



BOARD OF TRUSTEES MINUTES
Montgomery Community College, Rockville, Maryland
February 26, 2008

I. CALL TO ORDER

The Board of Trustees of Montgomery Community College met in public session on February 26, 2008, in the Trustee Board Room, Central Administration. The Chair of the Board called the regular public meeting to order at 8:10pm.

II. ROLL CALL

Present: Trustees Roberta Shulman, Chair, Michael C. Lin, 1st Vice Chair, Stephen Kaufman, 2nd Vice Chair, Gene Counihan, Sylvia Crowder, Jong-on Hahm, Owen Nichols, Gigi Godwin, Reginald Felton, and Student Trustee Cristian Barrera

Present Ex-Officio: President and Secretary/Treasurer Brian K. Johnson

III. APPROVAL OF AGENDA

Trustee Nichols moved to approve the agenda; Trustee Felton seconded. The motion passed and the agenda was approved by the Board.

IV. MINUTES

Trustee Nichols moved to approve the minutes of the January 22, 2008 public meeting; Trustee Crowder seconded. The motion passed and the minutes were approved by the Board.

V. COMMENTS PERIOD - None

VI. RECOGNITIONS

BR# 08-02-13 Retirement Recognition of Mr. Robert Draper
BR# 08-02-14 Retirement Recognition of Ms. Gail Y. Kaneshiro

On motion by Trustee Felton; seconded by Trustee Hahm, the motion passed.

Mr. Draper and Ms. Kaneshiro did not attend the meeting.

VII. REPORTS

A. President's Report to the Board

Dr. Johnson highlighted the February 18 Foundation reception held in Annapolis where more than 60 individuals from the College community attended. In addition to the Montgomery County delegation, Lieutenant Governor Anthony Brown, State Comptroller Peter Franchot, and Treasurer Nancy Kopp also attended. Dr. Johnson indicated that the College has used as its argument for additional support, the spiraling enrollments that the College is enjoying. This was the College's primary rationale for increased funding. There was an effective meeting with the County Educational Committee that focused on the capital improvements that the College needs. The College has had the opportunity to provide testimony to the Count Council on several occasions. The College is preparing for the visit of the Middle States Team. The College has prepared well for the visit and will have a good result. Dr. Johnson indicated that he just completed his first-year anniversary and appreciated the support of the staff, administrative team, and the Board. He commented on the draft copy of the President's Annual Report to the Community and recognized the work of Mr. Steve Simon and Ms. Jennifer Baugh who have done a terrific job. The report should be ready for mass distribution after March 1.

Trustee Shulman commented on the annual report and indicated that it looked beautiful and the Board is thrilled to have it.

B. Trustee Information Reports

Dr. Johnson introduced the Trustee Information Reports to the Board. Trustee Felton asked about the personnel profile. He indicated that 45 percent of faculty and 35 percent of staff are eligible to retire within the next five years. How does this rank with other community colleges?

Ms. Vivian Lawyer, chief human resources officer, indicated that the College is doing about the same as everybody else in terms of individuals being at that age to be eligible to retire, but not always taking that opportunity. Trustee Shulman asked was there an age limit for faculty. Ms. Lawyer indicated that there was no mandatory retirement at the College. She indicated that faculty, in particular, are doing better at notifying the deans even if not in writing, but orally to say that they do plan to retire in another year or so

C. Workforce Development and Continuing Education (WDCE) Annual Report

Dr. Stephen Cain, instructional dean, thanked the Board and indicated that Vice President George Payne sent his regards. WDCE is the noncredit arm of the college. There is a huge range of classes offered, from basic to probably graduate level classes. WDCE accounts for about 20 percent of the College's FTEs. The operation consists of six academic units and three support units. He indicated that classes are offered in open enrollment formats and customized training for businesses and organizations. One of the messages is that there has been expansive growth in a short amount of time with 27,000 individuals in FY07 doing something with Workforce Development and Continuing Education and averaged two classes per person. In the coming year, WDCE wants to strengthen the transition of students in the adult basic education programs. This program has proven to be very successful and a very important part of the College offerings.

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In the coming year, there will be attention to the Route 29 corridor and efforts to reach out to the community and expand offerings and partnerships with the Germantown Campus. In total offerings, about half are on campus and half are off campus. This would not be possible without the support of staff, the deans, and Vice President George Payne and the wonderful part-time faculty. WDCE is doing something right because the numbers keep growing and people keep coming back. He thanked the Board for its support and efforts.

Trustee Shulman complimented Dr. Cain on the report for its information, style, readability, and it's a wonderful report.

Trustee Kaufman commended Dr. Cain for a great report and he liked seeing the faces of the people who support the program in the report. He indicated that he was pleased that this unit produces more revenue for the College than it needs to support itself. He liked the fact the WDCE feels that it is okay to lease space that it doesn't own. Also, it is great to see the number of partners that WDCE works with during the year. This helps the College to be self-sufficient. WDCE's programs lead to grants that benefit students in the form of scholarships. The take over of the ESOL program from the public schools has been a seamless move. He indicated that he was very proud of WDCE.

Trustee Felton complimented Dr. Cain on the report and talked about the great message. The impact of the program is great. Spread the word any way you can.

Trustee Lin commented that it was a beautiful report. He asked was there a substantially higher increase in the requests from the community and does the unit have difficulties meeting the requests?

Dr. Cain indicated that the requests are there and the desire to have opportunities availability at the campus come to WDCE all the time. The biggest challenge for WDCE is like the rest of the College and that is space. There is high priority to expand credit classes and that in a way places limits on what WDCE can do. The unit looks for every opportunity to find off campus facilities that are in the area of the campus and offer classes in that manner and try to be creative.

Trustee Crowder complimented Dr. Cain on an excellent report. She indicated that she was struck by the increase in the on-line course offerings. Do you foresee this taking over the campus offerings?

Dr. Cain indicated that on-line noncredit classes are different from on-line credit classes. On-line credit classes are just like what is being taught in the classroom, but for on-line noncredit classes, those are only taught on-line. This is done with a third party vendor which is used by just about every community college in Maryland and more than 1000 institutions across the country. It is a very high-quality product. The challenge has been to attract and maintain the audience. It has been growing and its popularity has certainly been growing. This does not replace anything on campus.

Trustee Counihan gave kudos for an outstanding report. He indicated the College was important for workforce development. He indicated that the College has been experiencing double digit growth in continuing education consistently for a number of years and is now wondering if the numbers we see today are constrained at all or constrained by availability of people to teach or availability of space. How much greater would WDCE be without constraints and also what do you see the biggest problems to be in five years? What are the challenges in

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making those creative fast, turn-around responses to employers to provide training?

Dr. Cain indicated that he was not afraid of any competition. WDCE has an excellent quality program and can compete with the best and can provide excellent classes. Once people have used WDCE, they know that and word-of-mouth plays a big role in expanding business. Contract training is a volatile part of what the unit does for the community. In FY07 it was about 10 or 11 percent of the unit's revenue and that is the one that will track the most with the economy. As things are going down, one of the first things that organizations do is reduce their training. It is very likely that next year the contract training component of the budget may well be less than it is this year. This is one challenge. A good portion of contract training is done at the location of the employer. This is not a constraint for WDCE in terms of space as a certain amount is done on campus or in one of the centers. In general, WDCE has people who are very creative who help find space on the campuses. Finding people to teach is a challenge and the unit shares this with the campuses. The hardest times are during the day and it depends on the discipline. Areas with the most constraint are ESOL, IT instructors during the day, and matching availability with what WDCE can afford to pay people.

Trustee Godwin indicated that she loved the report and WDCE is a great part of the College's mission and its role in the community is unique. It is what this College is all about. She indicated that she hears a lot about it from her members at the County Chamber of Commerce. The businesses rely on the success of this program to continue to grow and strengthen the workforce and provide that access to opportunities.

Trustee Hahm thanked Dr. Cain and that as a consumer her daughter loved the SAT prep course.

Trustee Shulman thanked Dr. Cain and asked him to let Mr. Payne know that the Board missed him, but he had a very good representative.

VIII. CONSENT CALENDAR

BR# 08-02-15 Personnel Actions Confirmation Report

**BR# 08-02-16 Graduates Receiving the Associate Degree and One-Year Program
Certificates in Fall 2007**

**IX. BR# 08-02-17 Award of Contract, Procurement Through Other Agency Banking and
Safekeeping Services**

X. BR# 08-02-18 Award of Contract, Security Infrastructure

On motion by Trustee Nichols; seconded by Trustee Felton, the motion passed and the Board approved and adopted the Consent Calendar and items number IX and X.

Copies of all Board Resolutions for this meeting are attached in the Record of Resolutions.

XI. New Business - None

XII. 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 tonight, February 26, 2008, when two site matters (subsection 3) – campus updates and the Germantown Bioscience Park were discussed; and two personnel matters (subsection 1) - a medallion recommendation and the president's assessment were discussed.

Motion was made to adjourn at 8:45pm.

Roberta F. Shulman
Chair, Board of Trustees

Brian K. Johnson
President and Secretary-Treasurer,
Board of Trustees

Recorder: Arlean B. Graham

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