



**BOARD OF TRUSTEES OPEN MEETING MINUTES**  
**Montgomery College, Rockville, Maryland**  
**September 18, 2017**

**1. CALL TO ORDER**

The Board of Trustees of Montgomery College met in open session on September 18, 2017, in the Board Room, Central Services Building, Rockville, Maryland. The open session meeting was called to order by the chair at 8:15 p.m.

**2. ROLL CALL**

Trustees Present: Mr. Michael J. Knapp, Chair  
Ms. Gloria Aparicio Blackwell, First Vice Chair  
Dr. Leslie S. Levine, Second Vice Chair  
Dr. Michael A. Brinrnall, Trustee  
Dr. Kenneth J. Hoffman, Trustee  
Mr. Robert Hydorn, Trustee  
Ms. Diyana Kahawita, Student Trustee  
Mr. Robert Levey, Trustee  
Ms. Marsha Suggs Smith, Trustee  
Mr. Benjamin Wu, Trustee

Present Ex-Officio: Dr. DeRionne P. Pollard, President and Secretary-Treasurer

Resource Staff Present: Dr. Monica Brown, Senior Vice President for Student Affairs  
Dr. Stephen D. Cain, Chief of Staff/Chief Strategy Officer  
Mr. Timothy Dietz, General Counsel  
Ms. Lily Lee, Manager, Board Operations and Services  
Dr. Sanjay Rai, Senior Vice President for Academic Affairs  
Mr. David Sears, Senior Vice President for Advancement and Community Engagement  
Dr. Janet Wormack, Senior Vice President for Administrative and Fiscal Services

**3. APPROVAL OF THE AGENDA**

Trustee Hydorn moved to approve the agenda; Trustee Levey seconded. The agenda was unanimously approved by the Board.

**4. COMMENTS PERIOD**

There were no speakers to come before the Board.

## **5. OATH OF OFFICE**

Ms. Barbara Meiklejohn, clerk of court for Montgomery County, administered a ceremonial oath of office to the Trustees.

## **6. APPROVAL OF MINUTES**

### **A. June 19, 2017 Closed Session**

### **B. June 19, 2017 Open Meeting**

Trustee Hydorn moved to approve the minutes for June 19, 2017, closed and open sessions; Trustee Levey seconded. The minutes were unanimously approved by the Board.

## **7. REPORTS**

### **A. President's Report**

Dr. Pollard began her report by welcoming everyone to the new Board room in the Central Services Building. She thanked the Montgomery College Foundation and its Real Estate Committee for all their work in making our new building a reality.

She announced that the academic year began on August 28, with over 23,000 students enrolled in over 200,000 credit hours, along with thousands of students taking noncredit courses through Workforce Development & Continuing Education. While the credit enrollment numbers are a few percentage points below projections, they are important to note for budget purposes.

Dr. Pollard reported that she met with each Trustee individually over the summer and several times with the Board officers to map out plans for the year and to set her goals. In addition, she announced that this is the year we conclude our reaccreditation process. She commended the self-study committee co-chairs for their work in preparing this very important document, which will come to the Board for approval in November.

Dr. Pollard informed that Board that the College's internal audit function has been realigned and reinvigorated. Now part of the Office of Compliance, Risk, and Ethics, internal audit will produce an annual report to the president which will be presented to the Board.

Dr. Pollard announced that the property that once housed the childcare center at the Takoma Park/Silver Spring Campus has been sold to a private individual, with closing to occur next week.

Finally, Dr. Pollard introduced the theme for her written reports this year, "planning to plan." The subject of her *President's Focus* report, this is a recommended model of integrated planning that will set the stage in fiscal year 2019 for development of the College's next strategic plan.

Trustee Knapp asked about the federal government's decision to end the Deferred Action for Childhood Arrivals (DACA) program and how this would affect Montgomery College students. Dr. Pollard responded that there are about 300 students under DACA

and another 300 who qualify under the Maryland Dream Act. After the announcement to end the program was made, Dr. Pollard sent out a message to students and employees to reiterate that Montgomery College is a welcoming institution where all students are welcome. This, along with the Board's affirmation of the College's commitment to inclusion made in February 2017, and the 2013 decision to extend in-county tuition rates to DACA students who live in Montgomery County, demonstrates the Board's commitment to students and the promise that, through education, people can change their lives for the better—the most fundamental tenet of our mission.

## **B. Chair's Report**

Board Chair Knapp introduced new Trustee Dr. Michael Brintnall and new Student Trustee Ms. Diyana Kahawita, who each had an opportunity to make comments.

Board Chair Knapp announced that the College has been recognized for three national awards: the Carnegie Corporation's 2017 Academic Leadership Award to Dr. Pollard; the Association of Community College Trustees' Outstanding Faculty Award for the Northeast Region to Professor Tammy Peery, and the Association of Community College Trustees' Equity Award for the Northeast Region.

He reported that earlier in the evening the Board met with the Staff Council in a Constituent Conversation to discuss strategic planning and preparing the institution to develop the successor to our current strategic plan, *Montgomery College 2020*.

In closing, Chair Knapp reported that external auditors work for several months each year to examine the College's major expenses and processes. The audit also includes the budget and expenses of the Office of the President. The Board will convene as the Audit Committee in December to hear the results of the external audit.

## **8. CONSENT AGENDA**

- A. BR#17-09-080 Personnel Actions Confirmation Report**
- B. BR#17-09-081 Graduates Receiving the Associate Degree and the Program Certificate in Summer 2017**
- C. Amendments to Awards of Contract**
  - i. BR#17-09-082 Continuation of Basic Life, Basic AD&D, Supplemental Life, Spousal Life, and Dependent Life Coverage**
  - ii. BR#17-09-083 Continuation of Long-Term Disability Coverage**
  - iii. BR#17-09-084 Continuation of Employee Dental Coverage**
- D. BR#17-09-085 Contract Change Order, Infrastructure, Data, Voice, TV/Cable Purchase, Installation, Maintenance and Services, Bid 513-027**
- E. BR#17-09-086 Operating Find Functional Transfer for FY17**

Trustee Levey moved to approve the consent agenda, with Trustee Hydorn seconding. The motion passed by unanimous vote.

## **9. TRIBUTES**

- A. BR#17-09-087 Dr. Jeanann Boyce**
- B. BR#17-09-088 Professor Vincent P. Clincy**

- C. BR#17-09-089            Ms. Sarah B. Fisher**
- D. BR#17-09-090            Mr. Lawrence Fonville**
- E. BR#17-09-091            Mr. Jose M. Hernandez**

Mr. Mike Mills and Dr. Pollard offered remarks on the passing of Ms. Sarah B. Fisher, with Mr. Mark Fisher and stepson Darrel Westrick accepting the tribute.

Ms. Marvin Mills and Dr. Pollard offered remarks on the passing of Mr. Lawrence Fonville, with niece Vivian Edmonds accepting the tribute.

## **10. ACCOUNTABILITY REPORTS**

### **A. BR#17-09-092            Acceptance of the Performance Accountability Report**

Trustee Hydorn motioned to accept the report, with Trustee Aparicio Blackwell seconding. The motion passed with a unanimous vote.

### **B. BR#17-09-093            Office of Legislative Oversight Report\**

Mr. Craig Howard and Dr. Elaine Bonner-Tompkins for the Montgomery County Office of Legislative Oversight (OLO), presented a report on College metrics. The county council had tasked the OLO with identifying a set of metrics that accurately reflect the work that Montgomery College is doing and the impact that it is having. The report focused on program input data such as enrollment, budgeting, and staffing, as well as program output data such as measures of retention, transfer and graduation rates.

Recommendations to the county council that have arisen from this report are to request annual updates on College metrics to inform the county council's budget review, to request additional compensation data by employee groups for input metrics, and to request data on output metrics aligned to the College's noncredit programs.

This report has been released to the county council, which has endorsed the recommendations. There will be a follow-up to this report at the council's education committee meeting on November 13.

## **11. NEW BUSINESS**

There was no new business to come before the Board.

## **12. ADJOURNMENT**

In compliance with the Annotated Code of Maryland, Title 10-508, subject to Chapter 655 of the Laws of 1991, the chair announced that the Board voted unanimously to convene a closed session September 18, 2017, in room S408 of the Central Services Building, Rockville, Maryland, at 7:05 p.m. to discuss one collective bargaining matter (subsection 9), one potential litigation matter (subsection 8), and seven privacy matters (subsection 2).

On a motion by Trustee Hydorn, and a second by Trustee Levey the Board voted unanimously to adjourn at 9:50 p.m.

Signature on file

Michael J. Knapp  
Chair, Board of Trustees

Signature on file

DeRionne P. Pollard, PhD  
President and Secretary-Treasurer, Board of  
Trustees

Recorder: Lily Lee  
Approved on October 16, 2017