



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, November 19, 2018 at 4:00 p.m. in the Advanced Technology Center (ATC), Room 316, Central Campus

**Board of Trustees**

**Present:** Richard Montalbano, Chairperson; Lisa Binder (via video conference), Vice Chairperson; Marcel Groen, Treasurer; Margot Clark, Secretary; Frank Custer (via phone), Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Sean Kilkenny (left 4:30 p.m.), David Kraybill, Anisha Robinson Keeyes (via video conference), Napoleon Nelson, Theresa Reilly, and Ellen Toplin

**Absent:** None

**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; Jay Browning Vice President for 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; David Kowalski, Executive Director of Institutional Research; Tiffany Webber, Associate Director of Admissions and Dual Enrollment; Natalie Palmer, Student Services Director; Daniel Kennedy, Coordinator of Admissions and Dual Enrollment; Joe McGuriman, Director of Campus Safety; Wendell Reed, Public Safety Supervisor; Jim Stasik, Director of Enterprise Instructional Services; Linda Quinby, Adjunct Safety and Health Instructor; Lisa Ritter, Partner, Maher Duessel, Auditor; Candy Basile, Administrative Support Secretary; Lynn Kush, Executive Assistant to the President; 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. Schwartz introduced the following new guests: Mr. Jay Browning, Vice President for Advancement; Natalie Palmer, Student Services Director and Daniel Kennedy, Coordinator of Admissions and Dual Enrollment.

**Public Testimony**

There was no public testimony.

**Old Business**

**Consent Agenda**

Trustee Dezzi motioned to approve Consent Agenda action items **A** through **G** as presented. Trustee Clark seconded and the Board unanimously approved action items **A** through **G**. Information items **H** through **M** were also approved as presented for the month of November, 2018.

**Action Items:**

- A. Approval of the October 15, 2018 Minutes
- B. Emeritus Status Recommendations
- C. Presidential Bonus
- D. Media Buying Approval
- E. AB+C Expenditure Approval
- F. Science Center Theater Architect
- G. East House and Human Resources Suite Repairs

**Information Items:**

- H. Three Months Ending September 30, 2018 Treasurer’s Report
- I. Wilmington Trust Investment Performance for September 30, 2018
- J. Investment of Bond Proceeds for 2015
- K. Verizon Cell Tower
- L. Professional Hires/Separations for November 2018
- M. Turnover Report

**President’s Report**

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

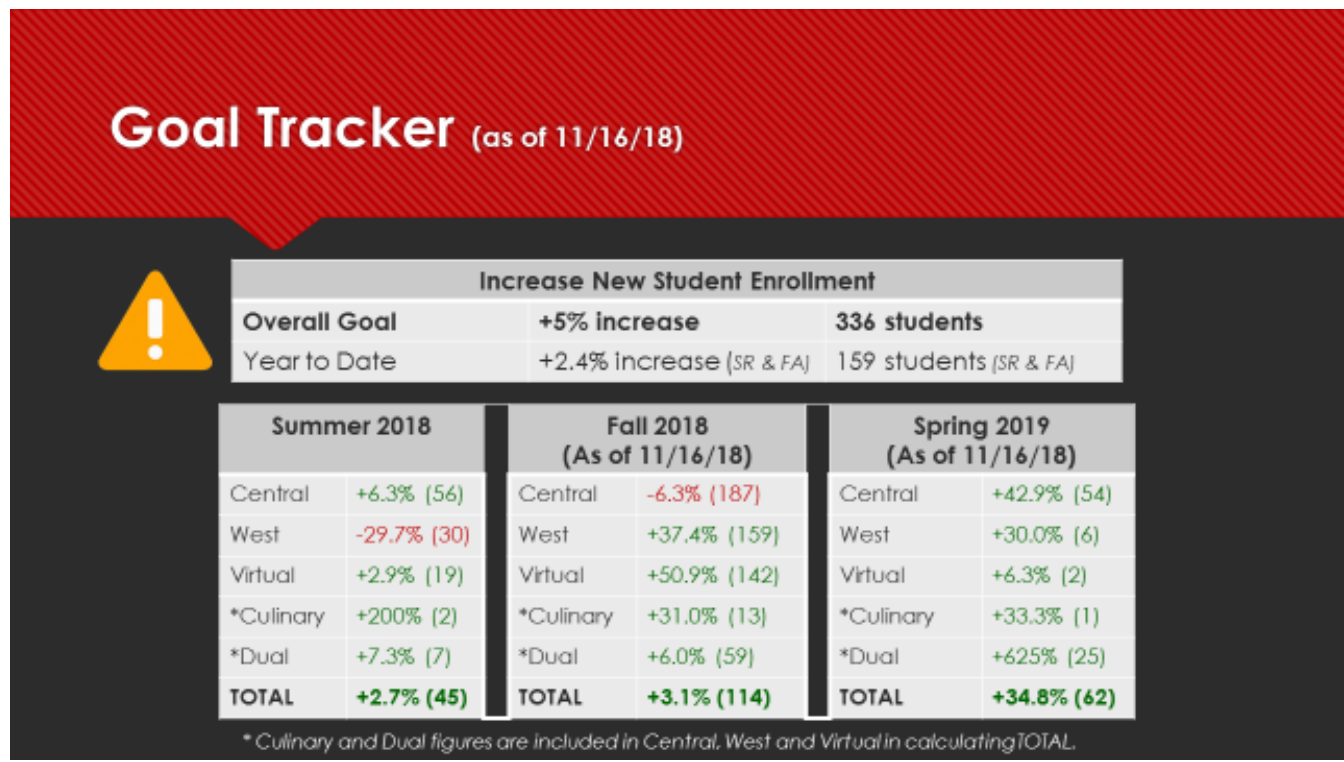
**Fall 2018 Enrollment By Campus (as of 11/16/18)**

CENTRAL CAMPUS					WEST CAMPUS				
	FA-18	FA-17	Change	Percent		FA-18	FA-17	Change	Percent
Total Headcount	6,715	7,120	-405	-5.69%	Total Headcount	1,460	1,571	-111	-7.07%
Total Credit Hours	53,246	57,506	-4,260	-7.41%	Total Credit Hours	10,180	11,397	-1,217	-10.68%
New Student Headcount	2,784	2,971	-187	-6.29%	New Student Headcount	584	425	159	37.41%
VIRTUAL CAMPUS					CULINARY CAMPUS				
Total Headcount	3,679	3,507	172	4.90%	Total Headcount	162	167	-5	-2.99%
Total Credit Hours	18,840	17,293	1,547	8.95%	Total Credit Hours	1,120	1,138	-18	-1.58%
New Student Headcount	421	279	142	50.90%	New Student Headcount	55	42	13	30.95%

Student Success Goals:

1. Increase new student enrollment by 5% (280 students)
2. Double the percentage of STEM students using 24/7 online tutoring (~220 students)
3. Reduce the percentage of course withdrawals by 13% (~500 withdrawals)
4. Increase part-time fall to spring retention by 5% (~50 students)
5. Increase the graduation rate of students with 45+ credits by 9% (~60 students)

As an example, the following slide shows the progress to date of new student enrollment as of 11/16/2018.



For reaching one of the five short-term goals (increase students in STEM courses to use the 24/7 online tutoring services), a College-wide celebration was held for the success of this goal completion.



Dr. Pollock also noted that he, along with Trustee Groen and Phil Needles, have been working with Ruia College and the Commonwealth of PA on the Global Academy efforts to generate enrollment numbers.

Trustee Dezzi also mentioned that she has been working with Phil Needles to connect with the Archdioceses and local Catholic school districts, noting that there are seventeen catholic schools in the surrounding area.

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

### **Finance Committee**

Trustee Groen reported for the Committee.

### **Independent Audit**

Lisa Ritter, Partner Maher Duessel, provided the Board of Trustees with an overview of the College's Independent Audit. It is the auditors responsibility to express an opinion to provide reasonable assurance that the financial statements are free from material misstatement and to report on compliance requirements that have a direct and material effect on the College's major programs. Ms. Ritter reviewed the statement of net position and the statement of revenues, expenses and change in net position. She noted that beginning next year, there will be several new GASB standards, including GASB 87 which involves leases and GASB 89, which accounting for interest costs incurred before the end of a construction period, will need to be reported.

Ms. Ritter noted that there were no findings although there was one area for improvement. The College needs to receive copies of audits from other institutions receiving grant dollars in the current fiscal year where we are listed as the lead institution. This has been rectified for the 2017-2018 FY.

Trustee Groen made the motion to accept the audit as presented. Trustee Toplin seconded and the Board unanimously approved.

### **Physical Plant Committee**

Chair Montalbano reported for the Committee.

### **Annual Security Report**

Joe McGuriman, Director of Campus Safety, provided the Board of Trustees with an overview of the Annual Security Report. A copy of the report was provided in the Board materials and also available on the College's website. The information in the document is provided as a part of the College's continuing commitment to the safety and security on our campuses in compliance with the Pennsylvania Uniform Crime Reporting Act and the Federal Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act ("The Cleary Act").

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

### **Chair's Report**

- a. **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 Keeys will be rotated off the Committee. He also noted Trustees interested in running for an executive position, cannot serve on the Committee.
- b. **Foundation Update** - Chair Montalbano gave a brief update on the Foundation and noted that a plan for the Foundation is currently being worked on. Dr. Pollock also mentioned that there are two Grants positions currently vacant and discussions continued around where these positions should be reporting to. Dr. Pollock noted that these are College positions not Foundation positions and that they should be filled in order to be in compliance with state and federal regulations. Dr. Pollock was given the approval to move forward with filling these positions.
- c. **Presidential Goals** - It was noted that these will be discussed at the Personnel Committee level and that the timing of the goals need to be re-evaluated to better line-up with the budget process.

### **New Business**

There was no new business.

### **Executive Session**

The Board went into an executive session at 5:09 p.m. to discuss personnel issues. The meeting reconvened at 5:54 p.m. There was no action taken during the executive session.

The meeting reconvened at 5:54 p.m. to further discuss the Executive Officer positions and any interests in the Chair position. After discussions, Chair Montalbano asked the Board members interested in Executive Officer and Chair positions to notify him by close of business on 11/28/18. He also noted that

anyone interested in running for an executive position cannot be on the Nominating Committee. A recommendation was made that the Nominating Committee, once appointed, schedule a meeting and to hold interviews for those interested in the Chair position.

**Adjournment**

Upon motion, the Board adjourned at 6:39 p.m. The next Board of Trustees meeting is scheduled for Monday, December 17, 2018, at 4:00 p.m. in the Advanced Technology Center (ATC) Room 316.

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Margot Clark  
Secretary