



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, May 20, 2019 at 4:00 p.m. Health Sciences Center, Skybox, Central Campus.

Board of Trustees

Present: Frank Custer, Chairperson; Lisa Binder, Vice Chairperson; Marcel Groen, Treasurer; Margot Clark, Secretary; Theresa Reilly, Assistant Secretary; Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Anisha Robinson Keeys (via phone), Napoleon Nelson and Rick Taylor

Absent: Richard Montalbano, 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; 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; 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; Linda Quinby, Adjunct Faculty, ESW; David Kowalski, Executive Director of Institutional Research; 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

Trustee Taylor, led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

There were no new guests to be introduced.

Public Testimony

There was no public testimony.

Consent Agenda

Trustee Dezzi motioned to approve Consent Agenda action item **A** as presented. Trustee Clark seconded. Trustee Guttha motioned to approve Consent Agenda action item **B** as presented. Trustee Reilly seconded. Trustee Reilly motioned to approve Consent Agenda item **C** as presented. Trustee Dezzi seconded. The Board unanimously approved action items **A** through **C**. Information items **D** through **G** were also approved as presented for the month of May, 2019.

**Action Items:**

- A. Approval of the April 15, 2019 Minutes
- B. Pre-Employment Background Checks Policy Revisions (**Attachment A**)
- C. Request to Modify a Curriculum: Environmental Studies (AA)

**Information Items:**

- D. YTD Financial Results (Treasurers Report)
- E. Investment of Bond Proceeds
- F. Wilmington Trust Investment Performance
- G. Willis Towers Insurance and Reputation Risk

**President's Report**

Dr. Pollock provided an update on enrollment for the President's Report.

**Spring 2019 Enrollment Summary – As of 5/16/19**

- Total Unduplicated Headcount is up 0.1%.
- Total Credit Hours generated are down 1.9%.
- New Student Headcount is up + 7.0%.

This is the last report out of Spring for 2019.

**Summer 2019 Enrollment Summary – As of 5/20/19**

- Total Unduplicated Headcount is -0.85% below prior year (5,124 CY vs 5,168 PY).
- Total Credit Hours generated are +0.35% ahead of prior year (26,543 CY vs 26,451 PY).
- New Student Headcount is -6.16% below prior year (1,326 CY vs 1,413 PY).

**Fall 2019 Enrollment Summary – As of 5/20/19**

- Total Unduplicated Headcount is +6.45% ahead of prior year (3,402 CY vs 3,196 PY).
- Total Credit Hours generated are +8.67% ahead of prior year (29,866 CY vs 27,483 PY).
- New Student Headcount is -9.51% below prior year (514 CY vs 568 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 5/16/19)

CENTRAL CAMPUS					WEST CAMPUS				
	SP-19	SP-18	Change	Percent		SP-19	SP-18	Change	Percent
Total Headcount	6,039	6,250	-211	-3.38%	Total Headcount	1,181	1,295	-114	-8.80%
Total Credit Hours	45,398	47,628	-2,230	-4.68%	Total Credit Hours	7,711	8,841	-1,130	-12.78%
New Student Headcount	1,000	999	1	0.10%	New Student Headcount	166	145	21	14.48%
VIRTUAL CAMPUS					CULINARY CAMPUS				
Total Headcount	3,823	3,544	279	7.87%	Total Headcount	123	154	-31	-20.13%
Total Credit Hours	19,315	17,629	1,686	9.56%	Total Credit Hours	896	1,047	-151	-14.42%
New Student Headcount	266	194	72	37.11%	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 5/16/19)

ACCESS

**Increase New Student Enrollment**

<b>Overall Goal</b>	<b>+5% increase</b>	<b>336 students</b>
Year to Date	+3.9% increase	263 students

Summer 2018	Fall 2018	Spring 2019 <small>(As of 5/16/19)</small>
Central <span style="color: green;">+6.3% (56)</span>	Central <span style="color: red;">-6.0% (182)</span>	Central <span style="color: green;">+0.10% (1)</span>
West <span style="color: red;">-29.7% (30)</span>	West <span style="color: green;">+36.4% (157)</span>	West <span style="color: green;">+14.5% (21)</span>
Virtual <span style="color: green;">+2.9% (19)</span>	Virtual <span style="color: green;">+53.8% (149)</span>	Virtual <span style="color: green;">+37.1% (72)</span>
*Culinary <span style="color: green;">+200% (2)</span>	*Culinary <span style="color: green;">+37.5% (15)</span>	*Culinary <span style="color: red;">-13.3% (2)</span>
*Dual <span style="color: green;">+7.3% (7)</span>	*Dual <span style="color: green;">+7.4% (76)</span>	*Dual <span style="color: green;">+30.5% (71)</span>
<b>TOTAL <span style="color: green;">+2.7% (45)</span></b>	<b>TOTAL <span style="color: green;">+3.3% (124)</span></b>	<b>TOTAL <span style="color: green;">+7.0% (94)</span></b>

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

Dr. Pollock noted that we completed our second goal of reducing the percentage of course withdrawals and that there was a college-wide celebration. He also noted that we may be bringing the part-time fall to spring retention increase back next year, and that we should have a more complete answer to the increase in graduation rates by the June Board meeting.

Dr. Pollock thanked everyone who attended Commencement and thanked everyone again for all the hard work by faculty, Administrators and staff and for the exceptional open houses that were held this past spring.

Trustee Groen asked about the growth of the virtual campus and does that mean there is less faculty because of the online growth.

### **Finance Committee**

Trustee Groen reported out for the Committee.

### **Administrative Raises:**

Each year the College provides a recommendation regarding salary increases for Administrative employees of the College. Administrative salary increases were 2.8% in 2015/16, 3% in 2016/17, 2.7% in 2017/2018, and 2.7% in 2018/2019.

The College has obtained CUPA-HR salary survey data and Korn Ferry data to benchmark the administrative salary recommendation. In general, the 2019 Korn Ferry data shows that organizations are planning increases of 3%. The College and University Professional Association for Human Resources (CUPA) 2019 Administrators in Higher Education Annual Report was also reviewed; institutions (public and private) and across all administrative employee groups are recommending for 2019 an increase of 2.2%.

It is the recommendation that the administrators for September 1, 2019 receive a 2.7% increase. The CUPA-HR salary survey data also indicates that organizations are planning increases 1% above their structure increases. It is being recommended that the increase to the salary structure be at 1.7%.

Trustee Groen motioned that the Board of Trustees approve a 2.7% salary increase for administrators for qualified administrative employees whose performance meets expectations and a 1.7% increase to the salary structure. Trustee Killkenny seconded and the Board unanimously approved.

### **FY 2020 Operating Budget:**

At the March and April 2019 Board of Trustees meetings, the 2019/2020 preliminary operating budget was presented. At the April 2019 BOT meeting the Tuition and Fee schedule beginning Fall 2019 was approved.

The proposed FY 2019-2020 Operating Budget was built upon the following assumptions:

#### **Revenue Assumptions**

##### **Student Funding**

- The FY 2019-2020 budget projects a 2.4% increase in credit hours vs. the FY 2018-2019 budget. This represents an increase in projected credit hours of 4.5k from 185.5k to 190k.
- No increase in tuition rate for FY 2019-2020.

- No increase in Activity, Comprehensive, Facility or Technology fees for FY 2019-2020.
- Equity adjustment to course fees for CIS high instructional cost courses to align with other high instructional cost course fees.

### State & County Funding

- The Commonwealth of Pennsylvania operating appropriation is flat with FY2018-2019 funding at \$19 million.
- Montgomery County funding is provided under the dedicated real estate tax millage Total County funding for FY 2019-2020 is budgeted at \$23.2 million, with \$17.9 million in county funding allocated to the support of operating expense.

### **Expense Assumptions**

The FY 2019-2020 budget includes:

- 2.7% increase for support staff compensation effective July 1, 2019;
- 2.7% increase for faculty compensation effective for the 2019-20 academic year; and
- 2.7% increase for administrators effective September 1, 2019.
- Medical benefits expense is based on a combination of projections from our broker, and actual current year projection taking into account the currently unfavorable trends associated with the College's self-insured medical plan.
- Workers' compensation insurance decreased by \$50k to \$400k in the FY2019-2020 budget.
- Non-compensation budget lines were rolled from the FY 2017-2018 actuals plus a 2.5% annual inflation factor.
- Notable additive non-compensation expenses in the FY 2019-2020 budget include \$475k additional to (deferred) maintenance to restore budget to \$1m and \$400k for Tutor.com, program expansion.

### **Auxiliary Budgets:**

- The Virtual Campus Store is operated by eCampus. Similar to 2018-2019 in 2019-2020, the eCampus bookstore will again operate with no commission or expenses anticipated. As such, there is no budget revenues or expenses to consider in FY2020. Vice President Celeste Schwartz manages this budget.
- The Children Center's budget details the anticipated revenues and expenditures attributable to the Children's Center, one of the many benefits offered by the College for its students and staff. The Children's Center provides a first-class early childhood care and education program primarily for the young children of the College's students, and secondarily for the children of college staff. The general public may use the childcare services if space is available. The budget anticipates that the Children's Center will receive an \$86,910 transfer from the College to support operations in FY2020. Vice President Philip Needles is responsible for managing the budget.
- The Food Service budget details the anticipated revenues, expenditures and commissions attributable to the five eateries on the Central and West Campuses, as well as the vending machine operations. On campus food service is currently outsourced to Compass Group. Vice President Charles Somers manages this budget.
- The University Center offers students the opportunity to pursue bachelors, masters, and doctorate degree opportunities through partnerships with other higher education institutions on the College campus. Vice President Bastecki-Perez is responsible for managing the budget.

- The budget for Culinary Retail Operations details anticipated revenues and expenditures associated with the restaurant and café at the College's Culinary Arts Institute. The objective is to provide students with practical retail experience as part of a comprehensive culinary education. Café service has been discontinued, and the FY2020 budget includes only restaurant revenues and expenditures.

In total, the auxiliary budgets have a net income of \$182k for FY2020 compared to \$108k in the prior fiscal year. This is mostly attributable to the University Center which is projected to increase its net income by \$65k due to new partnerships with Alvernia University and the University of the Sciences.

### **Technology Fee Budget:**

The Technology Fee budget details the anticipated revenues and expenditures attributable to the fee established for support services and purchase of new technologies, as well as the lifecycle replacement of technology used to support the learning environment. Vice President Celeste Schwartz manages this budget. Discussion

The Board of Trustees has approved keeping the FY2020 technology fee rate level with FY2019, at \$25.00 per credit hour. The budgeted revenue in FY2020 reflects a projected 2.4% increase in enrollment over the FY2019 budget and includes anticipated fee forfeiture revenue. The FY2020 Technology Fee budget balances revenue and expense.

### **Student Activity Fee Budget:**

The 2019-2020 Student Activity Fee budget, a component of the College's overall operating budget, is supported through the student activity fee. The student activity fee is charged only to students enrolled in fall and spring classes. The Board of Trustees has approved keeping the FY2020 student activity fee level with FY2019 at \$7.00 per credit hour. The Student Activity fee budget is managed by Vice President Philip Needles.

The total proposed Student Activity fee budget is \$1,177,184, an increase of \$28,091 (2%) from the prior year, reflecting an increase in enrollment and includes anticipated forfeiture revenue. Significant highlights and changes from last year's budget include:

- Student Leadership & Involvement:
  - Budget expenses increased by approximately \$43k. The budget funds existing and new clubs, student media, networking opportunities/professional development and various community efforts. The budget also funds special events and programs including Welcome Week, new student orientation, drug and alcohol awareness, sexual awareness and lobby day. The increase in FY2020's expense is largely due to the launch of Integrated Learning Clubs during FY2019.
- Athletics Program:
  - The budget funds the College's athletic program under National Junior College Athletic Association. Total expenses are anticipated to decrease by \$30k for FY2020, as FY2019 was high due to additive expense related to the College's rebranding campaign with new uniforms, new scorer's table and coaching and travel gear. Currently, the College provides intercollegiate opportunities in the following sports: women's soccer, basketball, volleyball and softball and men's soccer, basketball and baseball. The College plans to launch an eSports program in FY2020.

- Lastly, funds are budgeted for campus recreation programs and intramurals for students. Expense associated with the wellness center, now under management of the YMCA, has been reclassified as a general College operating expense and is no longer funded by the Student Activity fee.
- Commencement:
  - Effective FY2019, commencement expenses were no longer included in the Student Activity Fee budget, and the funds were reallocated to student activities and athletic programs.

Trustee Groen motioned to approve the FY 2020 Operating Budget (**Attachment B**) along with the Auxiliary, Technology Fee and Student Activity budgets. Trustee Fernandez seconded and the Board unanimously approved.

### **FY 2020 Capital Budget:**

The capital budget is based upon the capital funds provided by the Commonwealth and County. Once obligations for existing leases, debt service and leasehold improvements are considered, the balance remaining, if any, is used to fund requests for new and replacement equipment and facilities maintenance/renovations.

The capital budget schedule shows the cash sources and uses of Capital Funding received from the Commonwealth of Pennsylvania and the portion of Montgomery County millage funding internally designated to satisfy Capital obligations.

The proposed 2019-2020 capital budget of \$13,575,655 provides for all of the College's existing debt service and certain leases. Significant highlights from the budget include:

The total State and County capital funding of \$11.4m is the same dollar amount of funding as compared to FY 2018-2019 budget. Total capital expenditures are projected to be \$13.6m. The contractually obligated expenditures of \$13.6m are comprised of:

- Bond Debt Service \$10.1m
- College self-funded projects of \$1.9m includes:
  - \$1m Campus Safety Project
  - \$606k Theater Renovation College match of PDE funding
  - \$150k College Hall Floor repair
  - \$100k Trail project phase II
- Siemens Energy Efficiency Initiative lease for \$839k
- Culinary Arts Lease of \$390k
- Computer leases of \$168k
- AAA Building Lease of \$193k
- Other variable leases of \$23k

Trustee Groen motioned to approve the Capital Budget for FY 2020 (**Attachment C**) as presented. Trustee Guttha seconded and the Board of Trustees unanimously approved the FY 2020 Capital Budget.

**Student Success Committee**

Vice President Bastecki-Perez provided updates on the following:

- a. **Commission on Accreditation in Physical Therapy Education (CAPTE):**  
Dr. Bastecki-Perez provided an update on CAPTE, she noted that on April 18, 2019, the College was commended for the self-study report and that it was well written. The College should receive notification around May 15, 2019 on the status of the programs accreditation, noting that this is the most difficult report that the College had to prepare.
- b. **Commission on Dental Accreditation (CODA):**  
On schedule, the College is preparing for a visit in 2020.
- c. **Joint Review Committee on Education in Radiologic Technology (JRCERT):**  
The College received notice that the radiography program has received accreditation for a period of eight years. The next scheduled site visit is scheduled for the fourth quarter of 2022. The maximum award of accreditation from JRCERT has been received.
- d. **National Council Licensure Examination – Registered Nurse (NCLEX-RN):**  
For the first quarter, 1/31/19 to 3/31/19, students in the nursing program had a pass rate of 97.67% on their first attempt, 43 nursing students took the test.
- e. **Pennsylvania Department of Human Services Medicaid Assistance Program:**  
The College received notification from the Pennsylvania Department of Human Services that the College is an approved provider of dental services to eligible recipients under the Medical Assistance (MA) program. The College will need to be revalidated by 3/20/2024.

Trustee Reilly complimented the faculty on their outstanding work towards reaching our goals and for all their work towards our accreditation status in the different disciplines.

The above items **a** through **e** were information items only and required no action by the Board of Trustees.

**Finance and Institutional Risk Committee**

Trustee Guttha noted that we should have a framework on risk management by the end of next year. The President and the Board Chair will have discussions on next steps.

**RFP Recommendations:****Investment Advisory Services**

A committee with representation from the Board 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 April 19, 2019 The Haverford Trust Company, Vanguard and Wilmington Trust were invited to provide a more in-depth presentation of their Proposals.

The Committee looked at each of the firm's abilities relative to portfolio attribution, portfolio optimization, risk return characteristics, and proposed fee structure. Additionally, Wilmington Trust and its parent M&T Bank Charitable Foundation have provided philanthropic support to the College of \$55,400 from April 2014 to the present.

Based on the above characteristics, the Committee concluded that retaining the services of Wilmington Trust would provide the "Best Value" to the College. In addition to their expertise in the not for profit



and higher education areas, Wilmington Trust's proposed cost of services was the least expensive of the firms responding to the RFP.

Proposed total weighted average fees as follows:

The Haverford Trust Company:	.30%
Vanguard Institutional Advisory:	.34%
Wilmington Trust:	.20%

Trustee Guttha motioned to recommend that the College retain the services of Wilmington Trust as the College's Investment Advisor for a three fiscal year term beginning July 1, 2019 through June 30, 2022. Trustee Groen seconded and the Board of Trustees unanimously approved.

#### Security Camera Electrical & Data Infrastructure:

At their October 15, 2018 meeting, the Board approved a phase II project for Campus Safety in the amount of \$1,368,302.40. Based on phase I bid results received in September, the parking lot trenching, cabling, power and camera installation component of phase II was budgeted at \$820,586 in capital funds. This phase II infrastructure project will improve surveillance in the other parking areas: Morris Road, Cathcart Road and ATC lots.

Seiler + Drury Architects and Mulhern Consulting Engineers created the specifications that were the basis of the bid for the necessary infrastructure for the new surveillance.

On March 20, 2019 the Security Camera Electrical and Data Infrastructure Project – Phase II bid was publicly advertised in the Times Herald and posted on the College website. The bid documents were posted on Public Purchase. A mandatory pre-bid meeting was held on March 26, 2019 at 10 a.m. and attended by three contractors. A second advertisement was published on April 6, 2019 in an attempt to attract additional competition. A second mandatory pre-bid meeting was scheduled and attended by two contractors. Attendance of the second meeting was not required for those whom attended the first.

Three responses were received and opened at 10 a.m. on April 16, 2019 with the results as follows, the low bid coming in \$35,500 under the estimated amount.

<b>Contractor</b>	<b>Base Bid</b>
Brendan Stanton Inc.	785,000
Janney Electric	794,740
MJF Electrical Contracting, Inc.	1,248,655

Brendan Stanton Inc. (BSI) of Montgomeryville, PA is the apparent low responsive and responsible bidder for the project for Phase II and in total. The College most recently awarded BSI for Phase I of this project, and the switchgear replacement project in 2016.

Trustee Guttha made the motion to approve an award of \$785,000 to BSI for the Security Camera Electrical & Data Infrastructure Project – Phase II. Trustee Groen seconded. The Board of Trustees unanimously approved.

**Chair's Report**

Chairman Custer discussed the 2019-2020 Board of Trustees draft meeting calendar. He asked the Board if they were in agreement of moving the February 2020 meeting back a week to February 24, 2020 instead of holding it the third Monday of the month which falls on Presidents' Day. All were in agreement.

He also thanked everyone for attending Commencement. He gave a special thanks to Jenna Klaus, Candy Basile, Deb Rogers and a special thanks to President Pollock for a flawless evening.

He also noted that the Institutional Visioning Committee will meet in June and that he will set a date for the Executive Committee to meet before the next Board meeting.

Trustee Clark thanked Chair Custer for his leadership and the entire Board agreed.

**Old Business**

There was no Old Business.

**New Business**

There was no New Business.

Upon motion, the Board adjourned at 5:14 p.m. The next Board of Trustees meeting is scheduled for Monday, June 17, 2019, at 4:00 p.m. at the Advanced Technology Center, Room 316, Central Campus.

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Margot Clark  
Secretary



*Board of Trustees Policy*

<b>SUBJECT:</b>  Pre-Employment Background Checks	<b>NUMBER:</b> 6.10	<b>PAGE:</b> 1	<b>OF:</b> 5
	<b>DATE:</b> May 20, 2019		
	<b>SUPERSEDES:</b> September 2015, June 2012, January 2011, September 2005		

***Purpose***

In keeping with Montgomery County Community College's goal of building a modern and model workplace and of providing a safe and secure environment for the campus community, the College will conduct background checks on all prospective employees and volunteers. In compliance with Pennsylvania Act 153, all prospective employees, current employees, independent contractors, and volunteers who have direct contact with children, as defined by law, will be required to submit to three mandatory clearances: PA Child Abuse Clearance, PA State Police Criminal Clearance, and the FBI Fingerprinting Clearance. In addition, all prospective faculty employees hired after the effective date of this policy will be required to submit to these same three clearances; these clearances include the PA Child Abuse Clearance, the PA State Police Criminal Clearance, and the FBI Fingerprinting Clearance.

***Policy***

The Human Resources Department of Montgomery County Community College shall initiate an appropriate background check on every prospective employee and volunteer. Background checks will be conducted by an independent entity whose primary business it is to conduct background checks. The Human Resources Department will initiate clearances as outlined in this policy. Clearances will be completed in accordance with Pennsylvania Department of Human Services' procedures.

***Procedure***

Following the offer of employment or request to volunteer, the Human Resources Department will send an email explaining the electronic background check process and outlining the College's intent to conduct a background check. The background check company contacts the prospective employee or volunteer electronically with a secure login and password where they will read the summary of their rights under the Fair Credit Reporting Act (FCRA) and complete the background check form. As a condition of employment or volunteering, an authorization for release of information covered by the FCRA must be signed. Prospective employees and volunteers unwilling to sign the authorization form will be eliminated from the selection process.



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**Background checks include:**

- **Criminal Felony and Misdemeanor**—Performs fundamental criminal searches that reveal felonies and misdemeanors by searching county courthouse records corresponding to an applicant’s address history. This search finds, confirms, and reports a candidate’s felony and misdemeanor records history.
- **SSN Trace**—Reveals the names and addresses associated with a Social Security Number (SSN) using credit bureau records. This provides the essential information necessary for other services and can help detect an incorrect or compromised SSN.
- **National Criminal Search**—Report includes state and county criminal records, parole records, and sex offender registry checks. As opposed to the Criminal Felony and Misdemeanor search, this search provides information about crimes committed in areas where the applicant did not live. This search is based on the applicants name and date of birth.
- **National Sex Offender Registry**—Reveals records for known sex offenders by checking U.S. Department of Justice databases. Results include registered sex offender information for all fifty states, the District of Columbia, Puerto Rico, and Guam.

The Human Resources Department will determine if any of the following additional background checks will be required for the position:

- **Education Report** - Confirms degree, certificate, or diploma claims directly with institutions or their authorized agents. Results are checked against a database of fictitious schools and diploma mills and include institution name, dates of attendance, current status and degree, certificate, or diploma issued with award dates.
- **MVR Report (Motor Vehicle Records)** - Reveals the status of an individual’s driver’s license, license type, endorsements, restrictions, driving violations, suspensions, and revocations. An MVR check is recommended for any applicant that may be driving a truck, company car, or heavy machinery. In some states, convictions such as driving under the influence (DUI) are not reported on court records, but are revealed in the driving record.



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- **Credit History Check** - Reviews the comprehensive credit history of a candidate. It provides information about the status of negative accounts, accounts in collections, inquiries by third parties, and more. Understanding credit history may be relevant for individuals with access to cash, budgets, or discretionary spending.

**ACT 153 of 2014**

Act 153 mandates three additional clearances: PA Child Abuse Clearances, PA State Police Criminal Clearances, and Federal Criminal History Records (CHRI) through FBI Fingerprinting. The College requires all three clearances for prospective faculty employees hired after the effective date of this policy; and for prospective employees, current employees, independent contractors, and volunteers who have direct contact with children. Direct contact involves the care, supervision, guidance or control of children and routine interaction, which includes regular and repeated contact that is integral to their responsibilities. Act 153 exempts higher education institutions from obtaining clearances if the contact with children involves matriculated students enrolled at the school or prospective students visiting the campus. All prospective employees hired after the effective date of this policy are responsible for all fees and charges associated with the completion of the clearances for hire.

New clearances must be obtained every five years. The Human Resources Department will contact current employees when new clearances are required.

- Prospective Employees - The PA Child Abuse Clearance, PA State Police Criminal Clearance, and FBI Fingerprinting must be completed prior to an employee starting at the College. Prospective employees may be hired pending the successful outcome of the required background checks and clearances.
- Current Employees –These clearances may be requested at any point during an employee’s history at the College when it is determined that the employee’s position meets the criteria for such checks and clearances.



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- Independent Contractors – Independent contractors responsible for the care, supervision, guidance, or control of children OR those with regular and repeated contact with children as an integral part of their responsibilities are required to obtain clearances.
- Volunteers – Volunteers who are age 18 or older are required to obtain the clearances if they provide care, supervision, guidance or control of children OR if they have regular and repeated contact with children as an integral part of their responsibilities. Adult volunteers who have lived in PA consistently for the past 10 years are not required to complete the FBI Fingerprinting; however, they must affirm in writing that they are not disqualified from service based on a conviction of an offense under Section 6344 of PA Title 23. Any adult volunteer who has lived outside of the state within the past 10 years must obtain the FBI Fingerprinting check.

**Act 153 Requirements:**

- **PA State Police Clearance** - This clearance will check the information provided by the requestor against the criminal history database maintained by the Pennsylvania State Police Central Repository.
- **PA Child Abuse Clearance** - Most states maintain child abuse registries, but the way in which they are maintained and the reasons for having them vary by state. The Pennsylvania Child Abuse History Clearance Check will provide the applicant information as to whether or not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse.
- **Federal Criminal History Record Information (CHRI)** - The CHRI is the result of an FBI fingerprint-based background check for the purpose of verifying identity and obtaining a current record of any criminal arrests and convictions.

Offers of employment are made contingent on the background check and clearance results. Employment or volunteering begin after the background check and clearance results have



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been obtained and reviewed to the satisfaction of the Executive Director of Human Resources or to the satisfaction of his or her designee. When adequate time does not exist to complete the background check process, such as with adjunct faculty, obtaining a satisfactory background check will be a condition for continued employment. An Affidavit for provisional employment in compliance with Pennsylvania Act 153 will also be signed.

**Pre-Adverse and Adverse Action Procedures**

When the results of the background checks and clearances warrant further review, the College will notify the prospective employee, current employee, or volunteer by written communication. In addition to this letter, the prospective employee, current employee, or volunteer will be sent the Summary of Rights under the Fair Credit Reporting Act and their consumer credit report. The prospective employee, current employee, or volunteer will be given three days to contact the Human Resources Department to schedule an appointment to explain the background check and clearance results. If the prospective employee or prospective volunteer does not supply a satisfactory justification explaining the results within three days, the prospective employee or prospective volunteer will no longer be considered for the position in question. If the current employee or volunteer does not supply a satisfactory justification explaining the results within three days, he or she will no longer be considered an employee or volunteer of the College.

If the College declines to hire a candidate or continue employment for a current employee or volunteer due to information uncovered as a result of the background check, the Human Resources Department will notify the candidate using the Notice of Adverse Action letter that he or she is not eligible for employment at the College.

Information uncovered through the background check will remain on file in the Human Resources Department, along with other materials related to the application process, for the period of time mandated by law.

**Montgomery County Community College**  
 Operating and Non-Operating Activities  
 FY2020 Budget

	Fiscal 2020 Proposed Budget	Fiscal 2019 Budget	Fiscal 2019 Projection 6/30/19
<b>OPERATING REVENUE</b>			
1	\$28,669,853	\$27,900,825	\$29,652,679
1a	2,992,739	2,790,082	3,095,333
2	2,357,860	2,218,133	2,134,925
3	2,956,915	2,886,416	3,027,502
4	319,781	312,140	304,502
5	1,177,184	1,149,093	1,183,140
6	4,928,192	4,810,693	5,045,779
7	1,586,233	1,426,087	1,384,579
8	17,677,458	16,759,297	17,437,306
9	19,011,401	19,011,401	19,602,517
10	1,187,908	1,175,384	1,383,347
11	1,818,000	1,480,000	1,377,315
12	561,792	494,936	503,363
13	<b>85,245,316</b>	<b>82,414,487</b>	<b>86,132,287</b>
<b>OPERATING EXPENSES</b>			
Salaries & Wages			
14	24,380,530	23,247,553	23,964,376
15	15,597,597	14,683,153	14,284,954
16	5,354,608	5,005,134	4,900,929
17	594,780	671,853	392,209
18	<b>45,927,515</b>	<b>43,607,693</b>	<b>43,542,468</b>
Employee Benefits			
19	1,844,825	1,674,751	1,770,818
20	400,000	450,000	359,208
21	9,462,813	8,468,674	9,292,254
Retirement			
22	4,408,713	4,654,235	4,388,681
23	2,076,837	2,103,357	2,074,412
24	879,916	697,168	818,251
25	<b>19,073,104</b>	<b>18,048,185</b>	<b>18,703,624</b>
Other Expenses			
26	821,282	987,085	890,666
27	2,080,148	2,017,688	1,820,598
28	861,140	900,740	812,755
29	8,991,395	9,888,556	8,922,632
30	4,655,278	4,368,344	3,941,640
31	1,416,202	1,381,583	1,246,629
32	379,951	387,337	349,502
33	377,276	377,276	340,423
34	<b>19,582,672</b>	<b>20,308,609</b>	<b>18,324,844</b>
35	450,000	450,000	410,000
36	<b>85,033,291</b>	<b>82,414,487</b>	<b>80,980,936</b>
37	<b>212,025</b>	<b>0</b>	<b>5,151,351</b>



	Fiscal 2020 Proposed Budget	Fiscal 2019 Budget	Fiscal 2019 Projection 6/30/19	
<b>NON-OPERATING REVENUE</b>				
Student Aid Revenue				
38	Local & Private Aid	1,255,000	1,205,000	1,441,608
39	State Aid	1,893,500	2,191,188	1,245,743
40	Federal Aid	11,884,259	13,212,338	13,128,169
41	Total Student Aid	<u>15,032,759</u>	<u>16,608,526</u>	<u>15,815,519</u>
42	Non-Aid Grant and Contract Revenue	2,010,586	1,998,175	2,517,351
43	Contribution Revenue	0	0	
44	Capital Appropriations - State	6,158,097	6,102,865	6,124,226
45	Capital Appropriations - County	5,272,152	5,602,063	5,602,063
46	<b>TOTAL NON-OPERATING REVENUE</b>	<b><u>28,473,594</u></b>	<b><u>30,311,629</u></b>	<b><u>30,059,159</u></b>
<b>NON-OPERATING EXPENSES</b>				
47	Student Aid Awards	15,032,759	16,608,526	15,815,519
Grant and Contract Expenditures				
48	Salaries & Wages	837,123	816,960	734,963
49	Employee Benefits	227,732	311,575	286,784
50	Program Expenditures	945,731	869,640	1,279,464
51	Total Grant and Contract Expenditures	<u>2,010,586</u>	<u>1,998,175</u>	<u>2,301,211</u>
52	Interest on Indebtedness	4,484,544	3,812,441	4,779,550
53	Depreciation & Amortization	5,830,915	6,119,456	6,120,281
54	Non-recurring Events	0	0	
55	Bond Issuance Costs/Other	202,961	202,961	400,607
56	Postemployment Benefits Expense	750,000	1,000,000	1,000,000
57	<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b><u>28,311,765</u></b>	<b><u>29,741,559</u></b>	<b><u>30,417,168</u></b>
58	<b>TOTAL NON-OPERATING GAIN(LOSS)</b>	<b><u>161,829</u></b>	<b><u>570,070</u></b>	<b><u>(358,009)</u></b>
59	<b>CHANGE IN NET ASSETS</b>	<b><u>373,854</u></b>	<b><u>570,070</u></b>	<b><u>4,793,342</u></b>

**Montgomery County Community College**  
**Capital Budget FY2020**

	<b>Fiscal 2020 Budget</b>	<b>Fiscal 2019 Budget</b>	<b>Fiscal 2018 Budget</b>
<b>REVENUE</b>			
State	\$ 6,158,097	\$ 6,102,865	\$ 5,448,087
State - Culinary Lease Funding	-	-	195,000
State- Dell Lease Funding	-	-	83,940
Total State Funding	<u>6,158,097</u>	<u>6,102,865</u>	<u>5,727,027</u>
County	<u>5,272,152</u>	<u>5,602,063</u>	<u>6,517,358</u>
Total State & County Revenues	11,430,249	11,704,928	12,244,385
Capital Reserves	1,855,626		
Facilities Fees - Out-Cty, Out-State	319,781	310,792	383,883
Proceeds from Disposal of Capital Assets	(30,000)	(30,000)	(20,000)
<b>Total Revenues</b>	<b><u>\$ 13,575,655</u></b>	<b><u>\$ 11,985,720</u></b>	<b><u>\$ 12,608,268</u></b>
<b>EXPENDITURES</b>			
Real Property Leases	\$ 1	\$ 1	\$ 1
AAA Building Lease	193,196	193,196	-
Computer Related Leases	168,025	167,819	168,025
Variable Leases	23,550	22,494	-
Culinary Arts Institute			
Lease Expense	326,497	326,497	326,497
Capital Lease	63,503	63,503	63,503
Total Culinary Art	<u>390,000</u>	<u>390,000</u>	<u>390,000</u>
Equipment (Siemens)			
Interest	332,409	325,389	134,813
Principal	506,506	503,027	278,131
Total Siemens	<u>838,915</u>	<u>828,417</u>	<u>412,944</u>
Debt Service - Bonds			
Interest	4,201,344	3,525,944	3,740,144
Capitalized Interest	-	957,150	987,150
Principal	5,905,000	5,635,000	5,445,000
Total Debt Service Bonds	<u>10,106,344</u>	<u>10,118,094</u>	<u>10,172,294</u>
Strategic Initiatives	1,855,626	265,700	625,005
Small Capital Projects County funding	-	-	840,000
<b>Total Expenditures</b>	<b><u>\$ 13,575,655</u></b>	<b><u>\$ 11,985,720</u></b>	<b><u>\$ 12,608,268</u></b>
<b>TOTAL OPERATING GAIN(LOSS)</b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>