



BOARD OF TRUSTEES OPEN MEETING MINUTES
Montgomery College, Rockville, Maryland
October 16, 2017

1. CALL TO ORDER

The Board of Trustees of Montgomery College met in open session on October 16, 2017, in the Board Room, Central Services Building, Rockville, Maryland. The open session meeting was called to order by the chair at 8:30 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. Brintnall, Trustee
Dr. Kenneth J. Hoffman, Trustee
Mr. Robert Hydorn, Trustee
Mr. Robert Levey, Trustee
Ms. Marsha Suggs Smith, Trustee

Trustees Absent: Ms. Diyana Kahawita, Student 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
Ms. Donna Schena, Associate Senior Vice President for Administrative and Fiscal Services
Mr. David Sears, Senior Vice President for Advancement and Community Engagement

3. APPROVAL OF THE AGENDA

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

4. COMMENTS PERIOD

There were no speakers to come before the Board.

5. APPROVAL OF MINUTES

A. September 18, 2017 Closed Session

B. September 18, 2017 Open Meeting

C. September 22, 2017 Closed Session

Trustee Hydorn moved to approve the minutes for the September 18, 2017, closed and open sessions and for the September 22, 2017, closed session. Trustee Hoffman seconded. The minutes were unanimously approved by the Board.

6. REPORTS

A. President's Report

Dr. Pollard began her report by noting the day not only marked the beginning of the eighth week of classes, but that earlier the College had received a visit by Dr. Margaret McMenam, the president of Union College in New Jersey and chair of our accreditation visiting team. Dr. McMenam had met with students, faculty, staff, and administrators, as well as the Board, earlier in the afternoon.

Dr. Pollard reported that she had met with the Education Committee of the County Council to discuss the status of the modernization of math and science facilities at the Takoma Park/Silver Spring Campus, and thanked Chair Mike Knapp and Trustees Michael Brintnall and Marsha Suggs Smith for attending to show support. The Education Committee expressed support of our extensive efforts and noted restraints on borrowing recently adopted by the council. Stating that no committee member made any motion to provide additional funds to expedite the preferred option of our adjacent neighbors, Dr. Pollard reported that the currently approved and funded project—the replacement of Falcon Hall and Science South with a modern math and science classroom and lab building—remains approved. A request for proposals for the project architect will be issued as soon as possible and the City of Takoma Park and other key stakeholder organizations will be notified that we plan to proceed. Dr. Pollard stated that the College is committed to the design charrette process, which will provide ample opportunity for neighbors and other stakeholders to shape the design of the project.

Dr. Pollard announced that the College's Annual Security Report is posted and was included in the Board's reading material. The report, commonly known as the "Clery Report," must be online and linked to a college's homepage, as dictated by the US Department of Education. Noting the purpose of the report is to keep our community informed of campus crime statistics and security-related information, Dr. Pollard commented that the College has been fortunate to maintain zero or very low numbers of incidents in every category at every location.

Dr. Pollard introduced her written report and this month's topic, which looks more closely at the planning of Academic Affairs. Finalizing its own comprehensive plan last year, Academic Affairs has been in the lead with its master planning process. The planning of all divisions at the College depends heavily upon the orientation of the goals for student academic success.

Providing a vision for academic growth with specific mechanisms that require support from other divisions, the Academic Master Plan is at the heart of the College's work and will allow us to craft a vision that will take us successfully into the College's new strategic plan.

B. Chair's Report

Board Chair Knapp opened his report by thanking staff members for their hard work on the Takoma Park issue. He then shared information on several Board events.

Board Chair Knapp reported that the Board met earlier that evening with the Faculty Council for its second Constituent Conversation and had an engaging conversation about important issues to consider in the development of the next strategic plan.

He outlined the work accomplished at the Board's annual retreat held September 22 and 23 and reported that the Board continues to work on its three major focus areas of fiscal sustainability, educational excellence, and community engagement. In addition, the Board committed to several major goals, which include continuing work on the College's reaccreditation; Montgomery Promise, which begins a dialogue in the community about new and innovative ways to help our students who need us most; and the Compensation-Classification Study, which will examine ways for the College to get in front of the budget sustainability issue and keep the College competitive in the marketplace.

Board Chair Knapp reported that several Trustees attended the Association of Community College Trustees' annual Leadership Congress, where the College received the ACCT Equity Award for the Northeast Region for our ACES Award. In addition, Professor Tammy Peery was honored with the Faculty Award for the region. Trustees Hydorn, Levey, and Smith joined Dr. Pollard in making a presentation on Trustee Information Day, and Trustee Smith also joined Dr. Pollard in a panel discussion on Achieving the Dream. First Vice Chair Aparicio Blackwell and Trustees Smith and Wu led a roundtable discussion about the Board's Envisioning the Future efforts.

Board Chair Knapp concluded his report by congratulating Trustee Wu for being elected chair of the ACCT Diversity Committee and also to First Vice Chair Gloria Aparicio Blackwell, who was elected to be an officer in the Association of Latino Community College Trustees.

C. Committee Chairs' and Liaisons' Reports

Trustee Suggs Smith, chair of the Board Financial Sustainability Committee, reported that meetings have taken place on September 23 and October 9. Committee work to date includes reviewing the FY19 capital improvement plan and budget request, evaluating the compensation design plans, and endorsement of the College's cost containment strategies. Trustee Suggs Smith thanked her colleagues on the committee, Trustees Hydorn, Knapp, and Levine.

Trustee Hydorn, chair of the Board's Community Engagement Committee, reported that a meeting took place on September 23, at which the committee and its work were discussed. Based on a review of the Community Engagement SWOT analysis, the committee's work will focus on the development of a more agile, flexible concept of the Community Engagement Centers, expansion of partnerships aligned with the College's strategic plan goals, continuing to support of the expansion of PIC MC, and communications with neighborhoods and

communities. Trustee Hydorn reported that the next meetings of the Community Engagement committee will take place on November 6 and February 5. Trustee Hydorn thanked his colleagues on the committee, Trustees Hoffman, Levey, and Wu.

Trustee Levey, chair of the Educational Excellence Committee, reported that a meeting took place on September 23 to discuss the committee and its work. After review of the Educational Excellence SWOT analysis, the committee 's work will focus on awareness of MC/MCPS partnerships, monitoring the progress of the Academic Master Plan and Student Affairs Master Plan, and setting College benchmarks for 2025 graduation and transfer rates. Trustee Levey thanked his colleagues on the committee, Trustees Aparicio Blackwell, Brintnall, and Kahawita.

D. FY17 Financial Report

Dr. Pollard provided the Board with the fourth quarter financial report for fiscal year 2017, which reflects the activity for the entire year. Noting that the report includes both operating and non-operating funds, Dr. Pollard reported that it includes the statements and graphs summarizing the budgeted financial results for the operating, Workforce Development & Continuing Education, grants, contracts, and auxiliary enterprises funds for the fiscal years 2017 and 2016.

Dr. Pollard stated that the operating fund was budgeted to have available, per county guidelines, \$4.5 million of the College's fund balance to break even for FY17, and that the other funds are expected to generate positive cash flows to sustain the operation and to assist the College in meeting its needs.

Dr. Pollard summarized the report by explaining that it demonstrates a slight increase in actual encumbered expenditures for FY17 of 0.4 percent and an increase in total revenues of 1.7 percent when compared to FY16.

7. CONSENT AGENDA

A. BR#17-10-093 Personnel Actions Confirmation Report

B. Retirements

- i. BR#17-10-094 Dr. Daiyyah A. Abdullah**
- ii. BR#17-10-095 Ms. Barbara Belldina**
- iii. BR#17-10-096 Ms. Annell P. Bond**
- iv. BR#17-10-097 Mr. Edward T. Bouknight**
- v. BR#17-10-098 Professor Salvatore DiMaria**
- vi. BR#17-10-099 Professor Pamela E. Gragg**
- vii. BR#17-10-100 Professor Kevin A. Hluch**
- viii. BR#17-10-101 Ms. Mai T. Lei**
- ix. BR#17-10-102 Professor Ellen W. Mansueto**
- x. BR#17-10-103 Professor Clifton McKnight**
- xi. BR#17-10-104 Mr. David E. Phillips**
- xii. BR#17-10-105 Dr. Padma Venkatachalam**

C. Awards of Medallions

- i. BR#17-10-106 Bronze Medallion to Professor Patrick Devlin**
- ii. BR#17-10-107 Bronze Medallion to Mr. Douglas M. Griffith**
- iii. BR#17-10-108 Bronze Medallion to Dr. Carol L. Malmi**
- iv. BR#17-10-109 Bronze Medallion to Ms. Jacquelyn L. Moffi**

- v. **BR#17–10–110 Bronze Medallion to Professor Perry T. Schwartz**
- vi. **BR#17–10–111 Bronze Medallion to Professor Kathryn Woodhouse**

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

8. BUDGET MATTER

FY19 Capital Budget Request Presentation

Dr. Pollard asked Dr. Wormack and her team to present the FY19 capital budget request. The proposed FY19 biennial capital budget request is part of the six-year FY19–24 capital improvements program (CIP).

The FY19 request, the first year of the biennial capital budget, is made up of 28 projects and totals \$38,152,000. Since FY19 is the first year of the biennial, the College proposes one new project – the collegewide library renovations project.

The Board will be asked to vote on the capital budget at the November meeting.

9. REGULATORY MATTER

Middle States Compliance Report

Dr. Pollard introduced two of the Self-Study Steering Committee Co-chairs, Dr. Melissa Gregory and Professor Tammy Peery, to provide a presentation on the College's compliance report.

As part of the College's reaccreditation process, a compliance report to the Middle States Commission on Higher Education must be completed and submitted by December 1, 2017. This report requires a review of the College's compliance with federal regulations and it is required that a college be in compliance before Middle States will even accept the Self-Study.

The report demonstrates the College's compliance with federal regulations. One area that has garnered attention is the process by which the College tracks student complaints. The co-chairs explained new processes and website put in place to enhance this process, which will be important for future reports to Middle States.

The Board will be asked to accept the report at its November meeting.

10. NEW BUSINESS

There was no new business to come before the Board.

11. 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 on October 16, 2017, in room S408 of the Central Services Building, Rockville, Maryland, at 7:56 p.m. to discuss a privacy matter (subsection 2), one potential litigation matter (subsection 8), and a collective bargaining matter (subsection 9).

On a motion by Trustee Hydorn, and a second by Trustee Suggs Smith the Board voted unanimously to adjourn at 9:43 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: November 13, 2017