



**BOARD OF TRUSTEES PUBLIC MEETING MINUTES**  
**Montgomery College, Rockville, Maryland**  
**December 10, 2018**

**1. CALL TO ORDER**

The Chair of the Board of Trustees of Montgomery College called to order a brief public meeting for purposes of voting to go into closed session at 7:11 p.m. on Monday, December 10, 2018, in room S408, of the Central Services Building, Rockville, Maryland. Persons present for this meeting are listed below in the roll call, with additions where noted.

Board Chair Knapp asked for a motion to go into closed session to discuss two legal matters—subsection 7, and one collective bargaining matter—subsection 9. Upon a motion made by Trustee Suggs Smith and seconded by Trustee Aparicio Blackwell, the Board voted unanimously to go into closed session.

This meeting was closed under the following provisions of General Provisions Article 3-305(b):

Subsection 7	Legal Matters	Retirement of Policy 31101–Confidentiality, Employee Use, and Release	No action taken
Subsection 9	Collective Bargaining Matter	Modification of Policy 39002–Volunteers Update on Status of Negotiations with AAUP and AFSCME <i>Resource Persons: Mr. Robert Roop, Ms. Heather Pratt</i>	No action taken No action taken

**RECONVENE PUBLIC MEETING**

The Board of Trustees of Montgomery College reconvened on December 10, 2018, in the Board Room, Central Services Building, Rockville, Maryland, to conduct the public session of their December meeting. This public session was called to order by Board Chair Knapp at 7:56 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. Frieda K. Lacey, Trustee  
Mr. Robert Levey, Trustee  
Ms. Marsha Suggs Smith, Trustee

Trustees Absent: Mr. Robert Hydorn, Trustee  
Ms. Sasini Wickramatunga, Student 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 C. Madden, Acting Chief of Staff/Chief Strategy Officer  
Dr. Sanjay Rai, Senior Vice President for Academic Affairs  
Ms. Donna Schena, Interim Senior Vice President for Administrative and Fiscal Services  
Dr. Michelle Scott, Deputy Chief of Staff and Strategy  
Mr. David Sears, Senior Vice President for Advancement and Community Engagement

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

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

### **4. COMMENTS PERIOD**

Ms. Frances Nolen, secretary/treasurer of AFSCME Local 2380, delivered comments.

### **5. APPROVAL OF MINUTES**

#### **A. November 12, 2018 Closed Session**

#### **B. November 12, 2018 Public Session**

Trustee Aparicio Blackwell made a motion to approve the minutes of the November closed and public meetings. Trustee Suggs Smith seconded. The minutes were unanimously approved.

### **6. RECOGNITIONS**

The Board recognized the achievements of the volleyball team, and the men's and women's soccer teams.

### **7. REPORTS**

#### **A. Acting President's Report**

Dr. Cain began his report with an acknowledgement of final exams and the end of the fall semester. He announced that winter session would conclude on January 18 and spring semester would begin on January 22.

Dr. Cain reported that our Achieving the Dream coaches, Dr. Karen Stout and Dr. Donna Jovanovich, visited the College last month. He said they met with the ATD team and senior leaders, faculty, and staff during their visit.

Dr. Cain reported that a delegation from the College went to Washington state to visit Pierce College, a leader College in the ATD network. He stated that the visit afforded a chance to learn

the challenges and opportunities in advancing student learning from a top institution with multiple campuses and similar enrollment.

Transitioning to the Catherine and Isiah Leggett Math and Science Building, Dr. Cain reported that the recent briefing to the Takoma Park City Council regarding the building project went very well, with the mayor expressing the council's appreciation for an open and transparent charrette process.

Regarding transitions in our state and local governments, Dr. Cain reported that County Executive Marc Elrich, along with the county councilmembers, including four new members, took the oath of office. He stated that Mr. Elrich appointed Senator Rich Madaleno as the director of the Office of Management and Budget, Ms. Nancy Navarro was elected as the council president, and that Mr. Rice will remain as the chair of the education committee, comprised of councilmembers Will Jawando and Navarro. At the state level, Dr. Cain reported that Montgomery County's Senator Nancy King will serve as chair of the powerful Budget and Tax Committee.

Dr. Cain reported that Dr. Pollard has been busy during her sabbatical and hosted another in her President's Dialogue Series with Neera Tanden, the president of the Center for American Progress.

Turning to news on the Rockville Campus, Dr. Cain reported that the Raptor Tank competition returned for a fifth year, presented by the Macklin Business Institute, MC Enactus, and the Rockville Business Program. He congratulated student entrepreneurs Caroline Ta, Evangeline Pergantis, and Natanel Mekonmen, who pitched their innovative business ideas and won a combined total of \$5,000 seed money.

In other campus news, Dr. Cain informed the Board that the men's basketball team won five out of seven games so far this season and the women's basketball team beat Garrett Community College 91-42 in November and Erie Community College 62-43 in December.

Highlighting the *President's Focus* report on retention, Dr. Cain stated that each year as many as 5,000 students, who have earned at least 12 credits at MC, transfer to another higher education institution. He indicated that preparing students for and illuminating the pathway to transfer is central to retention efforts, and if students can see the road ahead, be guided along the way and the path is clear—students will return, continue their studies semester after semester, graduate, transfer, and be well positioned to obtain a baccalaureate degree.

Dr. Cain concluded his report by extending good wishes to the Board, faculty, and staff for a happy holiday season.

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

Board Chair Knapp began his report with thanks to the members of the Staff Council, with whom the board met earlier in the evening at a Constituent Conversation meeting to discuss student retention.

Board Chair Knapp thanked Dr. Cain for the update on the transition of our state and local governments and reported that he attended the County Executive's Ball for the Arts, which served as the inaugural ball.

Continuing with local government topics, Board Chair Knapp reported that the Montgomery College legislative breakfast at the Rockville Campus put us on a strong footing with new and returning elected officials. He thanked the Dr. Pollard and the trustees who attended, as well as Vice Chair Aparicio Blackwell for speaking on behalf of the Board.

Board Chair Knapp concluded his report with a reminder that the upcoming Committee for Montgomery Breakfast will provide additional opportunities to meet new decision-makers and to hear the priorities of our elected officials.

### **C. Committee and Liaison Report: Educational Excellence Committee**

Committee Chair Levey reported that the Educational Excellence Committee met on November 14, when it heard updates on Achieving the Dream and the newly-adopted student success goals. The committee discussed assessment criteria and data for measuring student success goals as well as setting benchmarks for graduation and transfer students. Committee Chair Levey closed his report by thanking his colleagues who attended the meeting, Trustees Brintnall and Lacey.

## **8. CONSENT AGENDA**

- A. BR#18-12-129      Personnel Actions Confirmation Report**
- B. BR#18-12-130      Retirement of Policy 31103-Confidentiality: Employee Use, Release, and Disclosure of Information**
- C. BR#18-12-131      Modification of Policy 33002-Volunteers**

Trustee Brintnall made a motion to approve the consent agenda and Trustee Aparicio Blackwell seconded. The motion unanimously passed.

## **9. NAMING OF CAMPUSES, FACILITIES, BUILDINGS, ROOMS, AND INSTITUTES**

- A. BR#18-12-132      Naming of the Institute for Race, Justice, and Civic Engagement**
- B. BR#18-12-133      Naming of the Laboratory Suite for the Radiological Technology Program in the Health Sciences Center Building, Takoma Park/Silver Spring Campus, in Honor of Dean Angela “Angie” Pickwick**
- C. BR#18-12-134      Naming of Room 206 in the Campus Center, Rockville Campus, in Honor of Professor Janet Saros**

Trustee Levine made a motion to approve the naming resolutions. Trustee Suggs Smith seconded the motion, which unanimously passed.

## **10. ACADEMIC MATTERS**

- A. BR#18-12-135      Creation of the Polysomnography Technology Associate of Applied Science Degree**
- B. BR#18-12-136      Creation of the Homeland Security Certificate**

Trustee Suggs Smith made a motion to approve the two academic matters.

Trustee Brintnall made a motion to amend the third clause of the preamble in the Homeland Security Certificate resolution to read, “WHEREAS, The Homeland Security Certificate program provides students with a strong foundation of the nation’s homeland security environment *and understanding of its legal and ethical issues* through an all-hazards approach...”

Trustee Aparicio Blackwell seconded the motion to amend.

Trustee Aparicio Blackwell seconded the main motion, which passed unanimously.

**11. AWARD OF CONTRACT (COMPETITIVE)**

**BR#18–12–137 Clinical Simulation Medical Equipment, Bid 519-005**

Trustee Hoffman made a motion to approve the competitive award of contract for clinical simulation medical equipment. Trustee Suggs Smith seconded the motion, which unanimously passed.

**12. AWARDS OF CONTRACTS (SOLE SOURCE)**

**A. BR#18–12–138 America’s Promise and TechHire Grant-Related Business Engagement and Case Management Services**

**B. BR#18–12–139 America’s Promise and TechHire Grant-Related Student Data Collection and Evaluation Services**

Trustee Brintnall made a motion to approve the two sole source awards of contracts. Trustee Hoffman seconded, and the motion passed unanimously.

**13. REGULATORY MATTER**

**BR#18–12–140 The Montgomery College Audited Financial Statements for June 30, 2018, and 2017**

Trustee Levine made a motion to accept the Montgomery College audited financial statements. Trustee Suggs Smith seconded the motion, which passed unanimously.

**14. BUDGET MATTER**

**Presentation of the Fiscal Year 2020 Operating Budget**

Board Chair Knapp thanked the Financial Sustainability Committee for its work in setting the direction of the budget and reviewing it prior to the meeting.

Dr. Cain echoed Board Chair Knapp’s thanks and recognized the work of Ms. Schena, Ms. Greaney, and their staff in developing the budget.

Ms. Greaney presented a summary overview of the proposed FY20 operating budget, reporting that the appropriation request totals \$313,448,186 for all funds, which represents a 0.82 percent decrease over last year.

She presented student enrollment trends with projections through FY24, illustrating a decrease in the current fiscal year compared to the last three fiscal years.

Outlining budget priorities and initiatives for FY20, Ms. Greaney presented a summary of the current fund proposed budget totaling \$264.8 million. She also gave an overview of the other funds budgets, which include the Workforce Development & Continuing Education fund, the Cable TV Fund, and the Auxiliary, Transportation, and Major Facilities Reserve funds, totaling \$48.6 million.

Ms. Greaney concluded her presentation with a review of the budget timeline, with the milestone to take place in January, whereupon the budget will be presented to the Board for approval.

Trustee comments focused on details of the budget development process, concerns over the need to fund many initiatives with a stagnant or decreasing budget, and the need put our students first.

## 15. NEW BUSINESS

Trustee Hoffman reported his attendance at the ribbon cutting ceremony for the RISE Zone designation of PIC MC.

## 16. TRUSTEE COMMENTS

At his last Board meeting as acting president, Dr. Cain thanked the Board, the College community, the senior leadership team, and the acting chief of staff for their work together over the last six months.

## 17. ADJOURNMENT

Pursuant to Section 3-305 of the General Provisions Article, the Board voted to convene a closed session this evening at 7:11 p.m. in room S408 in the Central Services Building to discuss two legal matters (subsection 7), and one collective bargaining matter (subsection 9).

On a motion by Trustee Aparicio Blackwell and a second by Trustee Levey, the board voted unanimously to adjourn at 9:02 p.m.

signature on file

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Michael J. Knapp  
Chair, Board of Trustees

signature on file

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

Recorder: Lily Lee  
Approved: January 23, 2019