



**BOARD OF TRUSTEES OPEN MEETING MINUTES**  
**Montgomery Community College, Rockville, Maryland**  
**November 21, 2011**

## **1. CALL TO ORDER**

The Board of Trustees of Montgomery Community College met in open session on November 21, 2011, in the Trustee Board Room, Mannakee Building, Rockville, MD. The open session meeting was called to order by the chair at 7:00 p.m.

## **2. ROLL CALL**

Present: Trustees Steve Kaufman, chair, Reginald Felton, 1<sup>st</sup> vice chair  
Kenneth Hoffman, Leslie Levine, Jonathan Jayes-Green  
Gloria Aparicio Blackwell, Michael Priddy, and Michael Lin

Absent: Trustee Marsha Suggs Smith, 2<sup>nd</sup> vice chair

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

Resource Staff Dr. Stephen Cain, chief of staff/chief strategy officer

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

## **3. APPROVAL OF THE AGENDA**

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

## **4. MINUTES**

Trustee Priddy moved to approve the minutes of October 10, 2011, (open and closed sessions), and October 24, 2011, (open session); Trustee Jayes-Green 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**

Dr. Pollard welcomed the College women's soccer team who won the NJCAA Division III Women's National Soccer Championship. Each team member, coach, assistant, manager, and athletic director were introduced and presented with a certificate. Chairman Kaufman thanked everyone for what they have done for the College and the nation. Dr. Pollard noted that there will be a celebration on November 29, at 4:00 p.m. to honor the students.

Dr. Pollard's report focused on service learning and she presented two questions to the Trustees:

- (1) Have you had a personal experience with service learning in your educational experience?
- (2) What do you see as the broader benefits of service learning, beyond fulfilling our mission statement?

Trustees' responses ranged from getting involved with community service and service learning as children with their parents as role models; having it as part of a required curriculum; seeing a need in the community; to establishing community organizations to help others. Trustees expressed the need for having a service learning experience for college students at least one semester and it should be an academic necessity.

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

Chairman Kaufman commented on the committees established for the Board this year to include the Audit Subcommittee, the Budget Committee, the Evaluation and Compensation Committee, and the Life Sciences Park Committee. He noted that the Board wants to be well informed on critical matters.

### **C. Middle States Accreditation Presentation**

Dr. Eric Benjamin and Dr. Sharon Fechter presented the status of the Periodic Review Report, which is a five-year report to the Middle States Commission on Higher Education. This report is part of the ten-year reaccreditation process for the College. The report is an update, evidence-based, and living document that gives the Commission assurance that the College is meeting the 14 standards in the Characteristics of Excellence. They reviewed the standards of institutional context, educational effectiveness, the report design, and the timeline. Dr. Benjamin and Dr. Fechter responded to questions about the committee, personnel and man-hours engaged in the process, and updates on the progress of the committee.

## **7. CONSENT CALENDAR**

- A. BR# 11-11-145      Personnel Actions Confirmation Report**
- B. BR# 11-11-146      Graduates Receiving the Associate Degree and the One-Year Program Certificate in Summer 2011**

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

## **8. AWARDS OF CONTRACTS (COMPETITIVE)**

- BR# 11-11-147      Science East Renovation, Rockville Campus**

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

Mr. David Capp, associate vice president for facilities, responded to questions by Trustees Felton and Blackwell regarding the contract and reviewed the timeline.

## **9. AWARDS OF CONTRACTS (SOLE SOURCE)**

- A. BR# 11-11-148 Skills Development Software License for the Health Sciences Nursing Program**
- B. BR# 11-11-149 Human Pediatric Patient Simulators for the Health Sciences Nursing Program**

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

In response to Trustees' questions, Dr. Pollard noted that resolutions with proprietary contracts will be revised to address this matter in the future.

## **10. BUDGET MATTERS**

### **BR# 11-11-150 Adoption of the FY13 Capital Budget**

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

Trustee Hoffman stated his concern with crowding on the Rockville Campus and the need for the College to look for alternative places for the parking garage and making the Campus more pedestrian friendly. Dr. Pollard noted that the College will look at the issues for the parking structure as strategic planning has yet to be conducted on this matter.

## **11. ACADEMIC AND REGULATORY MATTERS**

- A. BR# 11-11-151 National and State of Maryland Designated Awareness Days and Months 2012**
- B. BR# 11-11-152 Memorandum of Understanding with Jindal Education, Wadhvani Foundation**

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

The budgeting and coordination for the awareness days were explained and Chairman Kaufman commended Dr. Pollard, Dr. Rai, and Mr. Sorrell on the great initiative and achievement with India.

## **12. NEW BUSINESS**

Trustee Michael Lin disclosed that he was appointed to an advisory group for Adventist Healthcare, the Next Century Health Leadership Council. This is a council focused on visionary health care and Adventist Healthcare has approval for a hospital to be constructed in White Oak.

### 13. 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 November 14, 2011, in room 318 in the Mannakee Building at 7:35 p.m. when two personnel matters (subsection 1) and one collective bargaining matter (subsection 9) were discussed.

A motion was made to adjourn at 8:20 p.m.



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Stephen Z. Kaufman  
Chair, Board of Trustees



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

Recorder: Arlean B. Graham

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