



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, May 21, 2018 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus

Board of Trustees

Present: Richard Montalbano, Chairperson; Lisa Binder, Vice Chairperson; Marcel Groen, Treasurer; Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Anisha Robinson Keeyes (via phone), Sean Kilkenny, Napoleon Nelson, Theresa Reilly, and Ellen Toplin

Absent: Margot Clark, Secretary; Frank Custer, and 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. Hal Halbert, English Associate Professor, Faculty Union Representative; John DePinto, Culinary Arts Business Manager; Peter Bickel, Temporary Executive Director of Marketing and Communications; Diane VanDyke, Director of Strategic Communications; Michael Bettinger, Director of Government Relations and External Affairs; Joe Mancini, Executive Director of Information Technology; Josh Mitchell, Director of User Support and Instructional Technology; David Kowalski, Executive Director of Institutional Research; 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 4:00 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: Peter Bickel, Temporary Executive Director of Marketing and Communications and John DePinto, Culinary Arts Business Manager.

Public Testimony

There was no public testimony.

Consent Agenda

Trustee Dezzi motioned to approve Consent Agenda action items **A** through **I** as presented. Trustee Nelson seconded and the Board unanimously approved action items **A** through **I**. Information items **J** through **N** were also approved as presented for the month of May.

Action Items:

- A. Approval of the April 16, 2018 Minutes
- B. Professional Hires and Separations for April 2018
- C. Marketing ab+c Contract Approval
- D. Request to Modify a Curriculum: Accounting (Certificate)
- E. Request to Modify a Curriculum: Baking and Pastry Arts (Certificate)
- F. Request to Modify a Curriculum: Culinary Arts (Certificate)
- G. Request to Modify a Curriculum: Education in the Early Years (AA)
- H. Request to Modify a Curriculum: Education in the Middle Years (AA)
- I. Request to Modify a Curriculum: Secondary Education (AA)

Information Items:

- J. FY 2017/2018 Financial Statements as of March 31, 2018
- K. Investment of Bond Proceeds for 2013 and 2015
- L. Wilmington Trust Investment Performance
- M. Overview of Self-Funded Plans
- N. Faculty Accomplishments

President's Report

- A. **Marketing and Enrollment Update:** Philip Needles, Vice President of Student Services, provided the Trustees with a marketing update in the absence of Angela Polec. He noted that the awareness campaign has begun which includes new bus wraps, billboards and ads throughout the county. He also noted that TV awareness spots for both traditional and adult students will begin and phase 2 of advertising for programs will begin in the fall. There will also be direct marketing with postcards, emails and text messaging, and direct mailings.

Mr. Needles also provided the Trustees with an enrollment update noting the spring, summer and fall 2018 overview by campus and College-wide. He also noted the 5-year Pennsylvania Community College Credit hours trend with an average 15% decline in credit hours with Montgomery County Community College coming in at a 17% decline. He also provided an overview for the spring and summer 2018 new student trends, headcounts and credits.

There was a lengthy discussion after the presentation and Trustee Nelson asked that this be tabled until the new committee for Student Success is formed for further discussions.

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

Spring 2018 Enrollment Summary – As of 5/21/18

- Total Unduplicated Headcount is 9.03% below prior year (9,722 CY vs 10,687 PY)
- Total Credit Hours generated are 7.63% below prior year (77,844 CY vs 84,270 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 5/21/18

- Total Unduplicated Headcount is 3.76% below prior year (5,168 CY vs 5,370 PY)
- Total Credit Hours generated are 4.18% below prior year (26,451 CY vs 27,605 PY)
- New Student Headcount is 0.28% below prior year (1,413 CY vs 1,417 PY)

Fall 2018 Enrollment Summary – As of 5/21/18

- Total Unduplicated Headcount is 0.87% below prior year (3,196 CY vs 3,224 PY)
- Total Credit Hours generated are 2.74% below prior year (27,483 CY vs 28,256 PY)
- New Student Headcount is 67.06% ahead prior year (568 CY vs 340 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

The National Association for the Education of Young Children's (NAEYC) Commission on the Accreditation of Early Childhood Higher Education program renewed accreditation for the College's Education in the Early Years, Birth through Fourth Grade A.A. program. The accreditation serves as a mechanism for ensuring a consistent and high level of program quality and alignment to NAEYC's Professional Preparation Standards.

On May 3rd, Dilek Arig, Associate Director of ESL/International Student Services, mailed the Certificate of Completion to the students who successfully completed the Global Academy- ESL pilot in Brazil. This certificate is to prove that the students efficiently participated and worked on this project as planned.

Engage learners in high impact instructional practices

Deliver top-tier, consistent, and engaging student experiences

On April 9th, KEYS Program and ACT 101 Student Ambassador, Barry Hunsberger, won one of the two competitive state competitions, "Impromptu Speaking". Barry will be competing in the National Leadership Conference held on June 23-26, 2018, in Baltimore, Maryland.

On April 11th, KEYS student and Act 101 participant Nadia Ellis was awarded the Second Chance Scholarship from Alpha Kappa Alpha Sorority, Incorporated, and Phi Beta Omega Chapter. Nadia is also a student staff writer for the College's Montgazette.

On April 17th -18th, the Dental Hygiene Program second year students completed their clinical boards - CDCA (The Commission on Dental Competency Assessments). Fifteen out of sixteen students passed the boards. Those students are expected to complete their National Boards by the end of June.

On May 4th, former POWER Program and current KEYS student, Nina Gajewski, was accepted into the Lockheed Martin, Software Associate Degree Program (SWAP). Participants will develop a comprehensive toolkit to prepare for future Lockheed Martin technical positions in a variety of areas such as software development, network, or cyber engineering. SWAP is an intensive program which builds participant's technical and professional development skills sets through various exposure opportunities.

Align curricular pathways and services with student needs

On April 26th, the College celebrated the 26th annual graduating class of the Partnership on Work Enrichment and Readiness (POWER) program. The ceremony was attended by almost 200 people. The POWER program, founded in 2006, has served more than 600 people, and is geared toward helping people in addiction or mental health recovery take the first steps in achieving their education and career goals. The graduating class consisted of twenty-one students; many of whom are planning to matriculate at the College in the fall 2018 semester.

Promote student support services to address student basic needs insecurity

On April 26th, Dr. Angela Duckworth, a Christopher H. Browne Distinguished Professor of Psychology at the University of Penn, Founder and CEO of Character Lab and *New York Times* bestselling author of the book GRIT, made a scholarship contribution in support of our KEYS Program students.

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.

On April 25th, the Author/illustrator, Zachariah Ohora, read some of his books to the children in the College's Children's Center. The Center also visited his display of illustrations at the Fine Art Center.

On May 1st, the Bridge to Employment Phoenixville site held its "Product Launch" event at DePuy Synthes in West Chester, PA. This activity was the culmination of a several-month project where students and Career Coaches simulated launching a new Johnson & Johnson product. Students worked in teams to produce product prototypes, a company budget, marketing plan, and community education materials. On May 1st, the students presented their work to Johnson & Johnson directors and the program stakeholders were invited to a reception to view the students' work.

Redefine K-14 pathways and reciprocal partnerships

On April 26th, Upward Bound learned that we have been awarded a \$1500.00 grant from Da Vinci Science Center, to support an eight-hour coding workshop for students attending our 2018 Summer Academy.

On May 1st, Upward Bound student, Diamond Locketto learned she has been awarded the J. Russell Fawley Scholarship for Undergraduate Nursing Education at Temple University. This \$18,000 scholarship is renewable for four years. Ms. Locketto attends Norristown High School.

The College signed a new SOAR (students academically and occupationally ready) statewide program-to-program agreement for Homeland Security, Law Enforcement, Firefighting and Related Protective Services. This agreement allows high school students to earn up to six college credits that can be applied to the Criminal Justice A.S. degree.

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

Offer programming that engages the community

On April 17th and April 19th, the Medical Assisting Program students and faculty offered free health screenings at both Central and West campuses for students, faculty and any interested visitors on campus. The free health screenings included: blood sugar, blood hemoglobin, total blood cholesterol, height, and weight, vision screening, vital signs, BMI, and pulse oximetry.

On April 26th, Exercise Science and Wellness and the Medical Assisting Program faculty and students hosted the 1 Mile River Walk at West campus. The Pottstown Wellness Foundation helped to sponsor this event. Donations were accepted to support the *Stretch the Ride Organization* whose mission is to "help patients and families, and caregivers by assisting with the emotional and financial challenges managing cancer treatment." Students were heavily involved in the planning and implementation of the event with guidance from faculty.

On May 7th-11th, Montgomery County Community College partnered with local municipalities to host the Montco Senior Games. Montco hosted several events such as badminton, table tennis, tennis & shuffleboard. The senior expo also took place in the Health Science Center lobby on Friday, May 11th.

Reestablish government, business and industry, and community relationships

On April 17th, six students were chosen to participate in Shadowing Day with Representative Marcy Toepel. The students accompanied Representative Toepel during her day in Harrisburg which consisted of committee hearings, PA House session, and a working lunch.

On April 23rd, the Pennsylvania Human relations Commission celebrated the 50th Anniversary of the Fair Housing Act by donating books about fair housing for the children at the Children's Center.

On April 30th, Michael Bettinger attended a reception hosted by the PA Chamber of Commerce for the Ambassador of the Netherlands to the United States to discuss the College's Global Academy and workforce initiatives.

Grow regional, national, and international collaborations

On April 18th, the Montgomery County Community College biotechnology department hosted a biotechnology career fair. Over 40 students met with program alumni, hiring representatives from

companies in the biotech and biopharmaceutical industries, and 4-year transfer institutions. At the career fair students presented their resumes and discussed career opportunities.

On April 18th, at the invitation of the Boston Consulting Group and the Gates Foundation, Dr. Celeste Schwartz took part in a panel discussing the costs and benefits for students and institutions of iPASS student success interventions. The event occurred at the ASU-GSV Summit in San Diego, California.

On April 19th, the Global Academy successfully concluded its 7-month pilot with Brazilian partner, Centro Universitário Fundação Santo André (FSA). The pilot included four intermediate and advanced reading and writing courses as part of the online ESL platform. As a result, students have provided positive feedback and Dilek Arig, Associate Director of ESL/International Student Services, has been in contact with the Brazilian partners to work on dual diploma program.

On April 20th, MCCC and Ruia College (India) agreed to pilot a few MCCC college courses under the Global Academy project between July and September 2018. As part of the new project, Dilek Arig is working with Ruia College to establish a dual diploma program in the near future.

On April 27th, the Health Sciences Interim Dean and Program Directors hosted Einstein Health Network to discuss the renewal of affiliation agreements as well as other opportunities to collaborate as they move forward with the merger with Jefferson Health System. Chief Academic Officer, Dr. Douglas McGee stayed after the meeting to have a tour of the Health Sciences Center.

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

The ***Be Memorable Service*** Campaign was launched by Enrollment Services to create a culture of exceptional service that makes for lasting impressions with every student, staff and MCCC community member interaction. Those Enrollment Services employees who are observed demonstrating exceptional service can be nominated by anyone for a service recognition email and certificate of distinction for their work.

The purpose of this initiative is to remind each of us to make every student interaction count and to find ways to go above and beyond in our delivery of service. That means every time we pass a student in the hallway or in the cafeteria or when we see someone riding through the parking lot who appears lost and they are trying to locate a building for their visit, these are opportunities to ***be memorable***.

To ***be memorable*** means to create a lasting impression on the person just engaged so that if they need to come back again, they look forward to their return and they also want to tell their family and friends about their experience here at the College.

As part of our ***Be Memorable Service*** Campaign, we also launched the ***Be A Good Neighbor*** designation for those who go above and beyond to extend exceptional service to their fellow colleagues. This designation was created with the mindset that we are internal customers to one another and should extend the same level of service to one another.

To date, over 29 members of our team have been recognized based on nominations from students, parents, fellow colleagues and supervisors for their delivery of exceptional service.

Our team is challenged to be intentional with their interactions – smile, make eye contact, and be eager to help wherever and whenever you see a need. We are committed to making it a point to *be memorable!*

Position the College for long-term financial stability

Ensure regulatory compliance (regional, state, and federal)

Encourage a philanthropic culture

On April 24th, the annual “Kindness Counts” Faculty and Staff giving campaign was launched via mail and email.

On April 26th, Trustee Ellen Toplin hosted the “Executive Women in Biotechnology and Biomanufacturing” reception. A tour of the labs with Professor Maggie Bryans and Dean James Bretz was provided. There were 15 women executives from pharma in attendance.

As of April 30th, the total gifts, new pledges and private grants raised for FY18 year to date is \$948,885: \$471,456 for scholarships, \$225,399 for student success programs and \$252,030 for other various programs. Of the total, \$411,905 was received from individuals, \$300,056 from corporations, and \$236,924 from foundations.

Deliver a comprehensive employee workforce plan

President’s Outreach

On April 17th, President Pollock met with AtD Coaches, Dr. Diane Troyer and Laurie Heacock to discuss vision/goals for Achieving the Dream and Guided Pathways.

On April 24th-27th, President Pollock attended the Ellucian Conference as the keynote speaker in Orlando, Florida.

On May 1st, Dr. Pollock hosted a cultivation event to introduce donors, prospects, industry leaders and potential partners to the newly opened Sound Recording and Music Technology Studio. Over 80 guests participated. Three donors were recognized at the event with their own “record” wall plaques.

On May 15th, Dr. Pollock met with Deborah Diamond, President of Campus Philly in Lansdale.

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

Finance Committee

Trustee Groen presented for the Committee.

Preliminary Budget Overview:

Charles Somers, Vice President for Finance and Administration provided the Board of Trustees with an update on the 2018-2019 Operating and Capital Budgets. This was a preliminary budget update to provide the Board of Trustees with an overview of the finalized budget which will be presented at the June Finance Committee and the Board of Trustees meetings. Some of the highlights of the update were:

- Enrollment projection
- State and County appropriations history
- Tuition and fee comparison by community colleges
- non-operating activity
- Capital budget highlights
- Summary of FY19 budget with the FY18 projection And FY18 budget

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

Exception to Asphalt Bid:

This agenda item was tabled and will be brought back to the June Board meeting. It was noted that the bids were rejected and is currently out for re-bid.

Bookstore Update:

Charles Somers provided the Board of Trustees with a brief overview of the Bookstore RFP. He noted that the Board of Trustees approved eCampus as the College's virtual bookstore at the April 16, 2018 Board of Trustees meeting. Trustee Montalbano also provided an update noting that the College traditionally received a commission from Barnes and Noble (approximately 6% based on sales). The College is now requesting in lieu of the commission, the savings be passed onto the students allowing for lower book costs.

It was also noted that College management monitor the sales to ensure the savings are passed along to the students.

Trustee Fernandez made a motion to accept the recommendation of receiving a zero commission from eCampus, and to ensure that the savings are passed onto the students. Trustee Dezzi seconded and the Board unanimously approved.

Physical Plant Committee**ESCO Update:**

Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer provided a brief overview of the ESCO project. Based on the December 6, 2017 Siemens presentation to the Physical Plant Committee, Siemens conducted an Investment Grade Audit (IGA). The IGA identifies a broad range of energy solutions including designs and implementation of energy savings projects, retrofitting, and energy conservation.

The results of the audit indicate significant future energy savings. The following ECMs (energy conservation measurements) are: campus-wide LED lighting retrofit, campus-wide retro commissioning

for the HVAC systems, upgrade HVAC controls at the Sustainability Hub, replace HVAC systems in two data closets in South Hall, replace access door to the roof at the Sustainability Hub, replace one new chiller and refurbish two cooling towers at the Central campus. Install new controls on the kitchen exhaust hood at South Hall, demolish the Cathcart Annex, install new HVAC systems and new boilers in the Science Center, replace all new controls for the HVAC system at the Science Center, and provide warranty measures and verification setup for the entire campus.

Siemens will present the final report to the Finance Committee in June with a final recommendation to the full Board of Trustees at the June 18, 2018 Board meeting.

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

Chair's Report

Board Chair Montalbano announced publicly that Michele Jervis Schultz has resigned from the Board due to work and family obligations. He will noted that he will wait until the Commissioners fill her position to make an appointment for the vacant assistant secretary position vacated by Michele's resignation.

Chair Montalbano also noted that he sent out his appeal for the annual giving campaign and would like to see 100% Board participation prior to June 30, 2018.

He also noted that he will be inviting the Foundation Board members to attend the June 18, 2018 Board of Trustees meeting. Both he and Dolores Lare, Chair of the Foundation Board, will provide a brief update on the discussions from the ad-hoc committee that was created to discuss the Graham Pelton Report on the Foundation.

Chair Montalbano reminded everyone that there will be an end-of-year barbeque after the June Board meeting at the Fine Arts Center.

Old Business

Ad-hoc Governance Committee Discussion:

Trustee Binder noted that she asked the Board members in April to begin discussions to review the current Committee responsibilities and to identify if they are current and would the listed responsibilities still fall under their Committee or should they be placed into another Committee during their May and June Committee meetings. She asked that the Committee Chairs who began discussions provide a brief update.

Trustee Toplin noted that the Curriculum Committee began discussions and a few changes were added to the list. It was discussed that Enterprise Risk should not become a Committee, rather make it a part of an annual retreat in which the Board reviews and understands what the risks are in each category based on trends. Also, under Student Success it was discussed to include program reviews and approvals along with program and degree accreditation/requirements. Also under the Executive Committee, included was to oversee main College-wide accreditation issues (Middle States) and that Board members work on ad-hoc committees as needed, also this group should be responsible to oversee human capital issues including emeritus status and sabbaticals.

Chair Montalbano provided a brief update for the Personnel Committee noting they discussed agenda items that come forward to the Committee monthly and why items such as new hires need to rise to the

Board level, they are always ratified after the fact. He noted that the Finance and Physical Plant Committees will have discussions in June.

Trustee Toplin thanked Trustee Guttha for all the information he sent out on Enterprise Risk.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 5:33 p.m.

Richard Montalbano
Board Chair