



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, December 17, 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, Vice Chairperson; Margot Clark, Secretary; Frank Custer, Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Sean Kilkenny, David Kraybill, Napoleon Nelson, Theresa Reilly, and Ellen Toplin

Absent: Marcel Groen, Treasurer; Anisha Robinson Keeys

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; Adriene Hobdy, Director of Leadership Development and Talent Management; Rose Makofske, Director of Equity/Diversity Initiatives & Title IX Coordinator; Dr. Nicole Henderson, Dean of Student Affairs; Samuel Coleman, Assistant Dean of Student Affairs; 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; Mollie Tronco, Interim Vice President for Institutional Advancement; Craig Smith, Director of Student Retention and Success; Josh Mitchell, Director of User Support and Instructional Technology; Linda Quinby, Adjunct Safety and Health Instructor; Lynn Kush, Executive Assistant to the President; Candy Basile, Administrative Support Secretary; 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 guest: Craig Smith, Director of Student Retention and Success.

Public Testimony

There was no public testimony.

Old Business

- A. Turnover Report: Diane O'Connor, Executive Director of Human Resources, provided an update on the Turnover Report data. She noted that because of the unionized environment, turnover rates tend to be lower with employees taking advantage of the negotiated benefits and compensation.

The College began maintaining data on turnover rates beginning July, 2010.

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

Consent Agenda

Trustee Toplin motioned to approve Consent Agenda action items **B through D (A is above, Turnover Report)** as presented. Trustee Fernandez seconded and the Board unanimously approved action items **B through D**. Information items **E through K** were also approved as presented for the month of December, 2018.

Action Items:

- B. Approval of the November 19, 2018 Minutes
- C. Sexual Misconduct Policy
- D. Professional Hires for December

Information Items:

- E. Three Months Ending October 31, 2018 Treasurer's Report
- F. Wilmington Trust Investment Performance for October 31, 2018
- G. Investment of Bond Proceeds for 2015
- H. Single Vendor Acquisitions greater than \$100,000
- I. Science Center Theater Attendance
- J. Phase I Trail Update
- K. Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Reaccreditation of Surgical Technology (AAS) Program

President's Report

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

Questions that arose from the update:

- 1. What number of new students are full-time vs part-time?
- 2. What is the average age of the new students?
- 3. What are the geographic areas of our new students?

To Do:

- 1. Bring back to the Board information on the 57 cohort withdrawals/success on interventions.

Fall 2018 Enrollment By Campus (as of 12/14/18)

CENTRAL CAMPUS					WEST CAMPUS				
	FA-18	FA-17	Change	Percent		FA-18	FA-17	Change	Percent
Total Headcount	6,722	7,147	-425	-5.95%	Total Headcount	1,460	1,571	-111	-7.07%
Total Credit Hours	53,272	57,570	-4,298	-7.47%	Total Credit Hours	10,180	11,398	-1,218	-10.69%
New Student Headcount	2,824	3,019	-195	-6.46%	New Student Headcount	592	429	163	38.00%


VIRTUAL CAMPUS					CULINARY CAMPUS				
	FA-18	FA-17	Change	Percent		FA-18	FA-17	Change	Percent
Total Headcount	3,679	3,507	172	4.90%	Total Headcount	161	167	-6	-3.59%
Total Credit Hours	18,846	17,296	1,550	8.96%	Total Credit Hours	1,114	1,138	-24	-2.11%
New Student Headcount	424	279	145	51.97%	New Student Headcount	55	40	15	37.50%

Student Success Goals:

1. Increase new student enrollment by 5% (~336 students)
2. Double the percentage of STEM students using 24/7 online tutoring (~440 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 12/14/2018.

Goal Tracker (as of 12/14/18)



Increase New Student Enrollment			
Overall Goal	+5% increase		336 students
Year to Date	+2.35% increase (SR & FA)		158 students (SR & FA)

Summer 2018		Fall 2018 (As of 12/14/18)		Spring 2019 (As of 12/14/18)	
Central	+6.3% (56)	Central	-6.5% (195)	Central	+13.6% (43)
West	-29.7% (30)	West	+38.0% (163)	West	+14.6% (7)
Virtual	+2.9% (19)	Virtual	+52.0% (145)	Virtual	+9.0% (6)
*Culinary	+200% (2)	*Culinary	+37.5% (15)	*Culinary	+33.3% (2)
*Dual	+7.3% (7)	*Dual	+6.3% (65)	*Dual	+123.5% (21)
TOTAL	+2.7% (45)	TOTAL	+3.0% (113)	TOTAL	+13.0% (56)

* Culinary and Dual figures are included in Central, West and Virtual in calculating TOTAL.

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

Finance Committee

Trustee Nelson reported for the Committee.

Act 46 Enrollment Audit

Act 46 of 2005 governs the manner by which a community college's enrollment is verified. Act 46 effectively shifts responsibility for conducting the annual enrollment verification from the State to each college's independent auditor. The Act requires a verification of enrollment be submitted to the Pennsylvania Department of Education by January 1st each year. The Department then has ninety days to notify the colleges of any issues identified.

All fourteen community colleges mutually agreed upon a common report format which will ensure consistency in the depth and thoroughness of the reviews as well as the fair and equal treatment by the Pennsylvania Department of Education.

The College engaged Maher Duessel, LLP to conduct the 2017-2018 Act 46 enrollment verification. The scope of the review includes a verification of:

1. FTE enrollment,
2. Tuition compliance
3. State-funded capital expenditures

Mahe Duessel, LLP began the 2017-2018 agreed upon procedures on November 19, 2018. The auditors verified enrollment and the tuition compliance calculation and conducted a review of the College's capital expenditures relative to the State's approved capital allocation. There were no exceptions found to the agreed upon procedures.

The independent auditor's findings were presented to the Finance Committee on Wednesday, December 5, 2018. With the approval of the Board of Trustees, the independent auditor report will be submitted to the Pennsylvania Department of Education on or before January 1, 2019.

Trustee Kilkenny made the motion to accept the Act 46 Enrollment Audit as presented. Trustee Nelson seconded and the Board unanimously approved.

Procurement Policy Revision:

The College is committed to including local, diverse, and disadvantaged businesses in its procurement processes whenever possible. For the purpose of this policy, the following definitions will apply:

- A local business is a business with location(s) in Montgomery County.
- A diverse business is a business that is at least 51 percent owned by a minority, woman, veteran, LGBT individual, or an individual with a disability.
- A disadvantaged business is a small business that is owned and controlled by socially and economically disadvantaged persons as defined in Title 49 of the Code of Federal Regulations Part 26, or Title 13 of the Code of Federal Regulations Part 124, and certified in accordance with those federal regulations.

The College does not certify diverse or disadvantaged businesses. The College accepts the certification of the following approved certifying agencies. The College will accept the certification of other certifying agencies and/or the federal, state, or local government on a case-by-case basis. Certification by an agency may also require that the diverse business be a small business (such as in the case of a veteran-owned business).

- National Minority Supplier Development Council
- The Enterprise Center/Minority Business Development Agency Center of Pennsylvania
- Woman's Business Enterprise National Council
- VetBiz
- National LGBT Chamber of Commerce
- Disability:IN
- Pennsylvania Unified Certification Program
- U.S. Small Business Administration

The College, when appropriate, will develop targets for the participation of local, diverse, and disadvantaged businesses in the procurement of goods and services, including construction services.

The College, when appropriate, will include price preferences or evaluation credit for local, diverse, or disadvantaged business status in solicitations for goods and services, including construction services.

The College will assist local, diverse, and disadvantaged businesses in understanding the College's procurement process.

The College will place local, diverse, and disadvantaged businesses on solicitation lists.

The College's Director of Procurement is responsible for providing annual reports of local, diverse, and disadvantage business participation. The Director of Procurement will provide data to the Finance Committee of the College's Board of Trustees to assist the Finance Committee in establishing an initial baseline of current participation as well as goals and targets for future participation. The Finance Committee will establish goals and targets and will work with the College's Director of Procurement and Vice President for Finance and Administration to implement and track such goals and targets.

This policy shall not be applicable if prohibited by federal, state or local law or if the application of this policy may jeopardize the receipt of federal or state funds.

Trustee Nelson made the motion to accept the changes to the College's Procurement Policy as presented. Trustee Toplin seconded and the Board of Trustees unanimously approved.

Chair Montalbano thanked everyone for their work on the policy and bringing it to the Board of Trustees for review and noted that it expresses the intent of the Board. Trustee Toplin thanked Marc Davis for his help with this policy.

Physical Plant Committee

Chair Montalbano reported for the Committee.

Trail – Phase 2

June 2018, the College applied to the Pennsylvania Department of Conservation and Natural Resources (DCNR) for a grant for funding to construct a .42 mile segment of trail on campus that would link to the Township's "thru" trail, the regional WVWA Green Ribbon Trail, Lower Gwynedd Township Preserve Park (Penllyn Woods) and adjacent township trails. This new segment would be accessible to the community and the College population for health, recreation, commuting, outdoor education and professional training (MCCC Police Academy). The trail is also part of the College's Sustainability Plan.

The College received a letter from DCNR on November 15, 2018 stating that they are unable to fund the project. The College is requesting funding the trail for Phase 2 to specifically to provide the police academy with a safe pathway for their required physical training. The total estimated project cost is \$127,400.00.

Trustee Custer motioned to approve the funding of \$127,400.00 for the second phase of the trail through the campus as requested. Trustee Guttha seconded and the Board of Trustees unanimously approved.

Curriculum Committee

Trustee Reilly reported for the Committee.

West Campus Update:

Vice President Bastecki-Perez provided the Board of Trustees with a brief overview of the West Campus Market Assessment from the CLARUS report.

Some opportunities that came out of the report are:

- Keen focus on high school students
- Recommit to adult learners
- Institute momentum schedules
- Innovate to server new markets

Next Steps:

- Establish West Campus unit plan
- Expand non-credit credentials that lead to family-sustainable wage
- Focus on philanthropy to advance innovation
- Further engage government officials
- Convene Advisory Committee of key stakeholders
- Meld into Tri-County

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

Achieving the Dream (ATD)

Vice President Bastecki-Perez provided the Board of Trustees with an update on Achieving The Dream, noting that in 2011 and 2014, the College achieved “Leader College” status. The College received a three-year renewal this year.

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

Commission on Accreditation of Allied Health Education Programs (CAAHEP)**Reaccreditation of Surgical Technology (AAS) Program**

Vice President Bastecki-Perez noted that the College received notice that CAAHEP awarded the College continuing accreditation to the Surgical Technology program. They recognized the programs substantial compliance with the nationally-established accreditation standards. The next comprehensive evaluation of the program, including an on-site review, is scheduled no later than year 2028.

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

Nominating Committee

Trustee Dezzi Reported for the Committee.

The Nominating Committee comprised of Eleanor Dezzi, Chairperson, Dave Kraybill and Napoleon Nelson met on December 7, 2018 with the two candidates for chairperson of the Board of Trustees. All other officers were uncontested so those candidates were not interviewed. After careful review of the vision statements of the candidates and a question and answer interview, the Committee respectfully put forth the following slate of officers for 2019:

Chairperson	Frank Custer
Vice-Chairperson	Lisa Binder
Treasurer	Marcel Groen
Secretary	Margot Clark
Assistant Secretary	Theresa Reilly

No additional Trustees requested to be placed on the slate of officers at this time. The Nominating Committee is unanimous in its recommendation of these nominees.

All officer candidates have indicated their ability and willingness to be nominated and to serve if elected.

Mr. Davis reminded the Trustees than an election and reorganization of officers will take place at the January 28, 2019 meeting as outlined in the Board By-Laws.

Chair's Report

Chair Montalbano thanked everyone for all their work and wished everyone a happy, healthy holiday season.

New Business

Trustee Fernandez noted that she had the opportunity to meet with Michael Bettinger at a legislative event. She would like to have Mr. Bettinger provide a legislative update at a future Board meeting.

Adjournment

Upon motion, the Board adjourned at 5:15 p.m. The next Board of Trustees meeting is scheduled for Monday, January 28, 2019, at 4:00 p.m. in the Advanced Technology Center (ATC) Room 316.

Margot Clark
Secretary