

APPROVED, May 16, 2005

**Board of Trustees Minutes
Montgomery Community College
April 18, 2005**

The Board of Trustees of Montgomery Community College met in public session on April 18, 2005, in the Trustee Board Room, Central Administration. The regular public meeting was called to order by the Chair. The following Board members were present:

Mr. Gene W. Counihan, Chair
Ms. Roberta F. Shulman, Second Vice Chair
Dr. Jong-on Hahm
Dr. Robert E. Shoenberg

Dr. Michael C. Lin
Ms. Kanika M. Hughley
Dr. Owen D. Nichols
Mr. Stephen Z. Kaufman

Dr. Charlene R. Nunley, secretary-treasurer of the Board of Trustees and president of the College was present. Trustees Mary E. Cothran and Sylvia W. Crowder were absent.

Subject: Approval of the Agenda

On motion by Trustee Nichols, seconded by Trustee Shulman, the agenda was approved with the removal of agenda item #12, Creation of a New Late Payment Fee.

Subject: Minutes of March 22, 2005

On motion by Trustee Hahm, seconded by Trustee Nichols, the minutes were approved as read.

Chairman Counihan announced that Trustees Nichols and Shulman have been reappointed to the Board by the Governor and confirmed by the Senate for new terms that will begin on July 1, 2005.

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| Resolution No. 05-25 | Subject: <u>Retirement Recognition of Dr. Wyatt Bissett</u> |
| Resolution No. 05-26 | Subject: <u>Retirement Recognition of Mr. Norman E. Tracy</u> |
| Resolution No. 05-27 | Subject: <u>Award of Bronze Medallion and Retirement Recognition of Professor Sally Rogers</u> |
| Resolution No. 05-28 | Subject: <u>Award of Silver Medallion and Retirement Recognition of Professor Samuel R. Blate</u> |
| Resolution No. 05-29 | Subject: <u>Award of Silver Medallion and Retirement Recognition of Professor Jeffrey Schwartz</u> |

On motion by Trustee Nichols, seconded by Trustee Shulman, the Board approved and adopted the above subject resolutions. (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 1-8.)

Dean Gail Montgomery provided remarks on the life and service of Dr. Wyatt Bissett at Montgomery College. Dr. Nunley and Chairman Counihan presented Dr. Bissett with the framed resolution and gift. Dr. Bissett provided brief remarks and thanked Dr. Nunley and the Board for the recognition.

Mr. Norman Tracy and Professor Sally Rogers were not able to attend the meeting.

Dean Carolyn Terry provided remarks on the life and service of Professor Samuel R. Blate at Montgomery College. Dr. Nunley and Chairman Counihan presented Professor Blate with the framed resolution, gift, and Silver Medallion. Professor Blate provided brief remarks and thanked Dr. Nunley and the Board for the recognition.

Executive Vice President Shartle-Galotto provided remarks on the life and service of Professor Jeffrey Schwartz at Montgomery College. Dr. Nunley and Chairman Counihan presented Professor Schwartz with the framed resolution, gift, and Silver Medallion. Professor Schwartz provided brief remarks and thanked Dr. Nunley and the Board for the recognition.

Resolution No. 05-30 Subject: Recognition of Student Ms. Gabriela Molinolo, 2005 First Team, All-USA Community and Junior College Academic Team

On motion by Trustee Shoenberg, seconded by Trustee Nichols, the Board approved and adopted the above subject resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, page 9.)

Dr. Nunley provided comments on the competition and Ms. Gabriela Molinolo's accomplishments. Ms. Molinolo provided comments and thanked Dr. Nunley and the Board.

Subject: Comments Period

There were no speakers to come before the Board.

Subject: President's Report to the Board

Dr. Nunley commented and noted that the College had the best County public hearing testimony that it has ever had and it is always good. It was particularly good this year because everyone that spoke was outstanding. The highlight of the night was the student speaker, Mr. Enoch Bevel.

Subject: Spotlight Report

Ms. Michelle T. Scott, director of the Office of Equity and Diversity, provided a report on the unit. Ms. Scott introduced her staff who were present, Ms. Denise Stoutamire and Mr. William Wilson. She highlighted the various aspects of responsibility in the unit.

Trustee Shoenberg indicated that there was no parallel chart for gender diversity by employment category to compare with the chart referenced as "Snapshot of Employee Diversity by Employment Category". Ms. Scott stated that 56% of the College's workforce is female. Trustee Shoenberg asked what does affirmative action mean in an institution that has a majority of women on its workforce. Ms. Scott replied and indicated that affirmative action for the College are those actions that affirm its commitment to equity and diversity. Women are a protected class and the College is doing very well in addressing that group as a protected class. In response to Trustee Shoenberg's question, Ms. Scott indicated that women are underrepresented in areas of skilled crafts and service maintenance, and the department has looked at salary equity and the study suggested that there was some parity in terms of salaries for women at the College.

Trustee Kaufman asked about international applications from faculty and staff. Ms. Scott indicated that the College was beginning to see this and indicated that since the College is on the World Wide Web, applicants are now from all over the world. The College's challenge now is to address the opportunity for people to participate in the employment and selection process who are in different parts of the globe. Identification of ethnicity is voluntary and the College has no absolute way of knowing what the applicant pool looks like.

Chairman Counihan thanked Ms. Scott for the wonderful report.

Subject: Trustee Information Report

Ms. Brenda Williams, director of Disability Support Services, commented on the Disability Support Services report. She introduced Ms. Julie Rogers, collegewide scheduler and interpreter for deaf and hard of hearing students. Ms. Rogers explained her role here at the College and responded to various questions.

In response to Trustee Lin's question, Ms. Williams indicated that the College has been able to meet funding needs for the students, but it continues to be a challenge. In response to Trustee Lin's question on ADA compliance she indicated that the College was working on it and it was incremental. She reported that all of the facilities directors on the campuses were very responsive to requests.

In response to Trustee Shoenberg's questions about the statistics by type of disability, Ms. Williams indicated the category of "other" included mental illnesses, brain injuries, seizure disorders, new diseases and was standard coding that comes from Montgomery County Public Schools.

Ms. Kathi Carey-Fletcher, Director of Auxiliary Services, provided comments on the Auxiliary Services report. She commented on the investments being made at the Takoma Park and Germantown Campuses. Ms. Carey-Fletcher commented on the increase in revenue from bookstore sales and the growth in contract services. She commented on the loss of the federal grant for Pell Grant students who receive free tuition for child care.

Ms. Linda Fowler, collegewide director for child care centers, provided information on the College's child care centers regarding services, fees, waiting lists, and licensing.

<u>Resolution No.</u>	<u>Subject: Consent Calendar</u>
05-31	Personnel Actions Confirmation
05-32	Award of Contract, Youth Summer Science Enrichment Program
05-33	Award of Contract, Library Cataloging, Processing, and Maintenance Services
05-34	Amendment to Award of Contract, Faculty, Staff, and Student Help Desk Operations and Support of College Computer
05-35	Approval of Change Order for Security System Equipment, Student Services Center, Takoma Park Campus

On motion by Trustee Shoenberg, seconded by Trustee Nichols, the Board approved and adopted the above subject resolutions. (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 10-21.)

Resolution No. 05-36	<u>Subject: Sole Source Award of Contract, Computer Information System Technical Consulting, Programming, and Support Services</u>
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On motion by Trustee Nichols, seconded by Trustee Shulman, the Board approved and adopted the above subject resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 22-24.)

Resolution No. 05-37

Subject: Setting Tuition Rate Per Credit Hour

On motion by Trustee Kaufman, seconded by Trustee Nichols, the Board approved and adopted the above subject resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 25-26.)

In response to Trustee Nichols' question, Mr. Campbell indicated that in-State students are 3.5 – 4 percent of the College's 22,000 students, people who pay out-of-State tuition are 7 percent, and in-County is 90 percent.

Chairman Counihan indicated that the tuition rate would work with the budget, given the action that the College knows in the legislature and the County Executive's recommendation. The College is not certain what the County Council will do, but if there are significant cuts to the College, there may be a need to revisit the tuition rate and the College budget.

Trustee Kaufman indicated, for the record, that the Board spent a lot of time discussing the budget and where the College was situated in its peer group, and made an effort to be below where several of them were because of budget constraints and with the ideal that the College felt the budget request had a fairly reasonable chance of being approved because it was not out of line with growth and costs.

Subject: Report on the Legislative Session

Ms. Susan Madden, director of Government Relations, provided the report and referenced the 2005 Legislative Report that was provided to the Board. The printed document was published by Maryland Association of Community Colleges. She reported that the highlight for the College was that for the first time in four years, the College would be receiving money in the operating budget from the State, approximately a 4.8 percent increase. Additionally, \$15 million was placed in the budget for need-based scholarship money for community college students. There was new money of more than \$4 million in the capital budget. Ms. Madden thanked Ms. Melissa Gregory, Ms. Patty Lopez, Dr. Judy Ackerman and her team for all of their efforts with the budget.

Ms. Madden reported that the Foundation has established a Government Relations Committee and it has been very involved and Mr. Michael Gildea serves as the chair of the committee.

Ms. Madden reported on bills that failed and bills that the College should track.

Chairman Counihan commended and thanked Ms. Madden for her outstanding work and Dr. Nunley also. The College's success was due to their hard work year round and to the many others who help with the budget process.

**Subject: Report on the Association of
Governing Boards 2005 National
Conference on Trusteeship**

Trustee Hughley reported on the Association of Governing Boards 2005 National Conference on Trusteeship held in San Diego, April 1-5. She reviewed some of the workshops she attended and some networking sessions with the other student trustees.

**Subject: New Business, Announcements, and
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 on April 18, 2005, at 6:00 p.m. in the President's Conference Room, Central Administration, Rockville, Maryland, when two site matters (subsection 3) – Takoma Park Campus and Germantown Development Updates were discussed; and one collective bargaining matter (subsection 9) was discussed.

The business on the agenda having been completed and with the consent of all Board members present, the Chair adjourned the meeting at 9:40pm.

Gene W. Counihan
Chair

Charlene R. Nunley
Secretary-Treasurer

Recorder: Arlean B. Graham

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