



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, January 28, 2019 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 (via phone); Margot Clark, Secretary; Frank Custer, Eleanor Dezzi, Varsovia Fernandez (via phone), Raj Guttha, Anisha Robinson Keays, Napoleon Nelson, and Theresa Reilly

Absent: Marcel Groen, Treasurer; Sean Kilkenny, Dave Kraybill, and Ellen Toplin

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; Rose Makofske, Director of Equity/Diversity Initiatives & Title IX Coordinator; Dr. Nicole Henderson, 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; David Kowalski, Executive Director of Institutional Research; Josh Mitchell, Director of User Support and Instructional Technology; Linda Quinby, Adjunct Safety and Health Instructor; Gregory Skelley, Executive Director of Workforce development; 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: Gregory Skelley, Executive Director of Workforce Development.

Public Testimony

There was no public testimony.

Election of Officers

Trustee Dezzi, Chair of the Nominating Committee announced the proposed slate of officers as follows:

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

Marc Davis asked for a motion to close the slate of officers prior to vote. Trustee Binder motioned to close the slate of officers prior to vote. Trustee Fernandez seconded and the slate of officers was closed prior to vote. Trustee Dezzi motioned to approve the slate of officers as presented. Trustee Clark seconded and the Board unanimously approved the slate of officers as presented.

Trustee Custer voted as the new Chairman of the Board, took over the remainder of the meeting. He thanked everyone for their confidence in him and thanked Trustee Montalbano for his leadership as chairman the past two years. He provided the Board members with an overview of his background and noted that he is looking forward to a productive year.

Old Business

- A. Turnover Report: This was an updated report based on data requests by Trustee Kraybill. 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 Fernandez 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 **P** were also approved as presented for the month of January, 2019.

Action Items:

- A. Approval of the December 17, 2018 Minutes

Information Items:

- B. Science Center Renovation RFP – Diverse Supplier Participation Goals
- C. Core Financial Ratios
- D. YTD Financial Results (Treasurers Report)
- E. Wilmington Trust Investment Performance
- F. Investment of Bond Proceeds
- G. Single Vendor Acquisitions greater than \$100,000
- H. East House and Human Resources Suite
- I. Morris Road Traffic Light
- J. Update on Trail - Phase I
- K. ESCO Update
- L. Campus Safety Update

- M. Culinary Arts Program Location
- N. College Hall Roof
- O. Open Enrollment Update
- P. Faculty Promotions

Board Update

President Pollock provided an update and an example of what his vision looks like for the future. He recommended that the Board create a committee to work on developing a vision for the College.

Trustee Montalbano provided an overview of his term as the Chairman of the Board the past two years, noting that he started out with hefty goals and that he is proud of the accomplishments made to date as the Chair. He recommends that the current committee structure be reviewed and suggested the following changes:

1. Executive Committee which includes committee chairs and two at-large appointments by the Board Chair.
2. Finance with subcommittees on Investment and Institutional Risk
3. Institutional Visioning and Effectiveness
4. Student Success

Trustee Montalbano also recommended that a small committee be formed to review the By-Laws to draft proposed changes and to send them out to the Board members for review.

New Chairman Custer asked Marc Davis, the College’s Solicitor to serve on the By-Laws Committee and that he would reach out to other members of the Board within the week to be on the By-Laws Committee.

President’s Report

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

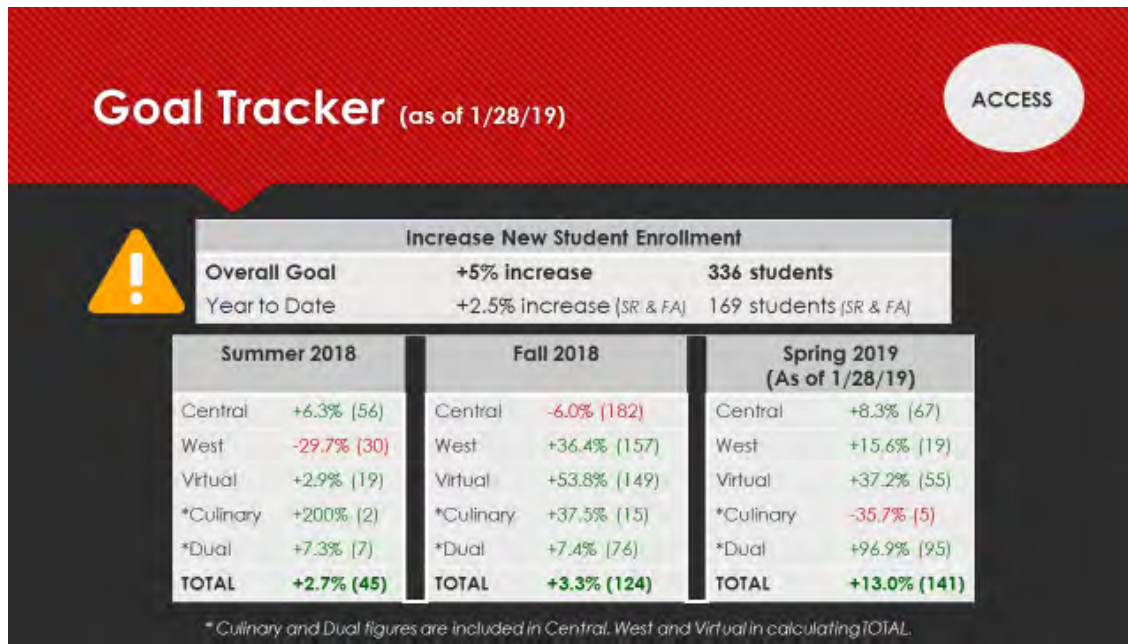
Fall 2018 Enrollment By Campus (as of 1/28/19)

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	57,571	-4,299	-7.47%	Total Credit Hours	10,180	11,398	-1,218	-10.69%
New Student Headcount	2,841	3,023	-182	-6.02%	New Student Headcount	588	431	157	36.43%
VIRTUAL CAMPUS					CULINARY CAMPUS				
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	1,111	1,138	-27	-2.37%
New Student Headcount	426	277	149	53.79%	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 1/28/2019.



Also, as part of the President's report, Michael Bettinger, Director of Government and External Relations provided the Board members with an update on the new members of the Montgomery County Delegation, discussion topics while meeting with legislative members and some of the interactions both he and President Pollock had with the Delegation.

Dr. Pollock also introduced Jay Browning, the Vice President for Advancement.

These were information items only and required no action by the Board of Trustees.

Finance and Physical Plant Committees

Facilities Management Services

Vice President Schwartz provided an overview of the request to hire a facilities management service for the College.

She noted that within the last 18 months, three key College Administrative positions in the Facilities Department have become vacant. The College decided to explore the option for a service provider to

provide best-practice processes, training and personnel in roles of a facilities supervisor, custodial supervisor and custodial assistant supervisor. The College anticipates that with the experience and support of a professional facilities management company, our internal ability to perform comprehensive preventative maintenance with additional safety protocols and training will improve and coincide with a reduction in Worker's Compensation premiums.

The College received proposals from six service providers: Atalian, CSI International, HHS, PT Mechanical Group, LLC, Sodexo and U.S. Facilities, Inc. After an initial evaluation of the proposals, phone interviews were conducted with Atalian, PT Mechanical Group LLC, HHS, CSI International and U.S. Facilities for clarification of services provided and breadth of experience. Finalist candidates, Atalian, PT Mechanical Group, LLC and HHS were interviewed on-site. The College Panel unanimously agreed that HHS was the first choice with concessions on pricing.

HHS fees were originally the highest among the proposers. HHS complied with a request to reconsider their fees and were able to put forth a best and final offer with a reduction of \$82,801.11, for an adjusted total of \$1,113,003.36 over three years.

Connie Speier, Co-President of the Support Staff Union, expressed concerns of not having representation of the Support Staff Union of the review committee and ask that there be more representation of the Union. Chairman Custer noted that there will be no outsourcing for support staff positions and that this is only for the three management positions who will report to a College position. HHS will be able to provide ongoing training for safety and job responsibilities.

Trustee Guttha motioned to award a three-year agreement for facilities management services to HHS with a total commitment of \$1,113,003.36:

Year 1 – \$363,678.96 - \$30,306.58/month
Year 2 – \$370,952.52 - \$30,912.71/month
Year 3 – \$378,371.52 - \$31,530.96/month

Trustee Binder seconded the motion while Trustee Nelson opposed the motion. The Board approved hiring HHS for a three year agreement with a vote of nine to one.

Finance Committee

Legal RFP's

The College has retained the legal services of Fox Rothschild and their predecessor since 1964. To evaluate the market for these services, the College released a Request for Proposal and an announcement in the Times Herald on October 10, 2018. On November 2, 2018, the following four responses were received; Fox Rothschild LLP; Wisler Pearlstine; LLP, McNees Wallace & Nurick LLC; and Ballard Spahr.

A committee with representation from the Board of Trustees and College management evaluated the proposals for breadth of services, experience and costs to determine which firm would provide the best value for the on-going needs of the College. On December 17, 2018, Fox Rothschild and Wisler Pearlstine were invited to provide a more in-depth presentation of their proposals.

The Committee concluded that retaining the services of Fox Rothschild would provide the “Best Value” to the College. The proposed cost of services is favorable as compared with the other proposals and will be held flat for the five fiscal years, except for the possibility of annual cost of living adjustments.

Proposed fees include a quarterly retainer of \$5,500, a rate of \$225/hour. for services beyond the scope of the retainer. Other miscellaneous matters will be billed at a rate of \$265/hr. such as financing or bond arrangements; tax consulting; specialized contracts such as energy savings, Section 125 and 457 plans, construction litigation, immigration advice, audit responses and matters covered by insurance. Unique or non-customary litigation will be calculated based on a 20% discount compared to the customary hourly rates charged.

Trustee Dezzi motioned to recommend that the Board of Trustees approve retaining the services of Fox Rothschild as the College’s Legal Counsel for the remainder of Fiscal Year 2019 and Fiscal years 2020-2023. Trustee Nelson seconded and the Board unanimously approved.

Investment Advisory Services

The College’s current Investment Advisor is Wilmington Trust. There are currently three portfolios under their management: Short-Term, Mid-Term and Long-Term. The Finance Committee made a decision to take our Investment Advisory Services out for RFP. It was agreed the first step in the RFP process was to revise and update the current Board Policy, number 2.7; Investment of Funds which would be included in the RFP document. A Finances sub-committee comprised of Raj Guttha, Napoleon Nelson and Charlie Somers was created and tasked with the responsibility to update the Board Investment Policy Statement (“IPS”) 2.7.

The sub-committee held several internal working meetings to arrive at a draft document. They met with current Portfolio Manager, Steve Seivold of Wilmington Trust, to review the changes and consider his input. The revised IPS reflects the following highlighted areas of change:

- Elimination of the mid-term portfolio
- Redefining time horizons for Short term Portfolio from investments of less than 12 months to less than 5 years with average effected duration limited to +/- 20% of benchmark’s duration.
- Highest priority for the short-term portfolio is liquidity and safety of principal.
- Highest priority for the long-term portfolio is total return (capital appreciation and/or income) that exceeds the benchmark over rolling 3 to 5 year periods.
- Risk is anticipated to be similar to that of the strategy benchmark of each investment pool.

Trustee Guttha motioned to approve the revised Investment of Funds Policy 2.7. Trustee Nelson seconded and the Board unanimously approved. With the approved changes, the College can go out with an RFP to look for an Investment Advisor.

Chair’s Report

Chairman Custer noted that he served on the Personnel and Physical Plant Committees and that Trustee Montalbano will now take his place on those committees. He noted that he will be reaching out to all Board members to have discussions on their interests of what committees they would like to serve on and thanked everyone for all the work they have done on the current committees.

New Business

Trustee Nelson asked everyone to save the date of May 11, 2019 for a lunch event on the College campus which will be held by NAACP.

Upon motion, the Board adjourned at 5:14 p.m. The next Board of Trustees meeting is scheduled for Monday, February 25, 2019, at 4:00 p.m. in the Advanced Technology Center (ATC) Room 316.

Margot Clark
Secretary