

APPROVED, September 18, 2006

**Board of Trustees Minutes
Montgomery Community College
June 19, 2006**

The Board of Trustees of Montgomery Community College met in public session in the Student Services Building, Takoma Park/Silver Spring Campus on June 19, 2006. The regular public meeting was called to order by the Chair. The following Board members were present:

Dr. Sylvia W. Crowder, Chair
Ms. Roberta F. Shulman, First Vice Chair
Mr. Gene W. Counihan
Dr. Mary Cothran

Dr. Robert E. Shoenberg
Dr. Owen D. Nichols
Ms. Kanika Hughley

Dr. Charlene R. Nunley, secretary-treasurer of the Board of Trustees and president of the College was present. Trustees Michael C. Lin, Jong-on Hahm, and Steve Kaufman were absent.

**Subject: Approval of the Agenda and
Minutes of May 15, 2006**

On motion by Trustee Nichols, seconded by Trustee Shulman, the agenda was approved with the deletion of agenda item #22, Board of Trustees Student Tuition Grants and Scholarships. The minutes were approved as read.

Resolution No. 06-06-043 Subject: Retirement of Ms. Evelyn J. Morton
Resolution No. 06-06-044 Subject: Retirement of Professor Valleethah R. Motschiedler
Resolution No. 06-06-045 Subject: Award of Emerita Status to Dr. Sharon Bernier
**Resolution No. 06-06-046 Subject: Award of Emerita Status to
Professor Renee Sanders-Edwards**
Resolution No. 06-06-047 Subject: Recognition of Ms. Kanika M. Hughley
Resolution No. 06-06-048 Subject: Recognition of Dr. Mary E. Cothran

On motion by Trustee Nichols, seconded by Trustee Counihan, 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 3-9.)

Professor Molly Clay, Takoma Park/Silver Spring Campus, provided comments on the life and service of Professor Valeethah R. Motschiedler. Dr. Nunley and Trustee Crowder presented Professor Motschiedler with her resolution and gift. Professor Motschiedler thanked Dr. Nunley and the Board for her recognition.

Trustee Cothran commented and thanked Trustee Hughley for the work and service that she has given to the College. Trustee Shulman commented on how much the Trustees have learned from her. Trustee Crowder stated that the Board has welcomed and appreciated her candor, enthusiasm, and all of her contributions to the Board. Trustee Counihan stated that the Board will miss Trustee Hughley's joyous smile and laugh. Trustee Nichols stated that he didn't know who would replace Trustee Hughley, but he or she will not be able to top her. Dr. Nunley thanked Trustee Hughley for being such a wonderful advocate for the College. She was always there and always eloquent. Trustee Shoenberg commented that she was well up to the mark of any Student Board member that has been on the Board during his time on the Board, but he didn't think that any Student Board member had been as much fun as she.

Trustee Hughley commented that it has been a pleasure and a true honor to be able to serve with such wonderful Trustees and people. She indicated that she had grown attached to all the people over the last couple of years and that she will be starting a new chapter at Georgetown.

She stated that she was impressed about how much the Trustees give of themselves to the College and the community in making Montgomery County a better place to live and learn.

Dr. Nunley and Trustee Crowder presented Trustee Hughley with her resolution.

Trustee Shoenberg provided comments on his 25-year relationship with Trustee Cothran. He indicated that Trustee Cothran has always done what was asked of her with a sense of absolute responsibility in getting it done and for getting it done right with a wonderful sweetness of manner, but with a real hard core of seriousness and determination and no nonsense. It has been a wonderful combination of things and ideal in all of the roles in which he has seen her. He will really miss her presence among the Board. Trustee Nichols stated that she was the ideal Trustee and they will miss her a lot. Trustee Coughlin commented and stated that when he first came on the Board, Trustee Cothran was serving as chair and he felt that she inducted him into this experience and did so with her leadership, and since then in a very gracious and high-spirited way in the way that she has conducted herself as a role model that has influenced all of the Trustees. Trustee Shulman commented that when she was considering serving on the Board, Trustee Cothran was chair and she called her and it was her enthusiasm and dedication that came through that really convinced her that this was the place to be and she thanked her for that. Dr. Nunley noted that Trustee Cothran was the chair of the search committee when she became president of the College and she did the job in a masterful way. She indicated that she would miss her presence on this Board of Trustees. Trustee Crowder noted that she has been taken with Trustee Cothran's poise, intellect, and her conciliatory way of managing the last presidential search and she echoed what others have said and thanked Trustee Cothran for her service.

Trustee Hughley stated that it was a pleasure to work with Trustee Cothran over the past two years and was happy for the opportunity to work with her.

Trustee Cothran commented and thanked everyone for their comments. Dr. Nunley and Trustee Crowder presented Trustee Cothran with her resolution and silver medallion.

Subject: Comments Period

There were no speakers to come before the Board.

Subject: President's Report to the Board

Dr. Nunley noted that Commencement was the best ever, it gets better each year. She thanked everyone who worked on the event. Dr. Nunley noted that it was wonderful to be in this beautiful facility this evening. The Board toured it tonight, and it is nice to see this transformation on the campus. She thanked the staff who worked very hard to make this building a reality.

On behalf of the students, Trustee Hughley thanked the Board for the wonderful building. Trustee Shoenberg commented that it was a splendid place, and Trustee Crowder thanked the President and staff for making the building happen. It is very spectacular. Trustee Nichols described the building as "spectacular".

Subject: Trustee Information Report

Dr. Nunley stated that there were several reports and commented on the Automotive Technology Technicians Education Foundation Certification Program. She indicated that staff worked very hard on this program.

Trustee Shulman asked about the student/faculty ratio and why it was set at 20. Mr. Campbell

stated that it was based on a budgeting target initially, but over the years since the College has added more developmental, ESOL, and expanded programs like the health sciences, it has become more and more difficult to maintain that level. The College strives to reach this level. Dr. Nunley indicated that the College looks at the averages across the State of Maryland and try to set something that is comparable with what is happening in other community colleges and you have to have something that you base your budget on. She indicated that the College tries not to be too far away from this number in one direction or another as it goes through its academic planning. It helps with creating the course schedule and deciding on cancellation policies also.

<u>Resolution No.</u>	<u>Subject: Consent Calendar</u>
06-06-049	Personnel Actions Confirmation
06-06-050	Award of Contract, Parking Garage Lighting Replacement, Takoma Park/Silver Spring Campus
06-06-051	Award of Contract, Parking Garage and Pedestrian Bridge Ramp Improvements, Takoma Park/Silver Spring Campus
06-06-052	Award of Contract, Employment and Case Management Services, Montgomery County Refugee Training Center
06-06-053	Award of Contract, Information Technology Report Writer Software
06-06-054	Sole Source Award of Contract, Energy Management System Maintenance Service at the Rockville and Germantown Campuses
06-06-055	Sole Source Award of Contract, Commerce Management Software System
06-06-056	Sole Source Award of Contract, Course Management System Software for E-Learning Services
06-06-057	Sole Source Award of Contract, Enterprise Assessment Management Software
06-06-058	Amendment to Sole Source Award of Contract, Course Scheduling Assistant Software
06-06-059	Approval of Supplemental Design and Engineering Services, Cultural Arts Center, Takoma Park/Silver Spring Campus
06-06-060	Continuation of Award of Contract, Procurement Through Other Agency, Banking and Safekeeping Services

On motion by Trustee Nichols, seconded by Trustee Cothran, the Board approved and adopted the consent calendar. (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 10-37).

Resolution No. 06-06-061	Subject: <u>Award of Contract on an Emergency Basis, Exterior Wall Repair, Robert E. Parilla Performing Arts Center</u>
Resolution No. 06-06-062	Subject: <u>Contract Award Authorization for Lease of Portable Office Trailers for Rockville and Germantown Campuses</u>
Resolution No. 06-06-063	Subject: <u>Award of Contract, Architectural and Engineering Services, Rockville Campus Science Center and Building Renovations</u>
Resolution No. 06-06-064	Subject: <u>Ratification of Award of Contract, Presidential Search Consultant Services</u>
Resolution No. 06-06-065	Subject: <u>Official Charge to the Presidential Search Advisory Committee</u>

On motion by Trustee Nichols, seconded by Trustee Shulman, the Board approved and adopted the above subject resolutions with discussion if needed (agenda items #9-13). (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 38-52).

Trustee Shoenberg amended agenda item #13, Official Charge to the Presidential Search Advisory Committee. Professor Brian V. Jones of the Rockville Campus who was appointed to serve on the committee is unable to serve. Trustee Shoenberg moved that the Board approve as his replacement, Professor Sonya Chiles of the Rockville Campus who has agreed to serve. Trustee Nichols seconded the amendment.

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| Resolution No. 06-06-066A-F | Subject: <u>Salary Improvements in FY2007 for Non-Bargaining Administrative, Associate, and Support Staff</u> |
| Resolution No. 06-06-067 | Subject: <u>Part-time Faculty Pay Structure and Rates for FY2007</u> |
| Resolution No. 06-06-068 | Subject: <u>Recommendation to Elect Participation in the Alternate Contributory Pension Selection</u> |
| Resolution No. 06-06-069 | Subject: <u>Final Adoption of the FY2007 College Capital Budget</u> |
| Resolution No. 06-06-070A-E | Subject: <u>FY2007 Capital Budget State Aid Petitions</u> |
| Resolution No. 06-06-071 | Subject: <u>Final Adoption of the FY2007 Current Fund and Special Funds Budgets</u> |

On motion by Trustee Nichols, seconded by Trustee Cothran, the Board approved and adopted the above subject resolutions (agenda items #14-19). (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 53-88).

Trustee Shoenberg indicated that these were all budget items that the Board has specifically or by implication have approved and there was no reason for detail discussion.

Dr. Nunley asked Mr. Campbell to speak to agenda item #16, Recommendation to Elect Participation in the Alternate Contributory Pension Selection Plan. He explained the new and enhanced program for some of the College employees. He indicated that there would be a cost to the College beginning in FY08.

Trustee Hughley asked about the final adoption of the Capital Budget. She asked about the items that were not funded by the County Council. Dr. Nunley indicated that they were delayed one year.

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| Resolution No. 06-06-072 | Subject: <u>Authorization of Execution of Lease Agreement for Germantown Campus Interim Expansion Space at 20271 Goldenrod Lane, Germantown, MD</u> |
| Resolution No. 06-06-073 | Subject: <u>Supplemental Appropriation Request FY2006 Operating Budget, Goldenrod Office Building Lease-Purchase for Germantown Campus</u> |

On motion by Trustee Nichols, seconded by Trustee Cothran, the Board approved and adopted the above subject resolutions (agenda items #20 and #21). (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 53-88).

Trustee Hughley abstained from the vote on these resolutions.

Resolution No. 06-06-074

Subject: Board of Trustees Schedule of Meetings for FY2007

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 94-96).

Trustee Shoenberg noted that one date of the Board's fall retreat conflicts with a key event in the presidential search process and the dates of the retreat may need to be changed. Trustee Counihan asked that the new dates not be in the same week of the event.

Subject: Board Organizational Matter

Trustee Nichols opened the floor for nominations of Board officers for FY2007. Trustee Counihan placed in nomination for Board officers: Trustee Sylvia Crowder; Chair; Trustee Roberta Shulman, First Vice Chair; and Trustee Michael Lin, Second Vice Chair.

Trustee Counihan moved approval of the slate of officers presented, Trustee Cothran seconded. The motion was approved and adopted by the Board.

Resolution No. 06-06-075

Subject: Revised Montgomery College Policy 38001, Recognition Awards

Ms. Vivian Lawyer, Chief Human Resources Officer, provided comments on the proposed revised policy. She stated that the Human Resources department would like to keep recognitions that the Board takes action on in the policy section and those where the Board does not take any individual action in the procedures. Also and at the same time, include the gold medallion award for outstanding presidents of the College. Dr. Nunley indicated that these were technical modifications and asked for approval by the Board.

On motion by Trustee Nichols, seconded by Trustee Shoenberg, the Board approved and adopted the above resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 97-101).

Resolution No. 06-06-076

Subject: Statewide Designation for the AAS and Certificate in Surgical Technology

Dean Angie Pickwick provided comments on the Surgical Technology program. There has been tremendous growth over the past two years, have added a second faculty member, and there is only one other program in the State of Maryland that is a credit program in Baltimore City. The College would like for the students to take advantage of the Montgomery County tuition and have the program designated as a statewide program for the degree and the certificate.

On motion by Trustee Shoenberg, seconded by Trustee Shulman, the Board approved and adopted the above resolution. (A copy of the resolution, as adopted by the Board, is attached in the Record of Resolutions, pages 102-106).

**Subject: New Business, Announcements, and
Adjournment**

Dr. Nunley announced that this would be Dr. Mona Levine's last Board meeting at Montgomery College and indicated that it would be appropriate to say that she has had a major impact on so many, many things, but in much particular, the Universities at Shady Grove which would not be nearly at the level that it is had Dr. Levine not done all of the coordinating work on behalf of the College. Dr. Levine is going to the University of Maryland to be an associate vice president in research and they are very lucky to be getting her. Dr. Nunley indicated that she wishes her well and knows that the Board does also. The College community should acknowledge all of her efforts on behalf of the College. Everyone stood and gave Dr. Levine an applause.

Dr. Levine commented and stated that she enjoyed her 22 years at Montgomery College and would continue to help the College in her new role.

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 (closed session) on June 8, when one legal matter (subsection 7) - Attorney General's Recent Opinion on State Law Governing Community College Tuition Rates was discussed.

Additionally, the Board voted to hold an Executive Session (closed session) tonight when two site matters (subsection 3) – Takoma Park/Silver Spring Campus Update and the Germantown Campus Update were discussed; one legal matter (subsection 7) – Attorney General's Recent Opinion; and five personnel matters (subsection 1) – four medallion recommendations and the presidential search were discussed.

The business on the agenda having been completed and with the consent of all Board members present, the Chair adjourned the meeting at 9:00pm.

Chair

Secretary-Treasurer

Recorder: Arlean B. Graham