheriff, Gateway to College Grant Project Leader; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees; Shelly Snyder, AFT Pennsylvania Support Staff Union Representative; Andrew Kosciesza, Music Associate Professor; Alexa Dobrzynski, Joan Evans, Amber Grier, Connor Schiefer, Matthew Roof, Zachary Needle, Dasean Washington, Choir Students

Call to Order

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

Chairperson Montalbano introduced the two-newly appointed Board members: Varsovia Fernandez who has more than 15 years of executive management experience across financial, nonprofit, information technology, venture capital and eCommerce industries. She is the senior vice president and Philadelphia market leader for Customers Bank.

Napoleon Nelson has more than 16 years of business experience in investment analysis, planning and analysis and corporate strategy. Napoleon is also the founder of Market Literacy Project, a venture that has created a suite of financial literacy materials, gaming concepts and corresponding lesson plans to help students develop skills to be better consumers, producers, creators and business leaders. He is also the newly-elected Finance Officer for Cheltenham Township.

**Pledge of Allegiance**

Associate Professor Kosiesza along with seven students of the College's Chamber Choir sang the National Anthem.

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

**Introduction of Guests**

Dr. Bastecki-Perez announced the following new guests; Shelly Snyder, AFT Pennsylvania Support Staff Union Representative; Tiffany Webber, Assistant Director of Recruitment; Natasha Patterson, Interim Dean of Health Sciences; Keima Sheriff, Gateway to College Grant Project Leader; Mike Kaufman, HVAC Mechanic B, Support Staff Union Representative and Wendell Reed, Public Safety Supervisor.

**Public Testimony**

There was no Public Testimony.

**Executive Session**

The Board went into an executive session at 4:08 p.m. to discuss personnel and budget matters. No action was taken during the session. The session ended at 4:25 p.m.

Immediately following the executive session, the College's Solicitor Marc Davis announced the following: a motion has been made to adopt the Montgomery County Community College Support Staff Assembly Local #4316 Pennsylvania Federation of Teachers, American Federation of Teachers, AFL-CIO Contract ending June 30, 2021 as presented and to authorize the appropriate officers to execute the Contract along with the adoption of the necessary revisions to the budget to meet the financial requirements of the Contract.

Trustee Dezzi accepted the above motion and Trustee Robinson Keys seconded the motion. The Board unanimously approved the Support Staff Contract as presented.

**Consent Agenda**

Trustee Robinson Keys motioned to approve Consent Agenda action items **A** through **F** as presented. Trustee Clark seconded and the Board unanimously approved action items **A** through **F**. Information items **G** through **J**, for the month of February were also approved as presented.

**Action Items:**

- A.** Approval of the January 22, 2018 Minutes
- B.** Budget Revision
- C.** Request to Modify Curriculum: Biotechnology (AAS), Computer Networking (AAS), Computer Science (AS), Health and Fitness Professional (AAS), Health Services Management (AAS), Information Technology (AS), Interactive Media (AAS), Nursing (AAS): Engineering Technology (AAS), Exercise Science (AS), Fine Art (AFA), Management (AAS), Physical Sciences (AS), Physical Therapist Assistant (AAS), Sound Recording (AAS), Surgical Technology (AAS)
- D.** Request to Delete Curriculum: Real Estate (Certificate) and Real Estate (Specialty Certificate)
- E.** Request to Delete Curriculum: Virtual Assistance (Certificate of Completion):

**F. Professional Hires and Separations for February****Information Items:**

- G.** FY 2017/2018 Financial Statements
- H.** Wilmington Trust Investment Performance
- I.** Investment of 2013 and 2015 Bond Proceeds
- J.** Faculty Accomplishments

**President's Report**

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

**Spring 2018 Enrollment Summary – As of 2/19/18**

- Total Unduplicated Headcount is 10.25% below prior year (9,492 CY vs 10,576 PY).
- Total Credit Hours generated are 8.23% below prior year (77,538 CY vs 84,490 PY).
- New Student Headcount is 16.20% below prior year (1,247 CY vs 1,488 PY).

*Note: We are currently tracking 1.81% behind on CHG Change-to-Final: 7.99% CY vs 6.18% PY. Unanticipated closures due to weather and water-main issues seem to have impacted Spring figures.*

Dr. Pollock also presented the Spring 2018 enrollment overview for Central and West campus along with the Culinary Arts Institute and the Virtual Campus. The total headcount is down across all campuses. Phil Needles, Vice President of Student Services will present a more in-depth enrollment overview at the March Board meeting.

**Bellwether Finalist Award** – Keima Sheriff noted that the Gateway to College program was recently nominated for the prestigious Bellwether award sponsored by the Community Colleges Futures Assembly, hosted by the University of Florida. Since the inception of the program in 1995, Montgomery County Community College received its first nomination based on the innovative and forward-thinking holistic student development work through Gateway to College. Dr. Pollock, Dean Henderson and Keima Sheriff presented Gateway's many successes as an alternative education model for supporting secondary education completion for disengaged and at-risk high school students. Along with nine other finalists, the College was recognized as a having a cutting-edge instructional program. Proudly, the College is now nationally known as a Bellwether Finalist.

**National Council Licensure Examination (NCLEX)** – Dr. Bastecki-Perez reported that for the first quarter, October 1, 2017 through December 31, 2017, the passing rate for the NCLEX exam was 95.65% for the first attempt. Last year we were at 89.66% with fewer students taking the test. The Board congratulated Dr. Bastecki-Perez and those involved that helped to improve the process and success of our students.

**Approval for ACCT Letter of Support** – Dr. Pollock noted that he would like to present at the October Association of Community College Trustees (ACCT) in New York. He asked that the Board provide a letter of support that needs to be sent to ACCT along with the name of a Trustee who will be attending with him.

The Board asked Dr. Pollock to create a letter and bring it back to the March Board meeting for approval.

**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**

Gateway to College welcomed its 10<sup>th</sup> Cohort of new students into the program with the start of the Spring 2018 semester. On January 16<sup>th</sup> and 31<sup>st</sup>, the program hosted orientations for returning and new students as well as an orientation for parents to acclimate them to the expectations of higher education.

For the Fall 2017 semester, one KEYS student made the Dean's List and twelve KEYS students made the Dean's Commendation List. In addition, KEYS student Yi Nan Li, has been awarded a Soroptimist scholarship in the amount of \$2,000.

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

Former Peer Mentor and now Montco alumni, Prerna Pathak became the first Student Ambassador for the Student Success Center. This part-time role will work directly with students and assist with use of online tools, online registration, and other duties. Prerna will assist in the registration lab and with check-in at the front desks. She will provide campus tours, assist with on-campus events such as Welcome Day, Registration Rally's, New Student Admitted Days and Admissions Open House.

Applications for the Student Government Association Board and Senator positions went live in February. Positions are open to students at all campuses. Voting will commence in March and the winners will be announced in early April.

**Align curricular pathways and services with student needs**

Disability Services has instituted a new mechanism to promote active collaboration between advisors, students, and Disability Services staff to support academic planning. Students now have the option to sign a release form permitting Disability Services to share limited private information with advisors to inform course and workload decisions. Students may also request joint meetings with advisors and Disability Services staff, creating an integrated team to enhance student success.

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

On January 9<sup>th</sup>, the Minority Student Mentoring Initiative (MSMI) and Gateway to College (GTC) programs participated in a scholarship luncheon. Representatives from the College Foundation and Wells

Fargo were present. Between the two programs, eleven students received scholarships from the Wells Fargo Foundation.

### **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**

Thirty-eight students from Wissahickon High School are taking dual enrollment courses through the Bridge to Employment program. Twenty-six students are registered for Strategies for College Success (SCS 101) and 12 students are registered for Personality (PSY 136).

This year, the College has three Bridge to Employment partnership programs. Bridge to Employment is a worldwide global initiative of Johnson & Johnson that partners high school students with Johnson & Johnson mentors (Career Coaches) and higher education organizations to help students learn about careers in the health care sector and prepare for college. (For more information, visit [www.bridge2employment.org](http://www.bridge2employment.org).) In the 2017-18 academic year, Bridge to Employment programs are offered to students from Norristown Area High School (39 students), Phoenixville Area High School (34 students), and Wissahickon High School (26 students and 12 peer mentors).

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

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

On January 24<sup>th</sup>, the Lively Arts continued the Usher Training program at ACLAMO with middle and high school students. The training focused on program preparation and how to process ticket sales.

On January 26<sup>th</sup>, the Lively Arts Series presented Theatreworks' production of The Lightning Thief through the Young Arts Explorers Program. Attendees included 258 children in grades 5 – 6.

On February 9<sup>th</sup>, Lively Arts, in collaboration with Professor Mike Kelly and David Ivory (SRT) hosted a Master Class with Terence Blanchard for Music and SRT students entitled, "The Business of Making Music." The conversation was hosted by Angela Hollis, Montco Radio's All That Jazz program.

On February 17<sup>th</sup> and 18<sup>th</sup>, the Athletic Department hosted a Presidents Day Futsal tournament in the Health Science Center. This event was hosted in conjunction with PA Rush and EPYSA (Eastern PA Youth Soccer Association) organizations with over 60 teams registered. Soccer teams (boys/girls) ranging from U8 through high school were utilizing the gyms while showing their competitive nature and skill set in the unique game of futsal.

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

The Gateway to College Program Director, Keima Sheriff reestablished a partnership with Montco Works, via their new Youth Empowerment Program provider, to ensure out-of-school youth have a pathway to completing secondary credentialing. The program anticipates a Spring 2018 referral by February 8, 2018.

On January 24<sup>th</sup>, Michael Bettinger attended The Greater Philadelphia Chamber's "A Conversation with the Governor" at the Academy of Natural Sciences. Attendees included regional businesses & industry leaders, Governor Wolf, PA Attorney General Josh Shapiro, and Cabinet Secretaries.

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

On January 19<sup>th</sup>, the Nursing Program forged a new relationship, signing a contract with Natale North Crisis Residential Program Mental Health Support on the site of Norristown Hospital, for students to increase opportunities for students in mental health nursing.

On February 13<sup>th</sup>, the College hosted the Spring 2018 Corporate Council. Business and Industry leaders met with Ms. Arline Stephen, VP to External Relations, Dr. DiMattio and Deans Bretz and Giannini to discuss STEM, workforce and entrepreneurial ideas for the County.

On February 19<sup>th</sup>, Baking & Pastry Students from The Culinary Arts Institute partnered with the Valley Forge Tourism & Convention Board to celebrate George Washington's Birthday by baking a celebration cake and 500 cupcakes to support the event held at Valley Forge National Park.

### **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**

#### **Position the College for long-term financial stability**

#### **Ensure regulatory compliance (regional, state, and federal)**

On January 20<sup>th</sup>, five Children's Center staff attended the Educating the Heart Conference at the College, sponsored by Montgomery Early Learning Centers. Six hours of professional development is a PA child care licensing requirement.

On January 26<sup>th</sup>, 14 Children's Center staff attended a workshop entitled "Nurturing Resilient Children."

### **Encourage a philanthropic culture**

As of January 31<sup>st</sup>, the total outright gifts, new pledges and private grants raised for FY18 year to date is \$845,220: \$397,887 for scholarships, \$207,421 for student success programs and \$239,912 for other various programs.

As of January 31<sup>st</sup>, public grants submitted total \$1,031,571; \$1,532,372 has been awarded and \$10,400 is pending.

As of January 31<sup>st</sup>, 323 students have been selected for Montgomery County Community College Foundation scholarships totaling \$549,715.

On February 1<sup>st</sup>, the Foundation held a reception and check presentation at the Veterans Resource Center to thank new partner Ambiance Design, who donated \$2,800 to the Montgomery County Community College's Foundation in support of the veterans' annual Mindfulness Retreat on the Appalachian Trail.

### **Deliver a comprehensive employee workforce plan**

#### **President's Outreach**

On January 26<sup>th</sup>, Dr. Pollock met with State Representative Steve McCarter along with Michael Bettinger, Director of Government and External Relations.

On January 28<sup>th</sup> through 31<sup>st</sup>, Dr. Pollock attended the Community College Futures Assembly (CCFA) in Orlando, Florida where the College received nomination of the Bellwether Award.

On February 2<sup>nd</sup>, Dr. Pollock met with Tony Leodora and several community members to discuss Coaches Hall of Fame.

On February 11<sup>th</sup> through February 14<sup>th</sup>, Dr. Pollock attended The Association of Community College Trustees (ACCT) Legislative Summit in Washington, D.C. with Michael Bettinger. He met with Office of Congressman Ryan Costello: Katherine Loughhead, Legislative Assistant; Office of Congressman Brendan Boyle: Helena Mastrogianis, Legislative Director; Office of Senator Pat Toomey: Dan Sullivan, Legislative Director; Office of Senator Bob Casey: Julia Sterlazzo, Legislative Director; Office of Congressman Dwight Evans: Alyssa Innis, Legislative Assistant and Congressman Evans.

#### **Finance Committee**

Trustee Groen presented for the Committee.

**Willis Human Capital** - The College entered into a fee agreement for Insurance Brokerage Consulting and Services - Human Capital Accounts with Willis Towers Watson for a three year term in April 2014 for an annual fee of \$125,000. Last year this agreement was amended to extend the term by one year for a fee of \$128,000 which will end at midnight March 31, 2018.

Willis has consented to keep their annual fee of \$128,000 flat for the next three years should the College choose to renew the current agreement. They are also willing to amend the contract term to expire June 30, 2018 rather than March 31, 2018 to align the agreement with our fiscal year.

Potential projects in discussion/evaluation include, the possible re-alignment of the benefit period; moving from a calendar year to a fiscal year term in 2019, managing the use of the offered prescription plan to manage costs and providing individual sessions to our employees in September to increase the understanding of College benefit plans and the use of the Flexible Spending Account.

Willis has and continues to provide key support to the College throughout Union negotiations. They have diligently responded to on-going requests for information regarding Express Scripts, Delta Dental, and Independence Blue Cross.

Trustee Groen motioned to recommend that the Board of Trustees approve the renewal of the Human Capital Accounts Fee Agreement with Willis Towers Watson for \$128,500 per year for the cumulative commitment of \$416,000 and term of three and one-quarter years, to co-terminate with fiscal year end 2021, and to agree with going out for an RFP at the end of the term. Trustee Robinson Keeys seconded and the Board unanimously approved.

Commercial Insurance Brokerage Risk management Services Agreement - The College has used Willis Towers Watson since 2011 for Insurance Brokerage and Risk Management services. In that time, the College's insurable assets and payroll have increased by 55% and 8% respectively as we have grown physically and expanded academic offerings. As of our last renewal, assets totaled \$307M with payroll of \$46M. In contrast, Willis's commission fee has increased by a rate of 1.8%.

Willis has proposed a renewal agreement by which the current commission fee would remain flat at the current \$44,600 annually for the next three years which would represent their total compensation. All third party commissions received by Willis from transactions made on our behalf are deducted from this fee. As a result after commission deductions, the College has spent approximately \$13,000 per annum to cover fees to Willis. The Service agreement includes cancellation provisions should the College decide to discontinue the relationship.

Trustee Groen motioned to recommend that the Board of Trustees approve the renewal of the proposed Commercial Insurance Brokerage and Risk Management Services three-year agreement with Willis Towers Watson for the annual commission fee of \$44,600 and a total commitment of \$133,800, and to agree with going out for an RFP at the end of the term. Trustee Robinson Keeys seconded and the Board unanimously approved.

### **Chair's Report**

- a. Active Shooter Training – Joe McGuriman, Director of Campus Safety provided the Board with a brief overview of the College's approach to emergency preparedness for an active shooter as one aspect of the College's overall preparedness plan. The College has conducted emergency exercises with local police at both campuses as well as annual tabletop training with the leadership team. He noted that every Monday morning, members of the Incident Report Committee meet to discuss student issues as they relate to campus safety. Recommendations and decisions are made as to how to best handle student issues.

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

- b. Emergency Water Main Repairs - In mid-January, the College incurred \$56,994.16 for emergency repairs to a section of water main located on Central Campus at the juncture of the quad and the access road between the Bookstore and College Hall.

The College submitted a claim to Granite State Insurance in late January and has received confirmation that compensation will be provided in the amount of \$10,000 for the damage of an underground pipe.

Trustee Groen motioned to approve Dr. Pollock's approval for the emergency order for repair. These expenses come to the Board of Trustees for retroactive approval, as exceptions to normal competitive bid requirements. Trustee Clark seconded and the Board unanimously approved.

- c. Ad-Hoc Governance Committee - Trustee Groen provided a brief update on the Governance Committee. He noted that a preliminary report will be provided to the Board Chair and hope to have a complete report by March. He noted that Trustees Toplin and Binder did a lot of the preliminary work and would like to add two-to three more people to the Committee. He asked that if any Board member is interested on being on the Committee to let Trustee Binder know.

Trustee Montalbano noted that the Board plan to stay late for the March meeting which will run till 6:00 to 6:30 p.m. for continued discussions on Governance.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was adjourned at 5:36 p.m.

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Margot Clark  
Secretary