



**BOARD OF TRUSTEES OPEN MEETING MINUTES**  
Montgomery College, Rockville, Maryland  
November 18, 2013

**1. CALL TO ORDER**

The Board of Trustees of Montgomery College met in open session on November 18, 2013, in the Trustee Board Room, Mannakee Building, Rockville, Maryland. The open session meeting was called to order by the chair at 8:23 p.m.

**2. ROLL CALL**

Trustees Present:	Mr. Reginald M. Felton, Chair Ms. Marsha Suggs Smith, First Vice Chair Mr. Michael J. Knapp, Second Vice Chair Ms. Gloria Aparicio Blackwell, Trustee Dr. Kenneth H. Hoffman, Trustee Mr. Alexander G. Stone, Student Trustee Mr. Benjamin Wu, Trustee
Trustees Absent:	Dr. Leslie S. Levine, Trustee Mr. Michael D. Priddy, Trustee
Present Ex-Officio:	Dr. DeRionne P. Pollard, President and Secretary-Treasurer
Resource Staff Present:	Dr. Stephen D. Cain, Chief of Staff/Chief Strategy Officer Ms. Lily Lee, Board Relations Coordinator Dr. Sanjay Rai, Interim Senior Vice President for Academic Affairs Mr. David Sears, Senior Vice President for Advancement and Community Engagement Mr. Clyde H. Sorrell, General Counsel Dr. Beverly Walker-Griffiea, Senior Vice President for Student Services Dr. Janet Wormack, Interim Senior Vice President for Administrative and Fiscal Services

**3. APPROVAL OF THE AGENDA**

The agenda was unanimously approved by the Board.

**4. COMMENTS PERIOD**

There were two speakers for the comments period, Professor Joan Gough and Mr. Daniel Smith. Professor Gough spoke as an individual about a retirement matter. Mr. Smith also spoke as an individual on the topic of access to higher education for individuals with disabilities.

**5. APPROVAL OF MINUTES**

**A. October 21, 2013 Closed Session**

**B. October 21, 2013 Open Session**

On a motion by Trustee Smith and seconded by Trustee Blackwell, the minutes were unanimously approved by the Board.

**6. REPORTS**

**A. President's Report**

Dr. Pollard's report focused on the destination employer initiative. This is an initiative that strives to attract high-performing new employees and retain excellent employees by offering opportunities for growth and competitive compensation. Key components of this initiative include the work carried out by the Common Employee Experience Task Force, comprised of a cross-section of College employees. Dr. Pollard summarized the initiative as an effort to ensure that all employees get off to a good start at the College and are supported throughout their careers here.

Trustees discussed issues related to employer best practices and other possible benefits, such as career coaching, loan repayment, or low-cost home loans. Other comments focused on the critical importance of employees and the opportunity to develop the surrounding community by providing housing for students and employees.

Dr. Pollard noted that, for the first time, there are four generations of employees in the current College workforce, and asked how the College can define the different needs of these employees. Chair Felton concluded the discussion by asking what are the core values of the College's employees and how do we understand or define those preferred core values.

**B. Chair's Report**

Chair Felton thanked his colleagues for their support and reported that he has met with many of the Board members and with the Board Officers to clarify their roles. He has appointed First Vice Chair Smith to serve as liaison to the Montgomery College Foundation Board and Second Vice Chair Knapp to serve as liaison to the Life Sciences Park Foundation Board. Chair Felton also reported that the previous committee structure will remain mostly stay the same with some changes occurring related to the elimination of the Pinkney Park Committee.

**C. Audit Review Subcommittee Report**

Trustee Smith, Chair of the Audit Review Subcommittee, reported that she and Board colleagues, Chair Felton and Trustee Blackwell, met with Dr. Pollard and staff along with Mr. Mark Gillett of the College's auditing firm CliftonLarsonAllen on November 7.

Trustee Smith stated that the College received an unqualified opinion with one compliance finding on the A-133 audit, which pertains to the method of reporting student enrollment. This was not a material weakness and was corrected in the following reporting period. The College also received an unqualified opinion on the CC4.

Trustee Smith informed the Board that it will be asked to formally accept the audit at its meeting in December.

#### **D. Budget Committee Report**

Trustee Hoffman presented in the Budget Committee report. He reported that the proposed FY15 operating budget has three main goals: supporting student learning and completion, supporting our employees, and building capacity for the future. He stated that challenges for the future may include the level of County and state support, especially in light of a desire to keep tuition rates as low as possible. He reported that the FY15 proposed operating budget will be presented later in the meeting and vote will be taken in December.

#### **E. Academic and Student Support Committee Report**

Committee Chair Trustee Blackwell reported that she and Board colleagues, Trustee Stone and Trustee Priddy, met on November 5. She acknowledged Dr. Walker-Griffiea on her work of implementing programs that support student success, such as preparing for compliance with the College and Career Readiness and College Completion Act and the software program Starfish. Trustee Blackwell stated that the committee was briefed on the status of several initiatives, such as mandatory student orientation, developmental advising, changes to late registration, and the launch of welcome centers across the College.

Trustee Stone added that the recent implementation of a student survey will further student success and allow the College to learn what can be done better.

#### **F. Report on the ACCT 2013 Leadership Congress**

Trustee Smith reported she, together with Board colleagues Blackwell, Levine, Stone, and Wu, attended the ACCT 2013 Leadership Congress on October 2–5. The keynote speaker of the event was Bill Gates, who spoke on the promise of technology to personalize instruction. Trustees Blackwell, Levine, Smith, Stone, and Wu gave brief highlights of workshops they attended. Trustee Smith noted that the participatory governance workshop presented by Montgomery College representatives received many positive responses.

Trustee Smith encouraged her Board colleagues to participate in other upcoming professional development opportunities including AACC, ACCT, and AGB.

#### **7. CONSENT CALENDAR**

**BR# 13-11-110 Personnel Actions Confirmation**

**BR# 13-11-111 Amendment to Resolution**

On a motion to approve the consent calendar by Trustee Knapp and a second by Trustee Blackwell, the Board approved the consent calendar by unanimous vote.

#### **8. POLICY MATTER**

**BR# 13-11-112 New Policy 68005–Research Misconduct**

Policy 68005–Research Misconduct was presented for information. The Board will vote to accept the new policy at its meeting in December.

#### **9. BUDGET MATTERS**

### **A. BR# 13-11-113 Adoption of the FY15 Capital Budget**

On a motion to approve the Adoption of the FY15 Capital Budget resolution by Trustee Smith, and a second by Trustee Blackwell, the Board considered the FY15 capital budget. Trustee Hoffman made a motion to add language to consider two locations for the Rockville Campus parking garage within the Facilities Master Plan. Several suggestions were made in response, including asking the Board Facilities Committee to consider location issues. For lack of a second, the motion did not pass.

The Board approved the above resolution with one abstention by Trustee Hoffman.

### **B. Presentation of the Proposed FY15 Operating Budget**

Dr. Pollard thanked Dr. Wormack and her team for developing the proposed FY15 operating budget, which has undergone multiple layers of review and discussion within the College.

Dr. Wormack stated that the proposed FY15 operating budget supports the president's initiatives and expresses the College's long-term commitment to meet or exceed our *MC 2020* goals. In summarizing the budget trends of FY10–14, Dr. Wormack recounted that budgeted positions increased minimally in the past, as positions were reallocated to meet high-priority needs. She stated that major initiatives addressed in this budget include collective bargaining, focus on student learning and completion, academic redesign and restructure, community engagement, and contractual obligations.

Dr. Wormack reported that the operating budget request for FY15 is \$19.3 million more than last year, noting that this figure was reduced by \$5 million before being presented to the Board. This was achieved by prioritizing initiatives, reallocating resources, and doing things in other ways.

Dr. Wormack reported that the College will ask for expenditure authority for \$18.2 million of enterprise funds and use of fund balance of \$1.9 million, a 4.5 percent increase from last year. She conveyed that Workforce Development & Continuing Education (WD&CE) is expanding training, scholarships, and its offerings at Germantown. WD&CE will also be adding 8.5 staff positions through its own budget.

In addition, Dr. Wormack reported that Auxiliary Services requests expenditure authority of \$5.9 million and use of fund balance of \$445,000 to expand childcare services and retail operations.

Dr. Wormack informed the Board that the budget process for this year differs from the past in that internal work began much earlier. Therefore, information such as enrollment projections and county aid levels will be presented next month as data become available.

Dr. Wormack detailed the next steps, namely, that the Board will vote on the proposed FY15 operating budget at its December meeting after which it will be transmitted to county. The county executive will make his decision in March and the Board will formally decide on tuition in April.

Trustee comments focused on advocacy strategy, highlighting the things that the College would not be able to do if it did not receive full funding, and the compelling information of how the College got by in past years with an increase in the number of students, but a minimal increase in staff.

## 10. NEW BUSINESS

There was no new business to come before the Board.

## 11. TRUSTEE ANNOUNCEMENTS

Trustee Smith encouraged Trustees to attend the upcoming AGB conference.

Board Chair Felton asked Trustees to review the publication, *Top 10 Strategic Issues for Boards*, which was distributed earlier.

## 12. ADJOURNMENT

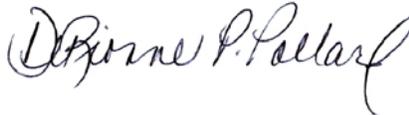
In compliance with the Annotated Code of Maryland, Title 10-508, subject to Chapter 655 of the Laws of 1991, the chair announced that the Board voted unanimously to convene a closed session on November 18, 2013, in room 318, Mannakee Building, Rockville, Maryland, at 7:15 p.m. to discuss one personnel matter (subsection 1), one collective bargaining matter (subsection 9), one privacy matter (subsection 2), one legal advice matter (subsection 7), and one real property matter (subsection 3).

On motion by Trustee Smith to adjourn, and a second by Trustee Hoffman, the Board voted unanimously to adjourn at 9:42 p.m.



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Reginald M. Felton  
Chair, Board of Trustees



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

Recorder: Lily Lee