

APPROVED, October 10, 2005

**Board of Trustees Minutes
Montgomery Community College
September 19, 2005**

The Board of Trustees of Montgomery Community College met in public session on September 19, 2005, in the Theatre Arts Arena, Rockville Campus. The regular public meeting was called to order by the Chair. The following Board members were present:

Dr. Sylvia W. Crowder, Chair
Ms. Roberta F. Shulman, First Vice Chair
Dr. Jong-on Hahm
Dr. Mary E. Cothran
Mr. Gene W. Counihan

Dr. Robert E. Shoenberg
Mr. Stephen Z. Kaufman
Dr. Owen D. Nichols
Ms. Kanika Hughley

Dr. Charlene R. Nunley, secretary-treasurer of the Board of Trustees and president of the College was absent and Trustee Michael C. Lin was absent also.

**Subject: Approval of the Revised Agenda and
Minutes of June 20, 2005**

On motion by Trustee Shulman, seconded by Trustee Nichols, the agenda and minutes were approved as read.

Resolution No. 05-79 Subject: Tribute to Mrs. Glenice Davenport

On motion by Trustee Nichols, seconded by Trustee Cothran, the Board approved and adopted the above subject resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, page 1.)

Ms. Janet Wormack, Director of Procurement, provided comments on the life and service of Mrs. Glenice Davenport at the College. Ms. Wormack introduced Mrs. Davenport's family. Dr. Shartle-Galotto and Trustee Crowder presented the tribute to the family. The family thanked the Board for the recognition.

**Resolution No. 05-80 Subject: Tribute to and Award of Bronze Medallion and
Emeritus Status Posthumously to Professor
Stuart Brosseit**

On motion by Trustee Hahm, seconded by Trustee Nichols, the Board approved and adopted the above subject resolutions. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 2-3.)

Professor Dana Baker, Counseling Department, Rockville Campus, provided comments on the life and service of Professor Stuart Brosseit at the College. Dr. Shartle-Galotto and Trustee Crowder presented the tribute and Bronze Medallion to Mrs. Cheryl Brosseit. She thanked the Board for the recognition.

On motion by Trustee Nichols, seconded by Trustee Cothran, the Board approved and adopted the following retiree resolutions. (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 4-10.)

Subject: Award of Silver Medallion and Recognition of

Retirement of Dr. Frank Tusa

Dr. Mona Levine, Chief Policy, Planning, and Research Officer, provided comments on the life and service of Dr. Tusa at the College. Dr. Shartle-Galotto and Trustee Crowder presented the framed resolution, gift, and Silver Medallion to Dr. Frank Tusa. Dr. Tusa gave brief remarks and thanked the Board for the recognition.

Resolution No. 05-81 Subject: Award of Silver Medallion and Recognition of Retirement of Professor Helen Youth

Mr. Ron Liss, Director of Academic and Student Services, provided comments on the life and service of Professor Helen Youth at the College. Dr. Shartle-Galotto and Trustee Crowder presented the framed resolution, gift, and Silver Medallion to Professor Youth. Professor Youth gave brief remarks and thanked the Board for the recognition.

Resolution No. 05-82 Subject: Award of Silver Medallion and Recognition of Retirement of Professor Rowland New

Professor Dana Baker and Dean Jim Daniels provided comments on the life and service of Professor Rowland New at the College. Dr. Shartle-Galotto and Trustee Crowder presented the framed resolution, gift and Silver Medallion to Professor New. Professor New gave brief remarks and thanked the Board for the recognition.

Resolution No. 05-83 Subject: Retirement of Ms. Eleanor Maffeo

Mr. James Luallen, Information Technology, Rockville Campus, provided remarks on the life and service of Ms. Eleanor Maffeo at the College. Dr. Shartle-Galotto and Trustee Crowder presented the framed resolution and gift to Ms. Maffeo. Ms. Maffeo gave brief remarks and thanked the Board for the recognition.

Resolution No. 05-84 Subject: Retirement of Ms. Janet Dyson

Ms. Dyson was not present. Her tribute and gift will be forwarded to her.

Subject: Comments Period

There were no speakers to come before the Board.

Subject: President's Report to the Board

Dr. Shartle-Galotto commented on the fall enrollment which is healthy and above last year's enrollment. She thanked everyone in the room who made the growth in enrollment possible. Dr. Shartle-Galotto commented on the nearly 50 new faculty members and new administrators at the College. She also introduced Dr. Lydia Tena-Perez, an ACE fellow at the College for the semester. Dr. Shartle-Galotto congratulated the Rockville Campus on its 40th Anniversary, commented on the Fall Meeting, and the support that the College gave to Hurricane Katrina victims.

In response to Trustee Hughley's question, Mr. George Payne indicated that the noncredit enrollment was 23,783, unduplicated, for last year. Trustee Hughley commented and complimented the School of Art and Design for its wonderful program.

Subject: Rockville Campus Annual Report

Dr. Judy Ackerman, Vice President and Provost, Rockville Campus, presented the Rockville Campus Annual Report. She acknowledged the Campus leaders: the administrative team, the deans, faculty chairs, the 40th Anniversary Committee members, members of the Faculty Council, student leaders, and the Vice President and Provost Office team.

Dr. Ackerman highlighted the 2005 Rockville Campus report and commented on the 40th Anniversary, growth at the Campus, the Rockville Science Center, the arts, the Healthy Campus program, the College Institute, and other programs.

In response to Trustee Shoenberg's question, Dr. Ackerman indicated that there are 500-600 students in the A.A.T. degree program and 300-400 students in the Early Childhood program. And in response to his question on recruitment of qualified faculty, staff, and administrators, Dr. Ackerman indicated that the timing of the process was a factor, the pools of applicants at times are small, and starting salaries are difficult for some people to move to the metropolitan area.

Trustee Counihan commented on the two-year increase in engineering students. Dr. Ackerman indicated that this was a result of grants, but first and foremost, there are outstanding and dedicated faculty. Trustee Hahm commended the faculty for obtaining grants.

Trustee Hughley commended on the report and talked about the economic impact of transfer students having to repeat credit courses that do not transfer and is a dead loss, and asked what the College was doing to make sure credit courses are transferred. She asked was there any recordkeeping to find out how the average number of classes or credits dropped that are not transferable for Montgomery College students. Dr. Ackerman indicated that she does not have that information, but indicated that advisors in certain programs work with students so this will not happen.

Trustee Kaufman commented on the transfer of credits issue also, and indicated that the College was doing well with recruiting faculty, staff, and administrators. The College is doing a good job at transitioning.

Dr. Shartle-Galotto congratulated Dr. Ackerman on her report and thanked the student leaders for attending the meeting.

Trustee Shoenberg requested information on and a description of the multi-option first year experience program.

<u>Resolution No.</u>	<u>Subject: Consent Calendar</u>
05-85	Personnel Actions Confirmation
05-86	Award of Contract, Emergency Lighting System Upgrade, Gudelsky Institute for Technical Education
05-87	Extension of Award of Contract, Instructional Facilities Services
05-88	Sole Source Award of Contract, Energy Management System Maintenance Services, Germantown Campus
05-89	Sole Source Award of Contracts, Document Imaging and Management Software Licenses and Services
05-90	Proposal to Construct a Public Junior/Community College or Additions Thereto, Roof Replacements; College – Design and Construction
05-91	Proposal to Construct a Public Junior/Community College or Additions Thereto, Takoma Park/Silver Spring Campus Expansion – Construction and Furniture and Equipment
05-92	Proposal to Construct a Public Junior/Community College or

- Additions Thereto, Takoma Park/Silver Spring Central Plant – Construction
- 05-93 Proposal to Construct a Public Junior/Community College or Additions Thereto, Commons Renovation - Design
- 05-94 Proposal to Construct a Public Junior/Community College or Additions Thereto, Rockville Science Center – Design
- 05-95 Graduates Receiving the Associate Degree and the One-Year Program Certificate in Spring, 2005

On motion by Trustee Nichols, seconded by Trustee Kaufman, the Board approved and adopted the above subject resolutions. (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 11-46.)

Resolution No. 05-96

Subject: Resolution to Alleviate Tuition Hardships for Students Displaced by Hurricane Katrina

On motion by Trustee Nichols, seconded by Trustee Hahm, the Board approved and adopted the above subject resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 47-48.)

Mr. Bill Campbell, Executive Vice President for Administrative and Fiscal Services, explained the development of the resolution and its affect on the College. Trustee Counihan commented and indicated that the word “any” did not work and Trustee Nichols indicated that an “s” needed to be placed on the word student. Mr. Campbell indicated that this aid may be extended to the spring semester also.

Trustee Hahm asked about additional aid. Dr. Shartle-Galotto indicated that the College has an emergency fund to help students with books.

Resolution No. 05-97

Subject: FY2005 Operating Fund Functional Transfer

On motion by Trustee Nichols, seconded by Trustee Hahm, the Board approved and adopted the above subject resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 49-50.)

Mr. Marshall Moore, Chief Business Officer, explained the resolution and indicated that it was a housekeeping item to bring the budget in line with the 2005 expenditures. He indicated that this was guided by a State regulation.

Resolution No. 05-98

Subject: Acceptance of the Maryland Higher Education Commission Performance Accountability Report

On motion by Trustee Counihan, seconded by Trustee Hahm, the Board approved and adopted the above subject resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 51-52.)

Trustee Shoenberg requested that the report be reviewed at the Board’s fall retreat because there was substantive and interesting information in the report.

Resolution No. 05-99

Subject: Employment Practices

On motion by Trustee Nichols, seconded by Trustee Shulman, the Board approved and adopted the above subject resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 53-54.)

Ms. Lynda von Barga, Director of Personnel Management, provided background information and the reason for the resolution.

**Subject: New Business, Announcements, and
Adjournment**

Trustee Counihan was recognized and thanked by the Board for his service and chairmanship for the past two years.

Trustee Shulman commented on the report, "Tapping America's Potential", and was very impressed by it. She would be interested in hearing from the College on the actions it anticipates taking to further this matter and indicated that this might be a discussion for the retreat also.

Trustee Counihan commented on the Maryland Chamber of Commerce Report.

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 September 13, when three site matters (subsection 3) – Takoma Park Campus, Germantown Development, and Parking Updates were discussed; and six personnel matters (subsection 1) were discussed.

The business on the agenda having been completed and with the consent of all Board members present, the Chair adjourned the meeting at 8:53pm.

Chair

Secretary-Treasurer

Recorder: Arlean B. Graham