



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, February 25, 2019 at 4:00 p.m. in the Advanced Technology Center (ATC), Room 316, Central Campus.

Board of Trustees

Present: Frank Custer, Chairperson; Lisa Binder, Vice Chairperson; Marcel Groen, Treasurer; Margot Clark, Secretary; Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Sean Kilkenny, Dave Kraybill, Richard Montalbano, Napoleon Nelson, and Ellen Toplin

Absent: Anisha Robinson Keeys, and Theresa Reilly, Assistant Secretary

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. 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; Jeff Kaplan, Executive Coach and Leadership Consultant; Kelly Dunbar, Director of Athletics, Nyere Miller, Men's Basketball Coach; Ryan Black, Vince Zulli, Cam Reid, Larry Trotman, Olisha Walker, Laura Reeser, Student Athletes; Candy Basile, Administrative Support Secretary; Deborah Rogers, Executive Assistant to the Board of Trustees.

Call to Order

Chairperson Custer called the meeting to order at 4:00 p.m.

Pledge of Allegiance

Chairperson Custer asked that the student athletes in attendance led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

There were no new guests.

Public Testimony

There was no public testimony.

Consent Agenda

Trustee Montalbano motioned to approve Consent Agenda action items **A** through **P** as presented. Trustee Nelson seconded and the Board unanimously approved action items **A** through **P**. Information items **Q** through **S** were also approved as presented for the month of February, 2019.

Action Items:

- A.** Approval of the January 28, 2019 Minutes
- B.** Request to Modify a Curriculum: Baking and Pastry Arts (AAS)
- C.** Request to Modify a Curriculum: Culinary Arts (AAS)
- D.** Request to Modify a Curriculum: Hospitality Management (AAS)
- E.** Request to Modify a Curriculum: Hospitality Management (Certificate)
- F.** Request to Modify a Curriculum: Medical Assisting (Certificate)
- G.** Request to Modify a Curriculum: Medical Coding (Certificate of Completion)
- H.** Request to Modify a Curriculum: Medical Office Assistant (Certificate of Completion)
- I.** Request to Modify a Curriculum: Physical Therapist Assistant (AAS)
- J.** Request to Modify a Curriculum: Public Relations (Specialty Certificate)
- K.** Request to Modify a Curriculum: Marketing (Certificate)
- L.** Request to Modify a Curriculum: Management (AAS)
- M.** Request to Modify a Curriculum: Management (Certificate)
- N.** Request to Modify a Curriculum: Office Management (Certificate)
- O.** Request to Modify a Curriculum: Organizational Leadership (Certificate)
- P.** Request to Modify a Curriculum: Entrepreneurship (Certificate of Completion)

Information Items:

- Q.** YTD Financial Results (Treasurers Report)
- R.** Wilmington Trust Investment Performance
- S.** Investment of Bond Proceeds

President's Report

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

Spring 2019 Enrollment Summary – As of 2/25/19

- Total Unduplicated Headcount is +0.91% ahead of prior year (9,660 CY vs 9,573 PY).
- Total Credit Hours generated are -1.65% below prior year (76,592 CY vs 77,877 PY).
- New Student Headcount is +8.19% ahead of prior year (1,387 CY vs 1,282 PY).

Spring 2019 Enrollment By Campus (as of 2/25/19)

CENTRAL CAMPUS					WEST CAMPUS				
	SP-19	SP-18	Change	Percent		SP-19	SP-18	Change	Percent
Total Headcount	6,051	6,244	-193	-3.09%	Total Headcount	1,175	1,301	-126	-9.68%
Total Credit Hours	45,551	47,721	-2,170	-4.55%	Total Credit Hours	7,719	8,897	-1,178	-13.24%
New Student Headcount	974	961	13	1.35%	New Student Headcount	156	142	14	9.86%

VIRTUAL CAMPUS					CULINARY CAMPUS				
	SP-19	SP-18	Change	Percent		SP-19	SP-18	Change	Percent
Total Headcount	3,825	3,526	299	8.48%	Total Headcount	126	154	-28	-18.18%
Total Credit Hours	19,445	17,799	1,646	9.25%	Total Credit Hours	921	1,047	-126	-12.03%
New Student Headcount	257	179	78	43.58%	New Student Headcount	12	14	-2	-14.29%

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 on new student enrollment as of 2/25/2019.

Goal Tracker (as of 2/25/19)

ACCESS

Increase New Student Enrollment

Overall Goal	+5% increase	336 students
Year to Date	+2.5% increase (SR & FA)	169 students (SR & FA)

Summer 2018		Fall 2018		Spring 2019 <small>(As of 2/25/19)</small>	
Central	+6.3% (56)	Central	-6.0% (182)	Central	+1.4% (13)
West	-29.7% (30)	West	+36.4% (157)	West	+9.9% (14)
Virtual	+2.9% (19)	Virtual	+53.8% (149)	Virtual	+43.6% (78)
*Culinary	+200% (2)	*Culinary	+37.5% (15)	*Culinary	-14.3% (2)
*Dual	+7.3% (7)	*Dual	+7.4% (76)	*Dual	+33.8% (69)
TOTAL	+2.7% (45)	TOTAL	+3.3% (124)	TOTAL	+8.2% (105)

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

President Pollock gave a shout-out to the faculty for all their hard work in helping to reduce the number of course withdrawals by students. It was also noted that the number of students who used the on-line tutoring service has increased to over 1200 students who dropped off papers for review and feedback. This service is also available to dual enrolled high school students.

President Pollock also noted that Goal 4, Increase Part-Time Student Fall to Spring Retention (New, Degree Seeking) by 5% (~50) may come back next year, as it looks currently, the goal will not likely be reached this year.

Also, as part of the President's report, Dr. Bastecki-Perez, Vice President for Academic Affairs and Provost, provided the Board of Trustees with a West Campus Market Assessment update. Out of the study came four key findings:

- College's Commitment to West Campus
- Pottstown at a Tipping Point
- One College does Not Equal Identical
- Out-of-County Markets

Dr. Bastecki-Perez also noted the opportunities and the next steps that the College will be working on for the West Campus. Discussion of a West Campus plan will be presented at the March or April Board of Trustees meeting. Once the Board has a chance to review the West Campus Plan, Town Hall meetings will be scheduled for internal and external community members. Trustee Kraybill also noted to be sure to include those who were part of the survey and noted his concern of having such short notice to participate in the survey.

Jay Browning, Vice President for Advancement, provided the Board of Trustees with an update on the Advancement Division's operations plan for FY 2019-2020. He noted that there were more than 5,000 people in the pipeline that can be reached. He noted that the Foundation Board will be holding an all-day retreat on March 30, 2019. He asked for a Trustee to volunteer to be part of the new implementation team.

It was also noted that Trustee Guttha confirmed with Vice President Browning that the Foundation Board has seen the PowerPoint presentation that was provided to the Board of Trustees and that they were in agreement with the goal to reach \$.50/dollar or better and assuming a goal of raising \$2M. Vice President Browning confirmed the above with Trustee Guttha.

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

Physical Plant Committee

The College contracted with Spillman Farmer Architects and Lehigh Valley Engineering to design specifications, create construction bid documents and provide construction contract administration for the Science Center Renovation Project. Bids were prepared and released for the following trades: General Contractor, Electrical, Plumbing and Fire Protection.

The replacement and refurbishment of the mechanical systems in the building are included the June 2018 Guaranteed Energy Savings Agreement with Siemens Industry Inc., and therefore not necessary to bid.

Public notice of the bids for the Science Center Renovation Contracts appeared in the Times Herald newspaper and website on January 3, 2019. The bid was posted on the College website and on the PennBid portal. A mandatory bidder's Pre-Bid Conference was held at 10 a.m. on Tuesday, January 8, 2019. Bids were opened at 12 p.m. on January 28, 2019. Spillman Farmer Architects' evaluation found that the variance across each bid to be normal and realistic.

General Contractor – Penn Builders, Inc.	- Base Bid	\$3,695,000
Electrical Contract – BSI	- Base Bid	\$2,399,000
Plumbing – Jay R. Reynolds, Inc.	- Base Bid	\$ 808,000
Fire Suppression – Guy M. Cooper, Inc.	- Base Bid	\$ 296,000

Commencement of the Science Center Renovation project is proposed for March 1, 2019 and the project must be substantially completed by August, 2020.

Trustee Montalbano noted that this was the strongest contract that he has seen written and motioned to recommend the following contract awards be made to the lowest, responsible bidders:

- General Contractor - Penn Builders of Quakertown, PA in the amount of \$3,695,000
- Electrical – BSI of Montgomeryville, PA in the amount of \$2,399,000
- Plumbing – Jay R. Reynolds, Inc. of Willow Street, PA in the amount of \$808,000
- Fire Suppression – Guy M. Cooper, Inc. of Willow Grove, PA in the amount of \$296,000

Trustee Dezzi seconded and the Board unanimously approved the total proposed awards in the amount of \$7,198,000.

Science Center Casework Bids

The College originally contracted with PZS Architects to design specifications, create construction bid documents and provide construction contract administration for the Science Center Renovation Project. To conserve budget, PZS had designed the project to keep and refurbish the existing casework and refinish/sand the phenolic worktops. The budget for this work was estimated to cost \$850,000. It was determined that the worktops could not be sanded due to the presence of asbestos and that keeping the existing static casework would drastically limit opportunities to modernize the labs and ultimately the learning experience.

The College independently researched options for alternate casework solutions. The Steel Sentry line was identified as a product which met the functional and aesthetic requirements of the project as mutually approved by Spillman Farmer Architects and the College. This line is used in major hospitals, professional and higher education laboratories throughout the United States and is available through Educational Furniture Solutions, Inc. (EFS) of Norristown, PA on the CoStars contract.

EFS extends its cooperative design services without cost, which has allowed Spillman Farmer to largely customize the design of each room around the necessity of casework to maximize the utilization of both storage and dynamic instructional lab areas. The base cabinet design in many of the labs include grating to accommodate the existing perimeter heat system.

EFS has extended a 50% discount to the College through CoStars Contract 035-057. For an additional investment of \$188,475.12, from the original plan of refurbishment costing \$850,000, the College will reinvent many of the spaces in the Science Center with contemporary casework and workspaces.

Being that casework is a customized product, an order will be essential to place no later than March 1, 2019 so that installation can begin in early May as rooms are completed. Each room must be outfitted completely to pass Use and Occupancy inspection for the Fall 2019 semester instruction.

Trustee Montalbano motioned to recommend that Educational Furniture Solutions, LLC be awarded the contract to order the proposed Science Center Casework and associated furnishings for \$1,038,475.12. Trustee Fernandez seconded and the Board unanimously approved.

By-Laws Committee Report

Marc Davis, member of the Board of Trustees ad-hoc By-Laws Committee provided the Board of Trustees with an update on the re-casting of the Boards current standing committees. There will be a total of four standing committees, Finance, Risk, Institutional Visioning and Student Success. Each Committee will develop its own charter and then present this charter to the full Board of Trustees for approval. The Board also recommended that the By-laws policy be updated to include under Article XIV – Voting, that Trustees shall be permitted to attend not more than two meetings during any calendar year by telephone or video conference (see attached Board of Trustees By-Laws Policy 2.2). Chair Custer asked that all proposed charters be provided to him by March 15, 2019. He also noted that the new committees will begin in April of 2019.

Trustee Montalbano motioned to approve the revised Board of Trustees By-Laws Policy 2.2 to include the revised standing committees along with the updated wording to include videoconferences to Article XIV. Trustee Fernandez seconded and the Board unanimously approved.

Chair's Report

Chairman Custer acknowledged Dr. David DiMattio and thanked him for his work and wished him well at his new place of employment. He also noted the departure of Lynn Kush, the Executive Assistant to the President. He thanked all the Trustees and Vice Presidents who he had to opportunity to meet with over the past month for their time with him and noted that he has a few more staff members to meet with.

He asked Trustee Toplin to work on a vision statement to present at the March meeting for discussion.

Old Business

There was no Old Business.

New Business

There was no New Business.

Upon motion, the Board adjourned at 5:42 p.m. The next Board of Trustees meeting is scheduled for Monday, March 18, 2019, at 4:00 p.m. in the Advanced Technology Center (ATC) Room 316.

Margot Clark
Secretary