



BOARD OF TRUSTEES OPEN MEETING MINUTES
Montgomery Community College, Rockville, Maryland
February 27, 2012

1. CALL TO ORDER

The Board of Trustees of Montgomery Community College met in open session on February 27, 2012, in the Trustee Board Room in the Mannakee Building, Rockville, Maryland. The open session meeting was called to order by the chair at 8:57 p.m.

2. ROLL CALL

Present: Trustees Stephen Kaufman, chair, Reginald Felton, 1st vice chair
Marsha Suggs Smith, 2nd vice chair, Gloria Aparicio Blackwell,
Kenneth Hoffman, Leslie Levine, Michael Lin, and Michael Priddy
Present Ex-Officio: President and Secretary/Treasurer Dr. DeRionne Pollard
Absent: Trustee Jonathan Jayes-Green
Resource Staff Dr. Stephen Cain, chief of staff/chief strategy officer
Present: Ms. Arlean Graham, administrative manager, Board of Trustees
Ms. Cathy Jones, senior vice president for administrative and fiscal services
Ms. Paula Matuskey, interim senior vice president for academic affairs
Mr. Rocky Sorrell, general counsel
Dr. Beverly Walker-Griffea, senior vice president for student services

3. APPROVAL OF THE AGENDA

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

5. MINUTES

Trustee Smith moved to approve the minutes of January 9, 2012, (open and closed sessions), and the January 30, 2012, open session. Trustee Hoffman seconded and the minutes were approved by the Board.

5. COMMENTS PERIOD

There were no speakers to come before the Board for public comments.

6. REPORTS

A. President's Report to the Board

Dr. Pollard provided a few comments on her report, which focused on leadership this month, and noted that the College's new governance system would provide opportunities for leadership at all levels in the College.

B. Chair's Report

Chairman Kaufman spoke about the progress being made on internal initiatives at the College, specifically the new governance structure and the goal of instituting the one-college philosophy.

C. CAMPUS UPDATES

Mr. David Capp, vice president of facilities and security, provided a brief report on the status of projects on the Germantown Campus. His full report had been distributed to the Board earlier.

D. PROCUREMENT PROCESS PRESENTATION

Mr. Patrick Johnson, acting vice president of procurement, gave a presentation on the procurement processes at the College. He focused on the four phases of procurement: pre-award, sourcing and selection, evaluation and award, and post-award contract administration.

Trustees had questions about recruiting, partnering, and working with minority, women, and new vendors. Mr. Johnson, Dr. Janet Wormack, interim associate senior vice president for administrative and fiscal services, and Mr. Capp explained the College's various programs for attracting, engaging, and recruiting special vendors in general and through mandatory elements of construction contracts.

E. WORKFORCE DEVELOPMENT & CONTINUING EDUCATION REPORT

Mr. George Payne, vice president of Workforce Development & Continuing Education, introduced his staff and highlighted the Tech Leap Program. Professor Ray Kimball and Ms. Deborah Glowenski, former student, shared information, highlights, and experiences with the Tech Leap Program.

7. CONSENT CALENDAR

- A. BR# 12-02-010 Personnel Actions Confirmation Report**
- B. BR# 12-02-011 Retirement Recognition and Award of Emerita Status to Professor Janet S. Merrick**
- C. BR# 12-02-012 Retirement Recognition and Award of Emerita Status to Dr. Judith Pearce**
- D. BR# 12-02-013 Retirement Recognition and Award of Bronze Medallion to Professor Paul H. Parent**

On motion to approve the Consent Calendar by Trustee Felton, and second by Trustee Smith, the Board approved the four items on that calendar by unanimous vote.

8. AWARD OF CONTRACT (COMPETITIVE)

- BR# 12-02-014 Swimming Pool Heating, Ventilating, and Air Conditioning Replacement, Germantown Campus**

On motion by Trustee Hoffman, seconded by Trustee Blackwell, the Board approved the award of contract by unanimous vote.

9. BUDGET MATTER

BR# 12-02-015 Designated Fund Balance – Operating Budget

On motion by Trustee Priddy, seconded by Trustee Hoffman, the Board approved the budget matter with an amended motion by Trustee Priddy and seconded by Trustee Smith. Trustee Priddy asked that the following highlighted language be added to the first resolve:

Resolved, That the Board of Trustees hereby designates fund balance to be used for critical initiatives deemed appropriate by the president **in accordance with the policies of the Board established in Board Policy 24101**; and be it further

10. POLICY MATTERS

A. Revision to College Policy 61001, Fiscal Control – Capital Fund

Trustee Hoffman recommended that the Board raise its approval authority of construction contract change orders to \$250,000 and higher and be informed about change orders through a periodic report from the president. The Board agreed that the proposed policy modification be corrected with this change and submitted in March for action.

Trustee Felton recommended that the College may need to consider other fiscal policies that may need to be updated.

B. Adoption of College Policy 61007, Intangible Asset Management

Ms. Cathy Jones, senior vice president for administrative and fiscal services, responded to questions about College intangible assets. It was noted that an example of an intangible asset is the customization of the Taleo talent management system.

11. BOARD MATTER – Update on Electronic Board Packet Alternatives

Trustee Smith provided an update report on the evaluation of electronic board packet alternatives and noted that a financial impact statement would be prepared for review.

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 unanimously to convene closed session meetings on:

Feb 6, 2012, in room 318 in the Mannakee Building at 6:40 p.m. to receive legal advice (subsection 7) and to discuss three personnel matters (subsection 1); and

Feb 16, 2012, via teleconference at 3:40 p.m. when one personnel matter (subsection 1) was discussed; and

Feb 27, 2012, in the Trustee Board Room and room 318 in the Mannakee Building at 6:00 p.m. to receive legal advice (subsection 7); to discuss two personnel matters (subsection 1); to discuss a private matter (subsection 2); and to discuss a collective bargaining matter (subsection 9).

On motion by Trustee Blackwell to adjourn, seconded by Trustee Levine, the motion passed and the meeting adjourned at 10:05 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

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