



BOARD OF TRUSTEES OPEN MEETING MINUTES
Montgomery Community College, Rockville, Maryland
October 24, 2011

1. CALL TO ORDER

The Board of Trustees of Montgomery Community College met in open session on October 24, 2011, in room #015, Campus Center, Rockville Campus. The open session meeting was called to order by the chair at 7:00p.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 Levine moved to approve the agenda; Trustee Blackwell seconded, the motion passed unanimously and the agenda was approved by the Board.

4. MINUTES

Trustee Felton moved to approve the minutes of September 12, 2011, (open and closed sessions), September 16 & 17, 2011, (open session), and September 19, 2011, (open and closed sessions); Trustee Levine seconded, the motion passed unanimously and the minutes were approved by the Board.

5. COMMENTS PERIOD

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

6. REPORTS

A. President's Report to the Board

As part of her report, Dr. Pollard welcomed faculty and staff who were instrumental in crafting the "Making It Better Statement." They included Professors Loraine Hutchens, Rita Kranidis, D. J. McCollough, Deborah Stearns, Sonja Fisher, and Mr. Jason Rivera. Dr. Pollard's report focused on community and she presented two questions for the Trustees:

- (1) How do you define community?
- (2) How do we, as a college, remain relevant and essential to the multiple communities that exist at our college and in our county?

Trustees' responses were interesting and ranged from the difficulty of defining community, as community is all around us to looking at Montgomery College as a more global community, a virtual community and seeing that nobody owns a community, but yet everybody owns the community.

B. Chair's Report

Chairman Kaufman commented on the Indian delegation who visited the College recently to see how U.S. community colleges function and learn how they can model this country's system. He noted that the County Planning Board has approved the final site plan for Holy Cross Hospital. This is very exciting news for the College as Montgomery College will be the first community college with a biotechnology park with a hospital as the main tenant. There will be opportunities to be more entrepreneurial.

C. Rockville Campus Report

Dr. Judy Ackerman, vice president and provost of the Rockville Campus, provided a report on the Rockville Campus. She recognized members of the campus community and the new administrators, Dr. Eun-Woo Chang, the new instructional dean for science, engineering, and math, and Mr. James Stascavage, the new director of student life. Dr. Ackerman's report highlighted information on employees, students, the diversity of the student body, faculty, and the planning for the new Student Services Center. Mr. Stascavage provided comments about student life on the Rockville Campus.

7. CONSENT CALENDAR

A. BR# 11-10-124 Personnel Actions Confirmation Report

B. Retirement Recognitions

1. **BR# 11-10-125 Retirement Recognition for Ms. Judith Jordan**
2. **BR# 11-10-126 Retirement Recognition for Mr. Lenochs Marshall**
3. **BR# 11-10-127 Retirement Recognition for Ms. Patricia Mehok**
4. **BR# 11-10-128 Retirement Recognition for Professor Richard tum Suden**

C. Retirement Recognitions with Awards of Medallions

1. **BR# 11-10-129 Retirement Recognition and Award of Bronze Medallion to Professor Marianne Noyd**
2. **BR# 11-10-130 Retirement Recognition and Award of Bronze Medallion to Professor Jon Scott**
3. **BR# 11-10-131 Retirement Recognition and Award of Bronze Medallion to Dr. Sonya Chiles**

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

8. COLLEGE POSITION STATEMENT

A. BR# 11-10-132 Acceptance of the Making It Better Statement

On motion by Trustee Jayes-Green, seconded by Trustee Blackwell, the motion passed unanimously and the Board approved and adopted the above agenda item.

9. AWARDS OF CONTRACT (COMPETITIVE)

A. BR# 11-10-133 Award of Contract, Teleconferencing Equipment Extended Warranty and Maintenance Services

B. BR# 11-10-134 Award of Contract, Bioscience Education Center Phase 1B – Site Grading, Utility and Road Construction, Germantown Campus

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

Trustees Felton and Smith had questions about the bid and its timeframe for the site grading at the Germantown Campus. Mr. Capp, associate vice president for facilities, Dr. Janet Wormack, interim chief business officer, and Dr. Pollard explained the issues surrounding the bid award.

10. AWARDS OF CONTRACT (SOLE SOURCE)

A. BR# 11-10-135 Sole Source Award of Contract, Monitor/Defibrillators for the Health Sciences Clinical Program, Takoma Park/Silver Spring Campus

On motion by Trustee Felton, seconded by Trustee Hoffman, the motion passed unanimously and the Board approved and adopted the above agenda item.

11. CONTRACT MODIFICATIONS/CHANGE ORDERS

A. BR# 11-10-136 Workforce Development & Continuing Education – Cafritz Renovation Security System Change Order

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 - Presentation of the Proposed FY2013 Capital Budget

Mr. Capp presented the Proposed FY2013 Capital Budget. He explained the request from the County Executive to save \$6.2 million and noted that this was manageable for the College. The College's FY2013 request is \$50 million and the overall increase in the College's Capital Improvements Program for FY2013-FY2018 is \$303 million.

13. BOARD MATTERS

A. Board Committees

Chairman Kaufman introduced the committees and noted that he would meet with Dr. Pollard to discuss the scope of work for each committee. The established committees are the Audit, Life Sciences Park, Budget, and Evaluation and Compensation Committees.

B. Board Reports

In response to Dr. Pollard's memo, some Trustees had provided Dr. Pollard with suggestions for report topics. Some suggestions for Board reports included providing them electronically with placement on the board portal, focus on the College's core values when producing reports, start with key metrics from which the College will be judged, review Middle States requirements, and provide a simple executive summary and model it after the *It's Friday* newsletter. Dr. Pollard thanked the Trustees for their comments and captured the information regarding reports--to be more thoughtful, be a catalog of resources, look at issues and trends, and look at key institutional indicators.

C. Second Vice Chair

The Trustees discussed the value of having a second vice chair and noted that the bylaws require this position on the Board. Mr. Kaufman noted that there would be a competitive election with nominations at the next open meeting session. Trustees who are interested in serving would have an opportunity to think about this position.

D. Electronic Board Books

Chairman Kaufman noted that Dr. Pollard would develop a plan for reviewing electronic board books and electronic board meetings and bring information back to the Board for consideration.

14. New business

There was no new business to come before the Board.

15. 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 a closed meeting on October 12, 2011, when one personnel matter (subsection 1) and one collective bargaining matter (subsection 9) were discussed.

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

Stephen Z. Kaufman
Chair, Board of Trustees

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

Recorder: Arlean B. Graham