



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, June 18, 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; Margot Clark, Secretary; Eleanor Dezzi, Varsovia Fernandez, Anisha Robinson Keeyes, Sean Kilkenny, Napoleon Nelson, Theresa Reilly, Frank Custer and David Kraybill

Absent: Ellen Toplin and Raj Guttha

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; Mollie Tronco, Interim 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; Connie Speier, Administrative Assistant, Support Staff Union Representative; Joe McGuriman, Director of Campus Safety, Russell Delrosario, Director of Campus Safety, West Campus; John DePinto, Culinary Arts Business Manager; Jayden Sampson, Program Coordinator Fire Science; Peter Bickel, Temporary Executive Director of Marketing and Communications; Diane VanDyke, Director of Strategic Communications; Molly Hafner, Temporary Director of Marketing; Michael Bettinger, Director of Government Relations and External Affairs; Josh Mitchell, Director of User Support and Instructional Technology; David Kowalski, Executive Director of Institutional Research; Lynn Kush, Executive Assistant to the President; Candy Basile, Administrative Support Secretary; Jim King, Foundation Board (via phone); Dolores Lare, Chair Foundation Board; Joseph Gallagher, Vice Chair Foundation Board; Kenneth Baker, Foundation Board; Andrew James, Foundation Board; John Koury, Jr., Foundation Board; and Giovan Lane, Foundation Board.

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: Molly Hafner, Temporary Director of Marketing; Dolores Lare, Chair Foundation Board; Joseph Gallagher, Vice Chair Foundation Board; Kenneth Baker, Foundation Board; Andrew James, Foundation Board; John Koury, Jr., Foundation Board; and Giovan Lane, Foundation Board.

**Public Testimony**

There was no public testimony.

**Executive Session**

The Board went into an executive session at 4:05 p.m. to discuss personnel matters. No action was taken during the session. The session ended at 4:20 p.m.

Immediately following the executive session, Chair Montalbano asked for a motion to adopt the Collective Bargaining Agreement between Montgomery County Community College and Montgomery County Community College Faculty Union Pennsylvania Federation of Teachers, AFT, AFL-CIO contract ending August 31, 2021.

Trustee Groen accepted the above motion and Trustee Dezzi seconded the motion. The Board unanimously approved the Faculty Union Contract as presented.

Dr. Victoria Bastecki-Perez provided the public with the following summary of the four-year Faculty Contract:

- 2.7% Increase to base for 2018-19 for full-time faculty
- 2.7% Increase to base for 2019-20 for full-time faculty
- 2.7% Increase to base for 2020-21 for full-time faculty
- Lump sum bonus (not to base) for full-time faculty who were employed at the College as of September 1, 2017 of \$1,050 (for both teaching and 12-month faculty)
- Back pay payment (not to base) to full-time faculty for 2017-2018 of \$1,674 (\$2,176 for 12-month faculty)
- Credit hour increases for part-time regular teaching faculty to \$1,169.95 (2018-2019), \$1,214.95 (2019-2020) and \$1,264.95 (2020-2021); comparable increases for probationary and senior part-time faculty
- Lump sum back pay payment (not to base) to part-time teaching faculty
- Lump sum back pay payment (not to base) to part-time non-teaching faculty

**Consent Agenda**

Trustee Binder motioned to approve Consent Agenda action items **A** through **E** as presented. Trustee Dezzi seconded and the Board unanimously approved action items **A** through **E**. Information items **F** through **I** were also approved as presented for the month of June.

**Action Items:**

- A. Approval of the May 21, 2018 Minutes
- B. Professional Hires and Separations for May 2018
- C. Academic Calendars for 2023-2024, 2024-2025, 2025-2026
- D. Faculty Promotions
- E. Administrative Salary Increases

**Information Items:**

- F. 2018-2019 Liability Insurance

- G. Ten Months Ending April 30, 2018 Treasurers Report
- H. Investment of Bond Proceeds for 2013 and 2015
- I. Wilmington Trust Investment Performance

### **President's Report**

- A. Marketing and Enrollment Update: Philip Needles, Vice President of Student Services, provided the Trustees with a marketing and enrollment update.
- B. College-Wide Accomplishments: Dr. Pollock provided the Trustees with a College-Wide Accomplishments presentation for the academic year 2017-18.

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

### **Spring 2018 Enrollment Summary – As of 6/18/18**

- Total Unduplicated Headcount is 2.74% below prior year (5,577 CY vs 5,734 PY).
- Total Credit Hours generated are 2.99% below prior year (27,959 CY vs 28,821 PY).
- New Student Headcount is 0.19% ahead prior year (1,598 CY vs 1,595 PY).

*Note: We are currently tracking 0.54% behind on CHG Change-to-Final: -1.50% CY vs -0.96% PY.*

### **Fall 2018 Enrollment Summary – As of 6/18/18**

- Total Unduplicated Headcount is 2.37% ahead of prior year (4,321 CY vs 4,221 PY).
- Total Credit Hours generated are 1.15% ahead prior year (37,959 CY vs 37,529 PY).
- New Student Headcount is 41.29% ahead of prior year (900 CY vs 637 PY).

*Note: We are currently tracking 3.61% ahead on CHG Change-to-Final: -58.43% CY vs -62.04% 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**

On May 23<sup>rd</sup>, Gateway to College celebrated its 10th graduation since launching the national alternative education model in Fall 2013. Dr. Kevin Pollock welcomed and congratulated the Spring 2018 graduating cohort of 19 students. To date, the program graduated 133 students who were previously considered at-risk of academic disengagement or had already dropped out of high school. The graduates represented

several school districts including: Jenkintown, Cheltenham, Upper Moreland, Upper Merion, Wissahickon, Souderton, Upper Perkiomen, Pottsgrove, Boyertown, Phoenixville, and MontCo Works. Thirteen graduates have declared their intention to return to Montgomery County Community College to continue their studies, three are transferring to a 4-year or technical college and three will enter the workforce.

### **Ensure educational effectiveness of academic offerings**

On May 11<sup>th</sup> through 13<sup>th</sup>, four faculty from the mathematics department attended the 2018 Designing Math Pathways Conference hosted by Achieving the Dream in Pittsburgh, PA. At the conference, the team worked with facilitators from ATD and the Dana Center to develop a plan to implement math pathways at scale. The team, comprised of Interim Dean of STEM Dr. James Bretz; Associate Professor James Muscatell; Assistant Professor Marion Graziano; Instructor Durrell Jones; and Assistant Professor Barbara Lontz, will continue to work on math pathways as part of the College's larger plan to implement guided pathways.

On May 17<sup>th</sup>, 1,435 students celebrated their transition to graduates at the College's 51st Commencement Ceremony. The class, ranging in age from 17 to 77, included 112 Police Academy graduates, 39 Culinary Arts Institute graduates, 35 [military veterans](#) and 34 international graduates. Thirteen students graduated from the Honors Program, 294 graduates were members of the Phi Theta Kappa Honor Society, and 16 graduates were members of Mu Alpha Theta (Math) Honor Society. The speakers for the event included: College President Dr. Kevin Pollock; Board Chair Richard Montalbano; Montgomery County Commissioner, Valerie Arkoosh; and student speaker, Olivia Slupski. In addition to celebrating its graduates, the College also presented two prestigious faculty awards, the Pearlstine Award for Teaching Excellence to Timothy Gallagher, Assistant Professor of Theater, and the Part-Time Faculty Teaching Excellence Award sponsored by Barnes & Noble to Stephen Bartorillo, Mathematics Senior Lecturer, and Joseph Waldo, Economics Senior lecturer.

### **Engage learners in high impact instructional practices**

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

The "[I'm Ready](#)" [music video](#) was created for the 2018 Commencement Ceremony and written by students who recorded and produced the piece in our new Mix Room and is [available on YouTube!](#)

On May 18<sup>th</sup>, the ACT 101 Scholars program confirmed the 2018 Bridge to College Summer Start Program cohort, with 25 incoming students earning 6-college credits over the summer! This "jump start" to Montco will help to ensure student success by connecting students to the resources necessary for student success early in their academic experience.

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

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

In May, the Student Affairs Stock Up for Student Success Program received a \$5,000 grant from the Leo and Peggy Pierce Family Foundation. These funds will be used to address the food insecurities experienced by our students.

On May 21<sup>st</sup>, the second cohort of Philadelphia-area schools creating campus support programs for foster youth has been announced. Congratulations to Chestnut Hill College, Manor College, Montgomery County Community College, and Penn State Abington. The Director of Student Retention and Success will lead this initiative.

## **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.*

### **Foster Meaningful External Relationships**

Upward Bound students Amya Kellman (Pottstown High School) and Kyeija Davis (Norristown High School) were selected through a competitive application process to attend CampCollege at Cabrini University in July. This two and a half day workshop is designed to help high school students, from all over Pennsylvania, learn about college choice, financial aid, and the college application process, while living in residence halls and getting to know each other. It is sponsored by PA Association for College Admissions Counseling (PACAC).

### **Redefine K-14 pathways and reciprocal partnerships**

On May 22<sup>nd</sup>, the Recruitment team proctored placement testing for the Foundation for Pottstown Education at Pottstown High School. The Dual Enrollment Pottstown Promise Early College Program works directly with Montgomery County Community College's dual enrollment team to provide high-achieving, low-income students the opportunity to finish their first year of college at Montgomery County Community College. The Foundation for Pottstown Education pays for all coursework if the student retains a B average or above in all 30 credits.

On May 23<sup>rd</sup>, the Recruitment team hosted the Plymouth Whitemarsh High School Registration Day at Central Campus. During the event, high school students were able to complete all admissions steps and register for Fall and Summer classes. Admissions and registration steps included: application assistance, my career plan, placement testing, the new student experience, a scheduled meeting with an academic advisor, registering for classes, a printed bill, and a photo ID picture. The Plymouth Whitemarsh High School administrator contacted the Recruitment team following the event stating, "I just wanted to say thanks again for a very productive day - I sung your praises at PW when we returned. I am beyond thrilled with the fact that we were able to accomplish so much in one day and really prepare this crew for the Fall. Looking forward to working with you next year!"

As a result of the joint efforts of the Academic and Student Affairs offices, the College recently signed a 3+1 RN-BSN agreement with Wilmington University (WilmU) to facilitate transfer of nursing graduates to the Bachelor of Science in Nursing program. This agreement will allow students to take additional credits at Montgomery County Community College; therefore, students will only have one year of completion remaining for the BSN upon transferring to WilmU.

The College also signed a new program-to-agreement with Temple University that provides a seamless transfer of the Public Health A.S. degree to the Public Health B.S. degree. This is the first Public Health agreement that Temple has signed with a community college.

On June 8<sup>th</sup>, approximately 250 Pottstown Middle School 5<sup>th</sup> graders visited West Campus to participate in the second annual STEAM Day. During the event, students participated in hands-on science and arts classes, studying fields such as ecology, theatre, computer programming, biology and music. The classes were taught by College faculty and community partners such as the Schuylkill River Greenways. In addition to the classes, the 5<sup>th</sup> graders also visited a scientific expo where College faculty, staff and students presented projects in hydroponics, 3D printing, biotechnology and robotics. The students ended their day by eating lunch on campus and participating in a scavenger hunt.

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

As of May 22<sup>nd</sup>, the total patron attendance for the Lively Arts Series is 10,588 patrons (1,390 New Patrons, 1,605 Children, 286 College Master Classes and Workshops, and 7,307 Adults 35 and over).

On May 22<sup>nd</sup>, the total Gallery Visitation at both campuses combined is 1,822 patrons (300 under 18 years, 686 18-35 years, and 836 aged 35 and over).

On June 5<sup>th</sup>, Dr. David DiMattio provided opening remarks while attending the Schuylkill River Greenways Association 20<sup>th</sup> Anniversary Sojourn Dinner. Over 200 paddlers join the sojourn each year from 25 states, Canada, France, New Zealand and Switzerland. Dinner was held at the Riverfront Park in Pottstown.

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

On May 22<sup>nd</sup>, Michael Bettinger, Director of Government and External Relations, represented the College at the Montgomery County Chamber of Commerce's 12<sup>th</sup> annual Business Expo. Approximately 30 businesses participated and discussions involved possible partnerships with Montgomery County Community College as well as internship opportunities.

On May 29<sup>th</sup>, Michael Bettinger hosted Representative Tom Quigley at the West Campus for a constituent outreach meeting regarding SEPTA reduced fares for seniors.

On May 29<sup>th</sup>, Dr. David DiMattio attended the Future is N.E.A.R. (Nanotechnology Education and Research) program at North Penn High School. The program is designed to offer North Penn High School students a glimpse into the exciting world of nanotechnology, experimental design and engineering research.

On June 5<sup>th</sup>, Michael Bettinger coordinated a corporate partnership for the PA Chamber Annual Legislative Reception in Harrisburg and attended with President Dr. Kevin Pollock and Board Chair Richard Montalbano.

Gateway to College Director, Keima Sheriff and Michael Bettinger, Director of Government and External Relations, met with State Representative Tom Murt (152 Legislative District) in May. In a previous meeting with the Montgomery County School District Superintendents, Dr. Robert Milrod (Upper Moreland) spoke so highly of the work of Gateway to College, that it prompted Representative Murt to request and schedule a meeting to learn more about the program. Impressed with Sheriff's presentation of the program, Representative Murt declared his interest in presenting an appropriation request to Chairman Stan Saylor (House Appropriations Committee) for a \$500,000 line item in the 2018-2019 budget. Per Representative Murt's request, Bettinger and Sheriff drafted an appropriations letter on behalf of Representative Murt to Chairman Saylor and forwarded the letter to the Representative's office for review and submission.

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

The College was recently named one of the Most Promising Places to Work in a national study released by NISOD and *Diverse: Issues in Higher Education*. This award recognizes exceptional commitments to diversity (including race/ethnicity, gender, sexual orientation, disability, age, class, and veterans) through best-in-class student and staff recruitment and retention practices, inclusive learning and working environments, and meaningful community service and engagement opportunities.

On June 1<sup>st</sup>, at Bucks County Community College's Faculty of the Future Conference, Kasey Golding, Instructional Designer – Technologist, and Mary-Kate Najarian, Assistant Director of Instructional Technology, presented "*Teaching to an empty room, change your professional development to micro learning.*"

On June 5<sup>th</sup>, in Washington, D.C., Dr. Celeste Schwartz joined a panel discussion titled "*Leading change Above the Silo: Perspectives and Interview*". The event was part of EDUCAUSE's premier leadership development program, The Leading Change Institute was hosted by the Council of Library and Information Resources (CLIR) and EDUCAUSE.

On June 13<sup>th</sup>, Angela Cavaliere, Web Administrator and Amelia Fox, Digital Marketing Manager presented a Webcast for Omniupdate. The presentation titled "*Serenity Now: Redesigning a Website in One Year or Less*" shared Montgomery County Community College's journey to present the best user experience possible for the College's website redesign. It showed how to navigate timelines, hold user testing, and rewrite content to incorporate a new brand.

### **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.*

**Ensure a Sustainable Organization**

On May 30<sup>th</sup>, Gateway to College Director, Keima Sheriff, hosted a meeting with Todd Hurley, Executive Vice President and Chief Relationship Officer of *Penn Community Bank*. Mr. Hurley is interested in partnering with Gateway, and asked that Sheriff draft a letter requesting support for basic program needs, as Hurley continues to support initiatives that focus on increasing financial stability for students.

**Foster a culture of transparency, inclusivity, and innovation****Position the College for long-term financial stability****Ensure regulatory compliance (regional, state, and federal)****Encourage a philanthropic culture**

On May 23<sup>rd</sup>, the Foundation hosted a dinner for the primary couple who contribute to the College's fund for the Pottstown Promise Early College Program with the students of the program.

On May 24<sup>th</sup>, the Foundation hosted a tour of the Health Sciences Center for members of the Colony Club of Ambler, who just established a \$25,000 scholarship.

As of May 31<sup>st</sup>, the total gifts, new pledges and private grants raised for FY18 year to date is \$1,072,978: \$547,400 for scholarships, \$234,269 for student success programs and \$291,310 for other various programs. Forty-seven private grants totaling \$579,685 have been submitted YTD and 20 have been awarded at \$290,130. 28 Public Grants totaling \$2,074,954 have been submitted YTD and 15 have been awarded at \$1,031,877.

On June 4<sup>th</sup>, the Karen A. Stout Leading Women Symposium and Golf Experience was held at Talamore Country Club. The Honorable Cheryl Lynne Austin was the keynote speaker and Virginia Franz received the Leading Women Award at the brunch. Over 110 registered for the brunch and there were 85 registered golfers.

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

On May 22<sup>nd</sup>, met with Whippain Township regarding Verizon Tower at Central Campus.

On May 23<sup>rd</sup>, attended and provided welcome remarks at the Gateway to College Awards Ceremony at Central Campus.

On May 24<sup>th</sup>, June 11<sup>th</sup>, discussion with Dolores Lare regarding the Foundation.

On May 29<sup>th</sup>, met with County Commissioners with Board Chair, Richard Montalbano in Norristown.



On May 29<sup>th</sup>, met with Pottstown Superintendent of Schools, Stephen Rodrigues, in Pottstown. Stephen and I discussed: dual enrollment; Gateway to College; the future of the Pottstown Campus and collaborative efforts going forward. In addition, I was invited to present at the Pottstown School Board Meeting on August 16, 2018.

On May 30<sup>th</sup> through June 1<sup>st</sup>, attended and participated in the President's Panel NAFSA Presidents & Provosts Summit in Philadelphia.

On June 4<sup>th</sup>, attend the PA Legislative Seminar & Reception with Board Chair Richard Montalbano and Michael Bettinger, Director of Government & External Relations at the State Capitol in Harrisburg.

On June 7<sup>th</sup>, participated in PACCC Council of Presidents Conference Call.

On June 7<sup>th</sup>, attended and provided welcome remarks at the Alvernia University Partnership Celebration and Signing at the West Campus.

On June 8<sup>th</sup>, attended retirement dinner for Dr. Anna Weitz, President of Reading Area Community College.

On June 12<sup>th</sup>, attended Rotary of Blue Bell breakfast at Normandy Farms to accept Endowed Scholarship check.

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

### **Finance Committee**

Trustee Groen presented for the Committee.

Charles Somers, Vice President for Finance and Administration and Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer presented the ESCO project background paper that recommended the awarding of the ESCO project to Siemens Industry, Inc.; the Siemens presentation which detailed the scope of the energy conservation savings; and the RFP results for the ESCO financing loan agreement recommending the awarding of the financing agreement to TD Equipment Finance, Inc.

Trustee Groen moved that we go forward with the awarding of the ESCO project to Siemens and the awarding of the ESCO project financing agreement to TD Equipment Finance, Inc. Trustee Binder seconded and the Board unanimously approved.

### **Fiscal 2019 Budget:**

Charles Somers, Vice President for Finance and Administration reviewed the fiscal year 2018-19 budget. Chair Montalbano noted that the management team's budget was frozen flat due to union negotiations and that the budget this year was never really a budget and that the performance this year is artificial because of the freeze. Chair Montalbano asked if there were any questions. With no questions, Chair Montalbano asked for a motion to approve the fiscal year 2018-19 budget.

Trustee Groen accepted the above motion and Trustee Fernandez seconded the motion. The Board unanimously approved the fiscal year 2018-19 budget as presented.

**Physical Plant Committee****Asphalt Bid**

Physical Plant Committee Chair Trustee Kilkenny asked Dr. Schwartz to explain the alternative statement (asphalt bid). Trustee Kilkenny motioned to award the Asphalt Repair Contract to GorCon Inc., in a total amount of \$1,015,267.22 and the Sealcoating to Meco Contractors Inc, in the amount of \$164,100.00. As an alternative, award GorCon, Inc., in a total amount of \$1,202,300.22 should Meco declines.

Trustee Kilkenny motioned and Trustee Custer seconded the motion. The Board unanimously approved the Asphalt Repair Contract as presented.

**Campus Safety**

Physical Plant Committee Chair Trustee Kilkenny provided a review of the grant to update the College's safety and security systems. Dr. Schwartz provided an update on College initiatives on campus safety. The College currently has cameras in all internal buildings and a variety of security cameras on all campuses which are monitored by Joe McGuriman, Director of Campus Safety. There are other areas that the College could further enhance the safety and security of the campus. Our intent is come back to the Board at the September or October Trustee meeting to review further after we research other funding options.

Joe McGuriman, Director of Campus Safety continued with a review of major security issues. Due to the large size of the College parking lots, we do not have video surveillance and are looking at upgrading camera systems and services.

Trustee Kilkenny asked Mr. McGuriman to come back to the Physical Plant Committee in September for further discussion.

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

**Deferred Maintenance**

Dr. Schwartz informed the Board that this is a live and constantly-updated document. At this point, maintenance looks to be about a \$2 million request for each year.

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

**PZS/Spillman Farmer Architect**

Trustee Kilkenny informed the Board that the relationship with the Science Center architect was not in a good place. Efforts were made to repair the relationship; however, related to their size and the ability to staff the project, the College recommends switching to Spillman Farmer Architects (SFA). They are familiar with the College and there is a comfort level between the College staff and SFA, as they have completed projects at the College in the past.

Trustee Kilkenny motioned that we terminate the relationship with PZS and engage SFA for the Science Center project. Trustee Nelson seconded the motion, Trustee Fernandez abstained, and the Board approved the termination of PZS and engage SFA as presented.

**Chair's Report**

Graham Pelton Presentation

Chair Montalbano introduced Foundation Board Members Dolores Lare and Joe Gallagher. Ms. Lare introduced members of the Foundation Board in attendance. Chair Montalbano presented the Montgomery County Community College Foundation Development Audit by Graham-Pelton. Mr. Gallagher discussed planning going forward which includes building of an endowment.

He also reminded everyone we will be gathering at 5:30 p.m. today at the Fine Arts Center for the end-of-year barbeque.

**Old Business**

**Ad-hoc Governance Committee Discussion:**

Trustee Binder reported that there will be more information forthcoming on the Ad-hoc Governance Committee Discussion

**New Business**

There was no new business.

**Adjournment**

The meeting was adjourned at 6:05 p.m.

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Margot Clark  
Secretary