

APPROVED, November 19, 2007

**Board of Trustees Minutes
Montgomery Community College
October 15, 2007**

The Board of Trustees of Montgomery Community College met in public session in room 160-178 Cafritz Center, Takoma Park/Silver Spring Campus, on October 15, 2007. The regular public meeting was called to order by the Chair. The following Board members were present:

Ms. Roberta Shulman Chair
Dr. Michael C. Lin, 1st Vice Chair
Mr. Stephen Z. Kaufman, 2nd Vice Chair
Dr. Owen Nichols
Ms. Gigi Godwin

Mr. Reginald Felton
Mr. Gene Counihan
Dr. Jong-on Hahm
Mr. Cristian Barrera

Dr. Brian K. Johnson, secretary-treasurer of the Board of Trustees and president of the College was present. Trustee Sylvia Crowder was absent.

**Subject: Approval of Agenda and Minutes
of September 17, 2007**

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

Subject: Comments Period

There were no speakers to come before the Board.

Subject: Recognitions

- Resolution No. 07-10-111 - Tribute to Mr. Kenneth V. Robinson**
- Resolution No. 07-10-112 - Retirement of Mr. Rayner W. Markley**
- Resolution No. 07-10-113 - Retirement Recognition and Award of Silver Medallion to Ms. Jane Knaus**
- Resolution No. 07-10-114 - Retirement Recognition and Award of Silver Medallion to Mrs. Kayran Moore**
- Resolution No. 07-10-115 - Retirement Recognition and Award of Emerita Status to Professor Bonita Campbell**
- Resolution No. 07-10-116 - Retirement Recognition and Award of Emeritus Status to Professor Richard Shelly**
- Resolution No. 07-10-117 - Retirement Recognition and Award of Bronze Medallion to Dr. Frances Powell**
- Resolution No. 07-10-118 - Posthumous Retirement Recognition and Award of Silver Medallion for Professor Travis Todd**
- Resolution No. 07-10-119 - Posthumous Award of Silver Medallion to Mr. Gordon Macklin**

On motion by Trustee Hahm, seconded by Trustee Lin, 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 2-18). Awardees Markley, Moore, and Campbell were not present; and no one accepted the posthumous awards to Todd and Macklin.

Resolution No. 07-10-111

Subject: Tribute to Mr. Kenneth V. Robinson

Ms. Melissa Gregory, director of Student Financial Aid, and Ms. Dorothy Elford, Student Financial Aid, provided comments on the life and service of Mr. Robinson at Montgomery College.

Resolution No. 07-10-113

Subject: Retirement Recognition and Award of Silver Medallion to Ms. Jane Knaus

Mr. Steve Simon, director of the Office of Communications, provided brief remarks on the work and service of Ms. Jane Knaus at the College. Trustee Shulman and Dr. Johnson presented Ms. Knaus with her framed resolution, silver medallion, and retirement gift. Ms. Knaus thanked the Board and Dr. Johnson for the recognition.

Resolution No. 07-10-115

Subject: Retirement Recognition and Award of Emerita Status to Professor Bonita Campbell

Ms. Campbell was not able to attend the Board meeting.

Resolution No. 07-10-116

Subject: Retirement Recognition and Award of Emeritus Status to Professor Richard Shelly

Professor Karen Thomas, Rockville Campus, provided comments on the work and service of Professor Richard Shelly at the College. Trustee Shulman and Dr. Johnson presented Professor Shelly with his framed resolution and retirement gift. Professor Shelly thanked the Board and Dr. Johnson for the recognition.

Resolution No. 07-10-117

Subject: Retirement Recognition and Award of Bronze Medallion to Dr. Frances Powell

Dean Paula Matusky, Takoma Park/Silver Spring, provided comments on the life and service of Dr. Frances Powell at the College. Trustee Shulman and Dr. Johnson presented Dr. Powell with her framed resolution, bronze medallion, and retirement gift. Professor Powell thanked the Board and Dr. Johnson for the recognition.

Subject: President's Report to the Board

Dr. Johnson provided brief comments on the President's Report to include a review of his inaugural address and he thanked the inauguration team for all of its work.

Subject: Takoma Park/Silver Spring Campus Annual Report

Vice President and Provost Brad Stewart welcomed the Board to the Takoma Park/Silver Spring Campus and presented the Campus Annual Report. He reviewed the three areas of focus for the year to include facilities, faculty, and community outreach.

Trustee Shulman indicated that the Board was very excited to be at the campus and to see all of the wonderful things that are going on at Takoma Park/Silver Spring.

Trustee Godwin commented on the "Purple Line" event and indicated the College was shown off to its best advantage.

Subject: Trustee Information Report

Dr. Johnson introduced the reports to the Board. Dr. Robert Lynch, director of the Office of Research and Analysis, summarized the "Student Success" report by reviewing grade point averages.

Subject: Middle States Self-Study Report

Dr. Karen Roseberry reintroduced her co-chair, Dr. Sharon Fechter. Dr. Roseberry provided a brief review of the background of the report. Dr. Fechter reviewed the standards that focused on the Board of Trustees, standards 4, 5, and 6, and reviewed standard 13. Dr. Fechter focused on the discussion of assessment throughout the Middle States Self-Study. She indicated that was a very, very important criterion for the Commission on Higher Education. Many institutions are struggling with this particular criterion. Institutions that are receiving any sorts of letters or recommendations or requirements generally are receiving them based on the lack of assessment or the lack of implementation of assessment initiatives. The themes and strengths that are emerging from the Self-Study are excellent educational programs and services, very dedicated faculty and staff, great support from the County, and great support from the Board of Trustees. The integrity of the College is sound and begins at the level of the Board which operates as a governing board and not a supervisory board that involves itself with the day-to-day operations of the College. This is an important feature in the Middle States fundamental elements. Dr. Fechter indicated that the College was in good shape with this standard. The College believes in the mission of changing lives and this has been clear throughout the process. The College has very strong technology and strong support for students and has outcomes assessment that is ongoing and institutionalized and the College has tied its budgeting and planning processes together. Challenges for the College include communications, facilities, complex and confusing processes, and personnel. Every issue has been addressed in the Self-Study.

Dr. Roseberry reported that the chair of the visiting team will come for a preliminary visit on October 26, and would like to meet with the Board for breakfast. The purpose for this visit is to get familiar with the lay of the land and to get to know some familiar faces so that when the whole team comes he would have already met a few people. However, the most important reason is to make sure that this has been an inclusive process. The team visit will be March 2-5, and the College is preparing for that already. The team would like to meet with the Board on March 3 for lunch. The Self-Study will be reviewed thoroughly at the Board retreat.

Trustee Shulman indicated that she looked forward to going through this process. Mr. Kaufman indicated that he appreciated the summary of strengths, concerns, and recommendations and how they were laid out in the 13 categories. Dr. Johnson indicated that he appreciated the thoroughness of the process and that the team has produced an excellent document.

Subject: Report on the Association of Community College Trustees 2007 Community College Leadership Congress

Trustee Shulman reported that she was privileged to attend the annual meeting in San Diego a couple of weeks ago and that she appreciated the opportunity to go and learn and meet a number of her colleagues from around the country. She put together a memo to the Board with highlights of the meeting and some of her thoughts and observations. The Board will be discussing the memo and the College's role in the external community at the retreat.

Resolution No.

07-10-120
07-10-121

Subject: Consent Calendar

Personnel Actions Confirmation Report
Graduates Receiving the Associate Degree and the One-Year

- 07-10-122 Program Certificate in Spring 2007
Award of Contract, Trust and Investment Management Services
for Other Post Employee Benefits
- 07-10-123 Approval of Change Orders, The Morris and Gwendolyn Cafritz
Foundation Arts Center, Takoma Park/Silver Spring Campus

On motion by Trustee Nichols, seconded by Trustee Hahm, the Board approved and adopted the above Consent Calendar. (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 19-23.)

Resolution No. 07-10-124

**Subject: Revisions to Montgomery College
Policy 35001, Compensation Plans**

On motion by Trustee Nichols, seconded by Trustee Lin, the Board approved and adopted the above Consent Calendar. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 32-34.)

In response to Trustee Felton's question, Mr. Campbell explained the changes to the policy.

Subject: Proposed FY2009 Capital Budget

Mr. David Capp, Chief Facilities Officer, presented the FY2009 Capital Budget to the Board. Mr. Capp reviewed the collegewide projects and each of the campus projects. Trustees Kaufman, Felton, and Counihan had several comments and questions about the Capital Budget, but due to the time, this agenda item will be placed on the Board retreat agenda for further discussion.

**Subject: New Business, Announcements, and
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 (closed session) on October 15, 2007 when one site matter (subsection 3) – Campus Updates for Rockville, Germantown, and Takoma Park/Silver Spring were discussed and one personnel matter (subsection 1) was discussed.

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

Chair

Secretary-Treasurer

Recorder: Arlean B. Graham