



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, June 15, 2020 at 4:00 p.m. via web conference.

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, Sean Kilkenny, Napoleon Nelson, Rick Taylor and Ellen Toplin

Absent: Dave Kraybill

Also Present:

Dr. Victoria Bastecki-Perez, President; Marc Davis, Solicitor; Jay Browning, Vice President for Advancement; Therol Dix, Vice President of the West Campus; Diane O'Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity, Diversity and Inclusion, Title IX Coordinator; Philip Needles, Vice President of Student Services; Dr. Gloria Oikelome, Interim Vice President of Academic Affairs and Dean of Health Sciences; Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer; Charles Somers, Vice President of Finance and Administration; Candy Basile, Administrative Support Secretary; Michael Bettinger, Director of Government and External Relations; Michael Billetta, Director of Facilities; Phil Capinski, Supervisor of Grounds; Holly Ann Clayton, Executive Director of Marketing and Communications; Joe Gallagher, Chair, Foundation Board; Dr. Hal Halbert, Associate Professor of English, Faculty Union Representative; Eric Karol, Manager Media Services; Michael Kaufman, HVAC Mechanic B, Support Staff Union Representative; Dr. David Kowalski, Associate Vice President for Institutional Effectiveness and Strategic Innovation; Joe Mancini, Executive Director of Information Technology; Dr. Jenna Meehan, Assistant Vice President of Academic Affairs; Maureen Niesborella, Manager of the Custodial Services; Deborah Rogers, Executive Assistant to the Board of Trustees; Bill Rosenbaum, Director of Information Technology Security; Dr. Keima Sheriff, Interim Assistant Dean of Student Programs; Connie Speier, Administrative Assistant for Social Sciences and Support Staff Union Representative; Jim Stasik, Director of Enterprise Infrastructure Services; Michele Stasik, Assistant Director of Facilities; Diane VanDyke, Director of Strategic Communications; along with approximately eighty (80) guests via Zoom.

Call to Order

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

Chair Custer introduced the supervisors of the College's essential workers and thanked everyone for all the work they are doing during the pandemic to keep the College in shape. In turn, the supervisors recognized all the essential employees under their division.

Pledge of Allegiance

Michael Billetta, Director of Facilities; Michele Stasik, Assistant Director of Facilities; Phil Capinski, Supervisor of Grounds; Maureen Niesborella, Manager of the Custodial Services, along with approximately forty essential employees lead the attendees in the Pledge of Allegiance.

Public Testimony

There was no public testimony.

Consent Agenda

Chair Custer asked if anyone had any questions or concerns or would like an item pulled from the Consent Agenda for discussion. Trustees Fernandez and Robinson Keeys abstained from voting on Consent Agenda item **A** (minutes) as they were absent from the May 18, 2020 meeting. Trustee Toplin asked that Consent Agenda Item **E** be pulled and voted on separately. Trustee Nelson asked several questions about the Grade Appeal Policy as well as Trustee Toplin had some questions on the ab+c creative intelligence budget. All questions were answered. Trustee Groen motioned to approve Consent Agenda action items **A** through **D** and **F** through **K**. Trustee Toplin seconded the motion. Trustee Fernandez motioned to approve Consent Agenda item **E** Trustee Toplin seconded, Trustee Groen abstained from voting on agenda item **E**. The Board approved action items **A** through **K** and accepted Information items **L** through **W**, as presented for the month of June 2020.

Action Items:

- A.** Approval of the May 18, 2020 Minutes
- B.** Grade Appeal Policy (3.6)
- C.** Pre-Employment Drug Testing Policy (6.19)
- D.** Request for Program Modification – Fine Arts (A.F.A.)
- E.** Fox Rothschild Retainer Letter for Fiscal Year 2020-2021
- F.** External Auditor – Reappointment of Maher Duessel for FY ending June 30, 2020
- G.** AB+C Creative Intelligence Budget
- H.** 2020-2021 Goals
- I.** Administrative Raise 2020-2021
- J.** Vacation Capacity Proposal
- K.** Award to the Interim President and Provost for FY 2019-2020 Performance Bonus Based on Level of Accomplishments

Information Items:

- L.** Use of Facilities Policy (5.1)
- M.** Willis Towers Watson- 2020-2021 Liability Insurance Update Including Educator's Legal Liability Review
- N.** Wilmington Trust Investment Review, April 30, 2020
- O.** Wilmington Trust Investment Update and Risk Analysis
- P.** Executive Summary Year to Date April 30, 2020
- Q.** Budget Variance Report Year to Date April 30, 2020
- R.** Treasurer's Report Year to Date April 30, 2020

- S. Investment of 2015 Bond Proceeds as of April 30, 2020
- T. Single Vendor Acquisitions Greater than \$150,000
- U. Fall 2020 Return to On-Ground Cost Estimate
- V. AIA Contracts and Force Majeure
- W. CAPTE Accreditation

President's Report:

A. June 2020

<https://wwws.mc3.edu/html-email/2020/int/report/06/15.html>

President Bastecki-Perez, provided an overview of the June 2020 President's Report. She noted that we are the first community college in the country to offer Talkspace online therapy for students.

The College is pleased to announce The Dreher-Coelho Sound Recording and Music Technology Disability Scholarship - thanks to the generous gift of \$100,000 from Tony Coelho, a former U.S. Congressman, and Robert (Bobby) Dreher, a strategic business consultant for Bender Consulting Services, Inc., of Pittsburgh, Pa. and recent Montgomery County Community College graduate.

Also of note, the College was ranked #2 from 10 Pennsylvania community colleges that are helping to make education accessible by offering online associate degrees and certificates.

In the Community

President Bastecki-Perez introduced the new temporary Director of Public Services Training Programs and Municipal Police Academy, Georgette (Sissy) Hill. There was a robust discussion around the academy and courses being taught and what curriculum the College has control over. Dr. Oikelome noted that is a keen focus on recruiting and program review and that we strongly vet who is teaching and how it is delivered.

Chair Custer noted that there may be a day-long event on policing in the suburban counties. Trustees Kilkenny and Nelson volunteered to help with this event if happens to help with any program assessment.

President Bastecki-Perez noted that she wrote a Letter to the Editor and an Op-Ed on the COVID-19 pandemic and the unique benefits community colleges offer. This was shared on NISOD, PA Commission for Community Colleges, AACC, Montco Today, The Mercury, The Reporter, The Times Herald, The Daily Local and five area weekly newspapers.

Dr. David Kowalski, Associate Vice President of Institutional Effectiveness & Strategic Innovation is participating in a national Community College COVID-19 Impact Research study with Target-X.

Of note, the Mustangs' eSports league added "Overwatch", "League of Legends", and "Super Smash Brothers Ultimate" to the growing list of eSports games coming next year.

Sense of Belonging

- Standing together against racism statement was shared with the College community.

- 11th International Festival became a virtual cultural fair.
- On May 28, the College's Human Resources department hosted an array of online sessions for employees.

Media and Social

- Wellness Wednesdays continue.
- Congratulations to the Class of 2020!

Accolades and Recognition

- MCCC received the 2020 Blackboard Catalyst Award for Leading Change.
- MCCC business students win top awards at the FBLA-PBL state competition.
- Thirty-seven MCCC student-athletes receive spring academic honors.

B. Student Wellness Center Update:

As part of the President's Report, Dr. David Kowalski, Associate Vice President for Institutional Effectiveness and Strategic Innovation; Dr. Keima Sheriff, Interim Assistant Dean of Student Programs and Holly Ann Clayton, Executive Director of Marketing and Communications provided an update to the Board of Trustees on the Student Wellness initiative. As of June 2, 2020, the College went live with Talkspace which is online therapy where students have access 24/7 to therapists. They have easy access through the College's website with no cost to the student. Early numbers were discussed for the first 2 weeks of usage. Dr. Kowalski will continue to update the information as we move forward.

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

Finance Committee:

A. 2020-2021 Operating Budget:

Trustee Groen provided a brief overview of the FY 2021 Operating Budget built on the following assumptions:

Revenue Assumptions:

Student Funding

- The FY 2020-2021 budget projects a 2.6 % increase in credit hours vs. the FY 20192020 budget. This represents an increase of 5,000 in projected credit hours from 190,000 to 195,000.
- No increase in tuition rate for FY 2020-2021.
- No net increase in Student Activity, Comprehensive, Facility or Technology fees for FY 2020-2021.
- Student Activity Fee, currently applicable to only fall and spring terms, will extend to summer terms effective summer 2021.

County and State Funding

- Montgomery County funding is provided under the dedicated real estate tax millage. Total County funding for FY 2020-2021 is budgeted at \$23.2 million, with \$18.4 million in county funding allocated to the support of operating expense.

- The Commonwealth of Pennsylvania operating appropriation is flat with the adjusted FY 2019-2020 funding at \$20.0 million.

Expense Assumptions:

- The FY 2020-2021 budget includes:
 - 2.7% increase for support staff compensation effective July 1, 2020;
 - 2.7% increase for faculty compensation effective for the 2020-2021 academic year; and
 - 2.7% increase for administrators effective September 1, 2020.
- Medical benefits expense is based on a combination of projections from our broker and actual current year projection taking into account the currently unfavorable utilization trends associated with the College's self-insured medical plan.
- Workers' compensation insurance decreased by \$52k to \$348k in the FY2020-2021 budget as higher claims from prior years dropped from the rate calculation.
- Non-compensation budget lines were rolled from the FY 2019-2020 budget plus a 3% inflation factor.
- Notable additive non-compensation expenses in the FY 2020-2021 budget include \$500k to allow for contract increases beyond 3%, and \$590k for bad debt to align with current experience.

Potential Impacts Not Included in Final Budget:

There are some additional considerations for the FY2021 budget that are not included in the current FY2021 draft budget. The aggregate total of the changes would amount to \$109k.

- Savings of \$600k in salary and benefits from six-month hiring freeze
- Additional \$128k expense for new position of Student Wellness Director
- Additional \$113k expense for new initiative of Challenger Center
- Additional bad debt exposure \$250k resulting from relaxed collection efforts due to COVID-19

Trustee Groen made a motion to recommend approval of the Operating Budget for 2020-2021 as presented. Trustee Fernandez seconded and the Board of Trustees unanimously approved the FY 2020-2021 Operating Budget. Of Note: the Auxiliary, Technology and Student Activity Fee budgets were approved as part of the Operating Budget.

B. Capital Budget:

Trustee Groen provided a review of the 2020-2021 Capital Budget, noting the proposed 2020-2021 capital budget of \$15,686,874 provides for all of the College's existing debt service and certain leases.

The total State and County capital funding of \$11.7m is slightly higher level of funding compared to FY 2019-2020 budget of \$11.4m. Total capital expenditures are projected to be \$15.3m. The contractually obligated expenditures of \$15.7m are comprised of:

- Bond Debt Service \$10.1m
- College self-funded projects of \$4.0m includes:
 - \$606k Theater Renovation -College match of PDE funding
 - \$444k South Hall Renovation -College match of PDE funding
 - \$400k College Hall Floor repair

- \$33k West Campus signage
- \$2.5m Challenger Project build-out
- Siemens Energy Efficiency Initiative lease for \$824k
- Culinary Arts Lease of \$390k
- Computer leases of \$168k
- AAA Building Lease of \$193k
- Other variable leases of \$23k

Trustee Fernandez motioned to recommend approval of the Capital Budget for 2020-2021 as presented. Trustee Binder seconded and the Board of Trustees unanimously approved the 2020-2021 Capital Budget.

Finance and Institutional Risk Committee:

In March 2020, the College engaged Spillman Farmer Architects to do a Forensic and Feasibility Study on the North Hall Manatawany Creek retaining wall. The engineers concluded the retaining wall is severely damaged due to inadequate repairs and many years of poor water drainage and recommended total replacement. There is a risk of the wall collapsing which would also compromise the North Hall parking lot, which currently has a sink hole and inadequate fall protection. In the Pottstown exterior Feasibility Study, presented to the Board of Trustees at the January 30, 2020 meeting, the North Hall parking lot space was specifically recommended as an area to convert to green space.

This information was presented to both the Finance and Institutional Risk Committees. Both Committees agreed to move forward with the project.

Trustee Guttha motioned to approve the emergency replacement and repair of the North Hall retaining wall and parking lot drainage, and conversion of the North Hall parking lot to green space. Project total cost is estimated at \$784,300. Trustee Fernandez seconded and the Board of Trustees unanimously approved to move the project forward.

Institutional Strategy and Visioning Committee:

Trustee Toplin provided an update on what the Committee has been discussing and how this Committee differs from the other Committees. They have been focusing on how the College needs to be different and how to position ourselves and how to engage future students. How we partner with the County and citizens.

Vice President Needles noted that we are working on a transition back to work initiative where unemployed workers can take two classes toward a degree or certificate and pay for only one course. The High School/Early College Access Initiative was also discussed.

This was an information item only and required no action by the Board of Trustees.

Chair's Report:

Chair Custer provided Congratulations to the following spring 2020 faculty promotions:

- Dr. Harold Halbert, Associate Professor to Professor of English
- Wendy Zoll Fillgrove, Assistant Professor to Associate Professor of Biology
- Dr. Lynn O'Brien, Assistant Professor to Associate Professor of Anthropology

- Rita Applegate, Instructor to Assistant Professor of Accounting
- Jamie Bayzick, Instructor to Assistant Professor of Physical Therapist Assistant Program
- Dr. Samali Datta, Instructor to Assistant Professor of Chemistry
- Lori Davidson, Instructor to Assistant Professor, Advising
- Nicole Maugle, Instructor to Assistant Professor, Technical Services Librarian

He also noted that Elizabeth Mencil, Assistant Professor of Nursing was granted a sabbatical for fall 2020. She will be expanding her knowledge of multiple patient simulation through completion of a literature review and further investigation of scenarios at other institutions.

Chair Custer recognized Trustee Killkenny for being selected in 2020 as a Pennsylvania Super Lawyer. He also recognized Trustee Nelson for winning the Democratic Party nomination in the primaries for State Representative in the 154th Legislative District. He will face-off against Republican nominee Kathy Bowers in the November election.

Chair Custer also reminded the Board members that they will be receiving their self-assessments and to complete them by June 30.

Old Business

There was no old business.

New Business

There was no new business.

Upon motion, the Board of Trustees adjourned at 6:07 p.m.

Margot Clark
Secretary