



BOARD OF TRUSTEES PUBLIC MEETING MINUTES
Montgomery College, Rockville, Maryland
January 29, 2020

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 7:08 p.m. on Wednesday, January 29, 2020, in room S408, of the Central Services Building, Rockville, Maryland. Persons present for this meeting were:

Trustees Present: Ms. Gloria Aparicio Blackwell, Chair
Dr. Leslie S. Levine, First Vice Chair
Dr. Michael A. Brintnall, Second Vice Chair
Ms. Sarah Haj Hamad, Student Trustee
Dr. Kenneth J. Hoffman
Mr. Michael J. Knapp
Dr. Frieda K. Lacey
Ms. Maricé I. Morales
Ms. Marsha Suggs Smith

Trustees Absent: Mr. Robert F. Levey

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
Dr. Sanjay Rai, Senior Vice President for Academic Affairs
Ms. Donna Schena, 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 Aparicio Blackwell asked for a motion to go into closed session to only discuss two personnel and privacy matters—subsections 1 and 2, one privacy matter—subsection 2, to consider collective bargaining negotiations—subsection 9, and discuss an investigative proceeding—subsection 12.

Upon a motion made by Trustee Hoffman and seconded by Trustee Morales, the Board voted unanimously to go into closed session.

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

Subsections 1 and 2	Discuss two personnel and privacy matters	to discuss the employment/personal history of an employee nominated for a medallion award and to discuss the president's performance evaluation	no action taken
Subsection 2	Discuss privacy matter	to discuss a possible naming opportunity in honor of a donor	no action taken
Subsection 9	Consider collective bargaining negotiations	to discuss the progress of negotiation sessions with the AAUP, AFSCME, and SEIU bargaining units	no action taken
	<i>Resource Persons: Ms. Krista Leitch Walker, Mr. Santo Scrimenti</i>		
Subsection 12	Discuss an investigative proceeding	to discuss proceedings of investigation of criminal fraud against the College	no action taken

RECONVENE PUBLIC MEETING

The Board of Trustees of Montgomery College reconvened on January 29, 2020, in the Board Room, Central Services Building, Rockville, Maryland, to conduct the public session of its January meeting. This public session was called to order by Board Chair Aparicio Blackwell at 8:04p.m.

2. ROLL CALL

Trustees Present: Ms. Gloria Aparicio Blackwell, Chair
 Dr. Leslie S. Levine, First Vice Chair
 Dr. Michael A. Brintnall, Second Vice Chair
 Ms. Sarah Haj Hamad, Student Trustee
 Dr. Kenneth J. Hoffman
 Mr. Michael J. Knapp
 Dr. Frieda K. Lacey
 Ms. Maricé I. Morales
 Ms. Marsha Suggs Smith

Trustees Absent: Mr. Robert F. Levey

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

Resource Staff Present: Dr. Monica Brown, Senior Vice President for Student Affairs
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 Dr. Sanjay Rai, Senior Vice President for Academic Affairs
 Ms. Donna Schena, Senior Vice President for Administrative and Fiscal Services
 Mr. David Sears, Senior Vice President for Advancement and Community Engagement

3. APPROVAL OF AGENDA

Trustee Levine made a motion to approve the agenda. Trustee Knapp seconded. Trustees Haj Hamad and Morales were not present for the vote.

The motion passed.

4. COMMENTS PERIOD

There were no speakers to come before the Board.

5. PUBLIC HEARING OF THE PROPOSED FY21 OPERATING BUDGET

Trustee Suggs Smith made a motion to open the public hearing of the proposed FY21 operating budget. Trustee Knapp seconded. Trustees Haj Hamad and Morales were not present for the vote. The motion passed.

There were no speakers to give comments on the proposed operating budget for fiscal year 2021.

Trustee Suggs Smith made a motion to close the public hearing of the proposed FY21 operating budget. Trustee Knapp seconded and the motion passed unanimously.

6. APPROVAL OF MINUTES

- A. December 16, 2019 Conference Session**
- B. December 16, 2019 Audit Committee Meeting**
- C. December 16, 2019 Public Meeting**

Trustee Suggs Smith made a motion to approve the three sets of minutes. Trustee Knapp seconded.

The Board voted unanimously to pass the motion.

7. REPORTS

A. President's Report

Dr. Pollard began her report with spring semester enrollment figures, reporting that over 19,000 students were taking spring classes at an average of about 9 credits each. These figures were slightly above projections for this spring, though official figures will not be released until mid-February. Dr. Pollard reported that 80 percent of the "First Time in College" students who began last fall have returned for classes in the spring, which is an excellent fall-to-spring retention rate.

Continuing with enrollment news, Dr. Pollard reported that the 2020 winter term had over 2,000 students, a record number, which represents a 10 percent increase over last year.

Turning her attention to the Spring Semester Opening Meeting, Dr. Pollard reported that the theme of the meeting was "MC Proud...Telling Our Own Stories." An employee panel spoke and key updates were shared at the opening meeting, along with an announcement of a \$600,000 gift to support part-time faculty professional development at the College. Trustee Emeritus Robert Shoenberg made the generous gift to the College and continues his connections with the

College as a part-time faculty member, teaching classes in the Lifelong Learning Institute of WDCE.

In other news, Dr. Pollard reported that Councilmember Craig Rice hosted a Community Forum on the State of Education in Montgomery County. The forum was held at the Germantown Campus and was well attended, giving the community a public venue to hear about education issues in the county and an opportunity to ask questions directly of county education leaders.

Dr. Pollard updated the Board on asbestos abatement efforts in the Physical Education (PE) Building on the Rockville Campus, which has been closed since December 3. She reported that, in order to assure safe removal of the asbestos, parts of the building will be off-limits, with some accommodations for the use of the pool, the dance studio, and both gymnasiums. All classes previously scheduled for the PE Building have been relocated to other classrooms.

Dr. Pollard concluded her report with a focus on artificial intelligence (AI) in education. She reported that AI has some extraordinary applications in the classroom and can be applicable to students with some special needs. She stated that AI tools should be examined to support our work at the College, and should not be overlooked when we consider the changing nature of work.

B. Chair's Report

Board Chair Aparicio Blackwell welcomed the new decade and mentioned some important possibilities and opportunities coming up, beginning with the 2020 Census. She stated the importance of being counted in the Census and encouraged everyone to fulfill their civic duty in completing it. She also reported that as the transition of the *Montgomery College 2020* strategic plan to the *Montgomery College 2025* strategic plan approaches, there will be an opportunity to look back at achievements and look forward with great anticipation for student success.

Board Chair Aparicio Blackwell then recognized Dr. Pollard for the many efforts that she makes to communicate with the College community—from her address at the collegewide spring opening meeting to the “Popcorn with Pollard” events, where she meets with students and hears about their experiences.

Board Chair Aparicio Blackwell announced that as the new year begins, the Board's focus for the coming months will be on advocacy. Those efforts began when Board members attended the Maryland Association of Community College's annual conference in Annapolis. She thanked her colleagues Trustees Haj Hamad, Knapp, Lacey, Morales, and Suggs Smith, who attended with her.

Board Chair Aparicio Blackwell enumerated four major advocacy goals at the state level for this year: protect the \$18.3 million in construction funds for the Leggett Building in the capital budget; protect state aid—the Cade formula—for community colleges; help make it easier for MC students to transfer to four-year schools; and make the Maryland Community College Promise Scholarship more accessible.

Board Chair Aparicio Blackwell concluded her report with news of the upcoming Association of Community College Trustees' National Legislative Summit in Washington, DC, where Trustees will have an opportunity to advocate at the national level.

C. Alumni Association Liaison's Report

Alumni Association Liaison Trustee Sarah Haj Hamad briefed the Board on the last meeting of the Montgomery College Alumni Association, which took place on Thursday, November 21, 2019.

She reported that the Alumni Association Board reviewed results from its engagement self-survey, heard an update on the Montgomery College Foundation's support of students, and planned upcoming alumni events.

Trustee Haj Hamad closed her report with recognitions of Senior Vice President Dave Sears, the Association's Executive Director Greg Enloe and his staff, and the president of the Montgomery College Alumni Association, Ms. Jane Smith, for their good work on behalf of the College.

D. Workday Implementation Report

Interim Chief Information Officer Jane-Ellen Miller updated the Board on progress with the Workday Implementation Project, reviewing key points of the enterprise resource planning software and illustrating the overall implementation timeline, stating that we are currently at the half-way point.

Ms. Miller explained that this project not only aims to implement new systems with structured processes, but also focuses on leading the people side of change so that the desired outcome is achieved.

Outlining next steps, Ms. Miller stated that the goal is to have 70 percent of the project complete by the end of this fiscal year.

She concluded her report with thanks to all of the employees in HRSTM, Finance, and IT who have worked so diligently on this project.

E. Summary Financial Report for FY20 Second Quarter

Senior Vice President for Administrative and Fiscal Services Donna Schena gave a financial summary of the second quarter of fiscal year 2020, reporting that revenues achieved by the end of the quarter were 59 percent of the annual budget, while total expenses incurred represented 46 percent.

She reported that the revenue numbers were higher compared to last year because of county and state appropriations increases of 2.2 percent and 1.7 percent, respectively. Expense figures remained flat in comparison to FY19.

Ms. Schena concluded her report with news that credit hours were 1 percent above projections for the fall and tuition and fees are 3.1 percent below the prior year.

8. CONSENT AGENDA

BR#20-01-001 Personnel Actions Confirmation Report

Trustee Hoffman made a motion to approve the items of the consent agenda. Trustee Morales seconded.

The Board voted unanimously to pass the motion.

9. POLICY MATTERS

- BR#20-01-002 Modification of Policy 21001–College Name**
- BR#20-01-003 Modification of Policy 38001–Recognition Awards**
- BR#20-01-004 Modification of Policy 63001–Procurement**
- BR#20-01-005 Retirement of Policy 63002–Consultant Services**
- BR#20-01-006 Retirement of Policy 68002–Contracts**

Trustee Knapp made a motion to approve the award of contract. Trustee Hoffman seconded.

The Board voted unanimously to pass the motion.

10. AWARDS OF CONTRACT

- BR#20-01-007 Award of Contract, Americans with Disabilities Act Self-Evaluation and Transition Plan, Bid 520-007**
- BR#20-01-008 Award of Contract, Audio Visual Hardware and Services, Bid 520-019**

Trustee Suggs Smith made a motion to approve the awards of contract. Trustee Knapp seconded.

Trustee questions focused on wording of the resolution for the Award of Contract for Americans with Disabilities Act Self-Evaluation and Transition Plan, as well as the geographic location of offices of the awardee for that contract.

Trustee Levine did not participate in the vote. The motion passed.

11. FACILITIES MATTER

- BR#20-01-009 Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013 to 2023 Facilities Master Plan for the Maryland Higher Education Commission**

Trustee Knapp made a motion to approve this facilities matter. Trustee Morales seconded.

Trustee Levine did not participate in the vote. The motion passed.

12. COLLECTIVE BARGAINING MATTER

- BR#20-01-010 Memorandum of Agreement between Montgomery College and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 67, Local 2380**

Trustee Suggs Smith made a motion to approve the collective bargaining matter. Trustee Morales seconded.

Trustee Levine did not participate in the vote. The motion passed.

13. BUDGET MATTER

- BR#20-01-011 The Fiscal Year 2021 Current, Enterprise, and Other Funds Budgets**

Board Chair Aparicio Blackwell asked Financial Sustainability Committee Chair Marsha Suggs Smith for a report to introduce the FY21 Current, Enterprise, and Other Funds Budgets.

Committee Chair Marsha Suggs Smith reported that the Financial Sustainability Committee met on January 22, 2020, to review the Financial Summary Report for the FY20 Second Quarter and updates to the proposed fiscal year 2021 operating budget. She explained that minor adjustments had been made to the budget since the Board's last review on December 16. The Financial Sustainability Committee reviewed the changes and endorsed the updated budget for action at tonight's meeting.

Board Chair Aparicio Blackwell thanked Committee Chair Suggs Smith for her report and called the question.

Trustee Suggs Smith made a motion to approve the budget matter. Trustee Morales seconded.

The motion passed unanimously.

14. NEW BUSINESS

There was no new business.

15. TRUSTEE COMMENTS

There were no comments from Trustees.

16. ADJOURNMENT

On a motion by Trustee Levine and a second by Trustee Morales, the board voted unanimously to adjourn at 9:06 p.m.

signature on file

Gloria Aparicio Blackwell
Chair, Board of Trustees

signature on file

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

Recorder: Lily Lee
Approved on: February 24, 2020