



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, April 15, 2019 at 4:00 p.m. West Campus, North Hall, Room 106, Pottstown.

Board of Trustees

Present: Frank Custer, Chairperson; Marcel Groen, Treasurer; Margot Clark, Secretary; Eleanor Dezzi, Varsovia Fernandez, Raj Guttha (via phone), Anisha Robinson Keeyes, Napoleon Nelson and Rick Taylor

Absent: Lisa Binder, Vice Chairperson; Richard Montalbano, Theresa Reilly, Assistant Secretary; Sean Kilkenny, Dave Kraybill and Ellen Toplin

Also Present:

Dr. Kevin Pollock, President (via phone); Steven Ludwig, College Attorney; Philip Needles, Vice President of Student Services; Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer (via phone); 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; Angela Polec, Executive Director of Marketing and Communications; Diane VanDyke, Director of Strategic Communications; Molly Hafner, Director of Marketing; Michael Bettinger, Director of Government Relations and External Affairs; Josh Mitchell, Director of User Support and Instructional Technology; Joe Gallagher, Chair, Foundation Board; Linda Quinby, Adjunct Faculty, ESW; Angela Scott Ferencin, Director of TRIO/Upward Bound; Georgette Howell, Associate Professor ESW, West Campus; Michael Thornton, Student; Lydia Klementisz, Student; Deborah Rogers, Executive Assistant to the Board of Trustees.

Call to Order

Chairperson Custer called the meeting to order at 4:02 p.m.

Pledge of Allegiance

Ms. Lydia Klementisz and Mr. Michael Thornton, Theatre Arts majors, led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Phil Needles introduced the following new guest: Angela Scott Ferencin, Director of TRIO/Upward Bound.

New Trustee

Chairman Custer introduced the College's newest Board member, Mr. Rick Taylor. Rick is a resident of Ambler and is currently the global head of Total Rewards at Adare Pharmaceuticals in Princeton, NJ. He is a former State Representative, when he represented the 151<sup>st</sup> legislative district from 2006-2010. Mr. Taylor noted that he attended classes at Montco.

**Public Testimony**

There was no public testimony.

**Consent Agenda**

Trustee Groen motioned to approve Consent Agenda action item **A** as presented. Trustee Dezzi seconded and the Board unanimously approved action item **A**. Information items **B** through **E** were also approved as presented for the month of April, 2019.

**Action Items:**

- A.** Approval of the March 18, 2019 Minutes

**Information Items:**

- B.** 2018-2019 Student Success Goal #3, Increase Students in STEM Courses Using 24/7 Online Tutoring by 100% - Research Briefs
- C.** YTD Financial Results (Treasurers Report)
- D.** Wilmington Trust Investment Performance
- E.** Investment of Bond Proceeds

**President's Report**

Phil Needles provided an update on enrollment for the President's Report.

**Spring 2019 Enrollment Summary – As of 4/15/19**

- Total Unduplicated Headcount is +0.14% ahead of prior year (9,722 CY vs 9,708 PY).
- Total Credit Hours generated are –1.84% below prior year (76,371 CY vs 77,805 PY).
- New Student Headcount is +6.66% ahead of prior year (1,426 CY vs 1,337 PY).

**Summer 2019 Enrollment Summary – As of 4/15/19**

- Total Unduplicated Headcount is +4.38% ahead of prior year (3,311 CY vs 3,172 PY).
- Total Credit Hours generated are +5.82% ahead prior year (17,647 CY vs 16,676 PY).
- New Student Headcount is –2.98% below of prior year (750 CY vs 773 PY).

**Fall 2019 Enrollment Summary – As of 4/15/19**

- Total Unduplicated Headcount is +12.76% ahead of prior year (1,759 CY vs 1,560 PY).
- Total Credit Hours generated are +14.73% ahead prior year (14,608 CY vs 12,732 PY).
- New Student Headcount is +22.83% ahead of prior year (156 CY vs 127 PY).

**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)

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

## Spring 2019 Enrollment By Campus (as of 4/9/19)

CENTRAL CAMPUS					WEST CAMPUS				
	SP-19	SP-18	Change	Percent		SP-19	SP-18	Change	Percent
Total Headcount	6,040	6,248	-208	-3.33%	Total Headcount	1,181	1,295	-114	-8.80%
Total Credit Hours	45,402	47,619	-2,217	-4.66%	Total Credit Hours	7,711	8,841	-1,130	-12.78%
New Student Headcount	991	996	-5	-0.50%	New Student Headcount	163	145	18	12.41%

  

VIRTUAL CAMPUS					CULINARY CAMPUS				
	SP-19	SP-18	Change	Percent		SP-19	SP-18	Change	Percent
Total Headcount	3,823	3,546	277	7.81%	Total Headcount	123	154	-31	-20.13%
Total Credit Hours	19,315	17,641	1,674	9.49%	Total Credit Hours	901	1,047	-146	-13.94%
New Student Headcount	267	195	72	36.92%	New Student Headcount	13	15	-2	-13.33%

The following slide shows the progress to date on new student enrollment as of 4/9/2019.

## Goal Tracker (as of 4/9/19)

ACCESS

**Increase New Student Enrollment**

<b>Overall Goal</b>	<b>+5% increase</b>	<b>336 students</b>
<b>Year to Date</b>	<b>+2.5% increase (SR &amp; FA)</b>	<b>169 students (SR &amp; FA)</b>

Summer 2018		Fall 2018		Spring 2019 <small>(As of 4/9/19)</small>	
Central	+6.3% (56)	Central	-6.0% (182)	Central	-0.5% (5)
West	-29.7% (30)	West	+36.4% (157)	West	+12.4% (18)
Virtual	+2.9% (19)	Virtual	+53.8% (149)	Virtual	+36.9% (72)
*Culinary	+200% (2)	*Culinary	+37.5% (15)	*Culinary	-13.3% (2)
*Dual	+7.3% (7)	*Dual	+7.4% (76)	*Dual	+29.0% (66)
<b>TOTAL</b>	<b>+2.7% (45)</b>	<b>TOTAL</b>	<b>+3.3% (124)</b>	<b>TOTAL</b>	<b>+6.4% (85)</b>

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

Dr. Pollock (via phone) noted that he, along with several of the College's administrators presented our 2018-2019 Student Success Goals at the American Association of Community Colleges (AACC) conference and had a very receptive response to the presentation.

### **Institutional Risk Committee**

#### **Public Safety Services Contract:**

The College currently uses contracted security services at the West Campus, the Culinary Arts Institute and minimally on Central Campus. The contract with Universal Protection Service and Allied Universal reached end of term last year with pricing currently being held constant from month to month. The College solicited competitive proposals to evaluate the current market, although Allied Universal does provides services through State Contract.

The RFP announcement was posted on the College website and Public Purchase. Over fifty contractors downloaded the proposal specifications. Sealed responses were opened at 10:00 AM on March 14, 2019. The College received three (3) complete and two (2) incomplete proposal responses. The tabulation of proposals reflects costs for 13,500 security officer hours and 4,160 security supervisor hours as required annually to provide security services at all three campus locations.

Allied Universal is the apparent low responsive and responsible proposer. As the incumbent contract holder, the College has first-hand knowledge of their abilities and performance.

The contract would commence on 7/1/2019.

Trustee Clark made the motion to recommend awarding a three-year contract to Allied Universal for Public Safety Services at the rates provided. The overall cost of the contract is estimated to be \$1,051,489 (\$340,197 in Year 1; \$350,403 in Year 2; \$360,889 in Year 3). Trustee Fernandez seconded and the Board unanimously approved.

#### **Finance Committee:**

Trustee Groen Reported for the Committee.

#### **Operating Budget/Tuition and Fees:**

At the April Finance Committee meeting, the 2019-2020 preliminary operating and capital budgets were discussed. The College needs to establish the tuition and fee schedule for the fall 2019 semester as enrollment began for all students on 3/28/19.

Three budget scenarios were developed:

#### **Scenario #1**

The preliminary budgets were built under the assumption of:

- 190,000 Credit hours
- No increase to Tuition rates

- No increase to Comprehensive, Facility, Student Activity or Technology Fees.
- Course fee added for selected high instructional cost courses to bring them to equity with other existing high instructional cost course fees.
- The preliminary budget includes anticipated flat funding levels from the Commonwealth of Pennsylvania and a deminimis increase in funding from Montgomery County.
- Scenario #1 produces @ a \$400k bottom line

### **Scenario #2**

- The same base assumptions as scenario #1 with the addition of a \$5 Comprehensive Fee increase which produces @ a \$1.3m bottom line

### **Scenario #3**

- The same base assumptions as scenario #1 with the addition of a \$5 tuition fee increase and a \$5 Comprehensive Fee increase which produces @ a \$1.9m bottom line.

Management and the Finance Committee recommend preliminary budget **scenario #1** for approval of tuition and fees for fiscal year 2019-2020.

Trustee Fernandez made the motion to approve budget **scenario #1** for fiscal year 2019-2020. Trustee Groen seconded and the Board unanimously approved.

### **Operating and Capital Budgets:**

Vice President Somers provided the Board of Trustees with an overview of the preliminary Operating and Capital budgets. The final budget will go to the May Finance Committee meeting for review and to the May Board of Trustees meeting for final approval.

This was an information item only and required no action at this time.

### **Audio Visual Equipment for the Science Center:**

With renovations to the Science Center soon to be underway, the College deemed it necessary to bid out a host of state-of-the-art audio and visual equipment. This equipment will be installed in the Science Center once renovations are complete.

Public notice of the bid for Audio Visual Equipment for the Science Center appeared in the Times Herald newspaper and website on March 21, 2019. The bid was also posted on the College website. Bids were opened at 11:00 AM on March 28, 2019. As this was a line item bid, it is the prerogative of the College to select the lowest, responsible bidder for each line item.

After review, the College recommends that awards be made to the following lowest, responsible bidders:

Applied Video Technology	\$1,032.00
Visual Sound Inc	\$27,405.00
Adorama, Inc	\$1,686.00
Audio Visual Innovation	\$362,304.88
ADVANCED AV LLC	\$167,145.00

STAR AVR, LLC

\$27,519.46

For a proposed awards total of \$587,092.34.

Trustee Groen made the motion to award the above six lowest, responsible bidders for a total amount of \$587,092.34. Trustee Nelson seconded and the Board unanimously approved.

**Chair's Report**

Chairman Custer noted that he attended several of the cultural affairs events the College hosted along with the play, "Mr. Burns: A Post-Electric Play" in the Black Box Theatre. He gave a shout-out/kudos to Professor Kosciesza. He recommended that the Board members try to attend some of the College's events as they are outstanding.

He also thanked Trustee Robinson Keays for speaking on behalf of community colleges at the Pennsylvania Commission for Community Colleges annual Lobby Day in Harrisburg on April 9<sup>th</sup>. He also noted that he, along with Trustee Robinson Keays, four students as well as President Pollock and Michael Bettinger visited several of the senators and representatives in their offices on Lobby Day.

**Old Business**

There was no Old Business.

**New Business**

There was no New Business.

Upon motion, the Board adjourned at 4:46 p.m. The next Board of Trustees meeting is scheduled for Monday, May 20, 2019, at 4:00 p.m. at the Advanced Technology Center, Room 316, Central Campus.

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Margot Clark  
Secretary