

BOARD OF TRUSTEES | MEETING MINUTES

The meeting of the Montgomery County Community College Board of Trustees was held on Monday, November 16, 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, Napoleon Nelson, Anisha Robinson, and Ellen Toplin.

ABSENT: David Kraybill and 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; Matthew Benko, Manager of Veteran Services; Mark Bellini, Storeroom and Facilities Coordinator; Michael Bettinger, Director of Government and External Relations; Holly Ann Clayton, Executive Director of Marketing and Communications; Sam Coleman, Assistant Dean of Student Affairs; Tim Connelly, English Assistant Professor; Sarah DiSantis, Director of Development, Major Planned Giving; Alecia Fields, Communications and Training Manager; Dr. Hal Halbert, Associate Professor of English, Faculty Union Representative; Lianne Hartman, Associate Vice President of Academic Affairs; Robert Heller, Advisor, College-Wide Advisor; Adriene Hobdy, Director of Leadership Development and Talent Management; Myungsoo Park, Part-Time PreK Grant Assistant Teacher, Children's Center; Eric Karol, Manager Media Services; Dr. David Kowalski, Associate Vice President of Institutional Effectiveness and Strategic Innovation; Teri Kropp, Executive Assistant to Vice President of Finance and Administration; Rose Makofske, Director of Equity, Diversity and Inclusion and Title IX Coordinator; Joe Mancini, Executive Director Information Technology; Dr. Jenna Meehan, Special Assistant to the President, Dr. Mary Kate Najarian, Director of User Success and Learning Technologies; Michelle Brown Nevers, Executive Director of Enrollment Management; Linda Pileggi, Information Services Specialist; Partner, Maher Duessel, LLC.; Lisa Ritter, Deborah Rogers, Executive Assistant to the Office of the President; Bill Rosenbaum, Director of Information Technology Security; Andrew Rosner, Lead Software Developer; Dr. Keima Sheriff, Assistant Dean of Student Programs; Connie Speier, Administrative Assistant for Social Sciences and Support Staff Union Representative; Jim Stasik, Director, Enterprise Infrastructure Services; Michele Stasik, Assistant Director of Facilities Management College Wide; Diane VanDyke, Director of Strategic Communications;

WELCOME AND PLEDGE OF ALLEGIANCE

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

Matthew Benko, Manager of Veteran Services led the attendees in the Pledge of Allegiance. He thanked everyone involved in helping to make the Veterans Day virtual event such a success and for acknowledging all our veterans.

PUBLIC TESTIMONY

There was no Public Testimony.

APPROVAL OF MEETING MINUTES

Trustee Groen motioned to approve the October 19, 2020 Board of Trustees Meeting Minutes as presented. Trustee Guttha seconded and the Board unanimously approved.

CONSENT AGENDA

Trustee Dezzi motioned to approve Consent Agenda action items **A** through **C** as presented. Trustee Toplin seconded and the Board of Trustees unanimously approved Consent Agenda items **A** through **C** as presented. All Information Items **D** through **P** were approved as presented.

Action Items:

- A.** Customer Relationship Management-Montco Service Platform
- B.** Presidential Evaluation Policy (2.4)
- C.** Tourism, Culinary, and Hospitality Institute Architect

Information Items

- D.** Construction Project Updates
- E.** CARES Funding Update
- F.** College E-mail Use Sample Agenda
- G.** Executive Summary Treasurer's Report Ending September 30, 2020
- H.** Fiscal Year 2021 YTD Credit Hours Versus Budget Report
- I.** Investment of 2015 Bond Proceeds as of September 30, 2020
- J.** National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- K.** Single Vendor Acquisitions Greater than \$100K for September 2020
- L.** Strategic (Employee) Workforce Planning Initiative
- M.** Treasurer's Report Year to Date September 30, 2020
- N.** Updated Institutional Strategy and Visioning Committee Framework (Draft 3.0)
- O.** Watchdog Real Estate Project Manager Agreements
- P.** Wilmington Trust

President's Report

A. November 2020

President Dr. Bastecki-Perez, provided an overview of the November 2020 President's Report. She reported the College was awarded \$2.1M from the CARES act for students. The College also received \$79K in emergency student grants, and that the College raised over \$169K for Montco on the Rise.

IN THE COMMUNITY

The College received a Gold Seal of Excellence for student voter engagement.

The College held its first virtual Veterans Day tribute, honoring military members for their service.

The Presidential Symposium was held virtually this year with Richard Blanco serving as the keynote speaker. Blanco captured the attention of more than 325 students, employees and community members through his poems and thoughtful discussion about our nation's current and past injustices, our individual stories and how the U.S. is a place where all narratives could come together.

Blanco started the discussion by talking about the background of his new book of poems, “How to Love a Country,” and the obsession or core of his work, “home,” and all that it represents including his “family, community, culture, sexuality identity and diversity.

During the month of October, the Pottstown Campus served as a satellite election office and secure ballot box drop off location. Both the Pottstown and Blue Bell Campuses were polling places on Election Day.

SENSE OF BELONGING

Representatives from the College spoke at the EDUCAUSE conference about the inclusivity and engagement of the Mustangs eSports program, receiving media coverage in national publications.

Montgomery County Community College rolled out the virtual red carpet for former Mustangs during an Alumni Homecoming event held on November 10 via Zoom. Dr. Victoria Bastecki-Perez, MCCC President, and Jay Browning, MCCC Vice President for Advancement, greeted the 23 participants.

MEDIA AND SOCIAL

The College recognized its first generation college students and their hard work and determination.

Alumni Spotlight recognized Brandon Hoy for publishing his first book “*Teague Wars: Phase One: Emerald X.*”

Wellness Wednesdays continue with Dr. Keima Sheriff and Dr. David Kowalski, hosted Executive Director Abby Grasso from NAMI as special guest.

ACCOLADES AND RECOGNITION

The National Association of Collegiate eSports started a NACE student representative pilot program to include students in a leadership structure. Montco’s Daeqwon Wise Brunson was one of 18 students tapped to serve in this inaugural program.

Campus Prevention Network presented Montco with the Seal of Prevention award in recognition of the College’s work to ensure the well-being, safety and inclusion of its students.

Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer, co-authored an article for EDUCAUSE Review. The article includes information about how Montco’s investment in digital transformation and agile institutional culture contributed to a successful conversion to online learning and a remote workplace.

Dr. Schwartz was also selected to serve on Campus Technology’s new Events Advisory Board and was a panel member during the Distance Learning Summit on Oct. 20, 2020. She also participated in a Broadband Roundtable Discussion before the Pennsylvania Senate & Communications & Technology Committee.

Executive Director of Enrollment Management Michelle Brown-Nevers, Ed.D., and Executive Director of Information Technology Joe Mancini co-presented at the American Association of Collegiate Registrars and Admissions Officers Conference. They discussed how the collaboration between their departments enabled a smooth online transition during the pandemic.

During October, the College had 41 hits in 21 media outlets for a total reach of 1,099,880.

FROM THE OFFICE OF ACADEMIC AFFAIRS

Montgomery County Community College hosted an online ceremony to celebrate the induction of 244 students into the Phi Theta Kappa international honor society for two-year colleges.

Theatre Arts students and faculty creatively collaborated to rehearse and produce “Alice in Wonderland” and “The Interference” online performances.

UPCOMING EVENTS

December 5 – Online Open House

December 8 – Day of Giving

December 12 – American Red Cross Blood Drive – Blue Bell Campus

FINANCE COMMITTEE**A. FY20 AUDIT**

Lisa Ritter from Maher Duessel provided the Board of Trustees with an overview of the 2020 single audit. The financial statements of the business-type activities year ended June 30, 2020. The Montgomery County Community College Foundation (Foundation) was not audited in accordance with Government Auditing Standards. Professional standards require that the College was provide with information about their responsibilities under auditing standards generally accepted in the United States, Government Auditing Standards, and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), as well as certain information related to the planned scope and timing of the audit.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2020. No transactions entered into by the College during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. It was noted there were no sensitive disclosures affecting the financial statements. The financial statement disclosures are neutral, consistent, and clear.

It was noted that the auditors encountered no significant difficulties in dealing with management in performing and completing the audit.

Ms. Ritter noted that they could not audit the CARES act funding, they are waiting on guidelines and procedures on how to audit the dollars provided by the federal government. Thus will be presented at a later time when it becomes available.

Ms. Ritter thanked the Finance team for their cooperation. Vice President Somers also thanked Heather Meier, Kelly Kapp and the entire team for their help during the audit.

Trustee Groen made the motion to accept the single audit as presented. Trustee Toplin seconded and the Board unanimously approved the audit.

Trustee Groen complemented President Bastecki-Perez and Vice President Somers for a good audit, noting that from his perspective over the past four years the College continues to build up our assets.

STUDENT SUCCESS COMMITTEE**A. MONTCO RECOVERY TUITION ASSISTANCE PROGRAM**

Michael Bettinger, Director of Government and External Relations provided the Board of Trustees with an overview of the Montco Recovery Tuition Assistance Program. This program is designed to help those who have been laid off due to the COVID-19 Pandemic. The pilot will begin spring 2021. This will be a tuition only program, last dollar model, applicants are required to apply for financial aid and must be a Montgomery County residence. There will be a waiver scale based on the number of credits taken. If it is a non-credit course, the dollar amount waiver will be based on a percentage of the course total with up to a 9-credit equivalence. The College is working with partners throughout the county as well as the County Commissioners.

B. STUDENT WELLNESS INITIATIVE

Associate Vice President Kowalski provided the Board of Trustees with an update on the student wellness initiative. Dr. Kowalski reviewed the timeline since January 2020 along with the model overview. He then updated the Trustees on Talkspace and partnering with Benefits Data Trust (BDT) and College Board. These partnerships will allow a one-stop shop for our students. They will be able to obtain help with food insecurities, financial support, and housing. It was also noted that this program is currently free to our students. Marketing will be working with College Board to determine best ways to market and get the message out about the program as well as marketing internally and ways to expand communications.

Trustee Reilly thanked Dr. Kowalski, Dr. Sheriff, Ms. Clayton and Mr. Bettinger for all their work on the presentations and programs. Noting data shows progression and thanked leaders and staff as well.

CHAIR'S REPORT**A. APPOINTMENT OF NOMINATING COMMITTEE**

Chair Custer appointed the following Trustees to the Nominating Committee:

- Eleanor Dezzi – Chair
- Sean Kilkenny
- Anisha Robinson
- Ellen Toplin

It was noted that if any of the members appointed to the Nominating Committee were interested in running for an Officer position, they could not be on the Nominating Committee. The Committee was charged to report a recommended slate of Officers at the December 14, 2020 Board of Trustees meeting, with the final vote to take place at the January 25, 2021 Board of Trustees meeting.

B. BOARD OF TRUSTEES AND PRESIDENTS CALENDAR FOR 2020-2021

Chair Custer reminded everyone to review the Trustees Calendar and try to attend as many events as possible.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

Upon motion, the Board of Trustees adjourned at 5:26 P.M. The next Board of Trustees meeting is scheduled for Monday, December 15, 2020 at 4:00 p.m. Location via web conference.

Margot Clark
Secretary