



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, April 16, 2018 at 4:00 p.m. in the North Hall Board Room 106, West Campus, Pottstown.

**Board of Trustees**

**Present:** Rich Montalbano, Chairperson; Lisa Binder, Vice Chairperson; Marcel Groen, Treasurer; Margot Clark, Secretary; Michele Jervis-Schultz, Assistant Secretary; Frank Custer, Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Anisha Robinson Keeys, David Kraybill, Napoleon Nelson, and Ellen Toplin

**Absent:** Sean Kilkenny and Theresa Reilly

**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; Timothy Connelly, English Assistant Professor, Faculty Union Representative; Hal Halbert, English Associate Professor, Faculty Union Representative; Kevin Strunk, Reference Librarian and HS STEM Liaison; Georgette Howell, Associate Professor, Dept. of Exercise & Wellness Co-Coordinator, West Campus; Jodi Empol-Schwartz, Assistant Professor of Political Science; Natasha Patterson, Interim Dean, Health Sciences; Jayden Sampson, Criminal Justice Instructor; Takisha Mundy, Director of Career Services; Monica D'Antonio, English Associate Professor; Angela Polec, Executive Director of Marketing and Communications; Diane VanDyke, Director of Strategic Communications; Michael Bettinger, Director of Government Relations and External Affairs; Lianne Hartman, Associate Vice President of Academic Affairs; Michele Cuomo, Dean of Arts and Humanities; Josh Mitchell, Director of User Support and Instructional Technology; Emanuel Wilkerson, MCCC Alumnus, Pottstown School Board; Lynn Kush, Executive Assistant to the President; and Deborah Rogers, Executive Assistant to the Board of Trustees

**Call to Order**

Chairperson Montalbano called the meeting to order at 4:01 p.m.

**Pledge of Allegiance**

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

**Introduction of Guests**

Dr. Celeste Schwartz introduced new guests: Georgette Howell, Associate Professor, Dept. of Exercise & Wellness Co-Coordinator, West Campus; Jodi Empol-Schwartz, Assistant Professor of Political Science;

Jayden Sampson, Criminal Justice Instructor; Takisha Mundy, Director of Career Services; Monica D'Antonio, English Associate Professor and Emanuel Wilkerson, Pottstown School Board.

### **Public Testimony**

Hal Halbert, English Associate Professor and Faculty Union Representative, gave public testimony on behalf of the Faculty Union regarding contract negotiations.

### **Consent Agenda**

Trustee Guttha motioned to approve Consent Agenda action items **A** through **D** as presented. Trustee Toplin seconded and the Board unanimously approved action items **A** through **D**. Information items **E** through **K** were also approved as presented for the month of April.

#### **Action Items:**

- A. Approval of the March 19, 2018 Minutes
- B. Student Government Constitution
- C. Roof Repair and Restoration
- D. Professional Hires and Separations for April 2018

#### **Information Items:**

- E. FY 2017/2018 Financial Statements
- F. Wilmington Trust Investment Performance
- G. Investment of Bond Proceeds for 2013 and 2015
- H. 2017-2018 Presidential Goals
- I. National Association for Education for Young Children (NAEYC)
- J. Faculty Accomplishments
- K. Turnover Report

### **President's Report**

- A. Admissions and Dual Enrollment Overview: Philip Needles, Vice President of Student Services, provided the Trustees with an admissions and dual enrollment update. He reviewed key data elements, strategic partnership approaches, new student engagement, upcoming events, the recruitment cycle, along with high school partners and virtual engagements. He also reviewed credit hours and tuition revenue as well as enrollment data.

Some of the potential next steps for May and June 2018 will focus on Strategic Enrollment Management (SEM), data information portal overview, 2018-2019 Marketing Plan and West Campus Study results. Upcoming information will consist of guided pathways work plan, student services organizational review and alignments, Board of Trustees dashboard elements and the exploration of differential model and pricing approaches.

- B. Program Excellence and Effectiveness Review (PEER): Dr.'s Hartman and Cuomo provided the Board of Trustees with an update on the PEER review. It was noted that this has been a rewarding experience for faculty and administrators as they have been working together to identify common student barriers across programs. Conversations have included enrollment services, advising, deans, assessment and faculty. The following early gains were noted from the PEER review: data put into context, action steps are relevant and achievable, enhancements to scheduling and access.

Next steps: continue to leverage data strengths and access to data, expand to interdisciplinary initiatives and seek student and graduate perspectives.

### **Spring 2018 Enrollment Summary – As of 4/16/18**

- Total Unduplicated Headcount is 9.17% below prior year (9,708 CY vs 10,688 PY).
- Total Credit Hours generated are 7.68% below prior year (77,805 CY vs 84,280 PY).
- New Student Headcount is 13.29% below prior year (1,337 CY vs 1,542 PY).

*Note: We are currently tracking 1.24% behind on CHG Change-to-Final: 7.67% CY vs 6.43% PY.*

### **Summer 2018 Enrollment Summary – As of 4/16/18**

- Total Unduplicated Headcount is 6.73% below prior year (3,172 CY vs 3,401 PY).
- Total Credit Hours generated are 7.67% below prior year (16,676 CY vs 18,062 PY).
- New Student Headcount is 8.19% below prior year (773 CY vs 842 PY).

*Note: We are currently tracking 3.22% behind on CHG Change-to-Final: 41.25% CY vs 38.03% PY.*

### **Fall 2018 Enrollment Summary – As of 4/16/18**

- Total Unduplicated Headcount is 0.91% ahead of prior year (1,560 CY vs 1,546 PY).
- Total Credit Hours generated are 1.60% below prior year (12,732 CY vs 12,939 PY).
- New Student Headcount is 60.76% ahead of prior year (127 CY vs 79 PY).

*Note: We are currently tracking 0.89% ahead on CHG Change-to-Final: 86.06% CY vs 86.95% PY.*

### **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**

On April 7<sup>th</sup>, seven students and three faculty participated in the 19th Annual Berks County Undergraduate Research & Creativity Conference held at Kutztown University. The students presented results of original scientific research they performed while at the College. Ricky Temple, an Engineering Science major, presented his work on how the inverse square law can be used to determine the shape of the grow surface in hydroponic farming. Liberal Studies student Colleen Lyons delivered a talk on the effect of iron acetate on the growth of plants in hydroponics systems. Ricky and Colleen performed their research at the Aquaponics and Hydroponics lab in the Sustainability and Innovation HUB at West Campus. Engineering Science students Alex Barker, Braden Salois, and Mrudang Savsani presented the results of a research project focused on designing an 'Interactive Coaster' that responds dynamically to the quantity and temperature of the beverage placed on it. The 'Interactive Coaster' project was supported by a Leading

Women in Philanthropy grant to Engineering Instructor Gayathri Moorthy. Environmental Science major Logan Vandeweghe and Nursing major Luis Pagan-Anderson presented their research on species identification using PCR and bioinformatics. Their work was supported by an internal grant to Microbiology Instructor Karen Buchkovich-Sass.

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

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

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

On March 19<sup>th</sup>, the Department of Human Services informed the KEYS Program that SNAP (Supplemental Food Assistance Program) eligibility for certain community college students enrolled at one of Pennsylvania's 14 community colleges has been updated. This change expands the definition of an "eligible student" under SNAP and enables low-income community college students who are currently ineligible for SNAP to qualify-subject to guidelines. The Department of Human Services has noted that community colleges offer a range of programs and degrees that enhance the employability of individuals or lead directly to employment.

**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 April 14<sup>th</sup>, the Recruitment team hosted the Culinary Arts Institute Open House. The Culinary Arts Institute Open House set the stage for the following Open House events at West Campus (April 21<sup>st</sup>) and Central Campus (April 28<sup>th</sup>). The event kicked-off with refreshments and a social half-hour for attendees to connect with administration, staff and faculty. Following the social half-hour attendees listened to numerous presentations including discussions with the culinary arts student panel. A number of Open House activities followed the student panel discussions including the resource fair (Admissions, Financial Aid, and Career Services), culinary information sessions, open kitchens and guided tours. The Open House event concluded with the announcement of our \$500 book scholarship raffle.

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

**Offer programming that engages the community**

On April 7<sup>th</sup>, faculty and staff members participated as presenters or tour guides for the American Association of University Women (AAUW) Discover Your Future event held on the Blue Bell Campus. The event is meant to encourage participation in STEM subjects by middle school-aged girls. It was attended by approximately 150 girls and their parents from local school districts. The middle school students participated in STEM-related learning activities while the parents attended workshops on how to motivate their students to remain in STEM-related fields and on college preparedness. The following

college faculty and staff hosted sessions for the students: Nursing Senior Lecturer Rosanna Urbano, Senior Producer and Technical Services Manager Matt Porter, Part-time Enrollment Coach Adam Coleman, Spanish Assistant Professor Luz Gamauf, Engineering Instructor Gayathri Moorthy, Microbiology Associate Professor Elaine Venuti, Part-time Paraprofessional Tutor Jana Nogowski, Mathematics Regular Lecturer Sunita Nikerle, Mathematics Assistant Professor Namrata Chauhan, Dental Hygiene Instructor Deb Gnutti, Information Technology Manager Jennifer Kim, Physics Assistant Professor Kelli Spangler, Computer Science Assistant Professor Kathy Kelly, Biology Instructor Stephanie Nnadi and Biology Assistant Professor Kris Bompadre. College students also volunteered during the event. Katina Faulk, Administrative Director for BEI and STEM, and Amanda Powers, Administrative Assistant for Social Sciences and STEM, assisted AAUW with planning the event.

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

On April 3<sup>rd</sup>, Mission Kids Advocacy Center “planted” a pinwheel garden at the College’s main entrance to raise more awareness about child abuse prevention. Dr. Pollock gave a welcome. In attendance were Commissioner Ken Lawrence, Whitpain Police Chief Kenneth Lawson, First Assistant District Attorney Representative Ed McCann, Sheriff Sean Kilkenny (and Trustee), and Representative Marcy Toepel.

On April 10<sup>th</sup>, Michael Bettinger coordinated and participated in the PA Commission for Community Colleges annual Lobby Day in Harrisburg. Four MCCC students also attended to participate in the Commission’s press conference and meet with state legislators.

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

On April 2<sup>nd</sup>, Maya Van Rossum, the Delaware Riverkeeper, presented a talk on the Green Amendment. The lecture was sponsored and organized by the student members of the Environmental Club. Van Rossum is a leading environmental activist and has used her role as Riverkeeper to protect and champion the Delaware River. During her presentation, she talked about the need for states to implement green amendments to give citizens the right to a healthy and clean environment. Approximately 50 students, faculty, staff and community members attended the lecture and follow-up question and answer session.

On April 14<sup>th</sup>, The Clemens Food Group hosted a competition at The Culinary Art Institute Open House. The students were challenged to create recipes using underutilized cuts of pork. The submissions were judged and the top four students qualified for the Open House Food Competition.

### **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**

April 9<sup>th</sup> through 13<sup>th</sup>, the Information Technology team took their annual Tech Block Party virtual. A daily, College-wide email was sent with a Tech Carnival theme highlighting four areas: faculty showcase, frequently asked technology questions, integration of emerging technology, and a technical emoji

game. The Faculty showcase comes from the ITACC initiative “Faculty Innovation” showcasing faculty utilizing technology in either their personal lives and/or in the classroom in 1 minute.

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

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

On March 29<sup>th</sup>, an agent from the Department of Homeland Security visited our institution. Dilek Arig, Associate Director of ESL/International Student Services provided information relative to the International Services and SEVIS (Student Exchange Visitor Program) to ensure that MCCC is in compliance with the regulations.

#### **Encourage a philanthropic culture**

As of March 31<sup>st</sup>, the total gifts, new pledges and private grants raised for FY18 year to date is \$905,316: \$449,691 for scholarships, \$209,499 for student success programs and \$246,125 for other various programs.

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

##### **President’s Outreach**

On March 25<sup>th</sup> through 28<sup>th</sup>, Dr. Pollock attended and presented, along with members of the College’s Leadership Team, at the 104<sup>th</sup> AACRAO Annual Meeting in Orlando, Florida. Two topics were presented:

1. *Designing Process Improvements to Strengthen Student Success:* The session explored how cross-functional teams at Montgomery County Community College collaborate to identify and remove barriers to student success in processes related to admissions, financial aid, registration, billing, testing, and degree completion.
2. *Building and Empowering Cross-Functional Teams for Student Success:* The session examined how Montgomery County Community College structured a cross-functional team empowered to implement student success interventions and evaluate outcomes across the College. The presenters shared how data from the College’s predictive analytics tools has provided clarity around common misconceptions regarding student success.

MCCC Presenters: Dr. Kevin Pollock – President, Montgomery County Community College  
Dr. Celeste Schwartz – Vice President for Information Technology & Chief Digital Officer  
Phil Needles – Vice President for Student Services and Joe Mancini – Executive Director, Information Technology.

On April 5<sup>th</sup>, Dr. Pollock met with Dr. S. Brock Blomberg, President of Ursinus College to discuss a transfer articulation agreement with the College.

On April 8<sup>th</sup> through 12<sup>th</sup>, Dr. Pollock attended the Ellucian Live Conference in San Diego, CA. He presented, along with two other college President’s, *Innovative Approaches to Enhanced Student Success*.

**Finance Committee**

Trustee Groen presented for the Committee.

**Proposed Tuition and Fee Schedule for 2018-2019**

The 2018-2019 Operating budget will be built on the assumption that:

- Student revenue is expected to decrease by (\$2.5m) based on initial projected credit hours.
- State funding will be held flat with the 2017-2018 funding level amount.
- County dedicated millage funding will be flat with 2017-2018 millage funding.

It was noted that expense control will be utilized to manage any realized revenue shortfall.

Trustee Groen motioned to recommend that the Board of Trustees approve a tuition and fees freeze for 2018-2019, noting that there will be no change to the current tuition and fees schedule for 2018-2019. Trustee Guttha seconded and the Board unanimously approved.

**Physical Plant Committee**

Since the Physical Plant Committee Chair was not present, Board Chair Montalbano noted that the Procurement Policy update will be tabled until the May Board of Trustees meeting.

**Chair's Report****A. Ad-hoc Governance Committee Discussion:**

As part of the Chair's Report, the Board members continued their conversations from the March Board meeting on the Committee structures. Trustee Binder asked that each Committee Chair take time at their May and June meetings to review the current committee responsibilities and to identify if current responsibilities would still fall under their Committee or go to another Committee. She also asked that the Committees identify areas of importance not currently covered by the Committee and if it would be of importance to the new Committee structure.

Trustee Binder asked if this review could be completed by the June Board meeting. The summer months could be utilized to do detailed mapping and to ensure all vested parties have participated in the review and discussions.

Trustee Nelson asked if the Board members could be provided with guiding questions to help with the Committee discussions. Board members will need to review the Community College Act of 1964 and the Board of Trustees By-Laws to make sure we are compliant with roles and responsibilities.

Trustee Guttha mentioned Enterprise Risk and that he presents on Risk Management. He will send out information on Risk management to the Board.

The Ad-hoc Governance Committee Discussions will be placed under the Chair's Agenda monthly for continued discussions.

Chair Montalbano announced that Arline Stephan, Vice President of Institutional Advancement will be retiring as of July 1, 2018 and thanked her for her service and the work she has done with the Foundation, fund raising for the Capital Campaign and building a strong Foundation Board and Board of Trustees working relationship.

Chair Montalbano reminded everyone that he will be sending out his annual ask for giving letter and would like 100% participation by the Board.

He also mentioned that the SRT Ribbon cutting will be held Friday, April 20<sup>th</sup> at 3:30 p.m. in the Advanced Technology Center (ATC).

**Executive Session**

The Board went into an Executive Session at 5:35 p.m.

The Board returned from Executive Session at 6:15 p.m. Upon return, the Board Chair asked for a motion to approve the discussion item from the Executive Session.

Trustee Toplin made a motion to accept an RFP from eCampus. Trustee Fernandez seconded the motion. Trustee Custer opposed the motion as presented. The Board accepted an RFP from eCampus.

**Old Business**

There was no old business.

**New Business**

Trustee Custer noted that he along with Trustees Anisha Robinson Keeys and Varsovia Fernandez attended the PA Commission for Community College's Annual Meeting and the All-PA Academic Team dinner in Harrisburg on Monday, April 9 and that he also attended Lobby Day on Tuesday, April 10 with College staff and students.

**Adjournment**

The meeting was adjourned at 6:19 p.m.

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Margot Clark  
Secretary