

APPROVED, January 22, 2008

**Board of Trustees Minutes
Montgomery Community College
December 10, 2007**

The Board of Trustees of Montgomery Community College met in public session in the Trustee Board Room, Central Administration, on December 10, 2007. The regular public meeting was called to order by the Chair. The following Board members were present:

Ms. Roberta Shulman Chair
Dr. Michael C. Lin, 1st Vice Chair
Mr. Stephen Kaufman, 2nd Vice Chair
Dr. Sylvia Crowder
Dr. Owen Nichols

Mr. Reginald Felton
Mr. Gene Counihan
Mr. Cristian Barrera
Dr. Jong-on Hahm
Ms. Gigi Godwin

Dr. Brian K. Johnson, secretary-treasurer of the Board of Trustees and president of the College was present.

**Subject: Approval of Agenda and Minutes
of November 19, 2007**

On motion by Trustee Crowder, seconded by Trustee Kaufman, the agenda and minutes were approved as read.

Subject: Comments Period

There were no speakers to come before the Board.

Subject: Recognitions

Resolution No. 07-12-142 - Retirement Recognition of Mr. James Rivas

Resolution No. 07-12-143 - Retirement Recognition and Award of Bronze Medallion to Dr. Duane Ellison

Resolution No. 07-12-144 - Retirement Recognition and Award of Bronze Medallion To Dr. Judith Prask

Resolution No. 07-12-145 - Retirement Recognition and Award of Emerita Status to Professor Arlene Sherburne

Resolution No. 07-12-146 - Retirement Recognition and Award of Emerita Status to Professor Irene R. Salazar

On motion by Trustee Kaufman, seconded by Trustee Crowder, 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 2-10). Awardees Dr. Duane Ellison, Dr. Judith Prask, and Professor Arlene Sherburne did not attend the meeting.

Resolution No. 07-12-142

Subject: Retirement Recognition of Mr. James Rivas

Mr. Gary Williams, Office of Information Technology, provided brief remarks on the work and service of Mr. James Rivas at the College. Trustee Shulman and Dr. Johnson presented Mr. Rivas with his framed resolution and retirement gift. Mr. Rivas thanked the Board and Dr. Johnson for the recognition.

Resolution No. 07-12-146

Subject: Retirement Recognition and Award of Emerita

Status to Professor Irene R. Salazar

Vice President and Provost Hercules Pinkney, Germantown Campus, provided brief remarks on the work and service of Professor Irene R. Salazar at the College. Trustee Shulman and Dr. Johnson presented Professor Salazar with her framed resolution and retirement gift. Professor Salazar provided brief remarks and thanked the Board and Dr. Johnson for the recognition.

Subject: President's Report to the Board

Dr. Johnson noted the retirement of Mr. Bill Campbell and noted that this was his last Board meeting and announced the changes with Mr. Campbell's decision to retire. The Trustees were asked to pay tribute to Mr. Campbell.

Trustee Shulman stated that she would surely miss Mr. Campbell and that he has been sitting in the spot since she's been on the Board and now it is taking three people to replace him. She wished him much luck and happiness in his retirement and hopes to see him back here often and soon.

Trustee Crowder congratulated Mr. Moore, Mr. Capp, and Ms. Dimon on their promotions, but noted that it has been a delight to have worked with Mr. Campbell for nine years. She indicated that his financial and administrative knowledge and acumen will go unmatched. She stated that he had certainly educated her and the Board tremendously. She indicated that he was a genuine asset and wished him the best in his retirement.

Trustee Felton noted that as the newest member of the Board, he would like to again wish Mr. Campbell the best. He indicated that their relationship started before he came on the Board, but when he was across the street, Mr. Campbell's reputation over those years has continued to be outstanding. He indicated that he is very fortunate and pleased to have been able to come on the Board before Mr. Campbell left. He wished him the best and knows that the College is far better for him having served here and congratulations.

Trustee Lin noted that over the years he has worked with many, many organizations and have come to the conclusion that no one is really indispensable, but there's always an exception. He noted that Mr. Campbell was such a rare exception and not only in how he handled responsibility, but the way he worked with people was really precious. Knowing that he was there, and looking out for the College caused him to sleep better at night. He thanked Mr. Campbell for his service over the years and that he appreciated it very much.

Trustee Nichols expressed his appreciation for the service that Mr. Campbell has given to the College.

Trustee Kaufman noted that Mr. Campbell was here from the moment that he came and noted that he always asked a lot of tough questions, but Mr. Campbell always, always had the information and has always been able to answer those questions and make him feel like the College and staff were right on top of things. He indicated that he works with a lot of experts and he can honestly say that he has never met a person who was better prepared or more able than Mr. Campbell has been at his job. He indicated that he would really, really miss Mr. Campbell.

Trustee Coughlin noted that he has been on the Board nearly eleven years now, and remembered when it was his second meeting as a Trustee when he arrived at the College at 6:15pm and this building was closed and it was obvious that there was not going to be a meeting in this building. He encountered Mr. Campbell in the parking lot and wasn't sure of his role, but was so impressed with his helpfulness and he knew all the answers. The Board was meeting that night at Germantown and Mr. Campbell asked did I know how to get to the

campus. He gave me directions on how to find the room and I was wondering that night, who was that man. He was very knowledgeable and so kind and generous and had a manner that really captured his attention. He indicated that his style and manner comes through whether he's doing the budget or making a decision about a very practical, workable solution to a problem. The Board has benefited enormously from that and from his evenness and gentleness. Mr. Counihan indicated that he respect and admire that quality very much.

Trustee Hahm noted that Mr. Campbell was like a ship in choppy waters, always at the helm and steady as she goes. She indicated that she always felt very calm and never got sea sick.

Trustee Godwin noted that so many sentiments have been expressed that so many agree with, but indicated that Mr. Campbell always made the numbers work and make sense to those who were still relatively new to the Board. She never felt like she was hearing about a budget or facilities issue minus the human element. Mr. Campbell always thought about what does this actually mean and the mission was never far from the discussion.

An applause was given to Mr. Campbell.

Trustee Shulman officially congratulated Mr. Marshall Moore, Ms. Donna Dimon, and Mr. David Capp on their promotions. She indicated that the Board already relies on their very capable advice and professionalism and look forward to working with them in the future. An applause was given to these individuals.

Dr. Johnson thanked Trustees Counihan and Godwin for giving him the opportunity to speak at the Montgomery County Chamber of Commerce to share some of the directions that he is taking the College. He also thanked Dr. Shartle-Galotto, Dr. Pinkney, and Mr. Payne for their support of that presentation. He indicated that it was a great opportunity for him to reconnect in a very formal way with the business community.

Dr. Johnson noted that he did a presentation for the League for Innovation for a program called the Executive Leadership Institute from which he graduated in 2002. It is a program for perspective community college presidents and Montgomery College was invited to come and talk about some of things that go on here, particularly, board/president relationships. This was a way to take that story on the road.

Dr. Johnson reported that since 2005, the Foundation has raised \$18.1 million in cash and pledges, and this puts the Foundation in a great position to meet its goal of \$25 million by June 30, 2009.

**Subject: Presentation of the Proposed
FY2009 College Operating Budget**

Dr. Johnson introduced the budget and noted that fiscal times are tight. He indicated that the budget that has been developed acknowledges the fiscal reality of our times and it is, as a result of this fiscal time, a very conservative budget, but it is the right budget for these difficult times. He indicated that this was a budget that despite fiscal restraint will enable the College to move forward. Above all, this budget will allow the College to stick to its mission. For 61 years the College has been committed to access and affordability and this budget in no way dilutes that commitment. Dr. Johnson indicated that staff have crafted a maintenance budget that is a same services budget with very few enhancements. More than 99 percent of this budget goes toward maintaining the same services that the College has offered in the past. The fact is however that the College can not offer the same services with the same dollars given the enrollment growth, maintaining services requires more faculty, better campus maintenance and security, and more direct support services for students. It requires the construction and renovation of facilities and

it requires salary improvements consistent with the collective bargaining agreements. The bottom line is that maintaining the same services that the College has offered in the past requires an operating budget of \$215 million which will be a 9.3 percent increase over fiscal year 2008.

Ms. Donna Dimon, director of budget and audit, presented a PowerPoint presentation on the Proposed FY2009 Operating Budget and provided handouts. She introduced Mr. Brian Hunt, budget analyst from the County Office of Management and Budget. Ms. Dimon reviewed last year's budget accomplishments and shortfalls.

Ms. Dimon reviewed enrollment information and indicated that it was up due to several factors. The budget request for FY2009 is \$215 million, a 9.3 percent increase. The budget includes dollars for salary improvements, benefits, enrollment growth, 16 new faculty, Board of Trustees grants, and a two percent increase in nonsalaried expenditures for inflation. New buildings in the budget will cost \$2.2 million, new initiatives are \$1.7 million, and new positions in the budget total 90.25.

Funding Sources for the budget include a County increase of nine percent, State aid increase of \$4.1 million, tuition increase of \$3/6/9 (in-County, in-State, out of State), and use of the fund balance for \$3.5 million.

Ms. Dimon reviewed budgets for Auxiliary Services, Workforce Development and Continuing Education, and other funds that totaled \$262.9 million. She indicated that the College would continue to monitor the County and State fiscal situation. The president and Board will review the budget in January, the County Executive will have his recommendation in February, and the County Council will review and approve in April and May.

Trustee Kaufman asked about contingencies in regard to shortfalls and Ms. Dimon stated that there would be some. Trustee Kaufman stated that the College should be prepared rather than reactive.

Trustee Counihan commended Ms. Dimon on a conservative budget and asked was there any consideration for expanding the College Institute. Mr. Campbell indicated that an expansion would not be for additional funds, but the College has looked at the current budget and can add one additional site with existing resources. The College currently has four sites.

Trustee Crowder asked that with the Middle States' recommendations was the College obligated in any way. Mr. Campbell noted that the College needs to address the recommendations over time, but it is not obligated to do all of them by July 1. The College needs to look at them and prioritize all of the recommendations and move to implement as many of them as possible within the next five years. Dr. Johnson noted that these are not formal recommendations; these are proactive moves on the College's part.

Trustee Felton asked that given the process and the College's optimism, but in the event that the College receives a level-funded or reduced budget, when would those offsets be identified for the Board.

Mr. Campbell noted that staff will be talking with the Board during its work session about a level of contingency, and if the president and Board would like additional levels of contingencies, staff can look at them to see what kind of effect they would have on the College. In the past, when we've had these kinds of downturns, there has been a lot of effort on a County-wide basis to try to make some changes County-wide in how the College did certain things. If the College get to the point where there won't be a lot of change, there has been discussions across the board to pull people together to resolve these things collectively. If it gets to that level, there would be

some kind of motions at the County to do that kind of action.

Dr. Johnson thanked Mr. Campbell, Ms. Dimon, and Mr. Moore for their work on the budget; and extended a welcome to Mr. Hunt.

Subject: Trustee Information Reports

Dr. Johnson introduced the reports to the Board and there were not comments.

Resolution No.

Subject: Consent Calendar

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| 07-12-147 | Personnel Actions Confirmation Report |
| 07-12-148 | Approval of Change Order for Cultural Arts Center, Takoma Park/
Silver Spring Campus, Water Service and Stormwater
Management |
| 07-12-149 | Approval of Change Order for Cultural Arts Center, Takoma Park/
Silver Spring Campus, Information Technology Requirements |

On motion by Trustee Nichols, seconded by Trustee Godwin, the Board approved and adopted the above Consent Calendar. (Copies of the resolutions, as adopted by the Board, are attached in the Record of Resolutions, pages 11-18.)

Resolution No. 07-12-150

**Subject: Sole Source Award of Contract,
Performing Arts Center Engineering
Design Services**

On motion by Trustee Felton, seconded by Trustee Lin, 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 19-21.)

Resolution No. 07-12-151

**Subject: Approval of Transaction for the
Development, Construction and
Leasing of a Parking Facility, Access
Road Improvement and a Chilling
Facility on the Takoma Park/Silver
Spring Campus**

On motion by Trustee Kaufman, seconded by Trustee Nichols, 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 22-28.)

Trustee Kaufman commended everyone who worked on this project. He indicated that it has been so long since the College has been trying to obtain these extra parking spaces at Takoma Park. The uniqueness of placing them between the new building and the railroad, where it will not only be a parking facility, but act as a buffer, is very good. It was a very difficult facility to design. There has been a tremendous effort and he is very pleased that the College is about to move forward to fund this project. That effort also included some real preparation in the form of the transportation facility fee that was put in place a few years ago, and hopefully this is the first of many parking structures that the College need and will have in the future.

Resolution No. 07-12-152

**Subject: Lease Authorization for Information
Technology at 2520 Standish Place**

On motion by Trustee Nichols, seconded by Trustee Crowder, 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 29-31.)

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 (closed session) on December 10, 2007 when one site matter (subsection 3) – Campus Updates for Rockville, Germantown, and Takoma Park/Silver Spring were discussed and one personnel matter (subsection 1) 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 8:30pm.

Chair

Secretary-Treasurer

Recorder: Arlean B. Graham

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