



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, September 17, 2018 at 4:00 p.m. in the Advanced Technology Center, ATC 316, Central Campus

Board of Trustees

Present: Richard Montalbano, Chairperson; Lisa Binder, Vice Chairperson; Marcel Groen, Treasurer; Margot Clark, Secretary; Frank Custer, Varsovia Fernandez, Raj Guttha, David Kraybill, Anisha Robinson Keays, Napoleon Nelson, Theresa Reilly, and Ellen Toplin

Absent: Eleanor Dezzi and Sean Kilkenny

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 West Campus; Charles Somers, Vice President for Finance and Administration; Mollie Tronco, Interim Vice President for Institutional Advancement; Diane O'Connor, Executive Director of Human Resources; Dr. Hal Halbert, English Associate Professor, Faculty Union Representative; Connie Speier, Administrative Assistant, Support Staff Union Representative; Angela Polec, Executive Director of Marketing and Communications; Diane VanDyke, Director of Strategic Communications; Michael Bettinger, Director of Government Relations and External Affairs; Josh Mitchell, Director of User Support and Instructional Technology; Wendell Reed, Public Safety Supervisor; David Kowalski, Executive Director of Institutional Research; Tiffany Webber, Assistant Director of Recruitment; Linda Quinby, Safety and Health Instructor; Michael Harcum, Coordinator of Admissions and Dual Enrollment; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees; Lynn Holtzman, Student Accounting Supervisor; Joseph Gallagher, Vice Chair, 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 the following new guests: Linda Quinby, Safety and Health Instructor; Michael Harcum, Coordinator of Admissions and Dual Enrollment; and Joseph Gallagher, Vice Chair, Foundation Board.

Public Testimony

There was no public testimony.

Old Business

- a. Legal RFP – Management will put out an RFP for Legal services. Any Trustee interested in serving on the reviewing committee, please let Chair Montalbano know.
- b. Foundation Board – Asked to come back in six months with a plan/vision.
- c. Trustee Kraybill asked how many planned gifts we have. Mollie Tronco will research and provide information to Trustee Kraybill
- d. President Pollock to provide an update on the five success goals, i.e. the faculty and staff involvement toward the success of these goals.

Consent Agenda

Trustee Toplin motioned to approve Consent Agenda action item **A** as presented. Trustee Clark seconded and the Board unanimously approved action item **A**. Information items **B** through **I** were also approved as presented for the month of September.

Action Items:

- A. Approval of the June 18, 2018 Minutes

Information Items:

- B. Year Ending June 30, 2018 Unaudited Financial Report
- C. Investment of Bond Proceeds for 2015
- D. Wilmington Trust Investment Performance for June and July 2018
- E. PDE Capital Funding Update
- F. Maintenance Project Update
- G. Faculty Accomplishments
- H. Council for Standards in Human Services Education Accreditation Renewal
- I. Commission on Accreditation in Physical Therapy Education (CAPTE) Summary of Action

President's Report

President Pollock provided the Board of Trustees with an overview of events from the fall opening semester kick-off. Opening Day began on Tuesday, August 28 for faculty and staff followed by the Student's first day of classes on August 29. During the month of September, a series of scheduled events will take place for the Weeks of Welcome (WOW). He also reviewed the new 2018-2019 student success goals:

1. Increase new student enrollment by 5%
2. Double the percentage of STEM students using 24/7 online tutoring
3. Reduce the percentage of course withdrawals by 13%
4. Increase part-time fall to spring retention by 5%
5. Increase the graduation rate of students with 45+ credits by 9%

The above five goals were a key focus of the President's opening day address. Of note, the Board of Trustees Curriculum Committee will begin robust conversations on the progress of each of the five goals at their monthly meetings throughout the 2018-19 academic year.

President Pollock also provided a brief update on the Culinary Arts Institute enrollment numbers and several of the non-credit events that took place during the summer and FY 2017/2018.

President Pollock's presentation concluded with the new 30-second TV commercial that is now airing on the local TV stations.

Below is a chart of the current Fall enrollment numbers by campus.

Fall 2018 Enrollment Summary – As of 9/17/18

Fall 2018 Enrollment By Campus

CENTRAL CAMPUS					WEST CAMPUS				
	FA-18	FA-17	Change	Percent		FA-18	FA-17	Change	Percent
Total Headcount	6,751	7,088	-337	-4.75%	Total Headcount	1,473	1,568	-95	-6.06%
Total Credit Hours	54,206	57,567	-3,361	-5.84%	Total Credit Hours	10,319	11,449	-1,130	-9.87%
New Student Headcount	2,552	2,531	21	0.83%	New Student Headcount	470	371	99	26.68%
VIRTUAL CAMPUS					CULINARY CAMPUS				
Total Headcount	3,572	3,406	166	4.87%	Total Headcount	165	169	-4	-2.37%
Total Credit Hours	18,605	17,069	1,536	9.00%	Total Credit Hours	1,180	1,138	42	3.69%
New Student Headcount	326	262	64	24.43%	New Student Headcount	54	39	15	38.46%

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

Finance Committee

Financial State of the College

Trustee Groen provided the Board of Trustees with a brief overview on the state of finances for the College. It was noted that in 2012 with the County cut, our operating finances were decreased significantly. To compensate for the loss in operating dollars, the College began using funds from reserves. Trustee Groen was proud to announce that being good stewards of the College's budget, we have been able to turn the budget around and return to prior 2012 operating dollars. He thanked the College's faculty and staff for being good stewards of the budgeting process and that we are financially where we should be. He noted that in thanks to the County's dedicated tax, the College is now able to

better budget with a stable operating and capital revenue source. It was also noted that due to this stability, the College has been able to hold tuition costs for the second year in a row.

Trustee Groen asked if we were utilizing sweeps with our TD account. Trustee Binder noted that this was discussed at the September 5, 2018 Finance Committee meeting and that the College was grandfathered in with a Municipal NOW account, which pays interest on every dollar of average collected balance. This account is no longer offered to new TD customers. In today's interest rate environment, the NOW account provides maximum interest income potential and flexibility. As sweeps would result in less interest income than the current NOW account, it was agreed the College would not utilize sweeps.

Chair Montalbano also thanked the Faculty and Support Staff Union Presidents for their help and understanding for all the work they did to help support the College during the negotiation process.

He also noted that the Finance sub-committee (Trustees Guttha, Nelson and Vice President Somers) will be reviewing entities who manage the College's investment, banking and legal services and will be making a recommendation to the Finance Committee to move forward with RFP's for these services.

Trustee Groen noted that he will recuse himself to avoid any conflict of interest during the discussions for legal services at the Finance Committee.

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

Chair's Report

- a. Announcement of New Curriculum Committee Chair – Chair Montalbano announced that Trustee Reilly has accepted the appointment as the new Chair of the Board of Trustees Curriculum Committee. Due to scheduling conflicts, Trustee Toplin stepped down as the Chair of the Curriculum Committee. Trustee Toplin will remain a member of the Committee.
- b. Report on the Combined Boards Ad-hoc Committee – Board of Trustees Chair, Richard Montalbano and the new Foundation Board Chair, Joseph Gallagher, provided the Board of Trustees with an update from the discussions of the combined board's ad-hoc committee. The Committee has been carefully looking at the structure of the Foundation and ways to prioritize the productivity of the time spent relative to goals that will be set. Work is still being completed to establish a strong infrastructure. There are currently three (3) strong candidates for the vacant vice president's position. Trustee Binder applauded the transparency of the work of the ad-hoc committee and Trustee Guttha for bringing his questions forward to the Board; generating good questions/conversations as we move forward in re-developing the Foundation. The Foundation Board will meet in October to continue discussions on the Foundation structure and was asked to bring a plan back to the Board of Trustees in six (6) months.
- c. Legal Services RFP – Chair Montalbano noted that the College will be going out with an RFP for legal services for the College. Trustee Groen noted that he will recuse himself to avoid any conflict of interest during the discussions for legal services.

New Business

There was no new business.

Adjournment

Upon motion, the Board adjourned at 5:10 p.m. The next Board of Trustees meeting is scheduled for Monday, October 15, 2018, 4:00 p.m. at the West Campus in Pottstown.

Executive Session

The Board went into an executive session at 5:20 p.m. to discuss personnel matters. Any action taken at this session will be brought forward to the October 15, 2018 Board of Trustees meeting.

Margot Clark
Secretary