



**BOARD OF TRUSTEES PUBLIC MEETING MINUTES**  
**Montgomery College**  
**Via Teleconference: 301-715-8592 • Meeting ID: 999 997 876**  
**April 20, 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 5:38 p.m. on Monday, April 20, 2020, by teleconference. 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  
Mr. Robert F. Levey  
Ms. Maricé I. Morales

Trustee Absent: Ms. Marsha Suggs Smith

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

Resource Staff Present: Ms. Bridget Abraham, Board Operations Support Specialist  
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. Lily Lee, Manager, Board of Trustees Operations and Services  
Ms. Donna Schena, Senior Vice President for Administrative and Fiscal Services  
Dr. Sanjay Rai, Senior Vice President for Academic Affairs  
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 obtain legal advice—subsection 7 and discuss a personnel matter—subsection 1.

Upon a motion made by Trustee Levine and seconded by Trustee Morales, the Board voted by roll call to go into closed session.

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

<b>Subsection 1</b>	Discuss a personnel matter	Discuss the president's evaluation	no action taken
<b>Subsection 7</b>	Obtain legal advice	To obtain legal advice regarding proposed resolution to grant temporary authority to respond to COVID-19 emergency	no action taken

**RECONVENE PUBLIC MEETING**

The Board of Trustees of Montgomery College reconvened on April 20, 2020, by teleconference to conduct the public session of its April meeting. This public session was called to order by Board Chair Aparicio Blackwell at 6:34 p.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  
 Mr. Robert F. Levey  
 Ms. Maricé I. Morales

Trustee Absent: Ms. Marsha Suggs Smith

**3. APPROVAL OF AGENDA**

Trustee Levine made a motion to approve the agenda. Trustee Haj Hamad seconded. A roll call vote was taken and the motion passed unanimously.

**4. COMMENTS PERIOD**

There were no speakers to come before the Board.

**5. APPROVAL OF MINUTES**

- A. March 23, 2020 Closed Session**
- B. March 23, 2020 Public Meeting**

Trustee Morales made a motion to approve the two sets of minutes. Trustee Brintnall seconded.

The Board voted by roll call and the motion passed unanimously.

## **6. REPORTS**

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

Dr. Pollard began her report by thanking the entire College community for their tireless work to support student needs. She enumerated many of the impressive accomplishments of faculty, staff, and students that have occurred in the past four weeks.

Turning her attention to the budget matters, Dr. Pollard reminded the Board that in March, the county executive released his proposed operating budget for fiscal year 2021, which recommended the College's budget as requested. However, Dr. Pollard reported that the pandemic has heavily impacted the County's revenue and employment bases such that the county executive has suggested he may revise his proposed budget. She reported that the Board would be informed if any new proposals came forth.

Dr. Pollard reported that the County Council would be deliberating our budget over the course of the next few weeks, adding that Board Chair Aparicio Blackwell provided recorded testimony for the Council's budget hearings, along with Montgomery College Alumni and our collective bargaining units. Dr. Pollard stated that the College would follow County deliberations closely to assess implications and modifications that may be necessary to our budget request.

Dr. Pollard concluded her report with news that the Maryland General Assembly approved operating funding of \$41.8 million to Montgomery College and capital funding of \$18.3 million for the construction of the Leggett Building. She assured the Board that the College would monitor budget activities closely for possible recommendations for rescission of approved budgets.

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

Board Chair Aparicio Blackwell began her report with expressions of gratitude to College faculty and staff, as well as all front line and essential workers who are taking care of the community during this healthcare crisis. As reports and data emerge that communities of color are disproportionately affected by the COVID-19 outbreak, Board Chair Aparicio Blackwell expressed concern and requested continued vigilance and a recommitment to the College's mission.

As she concluded her report, Board Chair Aparicio Blackwell acknowledged several events, including Dr. Pollard's COVID-19 forums with county councilmembers Craig Rice and Andrew Friedson; Earth Day, which took place on April 22; and the extension of the deadline to respond to the US Census, which is October 31.

### **C. FY20 Third Quarter Financial Summary Report**

Senior Vice President for Administrative and Fiscal Services Donna Schena gave a financial summary of the third quarter of fiscal year 2020, reporting that credit enrollment for the spring semester decreased by two percent in comparison to last year, resulting in a decrease in revenues from tuition and fees for this quarter.

Ms. Schena reported that actual revenue from the County was 2.2 percent higher than last year, though the data contained in her written report showed a much higher increase due to the timing of payment. She reported that appropriations from the State increased by one percent in comparison to last year.

Regarding expenses, Ms. Schena stated that total expenses were slightly below projections and are flat compared to last year.

Ms. Schena informed the Board that spring enrollment for the Workforce Development and Continuing Education (WDCE) unit was 4.5 percent lower compared to last year as a direct impact of the pandemic. She stated that WDCE expenses were slightly below projections.

Ms. Schena concluded her report with predictions of a very active fourth quarter and a promise to continue monitoring all revenue and expenditure streams.

Trustee questions focused on predictions for summer class enrollments and possible increases due to the pandemic, as well as student support services for those who feel ill.

**D. Education and Culture Committee Report**

Committee Chair Frieda Lacey reported on the proceedings of the last meeting of the Education and Culture Committee, which took place on March 23, 2020.

Committee Chair Lacey outlined objectives of the Start Smart initiative, which will improve students' onboarding experience at Montgomery College. Improvements include the creation of "Raptor Central," which will serve as the front door to the College for students to complete all onboarding needs through a streamlined process, and the renaming of the Office of Enrollment Services.

Committee Chair Lacey reported that the Education and Culture Committee also heard an update on dual enrollment programs, adding that in spring 2020, 33 students will graduate with their high school diplomas and associate's degrees in math. She reported that dual enrollment programs such as Early College, Middle College, and P-Tech, have seen an 89 percent increase in enrollment over the last five years.

Committee Chair Lacey concluded her report by thanking her colleagues, Trustees Brintnall, Haj Hamad, and Knapp, as well as resource persons Senior Vice Presidents Brown and Rai.

**7. CONSENT AGENDA**

- BR#20-04-030      Personnel Actions Confirmation Report**
- BR#20-04-031      Graduates Receiving Associate's Degrees and Program Certificates in Spring 2020**

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

The Board voted by roll call. Trustee Brintnall did not participate in the vote. The motion passed.

**8. AWARDS OF CONTRACT (COMPETITIVE)**

- BR#20-04-032      Award of Contract, External Auditing and Tax Services, Bid 520-023**
- BR#20-04-033      Award of Contract, Food, Vending, and Beverage Management Services, Bid 920-011**

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

The Board voted by roll call and the motion passed unanimously.

**9. AWARD OF CONTRACT (SOLE SOURCE)**  
**BR#20-04-034          Sole Source Award of Contract, Continuation of Taleo Talent Management Services and Support**

Trustee Levine made a motion to approve the sole source award of contract. Trustee Morales seconded.

The Board voted by roll call and the motion passed unanimously.

**10. COLLEGE MATTER**  
**BR#20-04-035          Temporary Authority to Respond to COVID-19 Emergency**

Trustee Morales made a motion to approve the resolution. Trustee Knapp seconded.

A vote was taken by roll call. Trustee Brintnall did not participate. The motion passed

**11. POLICY MATTER**  
**Policy 11006–Presidential Transition and Succession**

Trustees discussed specific details of the proposed policy. No action was taken.

**12. BUDGET MATTER**  
**BR#20-04-036          Tuition and Fees for Fiscal Year 2021**

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

A vote was taken by roll call. Trustee Knapp did not participate in the vote. The motion passed.

**13. NEW BUSINESS**

There was no new business.

**14. TRUSTEE COMMENTS**

Trustee comments focused on the need for the College to be responsive to a possible surge in enrollment due to the economic impact of the pandemic, as well an announcement that the legal community is responsive to the emergency needs of those facing domestic violence or changes to asylum status.

**15. ADJOURNMENT**

Trustee Morales made a motion to adjourn. Trustee Brintnall seconded. A roll call vote was taken and the motion passed. Trustee Knapp did not participate in the vote.

The meeting adjourned at 7:53 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: May 18, 2020