



**BOARD OF TRUSTEES MINUTES**  
**Montgomery Community College, Rockville, Maryland**  
**December 13, 2010**

## **1. CALL TO ORDER**

The Board of Trustees of Montgomery Community College met in public session on December 13, 2010, in the Trustee Board Room, Central Administration Building. The regular public meeting was called to order by the Chair at 7:10 p.m.

## **2. ROLL CALL**

Present: Trustees Michael Lin, Chair, Steve Kaufman, 1<sup>st</sup> Vice Chair, Gigi Godwin, 2<sup>nd</sup> Vice Chair, Gloria Aparicio Blackwell, Roberta Shulman, Leslie Levine, Kenneth Hoffman and Reginald Felton  
Present Ex-Officio: President and Secretary/Treasurer DeRionne Pollard  
Absent: Trustees Marsha Suggs Smith and Christina Cieplak

## **3. APPROVAL OF THE AGENDA**

Trustee Godwin moved to approve the agenda; Trustee Felton seconded, the motion passed and the agenda was approved by the Board.

## **4. MINUTES**

Trustee Shulman moved to approve the minutes of the November 15, 2010 public meeting; Trustee Levine seconded, the motion passed and the minutes were approved by the Board.

## **5. COMMENTS PERIOD**

There were no speakers to come before the Board.

## **6. REPORTS**

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

Dr. Pollard provided her report to the Board. The focus of her report this month was on the College budget. Dr. Pollard spoke about the economic challenges, State budget shortfalls, and the County shortfalls. She indicated that the College can't do this alone. There must be active and engaged budget scenarios. This must be communicated.

She presented two questions for the Board's discussion:

- (1) In tight budgetary times the College community must focus on its core mission and allocate funding accordingly. As we survey our constituents for opinions, what do our Board members think are the most fundamental services we provide for our community?
- (2) As members of the greater Montgomery County community, how can we learn from local corporations, nonprofits, and government agencies about their efforts to solve budgetary shortfalls and how can their best practices be adapted to Montgomery College?

Trustee Levine noted that from his experience in business, you must see if there are things that you don't have to do instead of looking at doing everything smaller. He indicated that providing a post-high school education to students who can't go on to get one should be the most important thing that the College does as its mission, but it isn't – the College provides many other kinds of services.

Trustee Felton noted that the delivery of services should be the number one thing for the College and how they are delivered in an effective and efficient way in a long-term effort. Additionally, there should be more distance learning and the College needs to see what services are most valued.

Trustee Shulman shared that she attended the Completion Summit held earlier this month and noted that the College must look at restructuring how it delivers education. The College must look at instruction and reorganize for student-centeredness.

Trustee Hoffman noted that the College must look through the students' eyes and at the end of the completion, the College and society needs an employable workforce. There needs to be creative thinking and make the whole package valuable.

Trustee Blackwell noted that the "endless possibilities" may need to be reshaped. The College must look at value-added. The College must see what programs need to be on the chopping block and look at private and non-profit partnerships. The College cannot depend on County funding.

Trustee Godwin noted that the College must look at prior commitments and shift resources to see what needs more resources and then the College can strengthen what it does really well.

Trustee Kaufman indicated that he agrees with his colleagues and that the focus must be on the fundamental programs that are our mission and it is beyond post-high school. Offering programs for seniors and others is important also. The College needs to address folks who deliver services and they can tell us how to deliver services more effectively and efficiently. We must do better.

Dr. Pollard thanked the Trustees for their comments.

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

Chairman Lin welcomed Dr. James Lyons, Secretary of Maryland Higher Education Commission, to the meeting and highlighted the Legislative Breakfast. He noted that all speakers at the Breakfast spoke about the budgetary challenges. He noted that serving on the Presidential Transition Committee was an education experience for him and welcomed all members of the committee to stand.

Trustees Levine and Shulman attended the Completion Summit at Anne Arundel Community College on December 3, and provided remarks to the College on their experiences.

Trustee Shulman provided a report on the retreat she attended at the Universities at Shady Grove (USG) and noted the successful community day that the USG had recently which was a wonderful partnership program.

### **C. Trustee Information Reports**

- 1. Fall 2010 Enrollment**
- 2. Foundation FY2010**
- 3. Grants FY2010**

Dr. Pollard reviewed the reports with the Board. Trustee Shulman asked about the actual completion rate for the College and Trustee Felton had questions about dual enrollment – (1) What are some of the barriers for expanding? (2) What is projected for future years? Dr. Pollard indicated that she would place this information in the *It's Friday Newsletter* to the Board. Dr. Pollard noted that the College must look at access for student scholarships and at sustainability of grants.

Trustee Shulman asked Mr. David Sears, Vice President of Institutional Advancement to provide the Board with some specifics for Board giving. Mr. Sears noted that the Board giving rate was 80%. He reported that his department lost a grants research position, but will use this function in two full-time positions that are being recruited.

Trustee Kaufman asked about areas that the Foundation would focus on next year. Mr. Sears noted that the Foundation would focus on a \$30-\$40 million campaign over 6-7 years, scholarships, unrestricted gifts, budget-relieving gifts, a feasibility study, put some College policies and procedures in place for the Foundation, ask people for money, and look at earmarks, i.e., congressionally directed spending.

Mr. Sears reported that the participation rate for alumni giving was 4% at the College. Trustee Levine noted that alumni are underrepresented at the College and more work needs to be put in this issue. The College needs to focus on alumni.

### **7. CONSENT CALENDAR**

- A. BR# 10-12-088 Personnel Actions Confirmation Report**
- B. Retirement Recognitions:**
  - 1. BR# 10-12-089 Retirement Recognition of Ms. Patricia Ray**
  - 2. BR# 10-12-090 Retirement Recognition of Secretary James E. Lyons, Maryland Higher Education Commission**
- C. BR# 10-12-091 Request for Approval of the Criminal Justices Associate of Arts Degree**
- D. Modification of College Policies:**
  - 1. BR# 10-12-092 Hate/Violence Activity CP31002, Equal Employment Opportunity and Non-Discrimination Policy CP31006, and Equal Education Opportunity and Non-Discrimination Policy CP41002**
  - 2. BR# 10-12-093 Use of College-Owned Vehicles CP79001**

On motion by Trustee Felton, seconded by Trustee Shulman, the motion passed and the Board approved and adopted the Consent Calendar.

Secretary James E. Lyons provided brief comments and thanked the Board for his recognition.

**8. BR# 10-12-094 Grant of Easement, Washington Suburban Commission Water Main, Germantown Campus**

On motion by Trustee Felton, seconded by Trustee Levine, the motion passed and the Board approved and adopted the agenda item.

**9. BR# 10-12-095 Montgomery College Labor Relations Policy**

**10. BR# 10-12-096 Montgomery College Governance Policy**

On motion by Trustee Kaufman, seconded by Trustee Hoffman, the motion passed and the Board approved and adopted the agenda items with a addition to the Labor Relations Policy to add the word "appropriate" in front of "terms and conditions of employment" in the background sheet and the resolution.

**11. BR# 10-12-097 Award of Contract, Mass Email/Email Marketing Solution**

On motion by Trustee Shulman, seconded by Trustee Felton, the motion passed and the Board approved and adopted the agenda item.

Trustee Hoffman asked how would the College use this product and how would it be implemented without overloading staff e-mailboxes? Dr. Pollard stated that the College does not know about implementation at this time, but she will come back to the Board in six months to let Board members know how the program has been implemented.

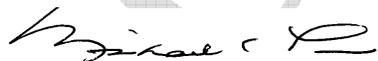
**12. New business**

There was no new business to come before the Board.

**13. 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 to hold an Executive Session on December 6, 2010, when one two real property and legal matters (subsections 3 & 7) were discussed; four legal matters (subsection 7); and two collective bargaining and legal matters (subsections 7 & 9) were discussed. Additionally, the Board met in closed session tonight when two collective bargaining and legal matters (subsections 7 & 9) were discussed.

A motion was made to adjourn at 8:55 p.m.



---

Michael C. Lin  
Chair, Board of Trustees



---

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

Recorder: Arlean B. Graham