

MONTGOMERY COLLEGE BOARD OF TRUSTEES

RECORD OF RESOLUTIONS May 15, 2006 Board Meeting

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **06-05-036**
Adopted on: 05/15/06

Agenda Item Number: _____
May 15, 2006

Subject: Tribute to Trustee Emeritus Darwin R. Drewyer, Jr.

WHEREAS, the death on March 14, 2006 of Dr. Darwin R. Drewyer, Jr. has saddened the College community; and

WHEREAS, Dr. Drewyer served as a member of the Board of Trustees from 1973 until June 30, 1975; and

WHEREAS, Dr. Drewyer served the College during a time of continuous growth and expansion in enrollment, facilities, and programs; and

WHEREAS, Dr. Drewyer served the College, the Board of Trustees, and the community with outstanding service, passion, and commitment and was bestowed the title of Trustee Emeritus; and

WHEREAS, the President of the College recommends that the Board adopt this tribute to Trustee Emeritus Dr. Darwin R. Drewyer, Jr.; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family and friends of Trustee Emeritus Dr. Darwin R. Drewyer, Jr. and extend their deepest sympathy to his family; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to the family of Trustee Emeritus Dr. Darwin R. Drewyer, Jr.

CRN:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **06-05-037**
Adopted on: 05/15/06

Agenda Item Number: _____
May 15, 2006

Subject: Tribute to Trustee Emerita Jean Goodwin Ross

WHEREAS, the death on March 18, 2006 of Mrs. Jean Goodwin Ross has saddened the College community; and

WHEREAS, Mrs. Ross began her service with Montgomery College in January 1969 as a member of the Board of Trustees; and

WHEREAS, Mrs. Ross was first appointed for a four-year term in 1969 and reappointed for a six-year term in 1973 and served as the chair of the Board from July 1970 – June 30, 1979; and

WHEREAS, Mrs. Ross's influence as chair of the College's Board of Trustees made possible the establishment of the Germantown Campus in 1978; and

WHEREAS, during her tenure on the Board, College enrollments and course offerings quadrupled, a new campus opened in Germantown, the Takoma Park Campus expanded and underwent a renovation, the Rockville Campus more than doubled in capacity and an adult continuing education program was established; and

WHEREAS, Mrs. Ross was recognized for her commitment to public education at the local, state, and national levels; and

WHEREAS, Mrs. Ross served the College, the Board of Trustees, and the community with outstanding service, commitment, and distinction; and

WHEREAS, Mrs. Ross was very philanthropic toward the College and committed to its success and her advocacy as a member of the College's first capital campaign and leadership for the advancement of the Arts at Montgomery College raised the awareness of philanthropic giving to Montgomery College; and

WHEREAS, in her final remarks to the College in 1979, Mrs. Ross expressed her personal pleasure to having served on the Board and for the opportunity she was given to work with the students in making Montgomery College the best college in the country; and

WHEREAS, on June 25, 1979, the Board of Trustees recognized Mrs. Ross with the award of a Silver Medallion and bestowed upon her the title of Trustee Emerita; and

WHEREAS, on July 1, 2004, the Foundation Board of Directors unanimously approved the election of Mrs. Ross as an Emeritus Director of the Montgomery College Foundation, Inc.; and

WHEREAS, the President of the College recommends that the Board adopt this tribute to Trustee Emerita Jean Goodwin Ross; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family and friends of Trustee Emerita Jean Goodwin Ross and extend their deepest sympathy to her family; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to the family of Trustee Emerita Jean Goodwin Ross.

CRN:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **06-05-038**
Adopted on: 05/15/06

Agenda Item Number: _____
May 15, 2006

Subject: Retirement of Mr. Paul A. Hayduk

WHEREAS, Mr. Paul A. Hayduk served Montgomery College with dedication and distinction for ten years and retired from the College as of July 28, 2005; and

WHEREAS, Mr. Hayduk served the College as a Career Transfer Center Specialist in the Office of Student Development at the Takoma Park/Silver Spring Campus; and

WHEREAS, he assisted countless students with resume writing and interviewing strategies in order to launch them in their careers; and

WHEREAS, Mr. Hayduk used his more than thirty years of experience as a federal government recruiter to mentor students and community members in successfully navigating the federal employment process; and

WHEREAS, he provided workshops in classrooms and all around campus to provide students with guidance on how to prepare a resume and effectively conduct themselves in interviews; and

WHEREAS, Mr. Hayduk served as a liaison for the College with the Montgomery County Conservation Corps by being a Board Member on the Friends of MCCC; and

WHEREAS, he mentored students and facilitated their receiving scholarships as the advisor to the Rotoract Business Club; and

WHEREAS, Mr. Hayduk planned and initiated events that brought local entrepreneurs to campus and offered students the opportunity to connect with mentors among the local business community; and

WHEREAS, the President of the College recommends this public recognition of Mr. Hayduk on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Paul A. Hayduk for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Mr. Paul Hayduk.

CRN:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: _____
May 15, 2006

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by State Law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACK-UP INFORMATION

Board Resolution
Personnel Actions Confirmation Report

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **06-05-039**
Adopted on: 05/15/06

Agenda Item Number: _____
May 15, 2006

Subject: Personnel Actions Confirmation

WHEREAS, by State Law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including April 1, 2006, to and including April 30, 2006; and

WHEREAS, the President of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, that the Board of Trustees accepts the attached report and confirms the action of the President.

Attachments

CRN:abg

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including April 1, 2006, to and Including April 30, 2006

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
4/17/06	Cruz, Emmanuel A	Safety & Security Officer	E	Facilities Security - RV
4/03/06	Edgar, Valerie M	Admin Aide	F	Science, Engineering & Math
4/17/06	Fetzner, Marie M	Dir of Online Info & Dis Learn	P	Distance Learning - G
4/03/06	Griffin, Angel T	Customer Serv Asst	F	WD & CE
4/17/06	Jennings, Linda G	WD & CE Prog Director	J	WD & CE
4/17/06	Johnston, Cynthia E	Director, Project Management	N	Collegewide Cap Prjt/Oper
4/03/06	Maloba, Mary N	Customer Serv Asst	F	WD & CE
4/03/06	Oshon, James F	Safety & Security Officer	E	Facilities Security - RV
4/17/06	Robbs, Steven A	Electrician	H	Facilities Operations - GT
4/17/06	Spivey, Lester J	Blg Service Worker Lead	D	Facilities Maintenance TP/SS

STAFF SEPARATIONS

4/21/06	Baxter, Shamus K	Safety & Security Officer	E	Facilities Security - TP/SS
4/21/06	Morton, Evelyn J	Customer Serv Asst/PT	F	WD & CE
4/07/06	Robinson, Jan E	Blg Service Worker/PT	A	Facilities Maintenance - RV
4/03/06	Schmid, Margaret A	Interim Dean-MCAD	P	VP Academic & Student Svcs
4/04/06	Stagnoli, Lisa R	Purchasing Supervisor	K	Procurement Office

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	2	0	0	0	6
Male	0	3	1	0	0	4
TOTAL	4	5	1	0	0	10

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	1	0	0	4
Male	1	0	0	0	0	1
TOTAL	2	2	1	0	0	5

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland**

Agenda Item Number: _____

APPOINTMENT OF A PRESIDENTIAL SEARCH COMMITTEE

BACKGROUND

On March 6, 2006, The Board of Trustees announced to the College community that the Presidential Search process would be far-reaching, and would involve the diverse constituency of the Montgomery College community. The Board of Trustees is encouraging input from students, faculty, administrators, staff, the Foundation, alumni, and community members.

As recommended by the Board of Trustees, a process was established whereby the College community can participate in the search process. The Board of Trustees established criteria for selecting nominees and invited nominations from specific constituent groups to nominate individuals to serve on the Committee. Participation on this Committee will require the full and complete attention of each member. All nominations were due April 12, 2006.

RECOMMENDATION

Members of the Board of Trustees are requested to appoint a Presidential Search Committee to participate in the presidential search process for Montgomery College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON

Ms. Hoffacker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **06-05-040**
Adopted on: 05/15/06

Agenda Item Number: ____
May 15, 2006

Subject: Appointment of a Presidential Search Committee

WHEREAS, on March 6, 2006, the Board of Trustees announced to the College community that it was developing a Presidential Search process that would be far-reaching, and would involve the diverse constituency of the Montgomery College community; and

WHEREAS the Board of Trustees is encouraging input from students, faculty, administrators, staff, the Foundation, alumni, and community members during this search process, and has invited nominations from these various groups to serve on the Presidential Search Committee; and

WHEREAS, the Board of Trustees has established criteria to select people to be appointed to the Search Committee, and all of the selected nominees have indicated their willingness and ability to serve the Board in the Presidential Search process; and

WHEREAS, the Board of Trustees will charge the Presidential Search Committee with responsibilities that include screening and reviewing applications, interviewing applicants, and making candidate recommendations to the Board; and

WHEREAS, the Chair of the Presidential Search Committee recommends that the following action be taken; now therefore be it

Resolved, That the Board of Trustees appoints the following individuals to serve on the Presidential Search Committee as indicated below:

Lon Anderson
Arlene Blaylock
Kathleen Carey-Fletcher
Gene W. Counihan
Stewart Edelstein
Douglas Firstenberg
Charles Haughey
Gail Jenkins
Brian V. Jones
Teneriffe Mapp
Owen D. Nichols

Olukemi Onigbinde
Lauren Payne
Hercules Pinkney
Atul N. Roy
Claudia Salas
Robert E. Shoenberg, *Chair*
Roberta F. Shulman
Laura White
Teresa Wright
Harry Zarin

and be it further

Resolved, That each of the appointees will be notified in writing of this appointment, and this appointment will be made a matter of the public minutes of this meeting.

CRN:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: _____

**MODIFICATION OF BOARD POLICY ON PROCUREMENT AND ADOPTION OF NEW BOARD
POLICY ON FIXED ASSET MANAGEMENT**

BACKGROUND

The Office of Business Services is recommending modification to the Board Policy on Procurement and adoption of a new policy on Fixed Asset Management. The Board Policy on Procurement establishes policy for the management and inventory of fixed and moveable College assets. On December 10, 2001, the Board of Trustees approved a modification to the Board Policy on Procurement which increased the fixed and moveable asset equipment threshold from \$2000 to \$2500.

In its ongoing efforts to eliminate duplication of processes and increase efficiencies the Office of Business Services reviewed the current policy regarding fixed and moveable equipment. As part of that review, staff also contacted other Maryland community colleges regarding their fixed asset policies and held discussions with the College's external auditor regarding the impact of the proposed changes to the policy on the financial reporting for the College. Of the twelve community colleges contacted, five had a fixed asset inventory threshold of \$5000.

After review of the policy and processes, staff concluded that the Board Policy on Procurement should be modified deleting the equipment management section. In its place staff recommends that a separate policy that addresses asset management be adopted. Primarily, the proposed fixed asset management policy defines capital and non-capital assets; assigns responsibility for tracking technology equipment to the Office of Information Technology, Asset Management Unit; and increases the capitalization threshold from \$2500 to \$5000. The College's external auditor also supports this direction. As illustrated below, had this policy been in effect this past year the number of units inventoried would have been significantly lower.

No. of Units 14,083	Current Asset Value \$56,039,525	Average Value \$ 3,979
No. of Units Below \$5000 12,581	Asset Value \$21,230,907	Average Value \$ 1,688
No of Units Above \$5000 1,502	Asset Value \$34,808,618	Average Value \$23,175

While the number of units is reduced significantly, those assets include predominately the information technology hardware that will continue to be tracked and inventoried by the Office of Information Technology. In addition, the Office of Business Services will continue to be responsible for the management and inventory of those assets with the largest dollar value. Modifying the Board Policy on Procurement and adopting a new Board Policy on Fixed Asset Management provides an enhanced tracking and inventorying of large dollar value College equipment; establishes the responsibility for the tracking and inventorying of technology equipment; and eliminates duplication of effort. In summary, these actions will further support the Board's fiduciary responsibility.

Recommendation

It is recommended that the Board of Trustees modify the Board Policy on Procurement deleting the section entitled "Equipment Management," and adopt the proposed Policy on Fixed Asset Management.

BACK-UP INFORMATION

Board Resolution
Proposed Policy

RESOURCE PERSONS

Mr. Leurig
Mr. Moore
Ms. Wormack

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **06-05-041**
Adopted on: 05/15/06

Agenda Item Number: _____
May 15, 2006

Subject: Modification of Board Policy on Procurement and Adoption of New Policy on Fixed Asset Management

WHEREAS, the Board of Trustees policy on Procurement establishes policy for the management and inventory of fixed and moveable College assets in accordance with Federal, State and College requirements; and

WHEREAS, on December 10, 2001, the Board of Trustees adopted modification of Board Policy on Procurement authorizing an increase to the equipment management inventory level from \$2,000 to \$2,500, effective July 1, 2002; and

WHEREAS, the Office of Business Services reviewed the current policy on fixed asset management to increase efficiencies; and

WHEREAS, as part of the policy review, other community colleges practices and policies were reviewed; and of the twelve Maryland community colleges who responded, five have a fixed and moveable asset equipment threshold level of \$5000; and

WHEREAS, also as part of the policy review, discussions were held with the College's external auditor; and the external auditor supports the proposed changes to the policy; and

WHEREAS, it was concluded that the Board Policy on Procurement should be modified, deleting the section entitled "*Equipment Management*;" and

WHEREAS, it was concluded also that a new policy on Fixed Asset Management should be recommended to the Board for adoption; and

WHEREAS, in summary, the new policy defines capital and non-capital assets; assigns responsibility for tracking information technology equipment to the Office of Information Technology, Asset Management Unit; and increases the capitalization threshold from \$2500 to \$5000; and

WHEREAS, the President recommends adoption of the following resolution; now therefore be it

Resolved, That the Board of Trustees policy on Procurement be modified deleting the Section entitled *XI. Equipment Management*; and be it further

Resolved, That the Board of Trustees adopt a new policy entitled "Fixed Asset Management" and that increases the equipment inventory threshold level to \$5000, effective June 30, 2006; and be it further

Resolved, That the President or designee is authorized to establish procedures to implement these policies.

CRN:abg