



BOARD OF TRUSTEES OPEN MEETING MINUTES
Montgomery Community College, Rockville, Maryland
September 19, 2011

1. CALL TO ORDER

The Board of Trustees of Montgomery Community College met in open session on September 19, 2011, in the Trustee Board Room #115, Mannakee Building. The open session meeting was called to order by the chair at 7:23 p.m.

2. ROLL CALL

Present: Trustees Steve Kaufman, chair, Reginald Felton, 1st vice chair
Marsha Suggs Smith, Kenneth Hoffman, Leslie Levine, Jonathan Jayes-Green
Gloria Aparicio Blackwell, Michael Priddy, and Michael Lin
Present Ex-Officio: President and Secretary/Treasurer DeRionne Pollard

Resource Staff Present: Dr. Stephen Cain, chief of staff/chief strategy officer
Ms. Cathy Jones, senior vice president for administrative and fiscal services
Ms. Paula Matuskey, interim senior vice president for academic affairs
Dr. Beverley Walker-Griffea, senior vice president for student services
Mr. Rocky Sorrell, general counsel
Ms. Arlean Graham, administrative manager, Board of Trustees

3. APPROVAL OF THE AGENDA

Trustee Felton moved to approve the agenda; Trustee Smith seconded, the motion passed unanimously and the agenda was approved by the Board.

4. MINUTES

Trustee Hoffman moved to approve the minutes of the June 19, 2011, open meeting and the August 4, 2011, closed meeting; Trustee Smith seconded, the motion passed unanimously and the minutes were approved by the Board. Dr. Levine recommended that the Record of Resolutions be excluded as part of the minutes in the monthly board packets. Dr. Pollard agreed since they have already been approved by the Board. They can be viewed electronically if needed.

5. COMMENTS PERIOD

There were no speakers to come before the Board for public comments.

6. REPORTS

A. President's Report to the Board

Dr. Pollard provided the Board with highlights of her report. As part of her report, Ms. Cathy Jones, senior vice president for administrative and fiscal services, provided a brief report on the current status of the FY2012 College budget and introduced the new format for the report and Dr. Stephen Cain, chief of staff/chief strategy officer, provided a brief presentation on the

College accreditation. There was a discussion about the frequency of the presentation of the financial report to the Board.

Dr. Pollard asked Dr. Sanjay Rai, vice president and provost of the Germantown Campus, to introduce the India delegation to the College.

Dr. Pollard presented two questions for the Board's discussion:

- (1) The Board has often spoken about the importance of the "town/gown" relationship and the necessity of being a good neighbor. As we consider the needs and issues of Montgomery County and beyond, what role can you anticipate the College playing to strengthen our community?

Trustees' responses ranged from looking for partnerships, providing expertise to non-profits, connecting education at an early age, to being a convener for people around pressing issues.

- (2) As citizen leaders, our trustees volunteer their time and talents to Montgomery College. What motivated you to be of service to the College?

Trustees' responses included serving the College in another capacity at one time and then seeing the Board as a perfect place to volunteer, Montgomery College cared for her as a student, provided an affordable education, to receiving recommendations from community leaders to apply for a trusteeship.

B. Chair's Report

Chairman Kaufman commented on the Board retreat and the facilitator who was outstanding in working with the Board. Members of the Board Nominating Committee, Mr. Fred Evans, chair, Ms. Ester Newman, and Dr. Kenneth Jones were in attendance. Mr. Evans had a dialogue with the Board on its immediate and future needs in terms of the competencies and skills sets needed in new trustees, the recruitment of trustees, and the current vacancies on the Board.

7. CONSENT CALENDAR

- A. BR# 11-09-101 Personnel Actions Confirmation Report**
- B. BR# 11-09-102 Graduates Receiving the Associate Degree and the One-Year Program Certificate in Spring 2011**
- C. BR# 11-09-103 Tribute to Ms. Deborah Brodey**
- D. BR# 11-09-104 Recognition of Mr. Chuck Sherer, Budget Analyst, Montgomery County Council**
- E. Retirement Recognitions**
 - 1. BR# 11-09-105 Retirement Recognition for Mr. Humphrey Carter**
 - 2. BR# 11-09-106 Retirement Recognition for Ms. Betty Harrell**
 - 3. BR# 11-09-107 Retirement Recognition for Mr. Irwin Steve Seigel**
 - 4. BR# 11-09-108 Retirement Recognition for Professor Kathleen McCrohan**
- F. Retirement Recognitions with Awards of Medallions**
 - 1. BR# 11-09-109 Retirement Recognition and Award of Bronze Medallion to Mr. Robert C. Wirth**
 - 2. BR# 11-09-110 Retirement Recognition and Award of Bronze Medallion to Professor Tonya Pitzer**

- 3. BR# 11-09-111 Retirement Recognition and Award of Bronze Medallion to Professor Joyce Riseberg**
- 4. BR# 11-09-112 Retirement Recognition and Award of Silver Medallion to Mr. Louis Richard Leurig**

On motion by Trustee Felton, seconded by Trustee Hoffman, the motion passed unanimously and the Board approved and adopted the Consent Calendar.

8. AWARDS OF CONTRACTS (COMPETITIVE)

- A. BR# 11-09-113 Award of Contract, Web Based Group Insurance Benefits Services**

9. AWARDS OF CONTRACT (SOLE SOURCE)

- A. BR# 11-09-114 Sole Source Award of Contract, Inspection and Calibration of Heating, Ventilation and Air Conditioning Controls Services for the Rockville and Takoma Park/Silver Spring Campuses**
- B. BR# 11-09-115 Sole Source Award of Contract, Energy Management Systems Maintenance, Rockville and Germantown Campuses**
- C. BR# 11-09-116 Sole Source Award of Contract, Collegewide Maintenance and Inspection Program for Frick Ammonia Chillers**

10. AWARDS OF CONTRACT (POLL)

- A. BR# 11-09-117 Affirmation of Poll, Emergency Award of Contract, Paul Peck Art Building Roof Replacement, Rockville Campus**

On motion by Trustee Felton, seconded by Trustee Lin, the motion passed unanimously and the Board approved and adopted agenda items 8-10.

11. LEASE MATTERS

- A. BR# 11-09-118 Authorization of Execution of Lease Agreement for Additional Administrative Office Space at 40 West Gude Drive, Rockville, Maryland**

On motion by Trustee Felton, seconded by Trustee Levine, the motion passed unanimously and the Board approved and adopted the above resolution.

12. BUDGET MATTERS

- A. BR# 11-09-119 FY2011 Operating Fund Functional Transfer**

On motion by Trustee Levine, seconded by Trustee Hoffman, the motion passed unanimously and the Board approved and adopted the above resolution.

13. ACADEMIC AND REGULATORY MATTERS

A. BR# 11-09-120 Acceptance of the Maryland Higher Education Commission Performance Accountability Report

On motion by Trustee Lin, seconded by Trustee Hoffman, the motion passed unanimously and the Board approved and adopted the above resolution.

14. APPOINTMENTS

A. BR# 11-09-121 Nomination of Members to Montgomery County Consolidated Retiree Health Benefits Trust Board

On motion by Trustee Smith, seconded by Trustee Hoffman, the motion passed unanimously and the Board approved and adopted the above resolution.

15. COLLEGE SUPPORT FUNCTIONS

A. BR# 11-09-122 Authorization to Create a Separate Non-Profit Entity to Manage and Operate the Science and Technology Park at the Germantown Campus

On motion by Trustee Smith, seconded by Trustee Felton, the motion passed unanimously and the Board approved and adopted the above resolution.

16. New business

Trustee Priddy thanked Trustee Felton for chairing and organizing the Board retreat and Trustee Smith commented on the success of the retreat.

17. 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 to hold closed meetings on:

- (1) September 12, 2011, when two personnel matters (subsection 1) were discussed; two legal matters (subsection 7); and one real property matter (subsection 3) were discussed; and on
- (2) September 19, 2011, when one real property matter (subsection 3) was discussed.

A motion was made to adjourn at 9:15 p.m.



Stephen Z. Kaufman
Chair, Board of Trustees



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

Recorder: Arlean B. Graham