



**BOARD OF TRUSTEES PUBLIC MEETING MINUTES**  
**Montgomery College**  
**Via Zoom Webinar • Webinar ID: 961 8225 8435**  
**November 15, 2021**

**1. CALL TO ORDER**

The Montgomery College Board of Trustees convened in the Central Services Building in Room S109, at 6:39 p.m. on November 15, 2021, for the public session of its November meeting. The meeting was also held via Zoom webinar for all public attendees.

Board Chair Knapp shared during this time that he would be turning the meeting over to First Vice Chair Michael Brintnall so that he could attend an advocacy meeting with the County Council. This will take place after giving the Chair's Report. In the absence of Interim President Dr. Charlene M. Dukes, the Chief of Staff/Chief Strategy Officer Dr. Stephen D. Cain represented the president.

**2. ROLL CALL**

Trustees Present:           Trustee Gloria Aparicio Blackwell  
                                  Trustee Kenneth J. Hoffman  
                                  Trustee Omar A. Lazo  
                                  Trustee Robert F. Levey  
                                  Trustee Marsha Suggs Smith  
                                  Trustee Evan J. Wellek  
                                  Trustee Frieda K. Lacey, Second Vice Chair  
                                  Trustee Michael A. Brintnall, First Vice Chair  
                                  Trustee Michael J. Knapp, Chair

Trustee Absent:           Trustee Maricé I. Morales

**3. APPROVAL OF AGENDA**

Trustee Hoffman made a motion to approve the agenda. Trustee Lacey seconded.

The motion passed.

**4. APPROVAL OF MINUTES**

- A. October 18, 2021 Public Vote and Closed Session**
- B. October 18, 2021 Public Meeting**

Trustee Levey made a motion to approve the two sets of minutes. Trustee Lacey seconded.

The Board voted and the motion passed.

## **5. REPORTS**

### **A. Student and Faculty Perspective**

Dr. Cain welcomed Mr. Eliazar Montemayor, a physics student, and Dr. David Kuijt, his faculty mentor. Mr. Montemayor spoke about his involvement as the Tech Lead in the undergraduate research program called NASA Minds.

### **B. President's Report**

Dr. Cain began the president's report with acknowledging Dr. Dukes' absence and advising that he would be filling in for her during the meeting. He also acknowledged the Veteran's Day holiday and expressed his gratitude for the board members who have served in the Armed Forces.

Transitioning to return-to-campus news, Dr. Cain reported that on November 8, all College employees reported back to work in person for the first time in 19 months. He also shared that an overwhelming 97 percent of the College's employees reported their compliance with the institution's proof of vaccination requirement by the November 5 deadline.

On the current events front, Dr. Cain announced several celebrations that were held at the College since the October 18 Board of Trustees meeting. The College celebrated the openings of The Macklin Business Institute and the Long Nguyen and Kimmy Duong Student Services Center.

Dr. Cain concluded the report by acknowledging several of the College's athletics teams who recently won the National Junior College Athletic Association (NJCAA) Region 20 titles— Men's Soccer as well as Women's Volleyball and Soccer. They all celebrated Division I and II championships. Go Raptors!

### **C. Chair's Report**

Board Chair Knapp began his report by echoing Dr. Cain's sentiments regarding our veterans and active-duty service members.

With regard to the presidential search, Board Chair Knapp provided a brief update. He shared that the Presidential Search Advisory Committee is making great progress in identifying the prospective candidates for the next president for the College. He also shared that the work of the Committee is held in strict confidence and final candidates are being identified. Next steps once the candidates are recommended will include interviews by the Board of Trustees leading to a final selection. He concluded the presidential search update by sharing that there will be one more update for the public and it would be when a final selection is made.

Board Chair also provided a brief update that candidates to fill an upcoming slot on the Board were interviewed in October and the Nominating Committee forwarded two names to the Governor's Appointment Office for consideration.

Turning to local government news, Board Chair Knapp concluded his report that he would be joining students this evening in testimony at the Montgomery County

Delegation Priorities Hearing. The meeting was officially turned over to First Vice Chair Brintnall to conduct the remainder of the meeting.

#### **D. Committee and Liaison Reports**

Trustee Lacey, chair of the Student Success Committee, presented a report of the last committee meeting, which took place on October 20. Trustee Lacey discussed the FY22 committee schedule and goals. She shared that the scope of the committee's work has been aligned with the Board's goals. This year, the Committee has decided to focus on Board Goals, three, four and seven.

Trustee Levey, chair of the Succession Planning Committee, reported that the Committee held its first meeting for the fiscal year on October 27, where they discussed the scope of the work and how it aligns with the Board Goals. He also shared that the Committee will continue to look at and work to enhance trustee recruitment and the appointment process.

Finally, Trustee Suggs Smith, chair of the Budget and Financial Sustainability Committee, presented a report of the last committee meeting, which took place on November 3. Trustee Suggs Smith discussed the FY22 committee schedule and goals. She shared that the scope of the committee's work has been aligned with the Board's goals. She concluded with sharing the Committee's confidence in the College's efforts to maintain its fiscal viability.

#### **6. CONSENT AGENDA**

**BR#22-11-014            Personnel Actions Confirmation Report**  
**BR#22-11-015            National State Designated Awareness Days for 2022**

Trustee Blackwell made a motion to approve the consent agenda. Trustee Hoffman seconded.

The Board voted and the motion passed.

#### **7. AWARD OF CONTRACT (COMPETITIVE)**

**BR#22-11-016            Award of Contract, Youth Programming, Bid e421-007**  
**BR#22-11-017            Award of Contract, Renewal of Scala Software License**  
**Bid e522-004**

Trustee Levey made a motion to approve the award of contract. Trustee Suggs Smith seconded.

The Board voted and the motion passed.

#### **8. CONTRACT CHANGE ORDER**

**BR#22-11-018            Contract Change Order, Multi-Facility Grounds Maintenance**  
**and Pond Weed Control Services, Bid e420-001**

Trustee Hoffman made a motion to approve the change order. Trustee Lacey seconded.

The Board voted and the motion passed.

## 9. ACADEMIC MATTERS

<b>BR#22-11-019</b>	<b>Creation of the Art Associate of Arts</b>
<b>BR#22-11-020</b>	<b>New Title for Graphic Design Associate of Applied Science</b>
<b>BR#22-11-021</b>	<b>New Title for National Kitchen and Bath Association- Accredited Associate of Applied Science</b>
<b>BR#22-11-022</b>	<b>Deletion of the Management Certificate</b>
<b>BR#22-11-023</b>	<b>Deletion of the Paralegal Studies Certificate</b>

Trustee Aparicio Blackwell made a motion to approve the academic matters. Trustee Levey seconded.

The Board voted and the motion passed.

## 10. POLICY MATTER

<b>BR#22-11-024</b>	<b>Modification of Policy 32103–Allocation, Recruitment, Employment, and Salary Placement of Part-Time Faculty</b>
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Trustee Aparicio Blackwell made a motion to approve the policy matter. Trustee Lacey seconded.

The Board voted and the motion passed.

## 11. BUDGET MATTERS

<b>BR#22-11-025</b>	<b>Supplemental Appropriation Request for the FY22 Federal, State and Private Funds Budget</b>
<b>BR#22-11-026</b>	<b>The Proposed FY23 Capital Budget</b>

Trustee Suggs Smith made a motion to approve the policy matter. Trustee Aparicio Blackwell seconded.

## 12. NEW BUSINESS

There was no new business to come before the Board.

## 13. TRUSTEE COMMENTS

Trustees Lazo and Wellek gave comments regarding joining the Board of Trustees.

Trustee Hoffman commented about enrollment of students in the age 24 to 64 demographic group.

## 14. ADJOURNMENT

First Vice Chair Brintnall declared the meeting adjourned at 7:45 p.m.

Signature on file

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Michael J. Knapp  
Chair, Board of Trustees

Signature on file

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Stephen D. Cain, Ph.D.  
Chief of Staff/Chief Strategy Officer  
Acting President

Recorder: Bridget Abraham  
Approved on: December 13, 2021