



**BOARD OF TRUSTEES PUBLIC MEETING MINUTES**  
**Montgomery College, Rockville, Maryland**  
**April 8, 2019**

**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 6:50 p.m. on Monday, April 8, 2019, in room S408, of the Central Services Building, Rockville, Maryland. Persons present for this meeting were:

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  
Dr. Frieda K. Lacey, Trustee  
Mr. Robert F. Levey, Trustee  
Ms. Marsha Suggs Smith, Trustee (by phone)  
Ms. Sasini Wickramatunga, Student Trustee

Trustee Absent: Mr. Robert Hydorn, Trustee

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

Resource Staff Present: Dr. Monica Brown, Senior Vice President for Student Affairs  
Dr. Stephen D. Cain, Chief of Staff/Chief Strategy Officer  
Mr. Timothy Dietz, General Counsel  
Ms. Margaret Latimer, Vice President and Provost, Germantown Campus  
Ms. Heather Pratt, Employee and Labor Relations Director  
Mr. Robert Roop, Chief Human Resources Officer  
Ms. Donna Schena, Interim Senior Vice President for Administrative and Fiscal Services  
Dr. Michelle T. Scott, Deputy Chief of Staff and Strategy  
Mr. David Sears, Senior Vice President for Advancement and Community Engagement

Board Chair Knapp asked for a motion to go into closed session to discuss a matter to obtain legal advice—subsection 7, and one collective bargaining matter—subsection 9. Upon a motion made by Trustee Aparicio Blackwell and seconded by Trustee Hoffman, 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	Addendum to an Agreement between Montgomery College and the Montgomery College Foundation, Inc.	to obtain legal advice on the implications of a change to the operating agreement between the College and the Foundation
Subsection 9	Collective Bargaining Updates	to discuss the progress of negotiation sessions with the AAUP and AFSCME bargaining units  Resource Persons: Ms. Heather Pratt, Mr. Robert Roop

**RECONVENE PUBLIC MEETING**

The Board of Trustees of Montgomery College reconvened on April 8, 2019, in the Board Room, Central Services Building, Rockville, Maryland, to conduct the public session of their April meeting. This public session was called to order by Board Chair Knapp at 7:37 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  
 Dr. Frieda K. Lacey, Trustee  
 Mr. Robert F. Levey, Trustee  
 Ms. Sasini Wickramatunga, Student Trustee

Trustee Absent: Mr. Robert Hydorn, Trustee  
 Ms. Marsha Suggs Smith, Trustee

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

Resource Staff Present: Dr. Monica Brown, Senior Vice President for Student Affairs  
 Dr. Stephen D. Cain, Chief of Staff/Chief Strategy Officer  
 Mr. Timothy Dietz, General Counsel  
 Ms. Margaret Latimer, Vice President and Provost, Germantown Campus  
 Ms. Donna Schena, Acting Senior Vice President for Administrative and Fiscal Services  
 Dr. Michelle T. Scott, Deputy Chief of Staff and Strategy  
 Mr. David Sears, Senior Vice President for Advancement and Community Engagement

**3. APPROVAL OF THE AGENDA**

The Alumni Association Liaison’s Report and the Financial Sustainability Committee Report were removed from the agenda.

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

#### **4. COMMENTS PERIOD**

There were no speakers to come before the board.

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

##### **A. March 18, 2019 Closed Session**

##### **B. March 18, 2019 Public Session**

Trustee Levine made a motion to approve the two sets of minutes. Trustee Aparicio Blackwell seconded. The minutes were approved unanimously.

#### **6. BR#19-04-029 TRIBUTE**

Trustee Hoffman made a motion to approve the tribute resolution and Trustee Brintnall seconded. The resolution passed unanimously.

Board Chair Knapp and Dr. Pollard offered their condolences on behalf of the board and presented a framed resolution to the family of Professor Lincoln Mudd.

#### **7. REPORTS**

##### **A. Student Recognitions**

Dr. Pollard and the Board recognized the students who advocated on behalf of the College at Student Advocacy Day in Annapolis. At this event, 13 Montgomery College students spoke to legislators and shared their personal stories of how the College is helping them reach their promise, as well as the importance of keeping tuition affordable and the urgent need for the Catherine and Isiah Leggett Math and Science Building at the Takoma Park/Silver Spring Campus.

In attendance were Sarah Haj Hamad, Amal Khashimova, Caleb Shauer, and Hubert Smith, who thanked the Board for the recognition and opportunity to have their voices heard.

Dr. Pollard acknowledged and thanked the students for their remarkable competence, engagement, and passion.

##### **B. President's Report**

Dr. Pollard began her report by thanking Trustees who attended Trustee Information Day, which took place on April 1. She acknowledged the work of faculty, staff, and students in highlighting the College's workforce development programs. She expressed regret in missing Trustee Information Day, stating that she was in New Jersey leading a Middle States reaccreditation review of a community college there.

Turning to campus news, Dr. Pollard recognized the Germantown Campus, which hosted Germantown Community Day to celebrate its 40th birthday. The event was very well attended and offered an opportunity to highlight the campus to the greater community.

She also acknowledged the Rockville Campus, where an Open House event was held on April 6. The event featured information and numerous opportunities for future students, including robotics, 3-D labs, metal casting artwork, MCTV, and many more interactive presentations.

Dr. Pollard introduced her monthly written report, which continued the yearlong theme of retention. She reported that the College works diligently to lessen the impacts of *external factors* on students' decisions to stay enrolled, but there are many challenges students can face.

She concluded her report by highlighting some good news in terms of retention and enrollment. She stated that some employers are now increasing their investment in short-term credentials for employees and that Maryland's College and Career Readiness and College Completion Act funds tuition for MCPS students in need. These factors may encourage new enrollments and keep dual-enrolled students in place with more regularity.

Trustee observations centered on the need to educate elected officials that our enrollment declines have been on the margin, and do not justify reductions in funding, which would put the College at risk in the future.

### **C. Chair's Report**

Board Chair Knapp echoed Dr. Pollard's comments about Trustee Information Day and gave a special thank-you to Vice President and Provost George Payne and everyone who was involved.

Focusing on state government, Board Chair Knapp acknowledged that the day was *sine die*, the final day of the 2019 Maryland General Assembly. He reported that all the budget decisions were made last month—and the construction funding for the Catherine and Isiah Leggett Math and Science Building at the Takoma Park/Silver Spring Campus was secured along with the operating aid for the College. He thanked Dr. Pollard, her staff, and the students who were honored earlier in the meeting, as well his Trustee colleagues for all of the advocacy efforts made on the College's behalf in Annapolis this year.

Speaking on behalf of the Board, Chair Knapp extended condolences to the family and friends of House Speaker Michael Busch, who had passed away the day before the meeting. Board Chair Knapp stated that Mr. Busch was the longest-serving Speaker in Maryland's history and had served as a Delegate in the House since 1987, and had been a strong supporter of higher education.

Turning to local government, Board Chair Knapp reported that advocacy work continues as the county council begins its deliberations regarding the county's budget. Hearings would be held this week at which he and many College representatives will be testifying. He said his testimony would continue to make the case for full funding of the College's budget request, adding that the College worked very hard to craft a lean budget that protects affordability and provides fair compensation to recognize our valued faculty and staff who empower our students to succeed.

In other news about recent events, Board Chair Knapp announced that Dr. Pollard participated in the Education Budget Forums hosted by Councilmember Craig Rice, along with Dr. Jack Smith, superintendent of Montgomery County Public Schools. These forums provided a means to engage the public in a dialogue about education needs in Montgomery County.

Board Chair Knapp concluded his report with reminders of Dr. Pollard's State of the College address on April 10 and the next Presidential Dialogue on April 30, which will feature a conversation with former County Executive Ike Leggett.

## **D. Committee Reports**

### **i. Community Engagement Committee Report**

Trustee Levey delivered the Community Engagement Committee Report on behalf of Committee Chair Hydorn. The committee met on March 20, 2019, and heard from Director of Community Engagement Karla Silvestre, who gave an update on the Citizen's Advisory Board and pop-up outreach centers. Executive Director of PIC MC Martha Schoonmaker updated the committee on PIC development and Vice President of Facilities and Public Safety Marvin Mills briefed the committee on ongoing capital projects. Senior Vice President for Community Engagement and Advancement Dave Sears offered updates on communications and fundraising. Trustee Levey closed his report with thanks to fellow committee members and staff.

### **ii. Audit Review Subcommittee**

Audit Review Subcommittee Chair Aparicio Blackwell reported that the subcommittee met earlier that evening to review the findings of an internal audit of payroll. The audit was conducted to identify opportunities to enhance efficiencies and address compliance and fraud risks. Recommended changes to payroll processes include a revised approval system, new controls for changes of employee status, and new processes for exempt employees. Subcommittee Chair Aparicio Blackwell thanked Dr. Pollard for being proactive in reviewing this important function at the College. Subcommittee Chair Aparicio Blackwell concluded her report with thanks to staff and fellow subcommittee member Suggs Smith, who joined by phone .

## **8. CONSENT AGENDA**

- A. BR#19-04-030 Personnel Actions Confirmation Report**
- B. BR#19-04-031 Graduates Receiving the Associate Degree and Program Certificate in Spring 2019**

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

## **9. POLICY MATTERS**

- A. BR#19-04-032 Modification of Policy 34003—Discharge or Administrative, Associate, and Support Staff**
- B. BR#19-04-033 Modification of Policy 34101—Personnel Grievance Process for Associate and Support Staff**
- C. BR#19-04-034 Modification of Policy 77001—College Safety and Security**

Trustee discussion focused on exceptions to policy 77002—Prohibition of Weapons on Campus. Trustee Hoffman made a motion to approve the first three listed policies until clarification could be made on the weapons policy. Trustee Levey seconded and the motion passed. Trustee Brintnall abstained.

## **10. LEGAL MATTER**

- BR#19-04-035 Approval of an Addendum to the Agreement between the Board of Trustees of Montgomery College and the Montgomery College Foundation, Inc.**

Trustee Levey made a motion to approve the resolution. Trustee Aparicio Blackwell seconded. The motion passed unanimously.

**11. ACADEMIC MATTER**  
**BR#19-04-036**

**Modification of the Women's Studies Certificate**

Trustee Levey made a motion to approve the resolution. Trustee Brintnall seconded. The motion passed unanimously

**12. BUDGET MATTER**  
**BR#19-04-037**

**Tuition Rates for Fiscal Year 2020**

Discussion centered on assessment of students' residency status, the need for student financial literacy, scholarships and fundraising, and many realities of the FY20 operating budget.

Trustee Aparicio Blackwell made a motion to approve the resolution. Trustee Hoffman seconded. The motion passed, with one opposing vote from Trustee Levey. Trustee Levine abstained.

**13. COLLECTIVE BARGAINING MATTER**  
**BR#19-04-038**

**Approval of Memorandum of Agreement-Collective Bargaining Agreement between Montgomery College and the Montgomery College Chapter of the American Association of University Professors**

Trustee Levey made a motion to approve the resolution. Trustee Aparicio Blackwell seconded. The motion passed unanimously.

**14. MONTGOMERY COLLEGE 2025 STRATEGIC PLAN UPDATE**

Dr. Pollard presented a draft of the *Montgomery College 2025 Strategic Plan*, stating that preliminary work on the plan began in fiscal year 2017 with the Board of Trustees' *Envisioning the Future* report and *The Refining Strategic Planning at Montgomery College* report. These two reports provided perspectives for the new strategic planning framework.

She stated that in fiscal years 2017 and 2018, three additional documents were created to guide the planning process—the Board of Trustees Strategic Planning Charge to the President; MC2025 Strategic Plan Project Charter; and Board of Trustee Strategic Plan Vision Statement. Dr. Pollard continued per the Board's charge to her, the strategic planning committee was established in fiscal year 2019.

Dr. Pollard reported that the draft strategic plan's goals, outcomes, and objectives reflect the Board's and the committee's engagement with a broad array of internal and external stakeholders about the future of education, work, the county, the College, and partnerships and how the College can best respond to the changing needs of our diverse communities and students.

She pointed out that the plan identifies six bold, progressive, and forward-thinking goals:

1. Empower students to start smart, succeed, and soar,
2. Enhance transformational teaching practices and learning environments,
3. Fuel the economy and drive economic mobility,
4. Build, engage, strengthen, and tend to community partnerships,
5. Invest in our employees, and
6. Protect Affordability

In addition to the draft strategic plan, Dr. Pollard also introduced the scorecard, which identifies key performance indicators tied directly to the outcomes of each goal and will be used to assess the success of *MC2025*.

She stated that a final draft of the plan will be brought to the May 13 meeting for the Board's consideration, with the intention for adoption at the June 17 Board meeting.

Several trustees shared comments about the strategic planning process and feedback about the report itself. Dr. Pollard asked those Trustees who haven't already to submit their feedback to her by the end of the week.

## 15. NEW BUSINESS

There was no new business to come before the board.

## 16. TRUSTEE COMMENTS

Trustee Brintnall noted that the Frank Islam Athenaeum was terrific.

Trustee Lacey shared two stories of how Montgomery College has positively impacted people around her.

## 17. ADJOURNMENT

On a motion by Trustee Aparicio Blackwell and a second by Trustee Hoffman, the board voted unanimously to adjourn at 9:09 p.m.

signature on file

---

Michael J. Knapp  
Chair, Board of Trustees

signature on file

---

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

Recorder: Lily Lee  
Approved on: May 13, 2019