



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, March 19, 2018 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus, Blue Bell.

Board of Trustees

Present: Lisa Binder, Vice Chairperson; Margot Clark, Secretary; Michele Jarvis-Schultz Assistant Secretary; Frank Custer, Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Anisha Robinson Keeyes, Sean Kilkenny, David Kraybill, Napoleon Nelson, Theresa Reilly and Ellen Toplin

Absent: Richard Montalbano, Chairperson; Marcel Groen, Treasurer

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; Timothy Connelly, English Assistant 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; Adriene Hobdy, Director of Leadership Development and Talent Management; David Kowalski, Executive Director of Institutional Research; Wendell Reed, Public Safety Supervisor; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees

Call to Order

Vice Chairperson Binder called the meeting to order at 4:02 p.m.

Pledge of Allegiance

Vice Chairperson Binder 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.

Consent Agenda

Trustee Custer motioned to approve Consent Agenda action item **A** as presented. Trustee Nelson seconded and the Board unanimously approved action item **A**. Trustee Toplin motioned to approve Consent Agenda information items **B** through **D** as presented. Trustee Clark seconded and the Information items **B** through **D**, for the month of March were also approved as presented.

Action Items:

- A. Approval of the February 19, 2018 Minutes

Information Items:

- B. FY 2017/2018 Financial Statements
C. Wilmington Trust Investment Performance
D. Faculty Accomplishments

President's Report

- A. Enrollment Update: Philip Needles, Vice President of Student Success, provided the Trustees with an enrollment update. He reviewed key data elements, top ten programs by credits and headcount, credit and tuition revenue, key enrollment issues and challenges, along with potential support, focus and asking for ideas for committee discussions.

Some of the potential next steps for April 2018 will focus on an Admissions and Dual Enrollment overview, budget philosophy and guidelines and FY 2018-2019 tuition and fees. Updates for May 2018 will include: Strategic Enrollment Management (SEM), data information portal overview, 2018-2019 Marketing Plan and West Campus Study results. Updates for June 2018 will include guided pathways work plan, Student Services organizational review and alignments, Board of Trustees dashboard elements and the exploration of differential model and pricing approaches.

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

- Total Unduplicated Headcount is 9.62% below prior year (9,641 CY vs 10,667 PY).
- Total Credit Hours generated are 7.57% below prior year (78,151 CY vs 84,547 PY).
- New Student Headcount is 14.02% below prior year (1,312 CY vs 1,526 PY).

Note: We are currently tracking 1.12% behind on CHG Change-to-Final: 7.26% CY vs 6.14% PY. Unanticipated closures due to weather and water-main issues have impacted Spring figures.

- B. Moody's Update: Charles Somers, Vice President of Finance and Administration, provided the Board of Trustees with an update on the College's Moody rating. Mr. Somers participated in a conference call with Edison Castaneda and Christopher Collins of Moody's on February 12, 2018, to evaluate the College's credit rating. The College responded to their questions related to recent developments, enrollment, programmatic initiatives and financial performance.

Mr. Somers reported that Moody's will be changing the College's credit rating from A1 Negative to A1 Stable. The positive change is reflective of expense management, net tuition revenue growth and stability of both State and County millage appropriations.

- C. MCEDC Update: Arline Stephan, Vice President for Institutional Advancement, reported that as of February 28, 2018, The Foundation met and exceeded the Montgomery County Economic Development Corporation Board (MCEDC) match requirement of \$2,177,742 by \$61,613. This resulted in The Foundation being released from the match restriction by the MCEDC Board. Qualifying gifts included those designated to support students within high-demand occupations, entrepreneurial, or workforce development programs at the College, and were received since July 1, 2013 (start of the Futures Rising Campaign). The deadline to meet the match was May 2020.

The full amount of the gift is now accounted for on the Foundation's records instead of as a "refundable advance."

- D. Montgomery County Sports Hall of Fame: Dr. Pollock provided the Board of Trustees with a brief overview of the Montgomery County Sports Hall of Fame. He noted that he was approached by the group to see if the College would be interested in hosting/housing the Hall of Fame plaques in the Health Sciences Center. The College would not be held responsible of the plaques which would allow any campus events the responsibility of the Montgomery County Sports Hall of Fame. Dr. Pollock will discuss further with former College Trustee Geoff Brandon.

The Board members agreed that this would be a good opportunity to host the annual Montgomery County Sports Hall of Fame event which would bring people onto the campus.

- E. ACCT Letter of Support: At the February 2018 Board of Trustees meeting, Dr. Pollock requested approval of a letter of support for him and Trustee Robinson Keys to participate and present at the October 2018 ACCT Leadership Congress. The Board Chair asked that Dr. Pollock bring a formal letter for review and signature to the March 19, 2018 meeting. .

Trustee Clark made a motion to approve the Trustees letter of support for the ACCT Leadership Congress Conference. Trustee Toplin seconded and the Board unanimously approved.

Dr. Pollock also noted that the Blue Bell Rotary will be holding a golf outing on September 10, 2018 to benefit the College's Veterans Center.

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

On February 28, 2018, the Marketing & Communications and Information Technology departments launched the new College website. The design of the new site included significant feedback from constituencies across the entire College, including students. The navigation of the new site particularly accommodates the prospective student and includes features that simplifies access to information, highlights student and faculty stories, visually presents the campus environment, and allows simple access

to academic programs and courses details. Access to the site is being analyzed and will result in improvements as necessary.

On March 1, 2018, the College hosted the Spring induction ceremony for the Phi Theta Kappa honor society chapter in the Science Center auditorium. The Alpha Kappa Zeta chapter of Phi Theta Kappa welcomed 77 new members. In order to be eligible for membership, a student must earn a cumulative GPA of 3.5 or better and have completed at least 12 credits at the College. The hallmarks of Phi Theta Kappa are Scholarship, Fellowship, Leadership, and Service.

On March 8, 2018, the College was named as a recognized chapter of Mu Alpha Theta. MCCC is one of only two community colleges in Pennsylvania recognized. Mu Alpha Theta, the National High School and Two-Year College Mathematics Honor Society, was formed in 1957 at the University of Oklahoma. We are dedicated to inspiring a keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students. As of June 2017, more than 110,000 students are Mu Alpha Theta members at more than 2,400 schools in the United States and in 20 foreign countries.

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

On February 22, 2018 the recruitment team attended Plymouth Whitemarsh High School parent-teacher night to conduct dual enrollment information presentations. A dual enrollment coordinator presented enrollment information and answered questions regarding credits and classes to multiple parent classrooms.

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

On February 14 and 27, 2018, Career Services hosted student Transfer Fairs at Central and West Campuses respectively. The fairs provided an opportunity for over 160 students to explore and learn about the admissions process for nearly 70 colleges and universities within our area.

On February 21, 2018 Career Services hosted a Health Sciences Career Forum for students at the Health Sciences Center Atrium. The forum consisted of a job fair, panel discussion as well as a chance for students to network with employers. Approximately 55 students attended the fair, seven students attended the panel, and there were 17 employers in attendance.

Offer programming that engages the community

On March 1, 2018, Lively Arts staff hosted a tech workshop at Eisenhower Middle School Tech kids, on video recording and included children from Eisenhower's special needs program.

On March 10, 2018 the Lively Arts Series presented Justin Roberts and the Not So Ready for Naptime Players as part of the Family Series. This event is sponsored by WXPN's Kids Corner and featured a special appearance by radio host Kathy O'Connell. This show targeted kids between ages 5 years to 12 years old.

On March 19, 2018, the National Council on Education for the Ceramics Arts (NCECA), in collaboration with the Fine Arts Center and Gallery, hosted a Ceramics Workshop to bring local high school students to campus.

Reestablish government, business and industry, and community relationships

On February 13, 2018 Dr. DiMattio was voted as the 2017 Pottstown YMCA Volunteer of the Year by Scott Cusworth, Executive Director for the Philadelphia Freedom Valley YMCA. "Dr. DiMattio continues to support our Y and community with his time, talents and resources for which we are truly grateful." – Scott Cusworth.

On February 14, 2018, Montgomery County Community College's Coordinator of Veterans Services, Michael Brown, participated in the Senate Democratic Steering and Outreach Committee's roundtable discussion in Washington, D.C. to advocate for veterans. As a leader in the veteran community, Mike was asked by U.S. Senator Robert Casey Jr. to appear on the panel as his guest to discuss Veterans issues.

On March 1, 2018 Michael Bettinger served as a panelist for Senator Daylin Leach's Good Government Seminar, an annual government education program for approximately 200 students from area public and private high schools.

Grow regional, national, and international collaborations

On February 19, 2018, The Global Academy- Online ESL Pilot program started its second term with the Brazilian partner institution Centro Universitario Fundacao Santo Andre (FSA) in San Paula. Dilek Arig, the Associate Director of ESL and International Student Services has continued to coordinate the program details with the FSA faculty and students. The Pilot program will be completed on April 13, 2018.

On February 20 through February 23, 2018, Dr. James Bretz, Interim Dean of STEM, Dr. Michele Cuomo, Dean of Arts and Humanities, Stefanie Crouse, Academic Advisor and Assistant Professor, Ann Forrestal, Interim Administrative Director of Virtual Campus and University Center, Jim Fox, Executive Director of Workforce Development, Dr. Deborah Greenspan, Associate Professor of Psychology, Dr. David Kowalski, Executive Director of Institutional Research, Diane McDonald, Assistant Professor of English, Phil Needles, Vice President of Student Services, Angela Polec, Executive Director of Marketing, Dr. Celeste Schwartz, Vice President for Information Technology and Chief Digital Officer, attended the 14th Annual Achieving the Dream Conference in Nashville, Tennessee. This year, the conference focused on Guided Pathways, Math reform, and other best practices and innovations to address the emerging needs of the field of higher education.

On February 20, 2018, at the Achieving the Dream Conference iPASS Conference in Nashville, Tennessee, the MCCC iPASS team of Phil Needles, Celeste Schwartz, David Kowalski, Stefanie Crouse and Angela Polec with support from Denise Prushan and student worker Maissoun Bakdouns tied for first place in an iPASS Convening competition. The competition celebrated the impact of MCCC's iPASS work on students and their experience of advising and planning.

On February 21, 2018, Phil Needles, Vice President of Student Services, David Kowalski, Executive Director of Institutional Research, Stefanie Crouse, Academic Advisor and Assistant Professor, Angela Polec, Executive Director of Marketing and Communications and Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer, conducted a session titled, *A Researcher, an Advisor, and a Marketer Walk Into a Predictive Analytics Tool* at the Achieving the Dream Conference in Nashville, Tennessee. The session addressed how a cross-functional team turns predictive analytics into proactive, actionable interventions and how to evaluate outcomes and successes.

On March 18, 2018, the Public Health program received the 2018 Riegelman Award for Excellence in Public Health and Health Navigation Education in Community Colleges during the League's Innovations Conference in National Harbor, Maryland. During the morning session, Natasha Patterson, Interim Dean of Health Sciences, sat on a panel and presented on the EMT-Public Health Associate Degree program plan and its collaboration with the Montgomery County Department of Public Safety and Arcadia University.

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 February 20, 2018, the Medical Assisting Program completed and submitted the Annual Report required by the Medical Assisting Education Review Board for continuing accreditation. The Medical Assisting Program exceeded all of the Outcome benchmarks in Student Retention, Student and Employer Satisfaction, Job Placement and passage of the National Accreditation Medical Assisting Examination.

Encourage a philanthropic culture

As of February 23, 2018, 326 students have been selected for MCCC Foundation scholarships totaling \$523,623.

As of February 28, 2018, the total gifts, new pledges and private grants raised for FY18 year to date is \$870,251: \$416,760 for scholarships, \$209,454 for student success programs and \$244,037 for other various programs.

Deliver a comprehensive employee workforce plan**President's Outreach**

On February 22, 2018, Dr. Pollock hosted Dr. James Crisfield, Superintendent of Wissahickon Public Schools at the Central Campus.

On February 27, 2018, Dr. Pollock met with the Rotary Club of Blue Bell.

On March 5, 2018, Dr. Pollock attended the CEO Council Congressional Delegation Meeting at Drexel University in Philadelphia.

On March 14, 2018, Dr. Pollock met with County Commissioner Val Arkoosh in Norristown.

Physical Plant Committee

Trustee Kilkenny presented for the Committee.

PDE Capital Funding Requests:

The College is in the process of preparing the 2018-19 Capital Applications for State Assistance. The State capital funding pool supports current short and long-term debt service projects, capital leases, short-term emergency, and cash outlay projects approved by the Commonwealth. All projects are evaluated based on scope, appropriateness, quality and need within the community college. The Commonwealth has defined specific criteria for inclusion in the General Capital Pool. Projects are submitted to the Pennsylvania Department of Education (PDE) on or before April 2, 2018. PDE applies the criteria and submits a list of projects to the Council of Presidents for review. The Council responds with comments to PDE who then make the final funding decisions after the enactment of the Commonwealth's General Budget Fund.

As part of the Capital Application Process, a copy of the College's Board Resolution must be included with the application identifying the rationale and specific cost and approval for the requested project and/or reference to the project in the College's long range physical plant plan such as the master plan. The College's Board Resolution approval must be dated within the preceding two years of the application submission.

The College is making a request for a carryover project for Science Center Theater renovations totaling \$5.6M. The Theater is in need of upgrades to address aging, renewal and compliance with current codes and laws including ADA. Such upgrades will improve the capacity and functioning of special lectures, presentations and other educational events for the College Community.

Additional Capital Project Applications:

- South Hall Renovations - \$4,235,000
- Culinary Arts Institute (CAI) Relocation Project - \$5,606,460

Cash Project Applications:

- Campus Safety- Security System Upgrades - \$417,400
- North Hall Chiller Plant Upgrade - \$1,245,000

Trustee Custer made the motion that the Board of Trustees approves and executes the proposed resolution for authorizing the 2018-2019 Capital Applications to be submitted for State Assistance. Trustee Nelson seconded and the Board unanimously approved.

Trustees Binder and Clark signed the Resolution.

Curriculum Committee:

Trustee Toplin reported for the Committee.

- A. Brand Development Update: Angela Polec, Executive Director of Marketing and Communications, provided the Board of Trustees with a brief overview of the Brand Development Project. She described how all the research and the brand platform work translates into creative executions. Angela noted that March to May will be the general awareness campaign, May to August will be sub-campaigns such as Workforce, feature programs etc. September to November will be a phase 2 advertising.

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

Chair's Report

- A. Ad-hoc Governance Committee Discussion:

As part of the Chair's Report, the Board had a lengthy conversation on the Ad Hoc Governance Committee report that was distributed for review. Trustee Binder reviewed the charge of the Committee. It was noted that the Board has evolved from a consent Board to a working Board and are moving towards becoming more Board. The Committee structures have remained the same since the inception of the By-Laws when the Community College was formed. The Governance Committee has taken the challenge to look at restructuring the current committees to better align with the needs of the College and the Strategic Plan. A sample of recommended committees including Finance, Enterprise Risk, Student Success, Executive Committee and Institutional Success, were presented and discussed. Out of this discussion, it was agreed an Enterprise Risk Committee and that Physical Plant should be included within one of the other committees. One Director did not agree with the elimination of the Physical Plant committee due to the large number of buildings owned and the risk associated with the management of the Physical properties.

Other discussions included:

- a. Re-vamping the Vision of the College over the next year by the Board.
- b. Procurement Policy Training – look at minority, women-owned, diversity, etc.
- c. Look at best practices across other community colleges.
- d. Understand facets of the College.
- e. Investment Committee discussed as a subcommittee of the Finance Committee
- f. Sense of stewardship and personal giving.
- g. Understand roles and relationships of Administration and the Board.

It was recommended that the Community College Act of 1964 and any Middle States requirements be reviewed to ensure the College is in compliance with both. Deb Rogers will e-mail a copy of the

Board By-Laws policy to the Committee for review and the Committee will work with Marc Davis to ensure changes are in compliance.

There was a commitment to continue to share information with the Board and gather input over the next several months. It was recommended that this continue to be a Board Agenda item.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 6:15 p.m.

Margot Clark
Secretary