



BOARD OF TRUSTEES PUBLIC MEETING MINUTES
Montgomery College, Rockville, Maryland
December 11, 2017

1. CALL TO ORDER

The Board of Trustees of Montgomery College met on December 11, 2017, in the Board Room, Central Services Building, Rockville, Maryland. The public meeting was called to order by the chair at 8:12 p.m.

2. ROLL CALL

Trustees Present:	Mr. Michael J. Knapp, Chair Ms. Gloria Aparicio Blackwell, First Vice Chair Dr. Leslie S. Levine, Second Vice Chair Dr. Michael A. Brintnall, Trustee Mr. Robert Hydorn, Trustee Ms. Diyana Kahawita, Student Trustee Mr. Robert Levey, Trustee Ms. Marsha Suggs Smith, Trustee Mr. Benjamin Wu, Trustee
Trustees Absent:	Dr. Kenneth J. Hoffman, Trustee
Present Ex-Officio:	Dr. DeRionne P. Pollard, President and Secretary-Treasurer
Resource Staff Present:	Dr. Monica Brown, Senior Vice President for Student Affairs Dr. Stephen D. Cain, Chief of Staff/Chief Strategy Officer Mr. Timothy Dietz, General Counsel Ms. Lily Lee, Manager, Board Operations and Services Dr. Sanjay Rai, Senior Vice President for Academic Affairs Mr. David Sears, Senior Vice President for Advancement and Community Engagement Dr. Janet Wormack, Senior Vice President for Administrative and Fiscal Services

3. APPROVAL OF THE AGENDA

Trustee Levine moved to approve the agenda; Trustee Aparicio Blackwell seconded. The agenda was unanimously approved by the Board.

4. COMMENTS PERIOD

There were no speakers to come before the Board

5. APPROVAL OF MINUTES

A. November 13, 2017 Closed Session
B. November 13, 2017 Public Meeting

Trustee Levine moved to approve the minutes for the November 13, 2017, closed and public meetings. Trustee Hydorn seconded. The minutes were unanimously approved by the board.

6. REPORTS

A. President's Report

Dr. Pollard opened her report with an overview of several innovations that increase success for all students. One such innovation is Open Educational Resources (OERs), sources of content material for a course that exist online for no cost. She reported that we had more courses than ever using OERs this semester and commended faculty for their initiative in creating and utilizing them. Dr. Pollard also expressed her gratitude to Achieving the Dream for a grant to kick-start our OER development.

Dr. Pollard reported on a second innovation—a program coordinated through our Achieving the Promise Academy of embedding coaches in certain courses with high DFW rates. These coaches help students with good study habits and hold weekly study sessions outside of class. Dr. Pollard stated that results of use of OERs in classes and embedded coaching are being tracked and the data will inform future improvements in our efforts.

Dr. Pollard shared information about the winter session, which is scheduled to start earlier than it has historically. These classes allows students to accelerate their progress toward completion with more time for the course as compared to past winter session classes. As a result of this change, now in its second year, enrollment has increased dramatically and students are responding to take advantage of this option to complete their courses sooner.

Dr. Pollard reported that Dr. Karen Stout, our Achieving the Dream leadership coach, visited the College earlier in December. She met with numerous groups and continues to challenge our assumptions and push us to be the best college we can be for our students.

Turning to facilities matters, Dr. Pollard reported that the Board of Public Works voted unanimously to fund the building plans for the new math and science building at the Takoma Park/Silver Spring Campus. She thanked trustees and everyone who helped in the advocacy efforts.

In conclusion, Dr. Pollard gave an overview of her written report, the *President's Focus*. With attention on the College's Office of Human Resources and Strategic Talent Management (HRSTM), Dr. Pollard reported on its organizational redesign to maximize responsiveness and efficiency, as well as its work in attending to several priorities including fiscal and operational stewardship, accountability, and our culture of customer service.

Trustee questions and comments focused on the need to look into creating and cultivating career pathways for a more diverse workforce, the difference between OERs and MOOCs, and how to incentivize faculty to use OERs.

B. FY18 First Quarter Financial Report

Dr. Pollard shared the first quarter financial report covering fiscal activities from July 1 through September 30. She reported that there was a two percent decline in tuition and fees compared to last year, but the Workforce Development & Continuing Education unit saw increases in enrollment and revenue. In addition, the grants and contract revenue category is up 27 percent for the quarter compared to last year, but that is due to the timing of monies received, not a significant increase in grants. She went on to report that auxiliary enterprises revenue is down 30 percent, due in large part to an adjustment made for bookstore commission. Finally, Dr. Pollard noted that the College ended the quarter with a \$4.8 million excess in revenues compared to expenses.

C. Chair's Report

Chair Knapp reported that the Board held a conference session earlier in the evening on the topic of communications. He thanked Dr. Pollard, Mr. Sears, and Mr. Gilmer for providing an excellent communications framework that will be further explored at the Board's mid-year retreat in February. In addition, Chair Knapp reported that the College hosted its annual legislative reception for the county's delegation to Annapolis, which was attended by Montgomery College students from all three campuses as well as cheerleaders. Board Chair Knapp stated that he, Dr. Pollard, and Second Vice Chair Levine met with County Executive Ike Leggett in an annual protocol meeting to review the capital budget request that the Board approved last month. Chair Knapp expressed his appreciation for the county's support and said he is looking forward to the announcement regarding the county's capital budget in February. Turning his attention to the operating budget, Chair Knapp reported that the county expects a shortfall of \$120 million in the current fiscal year and that county agencies and departments will be asked to participate in a savings plan of two percent for their current budgets. He concluded his report by stating that with plans to present a modest fiscal year 2019 budget built on extensive reductions, he is cautious about the request for the two percent savings in the current fiscal year, but mindful of the need for fiscal responsibility in the county.

D. Committee Chairs' and Liaisons' Reports

i. Educational Excellence Committee

Committee Chair Levey reported that the Educational Excellence Committee met on November 29 to discuss four major areas: (1) implementation of Achieving the Dream efforts, (2) enhancing partnerships with Montgomery County Public Schools, (3) reviewing the Performance Accountability Report and Student Success Score Card, and (4) goals and assessment matrices. He added that the committee focused on graduation and transfer rates, talked about specific goals for these major indicators, viewed student performance data, and considered the issue of why students leave Montgomery College.

Committee Chair Levey concluded his report by thanking his colleagues on the committee, Trustee Aparicio Blackwell, Brintnall, and Kahawita.

ii. Financial Sustainability Committee

Committee Chair Suggs Smith reported that the Financial Sustainability Committee met on November 29 to review the proposed fiscal year 2019 operating budget. She reported that the proposed operating budget for next fiscal year will be \$314.2 million—an increase of 0.07 percent over the current year. Committee Chair Suggs Smith stated that the Financial Sustainability Committee endorses the president's budget proposal and believes that the College has done a good job of balancing needs with responsible reductions in order to achieve that modest overall increase. She reported that the committee discussed the idea of seeing the budget initiatives and associated costs aligned with goals in the strategic plan and also discussed interest in seeing some examples of dashboards that may capture how the College is allocating our resources and how we may track trends in performance metrics and spending. Committee Chair Suggs Smith concluded her report by thanking her colleagues on the Financial Sustainability Committee, Trustees Knapp, Hydorn, and Levine.

7. CONSENT CALENDAR

- A. BR#17-12-123 Personnel Actions Confirmation Report**
- B. BR#17-12-124 Graduates Receiving the Association Degree and Program Certificate in Fall 2017**
- C. BR#17-12-125 Amendment to Award of Contract for the Continuation of Food and Vending Services, Bid 513-024**

Trustee Hydorn moved to approve the consent calendar, with Trustee Levey seconding. The motion passed by unanimous vote.

8. COMPENSATION MATTER

BR#17-12-126 Amendment to FY18 Salary Structure to a Market-based Framework

Trustee Hydorn moved to approve the resolution to amend the FY18 salary structure to a market-based framework. Trustee Suggs Smith seconded, and the motion passed by unanimous vote.

9. BUDGET MATTERS

A. BR#17-12-127 Designated Fund Balance—Operating Fund

Trustee Hydorn moved to approve the fund balance resolution and Trustee Aparicio Blackwell seconded. The motion passed unanimously.

B. Presentation of the FY19 Operating Budget

Dr. Wormack, along with Dr. Robert Lynch, presented enrollment trends, budget priorities and their relation to the *Montgomery College 2020* strategic plan, as well as the proposed fiscal year 2019 operating budget and appropriation request.

10. AWARD OF CONTRACT

BR#17-12-128 Course and Room Scheduling Software, Bid 918-004

Trustee Hydorn motioned to approve the award of contract. Trustee Suggs Smith seconded and the motion was passed unanimously.

11. POLICY MATTER

Adoption of Policy 31005–Medical Examinations and Fitness for Duty

This item will be moved to the January meeting agenda.

12. REGULATORY MATTER

BR#17-12-129 Acceptance of the Montgomery College Audited Financial Statements for June 30, 2017 and 2016

Trustee Levine motioned to accept the audit and Trustee Hydorn seconded. The resolution passed unanimously.

13. NEW BUSINESS

There was no new business to come before the Board.

14. ADJOURNMENT

Pursuant to Section 3-305 of the General Provisions Article, the board voted to convene a closed session this evening at 7:25 p.m. in room S408 in the Central Services Building to discuss two legal matters (subsection 7), one potential litigation matter (subsection 8), and two collective bargaining matters (subsection 9).

On a motion by Trustee Suggs Smith, and a second by Trustee Aparicio Blackwell, the board voted unanimously to adjourn at 10:08 p.m.

Signature on file

Michael J. Knapp
Chair, Board of Trustees

Signature on file

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

Recorder: Lily Lee
Approved on: January 24, 2018