



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, October 15, 2018 at 4:00 p.m. in North Hall Room 106, West Campus, Pottstown

Board of Trustees

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

Absent: 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; 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; Linda Quinby, Adjunct Safety and Health Instructor; 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

There were no new guests to be introduced.

Public Testimony

There was no public testimony.

Old Business

- a. Joe McGuriman, Director of Public Safety, will provide a security update at the November 19, 2018 Board meeting.
- b. Dr. Pollock to report back to the Board with an update on the fire arms policy. [A copy of the policy was sent to the Board on 10/16/2018.](#)

Consent Agenda

Trustee Groen motioned to approve Consent Agenda action items **A** through **C** as presented. Trustee Fernandez seconded and the Board unanimously approved action items **A** through **C**. Information items **D** through **M** were also approved as presented for the month of October, 2018.

Action Items:

- A. Presidential Salary Increase
- B. Approval of the September 17, 2018 Minutes
- C. Trail Project

Information Items:

- D. International Student Recruitment
- E. Review of FY 2018 Purchases in Excess of \$100,000
- F. Two Months Ending August 31, 2018 Treasurer’s Report
- G. Wilmington Trust Investment Performance for August 31, 2018
- H. Investment of Bond Proceeds for 2015
- I. Morris Road Traffic Signal
- J. Science Center Theater ESCO
- K. Science Center Update
- L. ESCO Update
- M. Self-Funded Plans Overview

President’s Report

President Pollock provided the Board of Trustees with an enrollment overview and an overview the 2018-2019 student success goals.

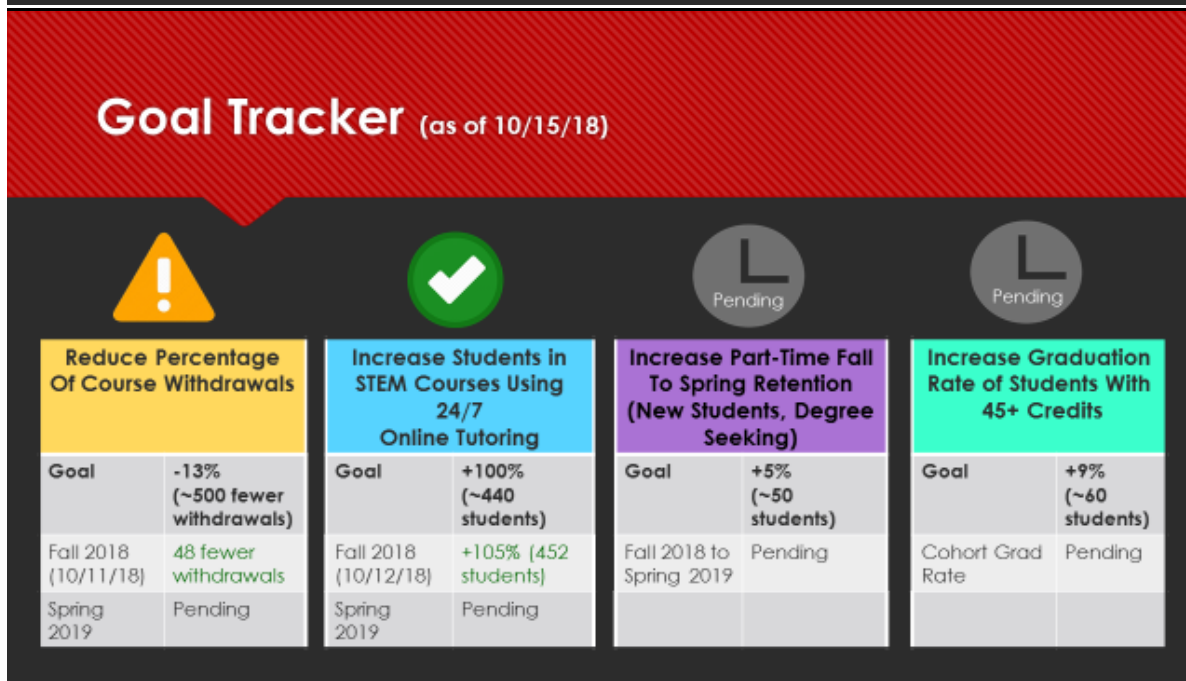
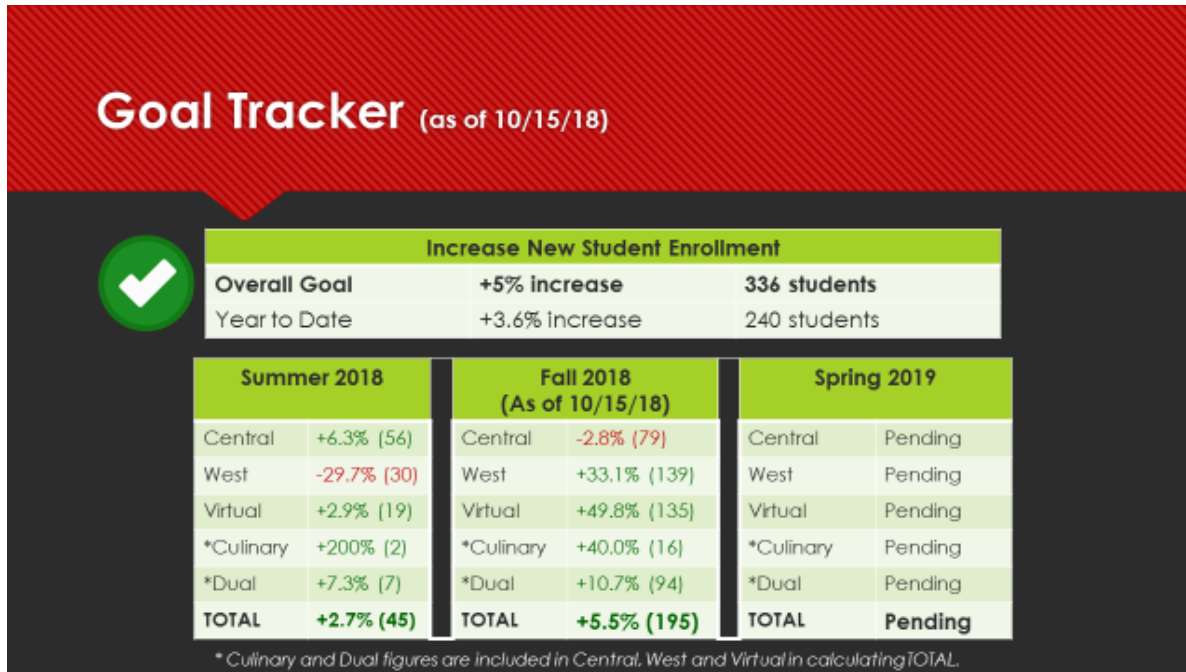
Fall 2018 Enrollment By Campus (as of 10/15/18)

CENTRAL CAMPUS					WEST CAMPUS				
	FA-18	FA-17	Change	Percent		FA-18	FA-17	Change	Percent
Total Headcount	6,737	7,110	-373	-5.25%	Total Headcount	1,465	1,571	-106	-6.75%
Total Credit Hours	53,439	57,543	-4,104	-7.13%	Total Credit Hours	10,191	11,417	-1,226	-10.74%
New Student Headcount	2,773	2,852	-79	-2.77%	New Student Headcount	559	420	139	33.10%
VIRTUAL CAMPUS					CULINARY CAMPUS				
Total Headcount	3,742	3,531	211	5.98%	Total Headcount	164	167	-3	-1.80%
Total Credit Hours	19,337	17,560	1,777	10.12%	Total Credit Hours	1,147	1,138	9	0.79%
New Student Headcount	406	271	135	49.82%	New Student Headcount	56	40	16	40.00%

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 following slides show the progress to date on the five student success goals as of 10/15/2018.



The College reached one of the above five short-term goals - increase students in STEM courses to use the 24/7 online tutoring services. According to the results of last year's pilot study, students who used the online tutoring resource performed better in their courses and were more likely to persist to the next semester.

A College-wide celebration will be planned for the success of this goal completion.

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

Finance Sub-Committee

Vice President Somers reported out for the Committee.

The Finance Committee charged the Finance Sub-Committee with providing recommendations relative to the following:

- Establish a metric to create a targeted annual budgeted change in net assets (P&L)
 - Options of 4% of operating revenue or 3% or Total revenue as a Change in Net Assets (Net Profit) target were discussed at the sub-committee level. Operating revenue is more directly under management's control to effect change. The non-operating revenue component is less subject to management control.
- Determine minimum operating cash requirements and create a methodology for investing excess cash above minimum operating cash requirements:
 - Keep \$25M in cash in our operating bank account representing the two highest months of cash disbursements
 - Our FY19 operating expense Budget is \$82.4M; this \$25M represents @ 3.6 months coverage. NACUBO recommends a minimum of four months expense coverage in cash and cash equivalents.
 - Transfer the excess greater than \$25M from the Operating Bank Account to our Investment Advisor Account. This will be an increase to the current \$30M Investment Advisor Account Balance.

Asset Allocation:

- Invest excess cash from bank operating account into short-term investments with high safety, low volatility and liquidity.
- Total cash and cash equivalents would equate to about 5.8 months vs. the NACUBO minimum four month recommendation.
- Redefine long-term investments from current 10-30 years to 3-30 years.
- Invest the current investment account holdings per the new long-term investment definition.
- Create an Endowment Fund for Scholarships and Entrepreneurial Ideas and establish a methodology for calculating investment earnings to be designated for the endowment fund:
 - Transfer 50% of the Long Term (LT) portfolio investment earnings to the endowment account.
 - For example: if the LT portfolio returns \$700,000 then \$350,000 would be transferred to the Bank Endowment account.
 - The remaining 50% of investment earnings would remain invested and continue to grow to be used for BOT approved initiatives.

Trustee Groen motioned to accept the following recommendations from the Finance Sub-Committee:

- Change in Net Assets Annual Target of 4% of operating revenue
- Establish a minimum operating cash requirements of \$25M
- Create a methodology for investing excess cash above minimum operating cash requirements and reallocate our current account holdings to the long term portfolio
- Establish both an endowment fund and the philosophy; utilize 50% of the long-term investment portfolio earnings to fund an endowment

Trustee Kraybill seconded and the Board unanimously approved to move forward with the above recommendations.

Joint Finance and Physical Plant Committee:

Trustee Groen reported for the joint Finance and Physical Plant Committees.

Security Camera Electrical and Data Infrastructure:

The College publicly advertised in the Times Herald for sealed bids for the Security Camera Electrical and Data Infrastructure project on September 5, 2018. The bid was posted on our website and on Public Purchase. A pre-bid meeting was held on September 7, 2018 at 11:00 a.m. which was attended by eight (8) contractors. Over twelve (12) contractors downloaded the documents associated with this bid. Sealed responses were opened at 11:00 a.m. on September 24, 2018. The College received two (2) complete and one (1) incomplete bid responses.

It is the intention of the College to make an award with use of PDE project funds for the 202 parking lot. The College prefers to have a minimum of three bids to determine fair market value. With a variance between the two total bid amounts of less than 1.5%, there is a high level of confidence that this represents a competitive rate for this work in the time frame required to complete the project.

Brendan Stanton Inc. (BSI) of Montgomeryville, PA is the apparent low responsive and responsible bidder for the project for Phase I and in total. The College awarded BSI the switchgear replacement project in 2016 and the electrical work for the Parkhouse Hall renovation in 2009.

Commencement of work with the award of Phase I would begin in mid-October.

Trustee Groen motioned to award Brendan Stanton Inc., in the amount of \$270,000.00 for Phase I – security camera electrical and data infrastructure for the 202 parking lot. Trustee Guttha seconded and the Board unanimously approved.

The joint committees also discussed the estimated costs for Phase II of the security initiatives associated with the completion of implementing security measures on both campuses.

Trustee Groen made the motion to approve moving forward with Phase II of the campus safety project with total estimated costs of \$1,368,302.40. Trustee Nelson seconded and the Board unanimously approved.

Chair's Report

- a. Board Retreat - Chair Montalbano noted that a Board Retreat will be planned for early to mid-January, 2019. A doodle poll will be sent out to help determine a day/date and time.
- b. Nominating Committee - Chair Montalbano will be reaching out to Trustees who would like to serve on the Nominating Committee. Trustees have a two-year term limit. This year Trustee Robinson Keeyes will be rotated off the Committee. He also noted that anyone who is interested in running for an executive position cannot be on the Committee.
- c. Committee Mapping – A meeting will be set to continue discussions on the restructuring of the Board Committees.

New Business

There was no new business.

Adjournment

Upon motion, the Board adjourned at 5:03 p.m. The next Board of Trustees meeting is scheduled for Monday, November 19, 2018, at 4:00 p.m. in the Advanced Technology Center (ATC) Room 316.

Executive Session

The Board went into an executive session at 5:05 p.m. to discuss the Presidential Bonus. Any action taken at this session will be brought forward to the November 19, 2018 Board of Trustees meeting.

Margot Clark
Secretary