



BOARD OF TRUSTEES OPEN MEETING MINUTES
Montgomery Community College, Rockville, Maryland
June 18, 2012

1. CALL TO ORDER

The Board of Trustees of Montgomery Community College met in open session on June 18, 2012, in the Trustee Board Room, Mannakee Building, Rockville, Maryland. The open session meeting was called to order by the chair at 7:20 p.m.

2. ROLL CALL

Present: Trustees Stephen Kaufman, chair, Marsha Suggs Smith, 2nd vice chair, Gloria Aparicio Blackwell, Jonathan Jayes-Green, Kenneth Hoffman, Michael Knapp, Leslie Levine, Michael Lin (arrived after roll call), and Michael Priddy

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

Absent: Trustee Reginald Felton, 1st vice chair

Resource Staff Present: Dr. Stephen Cain, chief of staff/chief strategy officer
Ms. Arlean Graham, administrative manager, Board of Trustees
Ms. Cathy Jones, senior vice president for administrative and fiscal services
Mr. Rocky Sorrell, general counsel
Dr. Brad Stewart, vice president & provost, Takoma Park/Silver Spring
Dr. Beverly Walker-Griffiea, senior vice president for student services

3. APPROVAL OF THE AGENDA

Trustee Smith moved to approve the revised agenda; Trustee Jayes-Green seconded, and the revised agenda was unanimously approved by the Board.

4. MINUTES

Trustee Smith moved to approve the minutes for the month of May, closed and open sessions. Trustee Hoffman seconded. Trustee Levine asked to make changes to the May 7, 2012, closed session meeting minutes and provided the changes to Ms. Graham. The minutes and changes were approved by the Board.

5. COMMENTS PERIOD

There were no speakers for the comments period.

6. REPORTS

A. President's Report to the Board

Dr. Pollard noted that this was the last Board meeting of the year and asked three students, Ms. Jamelah Carter, Ms. Johnika Dreher, and Ms. Kathy Yorkshire to introduce themselves to the audience. They are doctoral students shadowing Dr. Pollard for the day as a classroom assignment and experience.

Dr. Pollard reported that she was pleased to present her final report of the academic year. She noted that she had learned a lot about change this year and how an organization deals with change.

Dr. Pollard asked the Trustees to respond to the following questions:

1. As members of our Board, what do you see as our College's biggest successes from this past year? What about the Board's biggest accomplishments?
2. What do you see as a lesson-learned moment from this past academic year, both for yourself and for the College as a whole?

Trustees comments focused on the observance of change in the College and with faculty and staff; the efforts of the College and the Universities at Shady Grove working hand in hand; success in Annapolis; the successful recruitment of a new senior leadership team; an inclusive new governance structure; a strategic plan; the achievements of a Board in transition; the achievements of students who graduated and the stories of the Board of Trustees scholars at commencement; the strengthening of One College with the selection of colors and a mascot; the establishment of the Life Sciences Park Foundation; the collaboration between the College and Discovery; the support from the county and the state; and the bonding of the Board into a cohesive group that faced many challenges this year but had one focus.

B. Review of FY12 Budget

Trustee Levine provided brief comments on the FY12 budget and noted that he and other Trustees participated in budget committee meetings and made suggestions for format and other changes. He noted that the College budget team did an excellent job this year.

Ms. Cathy Jones, senior vice president for administrative and fiscal services, provided a PowerPoint presentation on *The Montgomery College Budget Story: Past, Present, and Future*. The presentation focused on a review of past fiscal years, the FY12 fiscal challenges, and the focus for FY14 and beyond. She noted that the College was fiscally sound.

Chairman Kaufman thanked Ms. Jones for the report and noted that the College was in good fiscal condition and will continue to pursue budget monitoring and cost containment efforts.

C. Chair's Report

Chairman Kaufman congratulated Dr. Pollard and her team for all of the College initiatives and the Board for being a very cohesive group when faced with the many challenges that were presented this year. Chairman Kaufman announced the assessment of Dr. Pollard's performance for the year. The Board's Evaluation and Compensation Committee, which consisted of Trustees Felton, Kaufman, and Priddy, provided a thorough assessment of the

president and shared the results with the full Board and agreed to extend her contract through 2017. Dr. Pollard's performance exceeded expectations with her accomplishments focused on a new shared governance structure, the development and execution of a capital budget strategy, recruitment of a new senior leadership team, the cultivation of strong and professional relationships with local and state officials, and the establishment of a very positive learning environment for students, faculty, staff, and the Board of Trustees.

Dr. Pollard thanked the Board for its support and feedback.

D. Report on the Park, Germantown Campus

Trustee Lin provided a brief report on the work of the Life Sciences Park Committee of the Board. He noted that the committee was established to provide oversight of the park and commented on the status of the certificate of need for the hospital. Chairman Kaufman noted that Holy Cross Hospital is the number one economic initiative in the county at this time. It is a \$300 million initiative.

E. Campus Update

Ms. Jan Cubar, acting vice president of facilities and security, introduced herself and provided highlights of the monthly campus update report that was provided to the Board earlier. Ms. Cubar distributed photos of the Bioscience Center project and noted that there were delays with utility coordination. She reported on the Health Science expansion and the IT Operations Center on the Takoma Park/Silver Spring Campus.

7. CONSENT CALENDAR

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| A. BR# 12-06-042 | Personnel Actions Confirmation Report |
| BR# 12-06-043 | Retirement Recognition and Award of Emeritus Status to Professor Daniel Davis |
| BR# 12-06-044 | Award of Bronze Medallion to Trustee Jonathan Jayes-Green |
| BR# 12-06-045 | Award of Silver Medallion and Emeritus Status to Dr. Michael C. Lin |

On motion to approve the Consent Calendar by Trustee Knapp, and second by Trustee Levine, the Board approved the consent calendar by unanimous vote.

Trustee Blackwell thanked Trustee Lin for his service, kindness, and great support. She expressed great pleasure in working with Trustee Jayes-Green and admired his high level of advocacy.

Trustee Smith noted that Trustee Jayes-Green was wonderful and came to the Board polished and with confidence. He knew his subject, he could express it, and he always had a cause. She noted that Trustee Lin was a calm man in a storm and became chairman of the Board at a critical time.

Trustee Hoffman stated that it was a pleasure to work with Trustee Jayes-Green and that he was polished, committed, and passionate. He expressed pleasure in working with Trustee Lin and thanked him for his care and concern.

Trustee Levine noted that he came to the Board after some transition and saw Trustee Lin maintain a steady oar in the storm. He said that Trustee Jayes-Green is a terrific student, outstanding young person, and will be missed on the Board.

Trustee Priddy stated that he admires Trustee Lin's humility and appreciates his service. He noted that Trustee Jayes-Green opened his eyes about the challenges of coming to Montgomery College and supporting the next generation.

Trustee Knapp expressed great pleasure in knowing Trustee Jayes-Green and his very effective advocacy efforts. He noted that he has had the opportunity to work with Trustee Lin in many circumstances and that he is a good chief who does his homework to the best of his ability. He thanked him for his service to the College.

Trustee Kaufman noted that Trustee Jayes-Green has carried on the tradition of being an outstanding student as a full voting member of the Board. He said that Trustee Jayes-Green is polished, outspoken, and that politics is likely in his future. Trustee Kaufman stated that he and Trustee Lin have been partners on this Board for 11 years and in leadership roles together. He called Trustee Lin the best partner to work with in a community role and is pleased to call him a friend.

Trustee Jayes-Green noted that this was his last meeting and all things must come to an end. He expressed his thoughts about applying to the Board and noted that being a Trustee allowed him to see the work of the College.

Trustee Lin thanked the Trustees for their comments. He noted that it has been a pleasure to share this evening of accolades. He expressed his pleasure in working with the Board for so many years. He said that 12 years is a long commitment, but he has cherished many moments. The best part about the commitment has been the opportunity to work with all of the trustees and contribute to the betterment of students. He said that the caliber of people at Montgomery College is wonderful.

8. AWARDS OF CONTRACT (COMPETITIVE)

BR# 12-06-046	Healthcare Related Workforce Development & Continuing Education Program Courses
BR# 12-06-047	Multiple Awards of Contracts, Classification & Consulting Services
BR# 12-06-048	Student Tracking Software System

On motion by Trustee Blackwell, and second by Trustee Smith, the Board unanimously approved the resolutions.

Trustees had several questions about the contracts regarding the low number of bidders, the short duration for solicitations, and the open-ended contract. Mr. Patrick Johnson, acting vice president of procurement, responded to the questions. The Board expressed the desire to not have open-ended contracts, but have a dollar limitation.

9. ACADEMIC AND REGULATORY MATTERS

BR# 12-06-049	Acceptance of Montgomery College Diversity Plan Progress Report
BR# 12-06-050	Approval of the Strategic Plan, Montgomery College 2020
BR# 12-06-051	Approval of Board Perspectives for FY13

On motion by Trustee Smith, and second by Trustee Priddy, the Board approved the resolutions by unanimous vote.

Dr. Pollard provided brief remarks on the Board Perspectives document and noted the title as *Pivoting to the Future*, which addresses accountability, innovation, and community. These three categories will form the work for the leadership team next year.

10. POLICY MATTERS

- BR# 12-06-052 Formulation and Issuance of College Policies and Procedures**
- BR# 12-06-053 Data Management**
- BR# 12-06-054 College Investment Program**
- BR# 12-06-055 Procurement**
- BR# 12-06-056 Records Management**

On motion by Trustee Knapp, and second by Trustee Hoffman, the Board approved the resolutions by unanimous vote.

Trustee Hoffman noted that it would be a good idea for the Board to receive reports at the same frequency as the president since the Board is ultimately responsible. Trustee Kaufman suggested reports in the spring and fall and asked that section III of the policy be amended to add “The Board of Trustees will receive a report on procurement under the threshold identified in the policy.”

11. BUDGET MATTERS

- BR# 12-06-057 Final Adoption of the FY13 Capital Budget**
- BR# 12-06-058 Final Adoption of the FY13 Current Fund and Special Fund Budgets**
- BR# 12-06-059 Petition for State Aid, FY13**

On motion by Trustee Smith, and second by Trustee Jayes-Green, the Board approved the resolutions by unanimous vote.

Trustee Knapp commented on the capital budget and the impact of a reduction for information technology (IT). Dr. Pollard noted that the College has money to move forward with IT needs, a strategy has been laid out, and some priorities will have to be delayed.

12. CAMPUS LAND MANAGEMENT

- BR# 12-06-060 Naming of the Park, Germantown Campus**

On motion by Trustee Smith, and second by Trustee Jayes-Green, the Board approved the resolution by unanimous vote.

Trustees Knapp and Kaufman spoke about Dr. Pinkney’s vision for a life sciences park in Germantown and how great it will be for the community.

13. BARGAINING UNIT AGREEMENT

- BR# 12-06-061 Approval of Memorandum of Understanding with Service Employees International Union, Local 500**

On motion by Trustee Levine, and second by Trustee Hoffman, the Board approved the resolution by unanimous vote.

Dr. Pollard thanked the SEIU team and the College's negotiating team of Ms. Sarah Espinosa and Ms. Jacia Smith.

14. BOARD MATTERS

A. Nomination and Election of Board Officers

Trustee Lin moved to place into nomination as Board officers for FY13 Trustee Steve Kaufman to serve as chair, Trustee Felton to serve as first vice chair, and Trustee Smith to serve as second vice chair. It was noted that Trustee Felton gave his consent for nomination and will serve if approved. Trustee Blackwell seconded, and the motion was unanimously approved and adopted by the Board.

Trustee Smith thanked the Board for its confidence in re-electing her to the position of second vice chair. Trustee Kaufman thanked the Board and noted that it has been very rewarding to be chair of the Board. He said that the Board has worked very well together and he has been honored.

B. Update on FY13 Board Calendar

The Board reviewed its calendar.

15. CONTRACT MODIFICATION/CHANGE ORDER

BR# 12-06-062 Science East Renovation, Floor Slab Replacement, Rockville Campus

On motion by Trustee Levine, and second by Trustee Jayes-Green, the Board approved the resolution by unanimous vote.

Ms. Jan Cubar, acting vice president of facilities and security, and her team of Ms. Cynthia Johnson and Mr. John McLean helped to explain the resolution and the need for the action. They provided photos and a historical perspective of the campus. The replacement of the three slabs is important in retaining the foundation of the building.

16. NEW BUSINESS

There was no new business to come before the Board.

17. ADJOURNMENT

In compliance with the Annotated Code of Maryland, Title 10-508, subject to Chapter 655 of the Laws of 1991, the chair announced that the Board voted unanimously to convene three closed sessions in June. The first on June 11, 2012, in room 318 in the Mannakee Building at 6:00 p.m. to receive legal advice on two matters (subsection 7), to discuss six personnel matters (subsection 1), and to discuss a collective bargaining matter (subsection 9). The second session was held on June 18, 2012, in the conference room at Intervise Consultants, Inc. located at

10110 Molecular Drive, Suite 100, Rockville, Maryland, at 3:05 p.m. to receive legal advice (subsection 7). The third session was also held on June 18, 2012, in room 318 in the Mannakee Building at 6:00 p.m. to receive legal advice on three matters (subsection 7).

On motion by Trustee Smith to adjourn, and second by Trustee Jayes-Green, the Board voted unanimously to adjourn at 8:45 p.m.



Stephen Z. Kaufman
Chair, Board of Trustees



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

Recorder: Arlean B. Graham