



**BOARD OF TRUSTEES OPEN MEETING MINUTES**  
**Montgomery College, Rockville, Maryland**  
**November 13, 2017**

**1. CALL TO ORDER**

The Board of Trustees of Montgomery College met in open session on November 13, 2017, in the Board Room, Central Services Building, Rockville, Maryland. The open session meeting was called to order by the chair at 8:22 p.m.

**2. ROLL CALL**

Trustees Present: Mr. Michael J. Knapp, Chair  
Dr. Leslie S. Levine, Second Vice Chair  
Dr. Michael A. Brintnall, Trustee  
Dr. Kenneth J. Hoffman, Trustee  
Mr. Robert Hydorn, Trustee  
Mr. Robert Levey, Trustee  
Ms. Marsha Suggs Smith, Trustee  
Mr. Benjamin Wu, Trustee

Trustees Absent: Ms. Gloria Aparicio Blackwell, First Vice Chair  
Ms. Diyana Kahawita, Student 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. ROLL CALL**

All Trustees were present except for First Vice Chair Aparicio Blackwell and Trustee Kahawita.

#### **4. APPROVAL OF THE AGENDA**

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

#### **5. COMMENTS PERIOD**

Ms. Edith Holleman provided comments to the Board regarding future plans for Falcon Hall on the Takoma Park/Silver Spring Campus.

#### **6. APPROVAL OF MINUTES**

##### **A. October 16, 2017 Closed Session**

##### **B. October 16, 2017 Open Meeting**

Trustee Hydorn moved to approve the minutes for the October 16, 2017, closed and open sessions. Trustee Suggs Smith seconded. The minutes were unanimously approved by the board.

#### **7. REPORTS**

##### **A. President's Report**

Dr. Pollard opened her report by congratulating the Montgomery College women's soccer team and Coach Phil Nana for winning the 2017 NJCAA Division III Region 20 Championship. She reported that the team went on to represent Region 20 at the NJCAA Division III Women's Soccer Championship, but were eliminated after losses to Brookhaven and Erie colleges. In addition, three Raptors were named to the Women's All Region Team—Gabriella Fernandez, Gaelin Hirabayashi, and Maggie Prokop; Yasmine Argubie was given honorable mention.

Dr. Pollard reported that recent changes in processes at the NJCAA gave the College a unique opportunity to examine its division standing with the association. She stated that based on analysis, she has approved the College's intention to move from Division III into Division II in several sports and to Division I in others. She reported that the biggest change with this move would be the ability to offer aid and scholarships to our scholar-athletes, which would serve as an incentive to attract and retain students to stay in Montgomery County after graduation from high school.

Dr. Pollard reported that the College's Combat2College Program, in collaboration with the Offices of the Vice President and Provost and the Dean of Student Affairs at the Rockville Campus, hosted a screening of the film, *What Makes a Hero?* She stated that the event that featured a panel of veterans—including College alumni and a College employee—who reflected upon their military service and their experiences after transitioning from active duty.

Dr. Pollard reported that on a joint economic development/Sister Cities trip to Daejeon, South Korea, and Xi'an and Shanghai, China, the College signed three memoranda of understanding: a reaffirmation with the Daejeon Metropolitan Office of Education in to provide teacher training in partnership with MCPS, a new MOU with Hanbat National University in Daejeon focusing on student and faculty exchanges, and a MOU with Xi'an

University in China, focusing on workforce development and student and faculty exchanges. Dr. Pollard added that since her return from the trip, PIC MC has already hosted a Korean business, Green Cross, which is considering locating a subsidiary in Montgomery County.

Dr. Pollard turned her attention to Achieving the Dream, reporting that in the College's second year of membership in the ATD network, visits are planned by our two coaches—Leadership Coach Dr. Karen Stout and Data Coach Dr. Donna Jovanovich. Dr. Pollard reported that Dr. Jovanovich visited the College in September and focused on data components of our work and that Dr. Stout will visit early next month. Dr. Pollard stated that one of her objectives this year is to bring student success goals for graduation, transfer, and attainment of baccalaureate degrees to the Board for adoption.

Dr. Pollard summarized her written report, which focused on the Student Affairs Master Plan (StAMP). She characterized the StAMP as a detailed roadmap for student support at the College, which identified many of the same goals as those of Academic Affairs: student retention, progression, and completion. She went on to report that since the work of both of these divisions is so tightly connected, their planning has had to be thoroughly integrated at multiple levels. Dr. Pollard concluded her report by saying that as the College begins to plan for the next strategic plan, the careful work of Student Affairs will be essential.

Questions and comments from the Trustees included the need to develop a mechanism to gain deeper insight into our students; the effectiveness of additional counseling for those students who take developmental classes; and maximizing students' experiences around athletic, arts, and science events.

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

Board Chair Knapp opened his report with appreciation for the students with whom the Board interacted at the Constituent Conversation held earlier that evening.

He commended students' engagement and participation in advocacy efforts after the College's legislative breakfast, which was held on November 9, when many students went into Washington, DC, to advocate the passing of a "Clean Dream Act." Board Chair Knapp thanked his colleagues, faculty, and staff for attending the legislative breakfast, which was attended by state and county elected officials, as well as staff from both of Maryland's US senators' offices.

Board Chair Knapp encouraged the Trustees to be active and politically engaged in the upcoming election season. In addition, he noted that individual Trustee requests to meet with candidates or elected representatives should be coordinated and facilitated by him.

Board Chair Knapp reported that the Montgomery College Board of Trustees, along with the MCPS Board of Education, was invited to join the USG Board of Advisors at its retreat entitled "Diversity by Design." The program featured speakers and panelists who spoke to how they, in their organizations, recruited, oriented, and trained their employees to create cultures of inclusion and equity. He noted that Dr. Pollard was one of the featured panelists and told the Montgomery College story on the panel devoted to the education sector. Board Chair Knapp concluded his report by thanking Vice Chairs Aparicio Blackwell and Levine, and Trustee Hoffman, for joining him at this event.

### **C. Chairs' and Liaisons' Reports**

Board Chair Knapp introduced the chairs' and liaisons' reports.

Trustee Hydorn, chair of the Community Engagement Committee, opened his report by thanking his colleagues, Trustees Hoffman, Levey, and Wu, for their meeting on November 6. The committee discussed four items based on a review of the SWOT analysis last year: development of a different concept for the Community Engagement Centers, expansion of partnerships aligned with the College's strategic plan goals, continuing support of the expansion of PIC MC, and communications with neighborhoods and communities. Trustee Hydorn added that the committee also reviewed a draft partnership matrix, had a discussion to help guide the upcoming conference session on December 11, heard a report from the executive director of PIC MC, and reviewed new tools for analyzing its marketing and communications efforts. Trustee Hydorn concluded his report with an update on the progress of the Montgomery College Foundation's fundraising efforts, stating that they have raised of \$1.5 million as of October 30, well ahead of the past two years' fundraising efforts at this time.

Board Chair Knapp gave the Montgomery College Foundation liaison's report on behalf of Trustee Aparicio Blackwell, stating that the foundation board met on November 1, when they welcomed new board members, spoke about their role in finding a real estate agent for the sale of the Takoma Park property, and approved the foundation's audited financials for FY17. Board Chair Knapp went on to say that the foundation has raised of \$1.5 million toward its \$5 million FY18 goal and has also raised over \$18.3 million in cash and pledges as part of its \$30 million campaign to be completed by June 2020. Board Chair Knapp reported that the foundation is examining its awarding of scholarships and the effects on student completion, adding that this information helped inform them of how it may provide more assistance to students who are struggling with academics or in not being able to take as many credits a semester. Board Chair Knapp noted that last fiscal year, the foundation awarded over \$2.1 million in scholarships to over 1,800 students and had net assets in excess of \$35 million. Chair Knapp concluded his report by recognizing Carol Rogrud, executive director of the Montgomery College Foundation, and Ken Becker, chair of the foundation board.

Second Vice Chair Levine, liaison to the PIC MC Foundation Board, reported that the PIC MC foundation board held a meeting on October 19, at which the board reviewed financials and identified SunTrust for financial advising services. He went on to report that David Petr of the Montgomery County Economic Development Corporation gave a presentation about his organization's work and how he supports the work of PIC MC. Second Vice Chair Levine stated that the PIC MC foundation board is issuing an RFP to seek a developer for the first parcel of real estate since gaining RISE Zone designation. It is also planning to engage a real estate consultant in review of proposals. Second Vice Chair Levine reported that a student member, Samir Kabir, has been added to the PIC MC Foundation Board. He concluded his report by recognizing the executive director of PIC MC, Martha Schoonmaker, and its chair, Doug Wrenn.

### **D. Demonstration of the NASA Swarmathon Competition Robots**

Board Chair Knapp introduced Dr. David Kuijt, associate professor, and his team of computer science and engineering students, who won the NASA virtual Swarmathon

competition held last year. As a result of their victory, NASA has provided them with real robots to build and use in the next Swarmathon competition.

Dr. Kuijt presented some background information about the competition and the students demonstrated the capabilities of one of the robots to the Trustees.

## **8. CONSENT AGENDA**

- A. BR#17-11-112 Personnel Actions Confirmation Report**
- B. BR#17-11-113 National and State of Maryland Designated Awareness Days and Months**
- C. BR#17-11-114 Nomination to the Montgomery County Consolidated Health Benefits Trust Board**
- D. BR#17-11-115 Tree Conservation Easement and Declaration of Covenants and Forest and Tree Conservation Maintenance Agreement for the Rockville Campus**
- E. BR#17-11-116 Award of Lease Agreement for Workforce Development & Continuing Education, 12 South Summit Avenue, Gaithersburg, Maryland**

Trustee Hydorn moved to approve the consent agenda, with Trustee Suggs Smith seconding. The motion passed by unanimous vote.

## **9. POLICY MATTERS**

- A. BR#17-11-117 Modification of Policy 31011-Prevention of Workplace Violence**
- B. BR#17-11-118 Modification of Policy 32106-Employment of Individuals with Disabilities**
- C. BR#17-11-119 Modification of Policy 52004-Advisory Committees for Career Curricula Areas**

Trustee Suggs Smith moved to approve the three policy modification items. Trustee Levey seconded, and the motion passed by unanimous vote.

## **10. REGULATORY MATTER**

- A. BR#17-11-120 Acceptance of the 2017 Verification of Compliance with Accreditation-Relevant Federal Regulations Report to the Middle States Commission on Higher Education**

Trustee Suggs Smith moved to approve the report and Trustee Hydorn seconded. The motion passed unanimously.

### **B. Feedback on the Middle States Self-Study**

Dr. Pollard recapped the activities that had had occurred at the visit by Dr. Margaret McMenamin, chair of the accreditation visiting team, on October 16. Dr. Pollard reported that feedback received from Dr. McMenamin at that visit prompted the self-study steering committee to adjust its timeline and invited the steering committee co-chairs to report on how they are responding.

Dr. Eric Benjamin, Dr. Melissa Gregory, and Professor Tammy Peery reported that Dr.

McMenamin's visit on October 16 was themed "verify, clarify, and amplify," adding that she visited each campus and engaged constituents with specific questions. The co-chairs stated that Dr. McMenamin commented that she felt the College is very prepared, but also gave constructive criticism regarding the voice and tone of the report and to make sure it tells the College's complete story. The co-chairs reported that the board will be asked to approve the final self-study at its meeting on January 24, 2018, and a visit by the accreditation team will begin on March 18.

Trustee questions and observations focused on the inclusion of WD&CE, the need to be proactive to recommendations, and the challenges of concentrating on issues of social justice and innovation.

## **11. BUDGET MATTERS**

- A. FY18 Capital Budget Transfer**
- B. Approval of the FY19 Capital Budget Request**

Trustee Levey motioned to approve the two budget matters. Trustee Hydorn seconded and the motion was passed unanimously.

## **12. NEW BUSINESS**

There was no new business to come before the Board.

## **13. ADJOURNMENT**

Pursuant to Section 3-305 of the General Provisions Article, the board voted to convene a closed session this evening at 7:15 p.m. in room S408 in the Central Services Building to discuss one personnel matter (subsection 1), one privacy matter (subsection 2), three legal matters (subsection 7), a potential litigation matter (subsection 8), a bargaining unit matter (subsection 9), and a public security matter (subsection 10).

On a motion by Trustee Suggs Smith, and a second by Trustee Hydorn, the board voted unanimously to adjourn at 9:37 p.m.

Signature on file

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Michael J. Knapp  
Chair, Board of Trustees

Signature on file

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

Recorder: Lily Lee  
Approved on: December 11, 2017