



**BOARD OF TRUSTEES MINUTES**  
**Montgomery Community College, Rockville, Maryland**  
**October 19, 2009**

**I. CALL TO ORDER**

The Board of Trustees of Montgomery Community College met in public session on October 19, 2009, in the Takoma Park/Silver Spring Performing Arts Center. The regular public meeting was called to order by the Chair at 8:00pm.

**II. ROLL CALL**

Present: Trustees Michael C. Lin, Chair, Steve Kaufman, 1<sup>st</sup> Vice Chair, Gigi Godwin, 2<sup>nd</sup> Vice Chair, Roberta Shulman, Leslie Levine, Marsha Suggs Smith, Gloria Aparicio Blackwell, Reggie Felton, and Kenneth Massada  
Present Ex-Officio: Interim President and Secretary/Treasurer Hercules Pinkney

**III. APPROVAL OF THE AGENDA**

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

**IV. MINUTES**

Trustee Kaufman moved to approve the minutes of the September 22, 2009 public meeting; Trustee Godwin seconded. The motion passed and the minutes were approved by the Board.

**V. COMMENTS PERIOD**

There were no speakers to come before the Board.

**VI. RECOGNITIONS**

- A. BR# 09-10-108 Retirement Recognition of Mr. Richard Moss
- B. BR# 09-10-109 Retirement Recognition and Award of Emeritus Status to Professor Benjamin Henry
- C. BR# 09-10-100 Retirement Recognition and Award of Emeritus Status to Dr. Anthony S. D'Souza
- D. BR# 09-10-110 Award of Bronze Medallion to Ms. Chahnaz McRae
- E. BR# 09-10-111 Award of Bronze Medallion and Emerita Status to Professor Patricia Dalton
- F. BR# 09-10-112 Award of Silver Medallion and Emerita Status to Dr. Gail Montgomery
- G. BR# 09-10-113 Award of Silver Medallion and Emeritus Status to Professor Nathan Starr

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

Mr. David Capp, chief facilities officer, provided comments on behalf of Ms. Chahnaz McRae. Chairman Lin and Dr. Pinkney presented Ms. McRae with her framed resolution, medallion, and retirement gift. Ms. McRae provided comments and thanked the Board for the recognition.

Ms. Paula Matuskey, interim senior vice president for educational services, provided comments on behalf of Professor Benjamin Henry. Chairman Lin and Dr. Pinkney presented Professor Henry with his framed resolution and retirement gift. Professor Henry provided comments and thanked the Board for the recognition.

Dr. Rodney Redmond and Professor Charlotte Twombly provided comments on behalf of Professor Nathan Starr. Chairman Lin and Dr. Pinkney presented Professor Starr with his framed resolution, medallion, and retirement gift. Professor Starr provided brief comments and thanked the Board for the recognition.

The other retirees did not attend the Board meeting.

## **VII. REPORTS**

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

Dr. Pinkney presented his report to the Board. The focus of his report was on teaching and learning at the College. He spoke about his visits to the campuses this month, congratulated Trustee Shulman on her election as the Northeast regional director for the Association of Community College Trustees (ACCT), provided an update on the H1N1 influenza, and reviewed the current economic situation for the College operating budget.

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

Chairman Lin provided his report to the Board and the College community. He noted that the urgent matters for the Board are to revisit governance oversight and the presidential search process.

### **C. Report on ACCT Leadership Congress**

Chairman Lin congratulated Trustee Shulman on her election to the ACCT Board. Trustee Shulman reported on the ACCT Leadership Congress. She noted that she was joined by Chairman Lin at the Congress and there were many questions about how the College was doing. She told everyone that the College was doing great. The 2009 San Francisco Congress was a great success thanks to continued participation from ACCT's membership and leadership. Among the outstanding featured keynote speakers were Governor Arnold Schwarzenegger and Martha J. Kanter, under secretary of education, U.S. Department of Education. During the Congress, it was announced that the Bill & Melinda Gates Foundation and Lumina Foundation for Education announced a new accountability standards initiative that will help prepare community college governing boards to demonstrate the effectiveness and relevance of their institutions.

#### **D. Trustee Information Reports**

##### **1. Selected Financial Information**

Mr. Tom Sheeran, chief business officer, reported that the College was in a good financial position with fund balances that are in good positive positions. College investments were hit like other organizations in the country and the College has a little bit of money that needs to go back to the State and County. The College does the best that it can so that money does not have to be returned.

##### **2. Auxiliary Services**

Dr. Kathi Carey-Fletcher provided a brief report on major highlights for the year. She noted that Auxiliary Services had a reinvestment year. The unit supported the Cambridge program, contributed more to the fund balance, and there was a minor reduction in revenue in the bookstores.

#### **E. Classification Study Update**

Ms. Vivian Lawyer, chief human resources officer, presented the report to the Board. She noted that a focus group was formed that made recommendations to the Office of the Human Resources and she reviewed the recommendations. The consultant came in and every staff position was rewritten and he recommended that the College change the evaluation factors, and these were not too far from what the College already had in place. The consultant recommended that three levels be added in the salary structure. In the near future, information will be shared with administrators, managers, and employees and all jobs need to be properly defined before coming back to the Board for approval. Ms. Lawyer thanked the Board for the discussion in executive session.

#### **VIII. BR# 09-10-100 Personnel Actions Confirmation Report**

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

#### **IX. BR# 09-10-108 Award of Contract, Broadcast Television Production Equipment, Instructional Television Unit, Bid No. 510-007**

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

#### **X. BR# 09-10-107 Approval of Change Order for Commons Building Renovation, Takoma Park/Silver Spring Campus**

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

#### **XI. Proposed FY2011 Capital Budget**

Mr. David Capp, chief facilities officer, presented the Proposed FY2011 Capital Budget. He pointed out the project description forms and noted that the overall budget is \$10 million and the only change is in planning, design, and construction. There is an increase for roof replacements and the information technology request is for \$16 million.

Trustee Smith asked what is the College doing for green conversion and what does this do for the capital budget. Mr. Capp explained that the College has a very aggressive green movement and provided some examples on control systems for temperature, lighting, and cooling buildings.

The increase in planning, design, and construction is due to staffing cost increases in benefits. The unit has the same 15 individuals with no new positions added.

Mr. Capp explained that costs for ADA requirements are very small. The catch up with ADA problems is through renovations, construction, and new projects. The College has a backlog of ADA projects that are tracked. Some of these are grandfathered and the unit works through them and fix when there are complaints.

Trustee Levine asked about LEED buildings and asked were there any opportunities to get stimulus money for these projects. Mr. Capp noted that there is an energy web site and they push hard for people to look at it. The Facilities unit has participated with the College for stimulus opportunities, but there weren't too many to participate in.

Trustee Godwin thanked Mr. Capp for his presentation and efforts and noted that he is a large part of the success of the College.

## **XII. New Business**

There was no new business to come before the Board.

## **XIII. 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 October 19, 2009, when one site matter (subsection 3) – Germantown Campus, Rockville Campus, and Takoma Park/Silver Spring Campus updates were discussed; two personnel matters (subsection 1); one legal matter (subsection 7) – Classification Study; and one collective bargaining matter (subsection 9) were discussed.

Motion was made to adjourn at 9:40 p.m.

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Michael C. Lin  
Chair, Board of Trustees

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Hercules Pinkney  
Interim President and Secretary-Treasurer,  
Board of Trustees

Recorder: Arlean B. Graham