



BOARD OF TRUSTEES PUBLIC MEETING MINUTES
Montgomery College
Via Zoom Webinar • Webinar ID: 934-2028-7297
October 19, 2020

1. CALL TO ORDER

Board Chair Knapp called a brief public meeting to order for the purpose of voting to go into closed session. The public meeting began at 5:30 p.m. on Monday, October 19, 2020, by Zoom videoconference. Trustees present for the public vote were:

Trustees Present: Trustee Adu, Student Trustee
 Trustee Aparicio Blackwell
 Trustee Hoffman
 Trustee Levey
 Trustee Levine
 Trustee Suggs Smith
 Trustee Lacey, Second Vice Chair
 Trustee Brintnall, First Vice Chair
 Trustee Knapp, Chair

Trustee Absent: Trustee Morales

Board Chair Knapp announced that pursuant to the General Provisions Article 3-305(b), the meeting would be closed only to:

- discuss a privacy matter—subsection 2,
- consult about pending or potential litigation—subsection 8, and
- consider matters related to collective bargaining negotiations—subsection 9.

Upon a motion made by Trustee Suggs Smith and seconded by Trustee Levey, the Board voted by roll call to go into closed session. The motion passed.

No members of the public had any objections to closing the meeting.

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

3-305(b) subsection 2	Discuss a privacy matter	To discuss a naming proposal in honor of a donor.	No action taken.
3-305(b) subsection 8	Consult about pending or potential litigation	To hear information regarding an Equal Employment Opportunity Commission complaint	No action taken.

3-305(b) subsection 9	Consider matters related to collective bargaining negotiations	To hear collective bargaining negotiation plans for the fiscal year.	No action taken.
Resource Persons: Ms. Krista Leitch Walker, Mr. Santo Scrimenti			

RECONVENE PUBLIC MEETING

The Montgomery College Board of Trustees reconvened on October 19, 2020, by videoconference to conduct the public session of its October meeting. This public session was reconvened and called to order by Board Chair Knapp at 6:37 p.m.

2. ROLL CALL

Trustees Present: Ms. Richelle Adu, Student Trustee
 Dr. Kenneth J. Hoffman
 Mr. Robert F. Levey
 Dr. Leslie S. Levine
 Ms. Marsha Suggs Smith
 Dr. Frieda K. Lacey, Second Vice Chair
 Dr. Michael A. Brintnall, First Vice Chair
 Mr. Michael J. Knapp, Chair

Trustee Absent: Ms. Gloria Aparicio Blackwell (not present for roll call, joined at 7:05 and left at 7:46 p.m.)
 Ms. Maricé I. Morales

3. APPROVAL OF AGENDA

Trustee Brintnall made a motion to approve the agenda. Trustee Hoffman seconded.

A roll call vote was taken and the motion passed unanimously.

4. APPROVAL OF MINUTES

- A. September 11-12, 2020 Retreat
- B. September 21, 2020 Closed Session
- C. September 21, 2020 Public Meeting

Trustee Hoffman made a motion to approve the three sets of minutes. Trustee Levine seconded.

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

5. REPORTS

A. Conversations with Constituents

Trustees heard from constituents: Professor Shalawn Childs, a faculty member with Disability Support Services; Ms. Yanira Rodriguez, a staff member in Community Engagement; and Ms. Kayla Savoy, a student.

Professor Childs shared the challenges and achievements that students with disabilities are experiencing while participating in online classes. Ms. Rodriguez reported on ways her unit is working in the community to help students navigate online learning as well as helping students with non-academic issues such as providing technology, connection to financial aid resources, and food, housing, or cash assistance. Ms. Savoy, an honors student and graphic design major, related the challenges she faces in learning from home.

The Trustees engaged the constituents with questions, thanked them for their participation, and commended them for their resilience and persistence in the face of the COVID-19 pandemic.

B. President's Report

Dr. Pollard opened her report with highlights of recent College events, sharing that the College's 2020 Census Committee was named a Maryland Census Champion by the Census Maryland 2020. She added that the Student Health and Wellness Center hosted a free flu shot event for students on two campuses and continued with the Mobile Markets, a food distribution program that is open to all. Dr. Pollard reported the financial aid office has processed more than 1,000 approvals for CARES Act funding in the second round, serving students experiencing financial strain as a result of the pandemic.

In other news, Dr. Pollard reported that the College is moving ahead with the study of expansion possibilities and has contracted with Ayers Saint Gross, an architectural and design firm that will work with the College s in conducting a study on the feasibility of expansion into eastern Montgomery County.

Turning her attention to philanthropy, Dr. Pollard reported that Lockheed Martin has given a \$75,000 gift to the Montgomery College Foundation for student emergency assistance. She also reported that the Webber Family Foundation approved the grant request by the MC Foundation for \$120,000 over three years for the President's Innovation Fund. In more good news, Dr. Pollard added that Westat made a commitment of \$500,000 to the Montgomery College Foundation in support of the Presidential Scholars Program.

Dr. Pollard concluded her report by engaging the Trustees in discussion about the President Focus by asking the following questions related to COVID-19 and the student experience:

1. Which of these changes do you think has the greatest potential to be permanent? And why?
2. How can MC best convey to potential students the "value-add" that student services contribute, especially in the online environment?
3. What new strategies might help student life—as well as other employee-focused offices—maintain connection during the pandemic? What special needs might non-native English speakers and students in developmental classes have, which might need tailored approaches during this time?

C. Chair's Report

Board Chair Knapp began his report with news that Trustees have received a draft of their FY21 Goals, which identify mutually agreed upon annual priorities, integrate the significant and substantial work of the Board committees, and align with the College's broader strategic planning goals, as well as the president's FY21 Institutional Goals.

In other news, Board Chair Knapp reported that the Board of Trustees and the College's senior administrative leadership team have committed to a "Blueprint for Antiracism," which engages them in a range of multi-year experiences and practices, both personal and collaborative, that include studying and discussing antiracism. He added that the Board began this work with the reading of *How to Be an Antiracist* by Ibram X. Kendi and engaging in a facilitated conversation at the fall retreat; and he looks forward to future discussions.

D. FY21 First Quarter Financial Summary Report

Ms. Donna Schena, senior vice president for administrative and fiscal services, delivered the FY21 First Quarter Financial Summary Report. She reported that the first quarter of the current fiscal year has been consistent with budget expectations for both revenues and expenses. Fall 2020 credit enrollment was below projections and demonstrated a decreasing enrollment trend. Summer II credit enrollment was 58.7 percent above projections, attributable to a planned increase in course offerings.

Ms. Schena reported that in the first quarter of FY21, scholarship and grant expenses increased 7.1 percent over the prior year amount primarily due to a new scholarship program, Raptor Ready, which was implemented in the summer to lessen the impact of the pandemic for our students.

E. Fiscal Outlook Report

In response to a request from the Board, Ms. Liz Greaney, chief business/financial strategy officer, gave a fiscal outlook report titled Budgeting for a Volatile Economy. She began her report with an overview of the College's budget assumptions and guiding principles: to protect and advance our mission and values, to adapt and anticipate, to communicate, and to optimize resources. Ms. Greaney presented known factors of the present economic effects of the global pandemic and the mixed signals from the state and county. She concluded her report with comparisons of COVID-19 responses of the College's peer institutions within the state.

F. Committee Reports

i. Audit Review Subcommittee

First Vice Chair Brintnall, chair of the Audit Review Subcommittee, reported that the subcommittee met on September 17, 2020, and discussed the subcommittee's goals for FY21, received an update on the targeted cybersecurity fraud attack, and the internal controls that have been enhanced as a result of this matter. First Vice Chair Brintnall stated that after a robust and engaging dialogue during the meeting, the subcommittee is confident in the College's proactive responses to date.

ii. Succession Planning Committee Report

Trustee Levine, chair of the Succession Planning Committee, reported that the committee held its first meeting on September 29, 2020. The committee discussed the current independent nominating committee's process and timeline, as well as strategic issues regarding trustee succession. Committee Chair Levine outlined specific goals and deliverables for the committee and thanked his Trustee colleagues for their time and participation.

iii. Budget and Financial Sustainability Committee

Trustee Suggs Smith, chair of the Budget and Financial Sustainability Committee, reported that the committee met on October 13, 2020, and reviewed its goals for this fiscal year and received an update on the College's financial status, impacts of the pandemic, and sustainability strategies. Committee Chair Suggs Smith also reported that the committee previewed the FY21 First Quarter Financial Summary report.

iv. Policy and Governance Committee

Trustee Hoffman, chair of the Policy and Governance Committee, reported that the committee met on October 14, 2020, and reviewed its goals for this fiscal year, the College's current policy development framework and process, as well as the Board's engagement in the policy development process. Committee Chair Hoffman reported that the committee discussed strategic issues regarding its work and how to achieve its goals with an equity lens. He thanked his Trustee colleagues for their time and participation.

6. CONSENT AGENDA

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| BR#20-10-080 | Personnel Actions Confirmation Report |
| BR#20-10-081 | Recognition of Retirees |
| BR#20-10-082 | Award of Bronze Medallion to Mr. Michael Brown |
| BR#20-10-083 | Contract Change Order, Award of Contract, Physical Education Building Pool Filtration System and Heat Exchanger Project, Rockville Campus, Bid 619-012 |
| BR#20-10-084 | Supplemental Appropriation Request for the FY21 Operating Budget |
| BR#20-10-085 | Modification of Policy 32500–Flexible Work Arrangements |

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

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

7. AWARD OF CONTRACT

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| BR#20-10-086 | Award of Contract, Shuttle Bus Transportation Services, Bid e420-008 |
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Trustee Brintnall made a motion to approve the Award of Contract for Shuttle Bus Transportation Services. Trustee Levey seconded.

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

8. BUDGET MATTER
The FY22 Biennial Capital Budget Request

Dr. Pollard introduced the proposed capital budget request for fiscal year 2022 as an information item. Ms. Schramm, interim director of capital planning, design, and engineering, gave an overview of the request, reporting that the budget is comprised of 23 projects, totaling \$32 million.

Trustee questions focused on the differences between the Planned Lifecycle Asset Replacement and Capital Renewal projects.

The proposed FY22 Biennial Capital Budget Request will be presented at the November public Board meeting as an action item.

9. REGULATORY MATTER
The 2020 Performance Accountability Report

Dr. Pollard gave some background information about the annual performance accountability report and introduced Dr. Arlene Blaylock, director of the Office of Institutional Research and Effectiveness.

Dr. Blaylock gave a presentation about the performance indicators found in the report and the College's progress.

Trustee Hoffman made a motion to accept the 2020 Performance Accountability Report. Trustee Suggs Smith seconded. The motion passed.

10. NEW BUSINESS

There was no new business to come before the board.

11. PUBLIC COMMENTS

Ms. Arlean Graham gave comments.

12. TRUSTEE COMMENTS

Board Chair Knapp reported that the Association of Community College Trustees held its 2020 Leadership Congress in a virtual format earlier in the month. He recognized the Trustees who participated in the conference and congratulated Trustee Suggs Smith for her re-election to the ACCT National Board of Directors and Ms. Bridget Abraham for her election as an officer of the Professional Board Staff Network.

13. ADJOURNMENT

First Vice Chair Brintnall made a motion to adjourn. Trustee Hoffman seconded.

A roll call vote was taken and the motion passed unanimously

The meeting adjourned at 9:38 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: November 16, 2020