



BOARD OF TRUSTEES PUBLIC MEETING MINUTES
Montgomery College, Rockville, Maryland
September 17, 2018

1. CALL TO ORDER

The Board of Trustees of Montgomery College met on September 17, 2018, in the Board Room, Central Services Building, Rockville, Maryland. The public meeting was called to order by the chair at 8:03 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 J. Hydorn, Trustee
Mr. Robert F. Levey, Trustee
Ms. Marsha Suggs Smith, Trustee
Ms. Sasini Wickramatunga, Student Trustee
Mr. Benjamin H. Wu, Trustee

Present Ex-Officio: Dr. Stephen D. Cain, Acting President and Secretary-Treasurer

Resource Staff Present: Dr. Monica Brown, Senior Vice President for Student Affairs
Mr. Timothy Dietz, General Counsel
Ms. Lily Lee, Manager, Board Operations and Services
Ms. Susan Madden, Acting Chief of Staff/Chief Strategy Officer
Dr. Sanjay Rai, Senior Vice President for Academic Affairs
Ms. Donna Schena, Interim Vice President for Administrative and Fiscal Services
Mr. David Sears, Senior Vice President for Advancement and Community Engagement

3. APPROVAL OF THE AGENDA

Trustee Aparicio Blackwell made a motion to approve the agenda and Trustee Suggs Smith seconded the motion. The agenda was unanimously approved by the Board.

4. OATH OF OFFICE

Ms. Barbara Meiklejohn, Clerk of the Circuit Court for Montgomery County, administered a ceremonial oath of office to trustees.

5. COMMENTS PERIOD

Ms. Genell Reynolds-Taylor addressed the board.

6. APPROVAL OF MINUTES

A. June 22, 2018 Closed Session

B. June 25, 2018 Closed Session

C. June 25, 2018 Public Meeting

Trustee Hydorn made a motion to approve the minutes for the June closed and public meetings. Trustee Hoffman seconded. The minutes were approved unanimously.

6. REPORTS

A. Chair's Report

Board Chair Knapp began his report by introducing and welcoming new Student Trustee, Ms. Sasini Wickramatunga. Ms. Wickramatunga expressed her gratitude for being given the opportunity to serve on the Board of Trustees.

Turning his attention to recent events, Board Chair Knapp thanked Trustee Aparicio Blackwell for her vision and work in crafting the agenda for the board's fall retreat, which took place in early September. He reported that the board spent time together to reflect on the work of the College and to think about important questions as the College kicks off the strategic planning process.

Board Chair Knapp reported that earlier in the evening, the board engaged in a dialogue with community leaders about the College as part of a larger community engagement effort to obtain feedback and to help inform the strategic plan. He thanked Dr. Kevin Long and Dr. Michelle Scott for facilitating the dialogue.

Board Chair Knapp announced that the community will honor outgoing County Executive Isiah Leggett and his wife Catherine at a special event at the Strathmore and asked that his colleagues join him in thanking Mr. Leggett for his leadership.

Board Chair Knapp closed his report by introducing Dr. Stephen Cain, acting president.

B. Acting President's Report

Dr. Cain thanked the board for their support since taking the helm in July. He also thanked his colleagues for their continued good work and acknowledged Ms. Donna Schena in her role as interim senior vice president for administrative and fiscal services, as well as Ms. Susan Madden as acting chief of staff.

Dr. Cain gave the board an update on enrollment figures for the fall semester, reporting that the College is seeing a contraction compared to numbers from last year. He stated that Montgomery College is experiencing the same enrollment contraction seen in many colleges and universities across the country.

Dr. Cain updated the board on details of the Maryland Promise Act, which provides last-dollar scholarships to students attending community college full-time starting in the fall of 2019. He expressed his appreciation for the \$15 million in funds, which will go to students at all 16 Maryland community colleges.

Turning his attention to facilities issues, Dr. Cain reported that the rain over the summer has impacted the Rockville Campus. He thanked the facilities team for their yeoman's work in clean up and repair, after flooding affected several buildings. He also thanked campus leadership, faculty, and staff for their flexibility and resilience for continuing to serve students throughout the ordeal. He stated the College will remain vigilant through the flood warnings over the next two days as a result of Hurricane Florence.

Dr. Cain concluded his report with an overview of the *President's Focus*, his written reports for the board over the course of this academic year. He reported that this year's reports would concentrate on issues and aspects of student retention, by examining strategies that are built into different student experiences—from admissions to the classroom and ultimately progress to transfer and or work.

C. Summary Report for Operating, WDCE, Grants, Contracts, and Auxiliary Services Funds for the Year Ended FY18

Dr. Cain stated that fiscal year 2018 has been marked by belt-tightening, and although state funding and county appropriations increased slightly, these increases were less than we sought and only went to salary increases. He reported that with enrollment contraction, the College has monitored spending carefully and managed its resources prudently.

Ms. Liz Greaney, interim chief business/financial strategy officer, provided more detailed background to the fiscal year 2018 summary report.

Trustee comments focused on the sizeable percentage of expenditures dedicated to payroll and the need to reduce this number.

7. CONSENT CALENDAR

- A. BR#18-09-085 Personnel Actions Confirmation Report**
- B. BR#18-09-086 Graduates Receiving the Associate Degree and the Program Certificate in Summer 2018**

Trustee Hydorn made a motion to approve the consent calendar. Trustee Hoffman seconded the motion, which was approved by unanimous vote.

8. AWARD OF CONTRACT (COMPETITIVE)

- BR#18-09-087 Award of Contract, Employment Services for Legal Refugees/Asylees in Montgomery and Prince George's Counties, Bid 919-001**

Trustee Hydorn made a motion to approve the award of contract. Trustee Aparicio Blackwell seconded. The motion passed unanimously.

9. CONTRACT AMENDMENT (SOLE SOURCE)

BR#18-09-088 **Amendment to Sole Source Award of Contract, Continuation of Inspection and Calibration of Heating, Ventilation and Air Conditioning (HVAC) Control Systems Rockville and Takoma Park/Silver Spring Campuses**

Trustee Brintnall made a motion to approve the amendment to a sole source award of contract. Trustee Hydorn seconded the motion, which passed unanimously.

10. REGULATORY MATTER

BR#18-09-089 **Acceptance of the 2018 Performance Accountability Report**

Dr. Robert Lynch presented background information on the indicators found in the 2018 Performance Accountability Report.

Trustee Hydorn made a motion to accept the report. Trustee Brintnall seconded and the motion passed unanimously.

11. BUDGET MATTER

BR#18-09-090 **FY18 Operating Fund Functional Transfer**

Trustee Hydorn made a motion to approve the FY18 Operating Fund Functional Transfer. Trustee Aparicio Blackwell seconded and the motion passed unanimously.

12. COLLECTIVE BARGAINING

A. BR#18-09-091 **Approval of Memoranda of Agreement—Collective Bargaining Agreement between Montgomery College and the American Association of University Professors, Montgomery College Chapter**

B. BR#18-09-092 **Approval of Memorandum of Agreement—Collective Bargaining Agreement between Montgomery College and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 67, Local 2380**

Trustee Hydorn made a motion to approve the two collective bargaining resolutions. Trustee Suggs Smith seconded and the motion passed unanimously.

11. NEW BUSINESS

There was no new business to come before the board.

12. ADJOURNMENT

Pursuant to Section 3-305 of the General Provisions Article, the board voted to convene a closed session this evening at 7:10 p.m. in room S408 in the Central Services Building to discuss one personnel matter (subsection 1), four privacy matters (subsection 2), and two collective bargaining matters (subsection 9).

On a motion by Trustee Suggs Smith and a second by Trustee Hydorn, the board voted unanimously to adjourn at 9:29 p.m.

signature on file

Michael J. Knapp
Chair, Board of Trustees

signature on file

Stephen D. Cain, PhD
Acting President and Secretary-Treasurer, Board of
Trustees

Recorder: Lily Lee