



**BOARD OF TRUSTEES PUBLIC MEETING MINUTES**  
**Montgomery College, Rockville, Maryland**  
**June 17, 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 6:13 p.m. on Monday, June 17, 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  
Mr. Robert J. Hydorn, Trustee  
Dr. Frieda K. Lacey, Trustee  
Mr. Robert F. Levey, Trustee  
Ms. Marsha Suggs Smith, Trustee  
Ms. Sasini Wickramatunga, Student 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. Krista Leitch Walker, Interim Chief Human Resources Officer  
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. Santo Scrimenti, Interim Director, Employee and Labor Relations  
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 personnel matter—subsection 1, three personnel and privacy matters—subsections 1 and 2, and to consider collective bargaining negotiations—subsection 9. Upon a motion made by Trustee Aparicio Blackwell and seconded by Trustee Levey, the Board voted unanimously to go into closed session.

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

Citation	Topic	Reason for closed-session discussion of topic
3-305(b) Subsection 1	Discuss personnel matter	to discuss the president’s performance evaluation
3-305(b) Subsection 1 and 2	Discuss three personnel and privacy matters	to discuss the employment/personal history of employees and trustees nominated for medallion awards
3-305(b) Subsection 9	Consider collective bargaining negotiations	to discuss the progress of negotiation sessions with the AFSCME bargaining unit.  Joined by resource persons Krista Leitch Walker and Santo Scrimenti.

**RECONVENE PUBLIC MEETING**

The Board of Trustees of Montgomery College reconvened on June 17, 2019, in the Board Room, Central Services Building, Rockville, Maryland, to conduct the public session of its June meeting. This public session was called to order by Board Chair Knapp at 7:22 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  
 Mr. Robert J. Hydorn, Trustee  
 Dr. Frieda K. Lacey, Trustee  
 Mr. Robert F. Levey, Trustee  
 Ms. Marsha Suggs Smith, Trustee  
 Ms. Sasini Wickramatunga, Student 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  
 Mr. 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. COMMENTS PERIOD**

Mr. Andrew Barner and Ms. Arlean Graham presented comments to the board.

### **4. APPROVAL OF MINUTES**

#### **A. May 13, 2019 Closed Session**

#### **B. May 13, 2019 Public Session**

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

### **5. REPORTS**

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

Dr. Pollard began her report with a recap of commencement exercises, which took place on May 17. She stated that over 2,800 students had earned their degrees or certificates this year, and over 1,000 graduating students attended the event. She recognized Mr. Sears and the Special Events Team for their innovations in trying to make our ceremony even more efficient.

Turning her attention to the College budget, Dr. Pollard reported that the county council took action on our FY20 budgets, which included full funding for the College's operating budget of over \$314 million, approving our request of just over \$3 million in additional county funding. She added that moving forward, the Office of Management and Budget plans to transition to a two-year budgeting process for operating budgets in which agencies, MCPS, and MC will be asked to submit a two-year budget, in this case, for FY21 and FY22.

Dr. Pollard updated the board on enrollment numbers and announced that there are nearly 7,000 students enrolled in summer session I classes. She reported that after schedule adjustments, session I enrollment hit 99 percent of projections for credit hours, while headcount is down by six percent compared to last summer.

She continued that the fall semester would begin on September 3, and there are several factors that may have a yet-to-be-determined role in enrollment, especially the implementation of the Maryland Promise Act, our expanded Early College and Middle College programs, and the state of the national and local economy.

Transitioning to administrative matters, Dr. Pollard announced that she has appointed Ms. Donna Schena to be the new senior vice president for administrative and fiscal services. She thanked Ms. Schena for her service and dedication to Montgomery College.

Dr. Pollard closed her report with an acknowledgement of three of the College's coaches: Philip Nana, the women's soccer coach; Harvey Livingston, men's soccer coach; and Victoria Kenno, the volleyball coach. She offered congratulations to them for receiving the "coach-of-the-year award" from the Maryland Junior College Athletic Conference.

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

Board Chair Knapp began his final report as chair by thanking Dr. Pollard and her staff for their tireless work to prepare and manage the College's operating budget, characterizing it as one that will sustain Montgomery College as an affordable, locally provided higher education option. He also thanked his trustee colleagues for their outstanding commitment of time and energy to advocate for the College.

He reported that in the week after commencement, he joined Dr. Pollard and County Council President Nancy Navarro and Councilmember Will Jawando in a meeting with County Executive Marc Elrich to discuss how we best prepare the county's workforce, and the strategies for advancing a true workforce system that creates a talent pipeline for employers.

Moving on to other matters, Board Chair Knapp introduced the Board Operations Handbook, reporting that over the past several months, at his direction, this operations handbook has been completed for the Board and will serve as a resource for new and current trustees. He has asked Dr. Pollard to take responsibility for maintaining the handbook, which provides pertinent and useful information about standard operating procedures, institutional administrative processes, and good practices to assist the Board in effectively performing its roles and responsibilities in governing the College.

Board Chair Knapp wrapped up his report by announcing that the Board has concluded its annual evaluation of the president. He noted that it was a testimony to her leadership that, during her sabbatical, Dr. Cain, as acting president, and the senior leadership team kept the College moving forward without interruption. He stated that the Board is most pleased with the progress Dr. Pollard continues to make in guiding the College community to fulfill our mission of empowering our students to change their lives.

## **C. Committee Reports**

### **i. Audit Review Subcommittee**

Subcommittee Chair Aparicio Blackwell reported that the Audit Review Subcommittee met on Monday, May 22, when it received an internal audit update from the Chief Compliance, Risk, and Ethics Officer Vicki Duggan and the Internal Audit and Advisory Services Director Goli Trump.

In addition, the subcommittee was briefed by representatives of the College's external auditor, Clifton Larsen Allen (CLA). Subcommittee Chair Aparicio Blackwell reported that CLA has begun its annual audit process for FY19 financial statements, adding that the final audit reports of the College are scheduled to be submitted to MHEC by October 1, 2019.

Subcommittee Chair Aparicio Blackwell thanked her fellow trustees on the subcommittee, Trustees Hydorn and Suggs Smith.

### **ii. Financial Sustainability Committee**

Committee Chair Suggs Smith reported that the Financial Sustainability Committee met on Friday, June 7, 2019, when the committee received updates on the College's financial aid outreach efforts and on the county's budget plan for fiscal year 2020.

Committee Chair Suggs Smith thanked staff and fellow committee members Trustees Brintnall, Knapp, and Levine.

## **D. Liaisons Reports**

### **i. Montgomery College Foundation**

Trustee Brintnall reported that he attended the meeting of the Montgomery College Foundation on Wednesday, June 5. He reported that the Foundation Board received updates on the MC2020 campaign, which has raised over \$25 million in cash and pledges to date. In addition, Trustee Brintnall stated that the Montgomery College Foundation approved five new members to their board of directors, including Trustee Bob Hydorn.

Trustee Brintnall reported on a Foundation bond matter and noted that the bond related to the Rockville parking garage construction will realize annual savings of \$41,750 per year from 2021 to 2033, money that will go back to the Foundation. He stated that the Foundation will work with the College on how the annual \$41,750 can be spent on a strategic plan priority. In addition, in 2033, there will be principal redemption of \$835,000, which will also go back to the Foundation. The Foundation will work with the College with respect to this principal bond redemption for 2033. The \$835,000 may be used to support or endow a strategic plan priority at that time.

In closing his Montgomery College Foundation report, Trustee Brintnall recognized Joyce Matthews, the College's new vice president of development and alumni relations/executive director of the Montgomery College Foundation and other staff and foundation board members for their good work on behalf of the College.

### **ii. PIC MC Foundation**

Having attended the PIC MC Foundation Board meeting on behalf of Trustee Hoffman, Trustee Brintnall delivered a summary of events of the meeting that took place on May 22. Trustee Brintnall reported that the PIC MC Foundation Board Real Estate Committee worked diligently with a development partner and came to a final agreement on terms of a ground lease, on which the Board of Trustees will take action later the same evening. In addition, the PIC MC Foundation Board heard a presentation from Dataprise, a regional IT company, whose CEO, David Eisner, spoke about the business environment and employers' hiring needs. Trustee Brintnall closed his report by thanking Trustee Hoffman for the opportunity to attend the meeting and learn more about the great work of the PIC MC Foundation Board.

### **iii. Montgomery College Alumni**

Student Trustee Sasini Wickramatunga delivered a summary report of the Montgomery College Alumni Association Board of Governors meeting, which took place on Wednesday, June 6. She reported that the association held its eighth annual "Dogfishing for MC Scholarships" event in Gaithersburg, raising \$10,000 for scholarships. In addition, members of the association engaged in advocacy efforts by sending notes of appreciation for the county's continued support for the Leggett Math and Science Building. Trustee Wickramatunga closed her report with news of the association having elected 11 members to their Board of Governors and recognition of the president of the Montgomery College Alumni Association President, Ms. Jane Smith.

**6. CONSENT AGENDA**

- BR#19-06-046 Personnel Actions Confirmation Report**
- BR#19-06-047 Nomination to the Montgomery County Consolidated Retiree Health Benefits Trust Board**
- BR#19-06-048 Tree Conservation Easement and Declaration of Covenants for the Rockville Campus**
- BR#19-06-049 Stormwater management Inspection and Maintenance Agreement for the Rockville Campus**
- BR#19-06-050 Retirement of Ms. Quyn P. Au**
- BR#19-06-051 Retirement of Ms. Janice K. Burke**
- BR#19-06-052 Retirement of Mr. Charles D. Harshman**
- BR#19-06-053 Retirement of Ms. Joann H. Harshman**
- BR#19-06-054 Retirement of Professor Brian V. Jones**
- BR#19-06-055 Retirement of Professor Pauline H. Laster**
- BR#19-06-056 Retirement of Ms. Jacqueline L. Lynch**
- BR#19-06-057 Retirement of Dr. Robert C. Lynch**
- BR#19-06-058 Retirement of Ms. Anna Perez**
- BR#19-06-059 Retirement of Professor Abby A. Spero**
- BR#19-06-060 Retirement of Mr. Jude T. Tamasang**
- BR#19-06-061 Retirement of Ms. Bonne C. Vanatta**
- BR#19-06-062 Retirement of Ms. Janet E. Wyse**
- BR#19-06-063 Retirement of Professor Celia A. Young**
- BR#19-06-064 Award of Bronze Medallion to Professor Eileen M. Cotter**
- BR#19-06-065 Award of Bronze Medallion to Professor Judith W. Gaines**
- BR#19-06-066 Award of Bronze Medallion to Professor James E. Hall**
- BR#19-06-067 Award of Bronze Medallion to Professor Joan K. Hawkins**
- BR#19-06-068 Award of Bronze Medallion to Professor Efstathia A. Siegel**
- BR#19-06-069 Award of Bronze Medallion to Ms. Tomiesenia S. Wiles**
- BR#19-06-070 Award of Silver Medallion to Professor Sabrina T. Beroz**
- BR#19-06-071 Award of Bronze Medallion to Trustee Sasini N. Wickramatunga**
- BR#19-06-072 Award of Silver Medallion to Trustee Robert J. Hydorn**

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

**7. FACILITIES MATTER**

- BR#19-06-073 Authorization of the Execution of a Ground Lease in the Pinkney Innovation Complex for Science and Technology on the Germantown Campus to “19710 Observation Drive, LLC” upon the Completion of the Milestones Set Forth in the Executive Development Agreement**

Trustee Hydorn made a motion to approve the facilities matter resolution and Trustee Aparicio Blackwell seconded. The motion passed unanimously.

**8. BUDGET MATTERS**

- BR#19-06-074 Final Adoption of the FY20 Current, Enterprise, and Other Funds Budgets**
- BR#19-06-075 Final Adoption of the FY20 College Capital Budget**
- BR#19-06-076 Petitions for FY20 State Funding**

Trustee Levey made a motion to approve the three budget matter resolutions and Trustee Aparicio Blackwell seconded. The motion passed unanimously.

#### **9. AWARDS OF CONTRACT**

- BR#19-06-077** Award of Contract, High Technology and Science Center ADA Elevator Addition, Germantown Campus, Bid 619-003
- BR#19-06-078** Award of Contract, Time and Materials, Paving On-call Services, Bid 619-008
- BR#19-06-079** Award of Contract, West Garage Structural Repair, Takoma Park/Silver Spring Campus, Bid 619-011
- BR#19-06-080** Award of Contract, Physical Education Pool Filtration and Heat Exchange Replacement, Rockville Campus, Bid 619-012
- BR#19-06-081** Cooperative Award of Contract, Pharmacy Benefit Management Services, Including Employer Group Waiver Program and Wrap Services for Medicare Eligible Members, Bid 9

Trustee Hydorn made a motion to approve the five awards of contract resolutions. Trustee Suggs Smith seconded. The motion passed unanimously.

#### **10. AWARDS OF CONTRACT (SOLE SOURCE)**

- BR#19-06-082** Sole Source Award of Contract, Continuation of Wellness at Work Program
- BR#19-06-083** Sole Source Award of Contract, Continuation of Document Imaging Software System Licenses and Maintenance
- BR#19-06-084** Sole Source Award of Contract, Continuation of Interim Information Technology Leadership Services
- BR#19-06-085** Sole Source Award of Contract, Duo Security Two-Factor Authentication Software License Upgrade
- BR#19-06-086** Change Order, Sole Source Award of Contract, Online Automated Library System Maintenance Services

Trustee Hydorn made a motion to approve the five sole source awards of contract. Trustee Hoffman seconded. The motion passed unanimously.

#### **11. POLICY MATTERS**

- BR#19-06-087** Adoption of Policy 45005—Student Concerns About Athletic Programs and Activities
- BR#19-06-088** Modification of Policy 31001—Sexual Misconduct
- BR#19-06-089** Modification of Policy 32500—College Telework Policy for Administrative, Associate, and Support Staff
- BR#19-06-090** Modification of Policy 35001—Compensation Programs
- BR#19-06-091** Modification of Policy 39003—Protection Against Retaliation
- BR#19-06-092** Modification of Policy 61008—Reporting Suspected Acts of Wrongdoing

Trustee Hydorn made a motion to approve all six policy matter resolutions. Trustee Levey seconded. The motion passed unanimously.

#### **12. COMPENSATION**

- BR#19-06-093** Compensation in FY20

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

### **13. COLLECTIVE BARGAINING**

**BR#19-06-094      Collective Bargaining Agreement between Montgomery College and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 67, Local 2380**

Trustee Hydorn made a motion to approve the collective bargaining resolution. Trustee Aparicio Blackwell seconded. The motion passed unanimously.

### **14. INSTITUTIONAL REPORTS**

**BR#19-06-095      Annual Progress Report on Programs of the Cultural Diversity Plan**  
**BR#19-06-096      FY19 College Annual Report**

Board Chair Knapp expressed his thanks to all the staff who worked on these two reports.

Trustee Hydorn made a motion to approve the institutional report resolutions. Trustee Suggs Smith seconded. The motion passed unanimously.

### **15. STRATEGIC PLANNING**

**BR#19-06-097      Adoption of the Montgomery College 2025 Strategic Plan**

Trustees expressed their thanks and appreciation of being included in the development and planning process of the new strategic plan.

Trustee Hydorn made a motion to approve the institutional report resolutions. Trustee Aparicio Blackwell seconded. The motion passed unanimously.

### **16. BOARD MATTER**

**Election of the FY20 Board Officers**

Chair of the Board Elections Nominating Committee for FY20, Trustee Suggs Smith, presided over the elections.

She announced that the committee had received two nominations for the office of second vice chair—Trustee Michael Brintnall and Trustee Kenneth Hoffman. Trustees Brintnall and Hoffman both accepted the nominations and made brief comments. There were no further nominations from the floor.

An election by ballot was held and Trustee Brintnall was named the second vice chair for fiscal year 2020.

For the office of first vice chair, Committee Chair Suggs Smith announced that the committee received one nomination—Trustee Leslie Levine. Trustee Levine accepted the nomination. There were no further nominations from the floor.

Trustee Hydorn made a motion to elect Trustee Levine to the office of first vice chair by acclamation. Trustee Aparicio Blackwell seconded. The motion passed unanimously.

For the office of chair, Committee Chair Suggs Smith announced that the committee received one nomination—Trustee Gloria Aparicio Blackwell. Trustee Aparicio Blackwell accepted the nomination. There were no further nominations from the floor.

Trustee Hydorn made a motion to elect Trustee Aparicio Blackwell to the office of chair by



acclamation. Trustee Levey seconded. The motion passed unanimously.

## 17. NEW BUSINESS

There was no new business to come before the board.

## 18. TRUSTEE COMMENTS

Board Chair Knapp thanked Trustees Hydorn and Wickramatunga again for their dedication and service to the College.

Trustee Hydorn thanked his colleagues and announced that at the end of his term on the Board of Trustees, he will serve on the Montgomery College Foundation Board of Directors.

## 19. ADJOURNMENT

On a motion by Trustee Hydorn and a second by Trustee Aparicio Blackwell, the board voted unanimously to adjourn at 9:15 p.m.

signature on file

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Michael J. Knapp  
Chair, Board of Trustees

signature on file

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

Recorder: Lily Lee  
Approved on: September 23, 2019