



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, March 18, 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; Margot Clark, Secretary; Theresa Reilly, Assistant Secretary; Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Anisha Robinson Keeys, Sean Kilkenny, Dave Kraybill, and Napoleon Nelson

Absent: Marcel Groen, Treasurer; Richard Montalbano 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; 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; Josh Mitchell, Director of User Support and Instructional Technology; Kelly Trahan, Assistant Dean of Academic Affairs; Amy Auwaerter, Assistant Dean of Student Services; James Bretz, Dean of Science, Technology, Engineering, and Mathematics; Wendell Reed, Public Safety Supervisor; Joe Gallagher, Chair, Foundation Board; Stephen Ludwig, Attorney, Fox Rothschild; 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 4:01 p.m.

Pledge of Allegiance

Mr. Barry Hunsberger, Student Government Association Senator led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Dr. Schwartz introduced the following new guests: Kelly Trahan, Assistant Dean of Academic Affairs; Amy Auwaerter, Assistant Dean of Student Services; and James Bretz, Dean of Science, Technology, Engineering, and Mathematics.

Public Testimony

There was no public testimony.

Consent Agenda

Trustee Kilkenny motioned to approve Consent Agenda action items **A** through **B** as presented. Trustee Clark seconded and the Board unanimously approved action items **A** through **B**. Information items **C** through **M** were also approved as presented for the month of March, 2019.

Action Items:

- A.** Approval of the February 25, 2019 Minutes
- B.** International Student Recruitment – International Agents

Information Items:

- C.** Global Academy Update
- D.** Out of County/Out of State Tuition Rate
- E.** Culinary Arts YTD Update
- F.** YTD Financial Results (Treasurers Report)
- G.** Wilmington Trust Investment Performance
- H.** Investment of Bond Proceeds
- I.** Single Vendor Acquisitions Greater than \$100,000
- J.** Self-funded Plans Overview
- K.** Turnover Report
- L.** Accreditation Council for Business Schools and Programs (ASBSP)
- M.** Partnership with Peirce College

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 3/18/19

- Total Unduplicated Headcount is -0.50% below of prior year (9,673 CY vs 9,681 PY).
- Total Credit Hours generated are -1.75% below prior year (76,481 CY vs 77,970 PY).
- New Student Headcount is +4.49% ahead of prior year (1,397 CY vs 1,322 PY).

The chart below is an overview for the Spring 2019 enrollment by campus.

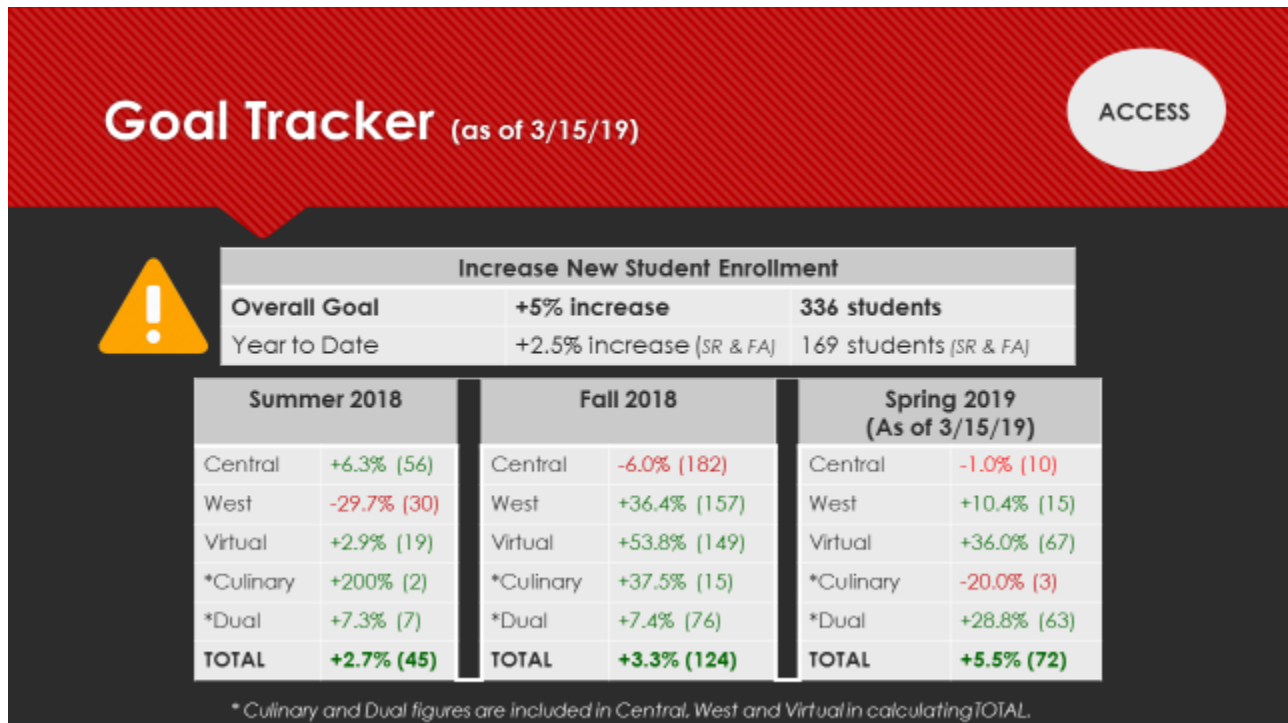
Spring 2019 Enrollment By Campus (as of 3/15/19)

CENTRAL CAMPUS					WEST CAMPUS				
	SP-19	SP-18	Change	Percent		SP-19	SP-18	Change	Percent
Total Headcount	6,041	6,244	-203	-3.25%	Total Headcount	1,175	1,294	-119	-9.20%
Total Credit Hours	45,454	47,639	-2,185	-4.59%	Total Credit Hours	7,695	8,837	-1,142	-12.92%
New Student Headcount	978	988	-10	-1.01%	New Student Headcount	160	145	15	10.34%
VIRTUAL CAMPUS					CULINARY CAMPUS				
Total Headcount	3,803	3,553	250	7.04%	Total Headcount	125	154	-29	-18.83%
Total Credit Hours	19,311	17,846	1,465	8.21%	Total Credit Hours	913	1,047	-134	-12.80%
New Student Headcount	253	186	67	36.02%	New Student Headcount	12	15	-3	-20.00%

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 3/15/2019.



President Pollock provided a shout-out to the faculty and staff for all their hard work in helping to reduce the number of course withdrawals by students.

President Pollock also provided the Board of Trustees with a brief overview of the West Campus. He noted that a task force has been created, and that we now have the opportunity to look at the workforce area and begin to create a comprehensive plan. We are also working with Trustee Kraybill to determine what constituents in the Pottstown area would like to be part of a focus group to discuss their ideas of what they would like to see at the West Campus. Dr. Pollock noted that the Board needs to determine what they would like the West Campus to be and that he will provide updates on the West Campus monthly. He asked that if anyone has any thoughts/ideas about the West Campus to let him know as we go on this journey of re-discovering the Pottstown area.

President Pollock appointed Kelly Trahan as the face of the West Campus, noting that this will be good to have one person on the West Campus that the community can reach out to if they have any questions.

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 Culinary Arts Institute (CAI) update. She noted that June of 2018, a new model was initiated and that the College re-focused its approach to concentrate on three key areas that align with the College’s strategic goals. They are, 1) Full & Part-time Degree and Certificate Pathways, 2) Workforce and Non-Credit Programming and, 3) Community Engagement and Events. She provided an overview of the engagement and collaboration the CAI has with community partners and how marketing and awareness has been promoted. Currently there is an upward trend for fall

2019 enrollment and the College expects a higher graduation rate for this spring. Dr. Bastecki-Perez also provided a time line on when a decision for a future location needs to be made based on when the current lease expires at the beginning of 2023.

Charles Somers, Vice President for Finance and Administration, also provided a very broad overview of the budget. A preliminary budget will be presented to the Finance Committee in April.

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

Physical Plant Committee

Trustee Kilkenny reported for the Committee.

A. State Capital Projects

The College is in the process of preparing the 2019-2020 Capital Applications for State Assistance. The State capital funding pool supports current short-term and long-term debt service projects, capital leases, short-term emergency, and cash outlay projects approved by the Commonwealth. All projects are evaluated based on scope, appropriateness, quality and need within the community college. The Commonwealth has defined specific criteria for inclusion in the General Capital Pool. Projects are submitted to the Pennsylvania Department of Education (PDE) on or before April 1, 2019. PDE applies the criteria and submits a list of projects to the Council of Presidents for review. The Council responds with comments to PDE who then make the final funding decisions after the enactment of the Commonwealth's General Budget Fund.

As part of the Capital Application Process, a copy of the College's Board Resolution must be included with the application identifying the rationale and specific cost and approval for the requested project and/or reference to the project in the College's long range physical plant plan such as the master plan. The College's Board Resolution approval must be dated within the preceding two years of the application submission.

Carryover Project

South Hall Renovations (West Campus)	\$ 4,235,000	Carryover
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Culinary Arts Institute (CAI) Relocation Project	\$ 7,983,917	3
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Total Debt Service Projects	\$ 12,218,917	
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Cash Projects

North Hall HVAC Upgrades	\$ 1,245,000	2
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Total Cash Projects	\$ 1,245,000	
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Total Debt Service & Cash Projects	\$ 13,463,917	
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Trustee Kilkenny made the motion to approve and execute the proposed resolution for authorizing the 2019-2020 capital application in the amount of \$13,463,917.00 for State assistance. Trustee Fernandez seconded and the Board unanimously approved.

B. Science Center Lighting Recommendations

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. PZS and Lighting Design Collaborative presented a lighting plan which included a partial replacement of original florescent lighting systems. This package was priced as \$894,215.93 retail, and buy price of approximately \$671,665.

In the pursuit of a complete replacement of the existing lighting (16 W/lf) to a LED high energy efficient lighting (5 W/lf) and control package, Suburban Wholesale Lighting (SWL), Spillman Farmer and the College designed a new layout valued at \$580,000. This package incorporated lighting with specialized architectural features and elements. The College should realize a full return on investment in energy within 5 years.

The lighting package includes LumenWerx and Lithonia Lighting among other product lines and Lutron Electronics Light Controls which are all used in major commercial and institutional installations throughout the United States and are available through Suburban Wholesale Lighting Paoli, PA on the CoStars contract.

Suburban Wholesale Lighting (SWL) provides lighting design services without cost and also identified quality substitutions for some of the higher priced products proposed.

The College is able to procure this customized LED lighting package through Suburban Wholesale Lighting through the CoStars Contract 008-554 for \$544,213.33, with a savings of approximately \$127,400 over the amount originally proposed for only a partial replacement package.

The College will purchase the hardware directly at wholesale prices. Suburban Wholesale Lighting will be responsible for the coordination of fixture installation, pre-wire visits with awarded EC on lighting controls, storage of all fixtures at SWL, & shipment of fixtures to site on SWL trucks.

It will be essential to place an order by the end of March in order for the installation to begin in early May of 2019 as rooms are completed. Each room must be outfitted completely to pass Use and Occupancy inspection for the Fall 2019 semester instruction.

Trustee Kilkenny made the motion to approve the procurement of the Science Center Lighting and Control package to Suburban Wholesale Lighting in the base amount of \$544,213.53. Trustee Dezzi seconded and the Board unanimously approved.

Chair's Report

Chairman Custer noted that a letter was sent to the faculty and staff to introduce himself to the College community and that he received positive feedback from him letter.

Old Business

There was no Old Business.

New Business

There was no New Business.

Executive Session

The Board went into an Executive Session at 5:00 p.m. to discuss personnel matters. No action was taken during the session.

Upon motion, the Board adjourned at 4:58 p.m. The next Board of Trustees meeting is scheduled for Monday, April 15, 2019, at 4:00 p.m. at the West Campus in Pottstown, North Hall, Room 106.

Margot Clark
Secretary