

BOARD OF TRUSTEES | MEETING MINUTES

The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 21, 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, Sean Kilkenny, Dave Kraybill, Napoleon Nelson, Anisha Robinson and Ellen Toplin

ABSENT: Rick Taylor

ALSO PRESENT: Dr. Victoria Bastecki-Perez, President; Marc Davis, Solicitor; Steven Ludwig, Attorney, Jay Browning, Vice President for Advancement; Therol Dix, Vice President of the West Campus; Diane O'Connor, Executive Director of Human Resources; Philip Needles, Vice President of Student Services; Dr. Gloria Oikelome, Vice President of Academic Affairs; Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer; Charles Somers, Vice President of Finance and Administration; Michael Bettinger, Director of Government and External Relations; Holly Ann Clayton, Executive Director of Marketing and Communications; Samuel Coleman, Assistant Dean of Student Affairs; Sharon Connolly, Part Time Senior Advisor; Judith Green, Part Time Senior Advisor West Campus; Dr. Hal Halbert, Associate Professor of English, Faculty Union Representative; Lianne Hartman, Associate Vice President of Academic Affairs; Sarah Johnson, Enterprise Applications Analyst; 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; Dr. Jenna Meehan, Special Assistant to the President; Deborah Rogers, Executive Assistant to the Office of the President; Bill Rosenbaum, Director of Information Technology Security; Andrew Rosner, Lead Software Developer; Connie Speier, Administrative Assistant for Social Sciences and Support Staff Union Representative; Jim Stasik, Director of Enterprise Infrastructure Services; Diane VanDyke, Director of Strategic Communications; Michelle Woodward, Executive Assistant to the Vice President of Student Services.

WELCOME AND PLEDGE OF ALLEGIANCE

Chair Custer called the meeting to order at 4:01 p.m.

Samuel Coleman, Assistant Dean of Student Services led the attendees in the Pledge of Allegiance.

PUBLIC TESTIMONY

There was no public testimony.

CONSENT AGENDA

This month's Consent Agenda action items **A** through **E** were voted on individually. All Information Items were approved as presented.

Action Items:**A. Approval of the August 3 and June 16, 2020 Board of Trustees Minutes:**

Trustee Clark motioned to approve the August 3 and June 16, 2020 Board of Trustees meeting minutes as presented. Trustee Groen seconded and the minutes were approved as presented.

B. Challenger Learning Center:

Vice President Dix provided an overview of the proposed Challenger Learning Center to be located at the Pottstown Campus. She reviewed the four items that were discussed during the June 3, 2020 Executive Committee meeting.

- Term of the Contract
- Termination
- Territory
- Supplemental Programming

There was a robust discussion around the above four topics. Marc Davis, the College's solicitor noted that they just received revisions to the contract on Friday, September 18, 2020, and that they will begin reviewing those changes. It may be a few weeks until all parties agree upon a final contract. Vice President Schwartz reviewed the proposed estimated costs to renovating 140 College Drive - Innovation Hub to accommodate the Challenger project. This amount totals approximately \$335,000. Vice President Somers reviewed the average ten-year investment cost for the project totaling up to \$6M.

Trustee Fernandez motioned to approve that the College and administration move forward to enter into an agreement with Challenger Learning Center once Legal has approved the final contract, and to begin to take active steps to prepare the Sustainability and Innovation Hub for the installation and investment of up to \$6M over ten-years from the College's reserve funds once the contract is agreeable. Trustee Guttha seconded the motion. Trustee Nelson voted nay the remaining Trustees voted yay.

C. Recommendation for Fiduciary Advising Services for the College's 403(b) Employee Retirement Plan:

Trustee Guttha and Vice President Somers provided a brief overview of the RFP that went out for a Fiduciary Advising Service.

Trustee Kilkenny motioned to recommend approval of procuring the services of Captrust as the College's fiduciary advisor services firm serving in the capacity as a section 3.21 Fiduciary Advisor for the College's 403(b) employee retirement plan for a three year fiscal year term beginning October 1, 2020 through September 30, 2023 with an option to extend the contract for a 3% increase in year four. Trustee Toplin seconded and the Board unanimously approved.

D. Science Center Theater Bid:

Vice President Schwartz reviewed the information for the Science Center Theater Bid. She noted that the project was publicly bid in July and August. Nineteen contractors submitted bids for six prime contracts. The bids received were missing required documents and lack clarity. The total cost of the six low bids were over the available project funds. It is recommended to reject all bids and to go out for re-bid.

Trustee Kilkenny motioned to approve the rejection of all bids for the Science Center Theater project and approved that the project be re-bid with revisions and improvements to the RFP for the Theater and core renovation project. Trustee Guttha seconded and the Board unanimously approved.

E. Sexual Misconduct Policy (6.17):

Executive Director O'Connor provided a brief overview of the changes to the College's Sexual Misconduct Policy noting that the changes were based on the federal guidelines as the Department of Education issued new regulations to the scope and administration of Title IX policies at educational institutions.

Trustee Toplin motioned to accept the changes and the revised Sexual Misconduct Policy (6.19) as presented. Trustee Dezzi seconded and the Board unanimously approved.

Information Items:

- F. Goals for 2019-2020
- G. Commission on Dental Education- Interruption of Education Report- Status
- H. National Council Licensure Examination (NCLEX) Report- 3rd quarter
- I. Wilmington Trust Performance Review FY20 and Outlook for FY21
- J. Preliminary Unaudited Treasurer's Report for FY20
- K. Fiscal Dashboard FY21
- L. Pennsylvania Department of Education (PDE) Capital Funding FY21
- M. Annual Report of Vendor Cumulative Spends Greater than \$100K for FY20
- N. Update on COVID-19 Funds as of 8-31-2020
- O. Single Vendor Acquisition's Greater than \$100K for July 2020
- P. Investment of 2015 Bond Proceeds as of 6-30-2020

PRESIDENT'S REPORT**A. September 2020**

President Bastecki-Perez, provided an overview of the September 2020 President's Report. She was happy to announce that 1,669 students will be graduating on October 2, 2020. The College will be holding two ceremonies that day, one at 10:00 a.m. and the second ceremony at 2:00 p.m. Also on the 2nd, the College will hold the Gateway to College graduation ceremony at 5:00 p.m. and then the Police Academy graduation ceremony at 7:00 p.m.

The College has awarded \$1.4 million dollars to students through the CARES Act. Also, to date over 200 students have benefited from the 24/7 Talkspace counseling made available to all students.

IN THE COMMUNITY

President Bastecki-Perez also noted that even though we are remote, we are still providing many activities for our students, there were welcome back week activities, a 911 remembrance, we held a drive-in movie at the Blue Bell Campus with over 50 cars in attendance, another drive-in movie is scheduled October 9 at the Pottstown Campus to name a few.

The Eastern Pennsylvania Athletic Conference has expanded a series of virtual leadership discussions started at Montco with student-athletes that helps them stay connected and focused during the pandemic.

The COVID-19 Student Support Campaign raised \$103,485! These funds provided student emergency grants, and funds for technology needs, support programs and scholarships. Thanks to the generosity of more than 200 donors, students were able to continue their education despite the hardships they faced with COVID-19.

Montco introduced a pilot program for early college allowing high school students in dual enrollment partner schools to take online courses at Montco in the fall semester. Seventy-seven students participated, taking 424 credits.

SENSE OF BELONGING

- Montco Weeks of Welcome- Students enjoyed a full month of virtual events to learn about helpful resources, become engaged with clubs and organizations and get to know their Montco Family.

- Board of Trustees Scholarly Series - Throughout the year, our Board members will be sharing their expansive experience and knowledge in their respective fields through virtual information sessions.
- Legislator-in-Residence Program - Montco's Legislator-in-Residence programs brings Montgomery County Commissioners and Pennsylvania lawmakers into the classroom to engage with students and share their experiences as elected officials.

MEDIA AND SOCIAL

- Donnell Peake has been named the student speaker at the 2020 Commencement Ceremony, set this year for Friday, October 2, 2020.
- Wellness Wednesday's continue.

ACCOLADES AND RECOGNITION

- Throughout her career, Dr. Schwartz has focused on improving students' success at Montco through the innovative use of technology and now she will be continuing her work at the national level as an EDUCAUSE board member. MCCC received the 2020 Blackboard Catalyst Award for Leading Change.
- Dr. Oikelome has been appointed to the hospitality position to the Valley Forge Tourism & Convention Board's Board of Directors in representing Montgomery County Community College.
- Key organizational changes were made to align with Montco's strategic goals, strengthen community outreach, and support employee and student success initiatives.
 - Dr. Gloria Oikelome was appointed Vice President of Academic Affairs.
 - Vice President Therol Dix has expanded her role to Vice President of West Campus and Educational Partnerships and will lead the fulfillment of the strategic direction of West Campus, online learning, the University Center, articulation, and transfer pipeline from K-12 to bachelor's and beyond.
 - Rose Makofske, Director of Equity, Diversity and Inclusion, will serve on the President's Cabinet and report to the Dr. Bastecki-Perez.
 - Dr. Jenna Meehan was appointed to Special Assistant to the President and will work to improve daily operations, support Cabinet with strategic initiatives and champion the President's legacy projects in the areas of equity, social justice and leadership.
 - To align with Executive Director Diane O'Connor's administration duties, including facilities and custodial services, Public Safety, including David Caristo, Director, and his college-wide team, will now report to her.
 - Don Smith, Associate Director of Foundation Relations, who is responsible for private grants, now will report to Andrew Hanus, Manager of Public Grants, to have both private and public grants co-located in the Institutional Effective and Strategic Innovation Unit.

MCCC News Brief – August 1-31, 2020

During August, MCCC had 12 hits in more than 22 media outlets for a total reach of over 69.3 million.

Medical Laboratory Technician Program is reaccredited by NAACLS

Two biotechnology majors have landed apprenticeships at GlaxoSmithKline pharmaceuticals.

President Bastecki-Perez provided a fall 2020 enrollment update, noting that the new student headcount is down - 5.53% as well as credit hours generated which are down -3.35%. Also, average credits are down -14.02%. She noted that the College has several opportunities for increasing enrollment. She noted the following:

- Dual enrollment
- Early College High School Pilot
- Fall 2020 2nd 7-week session
- Winter Session

- Spring 2021
- Virtual Open Houses
- Transition Back to Work Pilot

She reviewed information on the Early High School Pilot and noted that 77 students are currently enrolled in this pilot.

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

INSTITUTIONAL RISK COMMITTEE

CAMPUS NAMING PRESENTATION

Trustee Guttha and President Bastecki-Perez provided an overview of the proposed name changes to the College. These changes will help to better identify the campuses by their locations. Recommended name changes are:

- Montgomery County Community College at Blue Bell
- Montgomery County Community College at Pottstown
- Montgomery County Community College Online

Trustee Dezzi motioned to approve the recommended name changes and their iterations as presented. Trustee Fernandez seconded and the Board unanimously approved.

CHAIR'S REPORT

Chair Custer thanked everyone for their attendance and reminded all to attend Commencement on October 2, 2020 if possible. He also thanked President Bastecki-Perez for her leadership. He also announced the retirement of Deborah Rogers as of November 30, 2020.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

Upon motion, the Board of Trustees adjourned at 6:03 p.m. The next Board of Trustees meeting is scheduled for Monday, October 19, 2020, at 4:00 p.m. Location via web conference.

EXECUTIVE SESSION

The Board went into an Executive Session at 6:04 to discuss a personnel and facilities matter. No action will be taken during the session.

Margot Clark
Secretary