



**BOARD OF TRUSTEES OPEN MEETING MINUTES**  
**Montgomery College, Rockville, Maryland**  
**October 22, 2012**

**1. CALL TO ORDER**

The Board of Trustees of Montgomery College met in open session on October 22, 2012, in the Trustee Board Room 115, Mannakee Building, Rockville, Maryland. The open session meeting was called to order by the first vice chair at 8:45 p.m.

**2. ROLL CALL**

Present: Trustees Reginald Felton, 1st vice chair, Marsha Suggs Smith, 2nd vice chair, Constantine Apergis, Gloria Aparicio Blackwell, Kenneth Hoffman, Michael Knapp, Leslie Levine, Michael Priddy, and Benjamin Wu

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

Absent: Trustee Stephen Kaufman, chair

Resource Staff Present: Dr. Stephen Cain, chief of staff/chief strategy officer

Ms. Arlean Graham, board relations coordinator

Ms. Cathy Jones, senior vice president for administrative and fiscal services

Dr. Donald Pearl, senior vice president for academic affairs

Mr. David Sears, senior vice president for advancement & community engagement

Mr. Rocky Sorrell, general counsel

Dr. Beverly Walker-Griffea, senior vice president for student services

**3. APPROVAL OF THE AGENDA**

Trustee Smith moved to approve the agenda; Trustee Hoffman seconded, and the agenda was unanimously approved by the Board.

**4. COMMENTS PERIOD**

There were no speakers for the comments period.

**5. APPROVAL OF MINUTES**

Trustee Smith moved to approve the minutes for the month of September, closed and open sessions; Trustee Levine seconded and noted the need to check spellings of names. The minutes were approved by the Board.

## **6. REPORTS**

### **A. President's Report to the Board**

Dr. Pollard provided brief comments on her report, which focused on implementation of the strategic plan, *Montgomery College 2020*. She provided time for the senior vice presidents to present their work plans, related to the strategic plan, for the fiscal year to the Board.

Dr. Don Pearl, senior vice president for academic affairs, reported that his work plan for FY13 was to enhance support for faculty and students; strengthen the integrity of the curriculum; and embrace the opportunities of technology. Along with this, he is looking at a redesign of academic leadership, the curriculum, distance education and learning technologies, the library, and opportunities for an online catalog,.

Several Trustees provided comments. Trustee Levine requested that the Board have a conference session on the College's distance learning programs.

Ms. Cathy Jones, senior vice president for administrative and fiscal services, reported that her work plan design took an A3 approach modeled after a method used by the Toyota car company. She noted that each task links to the goals of the strategic plan so that individuals can assess themselves and know where they fit in with the strategic plan.

Mr. David Sears, senior vice president for advancement and community engagement, presented his work plan and noted the 13 areas covered by the 80 employees in advancement and community engagement. He reviewed his 20 goals for FY13 as presented in the plan.

Dr. Beverly Walker-Griffea, senior vice president for student services, presented five initiatives for the student services strategic division priorities for FY13 as presented in her work plan. She noted that most of the priorities are related to implementing the common student experience.

Trustees provided comments and noted that putting all deliverables into one schedule may help for reviewing the status of tasks. Comments included that the plans contain valuable information for helping to provide students with a pathway through school. Trustee Apergis wanted to know the number of students who completed the Free Application for Federal Student Aid (FAFSA) this year. This information was not available but would be provided to the Board.

Trustee Felton thanked everyone for the impressive documents.

### **B. First Quarter Financial Report**

Senior Vice President Cathy Jones provided a summary report for the operating, WD&CE, grants, contracts, and auxiliary services funds for the first quarter of FY13. She indicated that these reports would come to the Board in October, January, April, and June. She noted that the cash flow section was new to the report. In response to Trustee Felton's comment about the 35 percent decline in revenue for the bookstore, Ms. Jones indicated that administration is in the process of thinking through the process about how to operate the bookstore. Ms. Jones indicated to Trustee Priddy that the net change to cash number is the balance as there is always a constant flow of cash.

### **C. Chair's Report**

There was no chair's report given.

### **D. Report on the 2012 ACCT Leadership Congress**

Trustees Apergis, Knapp, and Levine attended the 2012 ACCT Leadership Congress held in Boston October 10–13, along with Dr. Pollard and Dr. Cain . Each trustee reported on some of the sessions they attended and how they were relevant to Montgomery College.

### **E. Board of Trustees' Fall 2012 Retreat Report**

Trustee Felton provided a follow-up report on the Board's fall retreat held September 14–15. He noted that the senior leadership team was invited and the Board discussed improvements in the way it conducts its business as well as ways in which it could become more effective in moving the College forward. Trustee Felton shared with the Board a document on action items and potential next steps, and noted that the Board has already implemented some of the items that were for consideration. He thanked everyone for their participation, and especially Ms. Graham and Ms. Lee for their work in organizing and planning the retreat.

## **7. CONSENT CALENDAR**

### **A. BR# 12-10-073 Personnel Actions Confirmation Report**

### **B. BR# 12-10-074 Acknowledgement of Use of Encumbered Funds for Critical Initiatives**

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

## **8. RETIREMENT RECOGNITIONS**

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|-------------------------|---|
| <b>A. BR# 12-10-075</b> | <b>Ms. Judy A. Carver</b>   |
| <b>B. BR# 12-10-076</b> | <b>Professor Molly C. Clay</b>                                    |
| <b>C. BR# 12-10-077</b> | <b>Ms. Kathie G. La Martina</b>                                   |
| <b>D. BR# 12-10-078</b> | <b>Professor Ellen S. McMurdie</b>                                |
| <b>E. BR# 12-10-079</b> | <b>Professor Shirley S. (Sue) Meiskey</b>                         |
| <b>F. BR# 12-10-080</b> | <b>Professor Mary B. Padgett</b>                                  |
| <b>G. BR# 12-10-081</b> | <b>Mr. Alfred P. Robinson, Jr.</b>                                |
| <b>H. BR# 12-10-082</b> | <b>Ms. Eugenia A. Ufholz</b>                                      |
| <b>I. BR# 12-10-083</b> | <b>Ms. Zenobia E. Washington</b>                                  |
| <b>J. BR# 12-10-084</b> | <b>Award of Bronze Medallion to Professor Orest S. Poliszczuk</b> |
| <b>K. BR# 12-10-085</b> | <b>Award of Silver Medallion to Ms. Lynda S. von Barga</b>        |

On motion by Trustee Levine, and a second by Trustee Hoffman, the motion passed unanimously and the Board approved and adopted the above resolutions.

## **9. CAMPUS LAND MANAGEMENT**

### **BR# 12-10-086 Renaming of The Hercules Pinkney Park, Germantown Campus**

On motion by Trustee Smith, and a second by Trustee Knapp, the Board unanimously approved the resolution.

## **10. CHANGE ORDER**

### **BR# 12-10-087 Affirmation of Change Order, Science East Renovation Slab Replacement, Rockville Campus**

On motion by Trustee Hoffman, and a second by Trustee Blackwell, the Board unanimously approved the resolution.

## **11. NOMINATIONS**

### **BR# 12-10-088 Nominations to the Montgomery County Consolidated Health Benefits Trust Board**

On motion by Trustee Smith, and a second by Trustee Levine, the Board unanimously approved the resolution.

## **12. BUDGET MATTER**

### **Presentation of the Proposed Capital Budget for FY14**

Senior Vice President Cathy Jones presented the proposed FY14 capital budget, which totals \$56.5 million in the second year of a two-year capital budget cycle. As such, she noted that there is nothing in it different from what the county council has approved.

Trustee Knapp noted a job well done and Trustee Hoffman recommended the implementation of a planning strategy for the proposed Rockville parking garage that would consider urban planning issues.

## **13. NEW BUSINESS**

There was no new business to come before the Board.

## **14. 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 a closed session on October 8, 2012, in the Trustee Board Room 115 in the Mannakee Building at 7:58 p.m. to receive legal advice on three matters (subsection 7); to discuss two personnel matters (subsection 1); to discuss a real property matter (subsection 3); and to discuss a collective bargaining matter (subsection 9).

Additionally, the Board held a closed session tonight in room 318 of the Mannakee Building at 7:25 p.m. to discuss a legal matter (subsection 7); a collective bargaining matter (subsection 9); and a real property matter (subsection 3).

On motion by Trustee Blackwell to adjourn, and a second by Trustee Knapp, the Board voted unanimously to adjourn at 9:55 p.m.



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Stephen Z. Kaufman  
Chair, Board of Trustees



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

Recorder: Arlean B. Graham