



**BOARD OF TRUSTEES OPEN MEETING MINUTES**  
**Montgomery Community College, Rockville, Maryland**  
**June 11, 2012**

## **1. CALL TO ORDER**

The Board of Trustees of Montgomery Community College met in open session on June 11, 2012, in the Trustee Board Room, Mannakee Building, Rockville, Maryland. The open session meeting was called to order by the chair at 8:00 p.m.

## **2. ROLL CALL**

Present: Trustees Stephen Kaufman, chair, Reginald Felton, 1st vice chair  
Marsha Suggs Smith, 2nd vice chair, Gloria Aparicio Blackwell,  
Jonathan Jayes-Green, Kenneth Hoffman, Michael Knapp, Leslie Levine,  
Michael Lin, and Michael Priddy

Present Ex-Officio: President and Secretary/Treasurer Dr. DeRionne Pollard

Resource Staff Present: Dr. Stephen Cain, chief of staff/chief strategy officer  
Ms. Arlean Graham, administrative manager, Board of Trustees  
Ms. Cathy Jones, senior vice president for administrative and fiscal services  
Dr. Donald Pearl, 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 Smith moved to approve the agenda; Trustee Knapp seconded, and the agenda was approved by the Board.

## **4. REPORT – Strategic Plan MC 2020**

Dr. Pollard presented the latest draft of the strategic plan with the Board and invited feedback. She said that she has been marrying the interests of the Board with the institution in developing the plan and is now ready to review and discuss. She reported that she spoke about the College's strategic plan at the Strategic Horizon Network Conference and noted that the performance canvas was new. She welcomed the Board's feedback.

Trustee Levine noted that the document is much improved compared to earlier versions. He commented that the College has many goals and priorities, and that it would behoove us to identify our number one priority, which he would like to be attracting and admitting to college those who are underserved and cannot otherwise attend college. He asked Dr. Pollard to review several numbers about employment projections. Trustee Levine noted that while the notion of community engagement is important, it is another major effort for the College and we do not want to take away from other goals. He thanked everyone involved in preparing the strategic plan.

Trustee Priddy commended everyone for their efforts. He indicated that the College is touching on an important challenge in how it will be graded and the plan will be important in measuring the College from an academic perspective.

Trustee Knapp commended everyone involved in preparing the strategic plan. He noted that in the future 60 percent of jobs will not require a bachelor's degree and Montgomery College can work on both sides of this statement. Additionally, this reinforces that Montgomery College is the place for people to come for an education, and with many action plans for FY13, it is important to identify three or four things that need to happen now.

Trustee Felton noted that the College has prepared an excellent document. He is concerned whether the College's culture is ready for the new directions in the plan. He hoped that the plan pushes the community forward. The strategic plan will drive decisions about College resources and we must be realistic about the resources.

Trustee Hoffman commented on the importance of looking into the future to 2020 and even further to 2030.

Trustee Lin noted that he was very impressed with the quality of the document. He pointed out the community engagement component and noted that it was important and the College must exercise this opportunity wisely.

Trustee Blackwell noted that it was a great document, but would like to see diversity as a part of it. Additionally, the tracking of hours that volunteers and staff engage in the community is important and how the College connects with the alumni.

Trustee Smith noted that the College has come a long way and that everyone had a very important part in producing the plan. The purpose of a strategic plan is to pass on a vision and with that, priorities end up where you put your money. She noted there was more clarity in this version and that the strategic plan is a living document that will need to be recalibrated during the year.

Trustee Jayes-Green noted that he was very happy with the document.

Trustee Kaufman reported that the Board would vote on the plan next week. He said it is a superlative document and does not need to be perfect because it is a living document.

## **5. CONTRACT MODIFICATIONS/CHANGE ORDERS**

**A. BR# 12-06-044 Authorization to Extend Contract Term, Managed Care Medical Coverage Services**

**B. BR# 12-06-045 Authorization of Extension of the License Agreement for Laboratory Space in the Germantown Innovation Center**

On motion by Trustee Felton, and second by Trustee Jayes-Green, the Board approved the resolutions by unanimous vote.

**6. AWARD OF CONTRACT**

**A. BR# 12-06-046 Point-of-Sale System Debit Card Feature for Campus Bookstore Operations**

On motion by Trustee Priddy, and second by Trustee Knapp, the Board approved the resolution by unanimous vote.

**7. BUDGET MATTERS**

**A. BR# 12-06-047 Capital Budget Fund Transfer, Germantown Campus, Bioscience Education Center Project**

**B. BR# 12-06-048 Capital Budget Fund Transfer, Network Operations Center, Takoma Park/Silver Spring Campus**

On motion by Trustee Smith, and second by Trustee Hoffman, the Board approved the resolutions by unanimous vote.

**8. AWARD OF CONTRACT (COMPETITIVE)**

**A. BR# 12-06-049 Bioscience Education Center Phase 2 – Building Sign Gateway, Observation Drive East-West Roadway Construction, Germantown Campus**

**B. BR# 12-06-050 Construction Administration Services, Bioscience Education Center, Phase 2, Germantown Campus**

**C. BR# 12-06-051 Roof Replacements for the Goldenrod Building, Germantown Campus, and Section D of the Health Science Center, Takoma Park/Silver Spring Campus**

On motion by Trustee Blackwell, and second by Trustee Knapp, the Board approved the resolutions by unanimous vote.

Trustees had questions, comments, and discussion about the bidders' lists, the background information on the resolutions, and making vendors knowledgeable about the College's bidding and procurement processes.

**9. AFFIRMATION OF AWARD OF CONTRACT**

**A. BR# 12-06-052 Affirmation of Emergency Procurement, Award of Contract for Data Security Services**

On motion by Trustee Knapp, and second by Trustee Jayes-Green, the Board approved the resolution by unanimous vote.

Trustee Kaufman noted that this topic had been discussed in closed session.

## 10. POLICY MATTERS

- A. 11005 – Formulation and Issuance of College Policies and Procedures (new)**
- B. 66002 – Confidential Data Management (new)**
- C. 61004 – College Investment Program (revised)**
- D. 63001 – Procurement (revised)**
- E. 68004 – Records Management (revised)**

Dr. Pollard provided background information and reviewed the College's investment program policy. She indicated that this policy is in line with state regulations. Trustee Knapp noted that she may want to reword section D to say "including periodic reports that align with the meetings dates of the Investment Committee."

Trustee Kaufman noted that the procurement policy has been discussed before. Trustee Felton asked about the number of minority and women vendors. Ms. Jones noted that it is the responsibility of the Procurement Office to do outreach to the community. She noted that a report on minority and women vendors can be prepared for the Board.

Trustee Priddy commented on the records management policy and expressed his concern with the president being listed as the responsible individual and its impact on the public information act. The College may need to spread or balance the risk with someone else in central administration.

Trustee Hoffman noted that the College now deals with electronic data and need a more comprehensive approach, and retention periods and destruction dates need to be examined.

## 11. NEW BUSINESS

Dr. Pollard announced that the College was the recipient of a grant for \$600,000 from David Hillman, and that the Board will have a retreat on June 25, 2012.

## 12. 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 a closed sessions on June 11, 2012, in room 318 in the Mannakee Building at 6:00 p.m. to receive legal advice on two matters (subsection 7), to discuss six personnel matters (subsection 1), and to discuss a collective bargaining update (subsection 9).

On motion by Trustee Levine to adjourn, and second by Trustee Felton, the motion passed unanimously and the meeting adjourned at 9:25 p.m.



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Stephen Z. Kaufman  
Chair, Board of Trustees



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