

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
April 28, 2008**

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

Resolution Number: **08-04-026**  
Adopted on: **4/28/2008**

Agenda Item Number: 6A  
April 28, 2008

**Subject: Award of Silver Medallion and Emeritus Status to Mr. William E. Campbell**

WHEREAS, Mr. William E. Campbell rendered more than 27 years of invaluable service and dedication to the College prior to his retirement on December 31, 2007; and

WHEREAS, during his exemplary service as the Executive Vice President for Administrative and Fiscal Services (1999 – 2007), Mr. Campbell provided overall leadership, guidance, supervision, and resources for the Administrative and Fiscal Services (AFS) units; and

WHEREAS, Mr. Campbell's passion and commitment to the mission of the College and to higher education enabled him to play a pivotal role in the growth and development of the College; and

WHEREAS, he successfully balanced the business and student services needs of the College, while conducting himself in an exemplary manner and with a sense of fairness and integrity in decision making; and

WHEREAS, in addition to managing the College's operating budget, Mr. Campbell was responsible for providing overall leadership for planning, design, construction and renovation of projects in the capital budget, including the Takoma Park/Silver Spring multi-million dollar campus expansion; and

WHEREAS, having served as the Director of Planning & Institutional Research (1980 – 1999), Mr. Campbell brought to his profession, a depth of knowledge and business expertise that led his team to produce outstanding planning and research documents that served the College's long-range planning efforts; and

WHEREAS, while acting for the Chief Administrative Officer in 1995, Mr. Campbell earned an Outstanding Service Award for his performance in providing day to day guidance and leadership to College administrators, while at the same time, he provided oversight and development of the Middle States accreditation process, served on the collective bargaining team, and continued his overall leadership to the Office of Planning and Institutional Research; and

WHEREAS, for his sustained outstanding performance and tireless efforts, Mr. Campbell also received Outstanding Service Awards in 1987, 1989, and 1998; and

WHEREAS, as a trusted leader, Mr. Campbell exhibited steadfast moral principles and upheld excellent working relations with representatives from Montgomery County Public Schools, the Office of Management and Budget, and members of the Executive Branch regarding issues of mutual interest; and

WHEREAS, the Board of Trustees' policy provides that all administrative staff who retire with a minimum of ten years service as an administrator with Montgomery College shall be designated administrator emeritus(a) with appropriate title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize outstanding service to the College; and

WHEREAS, in recognition of his long-time loyalty and invaluable service, the President of the College recommends that Mr. Campbell be awarded the Silver Medallion as acknowledgement of his contributions to the College 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. William E. Campbell 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 Mr. William E. Campbell is awarded the Silver Medallion in recognition of his outstanding service to the College, and as an expression of gratitude of the College for his exemplary dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Mr. William E. Campbell is granted the status of Executive Vice President for Administrative and Fiscal Services Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Mr. William E. Campbell.

BKJ:abg

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

Resolution Number: **08-04-027**  
Adopted on: **4/28/2008**

Agenda Item Number: 6B  
April 28, 2008

**Subject: Recognition of Retirement of Ms. Marie Takahashi**

WHEREAS, Ms. Marie Takahashi has served Montgomery College with dedication and distinction for more than twenty-four years and retired from the College as of October 12, 2007; and

WHEREAS, in her earlier capacities as a temporary employee in various offices at the Rockville Campus; then as an Administrative Aide for Directors and Head Librarians of the Rockville Campus Library; and recently as an Administrative Aide in support of the IT Policy, Planning and Cybersecurity group in the Office of Information Technology, she consistently performed her duties with the highest degree of professionalism and conscientiousness which resulted in the smooth operation of the Library and those she supported; and

WHEREAS, Ms. Takahashi's loyalty and dedication to her Library supervisors resulted in fine working relationships that enabled her supervisors to carry out the mission of the Library to provide excellent service to its patrons; and

WHEREAS, with her broad, in-depth understanding and knowledge of the College offices and the roles and responsibilities of staff who worked in these offices, Ms. Takahashi was an invaluable resource to the staff and students who worked in the Library, as well as others within the IT unit as she facilitated appropriate procedures to follow to accomplish a task, and to work with vendors to purchase supplies and furniture in order to maintain the facility and services offered in the Library; and

WHEREAS, due to her dedication and commitment to the College community, Ms. Takahashi developed strong collaborative relationships throughout the College enabling her to complete tasks in a timely and efficient manner with a variety of staff, faculty, students, and community patrons with diverse backgrounds who needed information or required assistance, and did so in a highly professional manner so people felt that they had been well served; and

WHEREAS, her commitment to students included addressing their needs by volunteering to serve at College events and as an advisor to student clubs including the South Asian Cultural Exchange Club for six years and the Islamic Crescent, Iberio Americano, Cricket, United Arab Generation and World CARP Clubs; and

WHEREAS, the Chief Information Officer and the President of the College recommend this public recognition of Ms. Marie Takahashi on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Marie Takahashi for her valuable contributions and service to the College and also extend to her their best wishes for happy and productive retirement years; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of the resolution be presented to Ms. Marie Takahashi.

BKJ:abg

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

Agenda Item Number: 8A  
April 28, 2008

**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: **08-04-028**  
Adopted on: 4/28/2008

Agenda Item Number: 8A  
April 28, 2008

**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 March 1, 2008, to and including March 31, 2008; 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.

BKJ:abg

Attachments

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From and Including March 1, 2008, to and Including March 31, 2008

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
3/31/08	Arbury, David	Library Tech Asst	G	IT Learning Center Library GT
3/03/08	Ayers, Maurice V	Blg Service Worker	A	Facilities Maintenance RV
3/17/08	Crawford, Willie D	Blg Service Worker	A	Facilities Operations TP/SS
3/17/08	DeFrank, Douglas S	Computer Support Spec	I	Information Technology RV
3/17/08	Given, Nicole A	Senior Admin Aide	G	Institutional Advancement
3/03/08	Johnson, Ann N	Web Specialist	I	WD & CE
3/31/08	Kelly, Kendra L	Admin Aide	F	Health Sciences
3/03/08	Martin, Robert V	Swimming Pool Operator	F	Facilities Swimming Pool RV
3/03/08	Mehalick, Michael R	Internship Coord	I	Mathematics Center RV
3/03/08	Mendez Silvagnoli, Marla	Instructional Asst/PT	G	Math RV
3/31/08	Rosano, Marcus S	Media Relations Spec	J	Inst Adv Media/Pub Relations
3/17/08	Warning, Thomas L	Instructional Lab Coord	I	Physics/Eng/Geoscience RV

**STAFF SEPARATIONS**

3/28/08	Bagasao, Aida J	Instructional Asst Coord of Admiss	H	Health Sciences Admission Records Regis
3/31/08	Evans, Nicole E	Recruiting	I	Office
3/31/08	Forster, Alfred D	Blg Service Worker	A	Facilities Maintenance RV
3/17/08	Randall, Linda M	Child Care Svcs Dir	L	Auxiliary Services
3/28/08	Saunders, Alani K	Safety & Security Officer	E	Facilities Security TP/SS

*STAFF EMPLOYMENTS: Ethnicity and Gender*

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	1	1	0	0	4
Male	6	2	0	0	0	8
<b>TOTAL</b>	8	3	1	0	0	12

*STAFF SEPARATIONS: Ethnicity and Gender*

	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>American Indian</b>	<b>TOTAL</b>
Female	1	2	0	1	0	<b>4</b>
Male	0	1	0	0	0	<b>1</b>
<b>TOTAL</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>

**FACULTY**

FACULTY EMPLOYMENTS: None

*FACULTY SEPARATIONS: None*

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

Agenda Item Number: 8B  
April 28, 2008

**REQUEST FOR APPROVAL FOR THE EMERGENCY MEDICAL SERVICES –  
PARAMEDIC ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.),  
THE EMERGENCY MEDICAL SERVICES - PARAMEDIC CERTIFICATE  
AND THE EMERGENCY MEDICAL SERVICES- EMT-  
INTERMEDIATE TO PARAMEDIC CERTIFICATE**

**BACKGROUND**

In the 2004 Maryland State Plan for Postsecondary Education, the State has strongly recommended that “higher education fulfill[s] the education needs of the students and the state” by providing for “the development of a highly qualified workforce.”

Montgomery College echoes these recommendations in its mission statement by encouraging continuous learning for our students and by “holding ourselves accountable for meeting economic and workforce development needs.”

One of the State’s critical needs is in the field of Paramedics. The Maryland Higher Education Commission has declared Paramedic as a health shortage need and has placed it on its Designated Manpower Health Shortage List. In addition, the Bureau of Labor Statistics projects that employment of EMTs and Paramedics will grow an additional 33 percent by 2012.

With the above points in mind, the health sciences department collaborated to design the new Emergency Medical Services Program. This much needed program exceeds the State’s requirements for this type of program and will help fulfill the current shortage of workers in this field.

This program will be for first-time Montgomery College students as well as workers returning to college to increase their knowledge and skills for employment in this specialized field. The local healthcare community, as well as current MC students, have indicated their support of and interest in this program.

**RECOMMENDATION**

The Board of Trustees is requested to approve the Emergency Medical Services - Paramedic Associate in Applied Science Degree (A.A.S.), the Emergency Medical Services Paramedic Certificate, and the Emergency Medical Services - EMT - Intermediate to Paramedic Certificate.

## BACK-UP INFORMATION

Board Resolution  
Emergency Medical Services Program Curriculum

## RESOURCE PERSONS

Professor Kathleen Dayton  
Dean Angie Pickwick

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

Resolution Number: **08-04-029**  
Adopted on: **4/28/2008**

Agenda Item Number: 8B  
April 28, 2008

**Subject: Request for Approval for the Emergency Medical Services – Paramedic Associate in Applied Science Degree (A.A.S.), the Emergency Medical Services Paramedic Certificate, and the Emergency Medical Services - EMT – Intermediate to Paramedic Certificate**

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WHEREAS, the Maryland Higher Education Committee has strongly recommended that campuses offer ongoing programs that encourage fulfilling the educational needs of students and promote economic growth through the development of a highly qualified workforce; and

WHERE AS, the Maryland Higher Education Commission has declared Paramedic as a “Health Occupation in Short Supply”; and

WHEREAS, Montgomery College is committed to meet the needs of the State, the community, and its students and has articulated a commitment in its mission statement to hold itself accountable in meeting economic and workforce development needs; and

WHEREAS, The Bureau of Labor Statistics projects that employment of EMTs and Paramedics will grow an additional 33 percent by 2012; and

WHEREAS, there is expressed student interest as well as great interest in the local health care communities for workers to receive the training in this area; and

WHEREAS, the program exceeds state requirements by providing instruction based upon the United States Department of Transportation Emergency Medical Technician-Paramedic National Standard Curriculum, as well as Advanced Cardiac Life Support, Pediatric Advanced Life Support, Pediatric Education for Pre-hospital Professionals, and Advanced Trauma Life Support; and

WHEREAS, the Executive Vice President for Academic and Student Services and the President of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the Emergency Medical Services - Paramedic Associate in Applied Science Degree (A.A.S.) , the Emergency Medical Services Paramedic Certificate and the Emergency Medical Services - EMT - Intermediate to Paramedic Certificate

BKJ:abg

## **Emergency Medical Services Program**

The faculty in the health sciences department collaborated to develop this program. This much needed curriculum will equip workers with the practical knowledge and skills needed for employment in the paramedic field.

### **Emergency Medical Services – Paramedic Associate in Applied Science A.A.S.**

*Students who plan to major in Paramedic will be assigned the temporary major of pre-Paramedic, until they are officially admitted to the Paramedic program. Students may take preparatory courses and courses that fulfill general education requirements during the waiting period. As an alternative to being assigned a temporary major, students waiting for admission to the Paramedic program may choose to major in general studies or any other open-admission program. The Office of Admissions and Enrollment Management at Takoma Park will assign a matriculated code once students are admitted to the Paramedic program. In order to take any Paramedic courses the student must be accepted into the Paramedic Program.*

The Paramedic Associate in Applied Science Degree (A.A.S.) and Certificate programs prepares graduates who are effective in the delivery of pre-hospital advanced life support. This program addresses a growing demand for paramedic professionals with advanced degrees, which according to the National Association of Emergency Medical Technicians and the National Association of EMS Physicians will increase over the next decade as the need for trained emergency response professionals increases. Qualified professionals work in ground-based emergency medical services such as EMS/Rescue crews, as well as air-based MedEvac programs.

The program exceeds state requirements by providing instruction based upon the United States Department of Transportation Emergency Medical Technician-Paramedic National Standard Curriculum, as well as Advanced Cardiac Life Support, Pediatric Advanced Life Support, Pediatric Education for Pre-hospital Professionals, and Advanced Trauma Life Support.

The paramedic curriculum is a rigorous program. This program is designed for students who have worked as EMT-Bs for at least six months at full-time capacity, or the equivalent part-time experience (960 hrs), and wish to become a paramedic.\* Upon successful completion of the curriculum, the graduate is granted the A.A.S. in Paramedic and is eligible to take the national registry examination for Emergency Medical Technician-Paramedic.

The program includes didactic (classroom) instruction and clinical (hospital experience and ambulance time) instruction. Hospitals, and other health agencies within the metropolitan area, as well as required field experience on EMS units, will provide the settings for a variety of clinical experiences, which are planned as a vital part of the program.

In addition to the scholastic standards required of all students in the College, Paramedic students are required to achieve a grade of C or better in mathematics foundation, BI 204, and BI 205, and each Paramedic course in order to continue in the program.

The Paramedic curriculum is dependent on proper sequencing of courses. All non-Paramedic courses in the curriculum should be completed prior to entry into the program.

This is a selective program with specific admissions requirements. For additional information, contact the program department.

This program will be designated as a Health Manpower Shortage Community College Program by the State of Maryland; therefore, students who live in Maryland may apply for a waiver of the out-of-county tuition differential for courses included in this program.

After acceptance into the Paramedic program, all students must obtain a TB test or chest X-ray showing no evidence of tubercular disease. Clinical agencies require documented evidence (titers) of immunity to measles, mumps, rubella, and hepatitis B (immunization series may be in progress with titer obtained at its conclusion). In addition, varicella (chicken pox) immune status by blood titer is required. Criminal background checks of students are also required.

\*Current EMT-B certification is a prerequisite for enrollment in PM 200, along with proof of experience as an EMT-B as outlined by Code of Maryland (COMAR) regulations.

### **EMERGENCY MEDICAL SERVICES - Paramedic A.A.S.**

#### ***General Education and Other Requirements (33 credit hours)***

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
<i>BI 107</i>	<i>Principles of Biology I</i>	<i>4</i>
BI 204	Human Anatomy and Physiology I	4
BI 205	Human Anatomy and Physiology II	4
EN 101	Techniques of Reading and Writing I	3
	<i>English Foundation</i>	<i>3</i>
<i>PY 102</i>	<i>General Psychology I</i>	<i>3</i>
	<i>Mathematics foundation</i>	<i>3</i>
	<i>Speech foundation</i>	<i>3</i>
	<i>Arts or humanities distribution</i>	<i>3</i>
	<i>Health Foundation</i>	<i>1-3</i>

#### ***Paramedic Requirements (37 credit hours)***

PM 200	Introduction to the Pre-hospital Environment	2
PM 201	Patient Assessment	3
PM 202	Pharmacology	2
PM 203	Airway Management	3
PM 204	Trauma	3
PM 205	Medical Emergencies I	2
PM 206	Medical Emergencies II	5
PM 207	Medical Emergencies III	2
PM 208	Medical Emergencies IV	4
PM 209	EMS Operations	3
PM 210	Assessment Based Management	2
PM 211	Seminar in Paramedicine	1
PM 221	Paramedic Clinical I	1
PM 222	Paramedic Clinical II	1
PM 223	Paramedic Clinical III	1

PM 224	Paramedic Clinical IV	1
PM 225	Paramedic Clinical V	1
<b>Total credit hours</b>		<b>68-70</b>

### **EMERGENCY MEDICAL SERVICES - Paramedic Certificate**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
PM 200	Introduction to the Pre-hospital Environment	2
PM 201	Patient Assessment	3
PM 202	Pharmacology	2
PM 203	Airway Management	3
PM 204	Trauma	3
PM 205	Medical Emergencies I	2
PM 206	Medical Emergencies II	5
PM 207	Medical Emergencies III	2
PM 208	Medical Emergencies IV	4
PM 209	EMS Operations	3
PM 210	Assessment Based Management	2
PM 211	Seminar in Paramedicine	1
PM 221	Paramedic Clinical I	1
PM 222	Paramedic Clinical II	1
PM 223	Paramedic Clinical III	1
PM 224	Paramedic Clinical IV	1
PM 225	Paramedic Clinical V	1

**Total credit hours 37**

### **EMERGENCY MEDICAL SERVICES - EMT- Intermediate to Paramedic Certificate** (Stand Alone Certificate)

This certificate is designed for the individual seeking a career as a paramedic and who is currently certified as a National Registry Emergency Medical Technician – Intermediate. The program is designed to supplement the skills and knowledge of the EMT-I provider to the level of EMT-P. The program includes classroom, hospital, clinical and field instruction based on the U.S. Department of Transportation standards. Students who successfully complete this program will be eligible for recommendation to sit for the National Registry EMT-Paramedic examination.

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
BI 204	Human Anatomy and Physiology I	4
BI 205	Human Anatomy and Physiology II	4

PM 250	EMT-I to Paramedic Bridge I	5
PM 251	EMT-I to Paramedic Bridge II	5
PM 255	EMT-P Bridge Clinical I	1
PM 256	EMT-P Bridge Clinical II	1
PM 257	EMT-P Bridge Clinical III	1
PM 209	EMS Operations	3
PM 210	Assessment Based Management	2
PM 211	Seminar in Paramedicine	1
<b>Total credit hours</b>		<b>28</b>

#	Upon completion of this program a student will be able to:
1	Understand the roles and responsibilities of a Paramedic within an EMS system.
2	Use critical thinking skills to confidently and effectively manage emergency situations.
3	Communicate clearly and professionally using verbal and nonverbal communication techniques with patients and others.
4	Apply the basic concepts of development, pathophysiology and pharmacology to assess and manage emergency patients.
5	Identify, prioritize, and interpret assessment findings, anticipate changes, and establish treatment and transport priorities.
6	Manage emergency patient care and treatment appropriately within the scope of practice for an Emergency Medical Technician-Paramedic.
7	Apply legal knowledge and medical ethics to all patient care situations by documenting accurate and complete patient records and reports and maintaining patient confidentiality.
8	Apply professional values and ethical behaviors individually and as a member of a team in providing emergency care
9	Meet requirements for National Registry Emergency Medical Technician - Paramedic certification exam

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

Agenda Item Number: 8C  
April 28, 2008

**REQUEST FOR APPROVAL AND STATEWIDE DESIGNATION OF THE  
POLYSOMNOGRAPHY TECHNOLOGY CERTIFICATE**

**BACKGROUND**

In the 2004 Maryland State Plan for Postsecondary Education, the State has strongly recommended that “higher education fulfill the education needs of the students and the State” by providing for “the development of a highly qualified workforce.”

Montgomery College echos these recommendations in its mission statement by encouraging continuous learning for our students and by “holding ourselves accountable for meeting economic and workforce development needs.”

One of those critical state needs is the licensing of Polysomnography Technologists. During the Maryland General Assembly Session of 2006, HB 957 was revised and passed by the Department of Legislative Services. As a result of the bill, every technologist must be licensed by October 1, 2009. (Students enrolled in an education program who are practicing polysomnography as part of the program are exempted from the requirement.)

All non-registered polysomnographic technologists who currently work in Maryland will need to return to school to achieve the educational credentials mandated by the Maryland Legislative action. However, there are currently no programs in Maryland providing polysomnography technologists with the educational requirements mandated for licensure.

With the above points in mind, the health sciences department designed the Polysomnography Technology Certificate. Graduates of the program will be eligible to apply for the Polysomnographic Certification exam administered by Board of Registered Polysomnographic Technologists and for licensure in the State of Maryland as a Polysomnographic Technologist. Our local healthcare community has expressed the need for this program as well.

Since this certificate is unique to the state of Maryland and an 120 percent growth in the need for polysomnographic technologists is expected by the year 2015, statewide designation is being requested in order to offer all students an in-county rate and to expedite the recruitment process.

**RECOMMENDATION**

The Board of Trustees is requested to approve as well as recommend statewide designation for the Polysomnography Technology Certificate

**BACK-UP INFORMATION**

Board Resolution  
Polysomnography Technology Certificate

**RESOURCE PERSONS**

Professor Molly Clay; Dean Angie Pickwick

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

Resolution Number: **08-04-030**  
Adopted on: **4/28/2008**

Agenda Item Number:8C  
April 28, 2008

**Subject: Request for Approval and Statewide Designation for the Polysomnography  
Technology Certificate**

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WHEREAS, the Maryland Higher Education Committee has strongly recommended that campuses offer ongoing programs that encourage fulfilling the educational needs of students and promote economic growth through the development of a highly qualified workforce; and

WHEREAS, Montgomery College is committed to meet the needs of the State, the community, and its students and has articulated a commitment in its mission statement to hold itself accountable in meeting economic and workforce development needs; and

WHEREAS, the Maryland General Assembly Session of 2006 passed the revised bill HB957 as recommended by the Department of Legislative Services which establishes the regulating and monitoring of the polysomnography profession in the state of Maryland by the State Board of Physicians; and

WHEREAS, every currently employed polysomnography technologist must be licensed by October 1, 2009; and

WHEREAS, there are currently no accredited programs in the state of Maryland for polysomnography; and

WHEREAS, the Polysomnography Technology Certificate is designed for practicing polysomnographic technologists who need to complete didactic studies and supervised clinical practice to meet the requirements of the Maryland State Legislature for licensure in the State of Maryland as a Polysomnographic Technologist; and

WHEREAS, the Bureau of Labor Statistics projects that employment of Polysomnography Technologists will grow an additional 120 percent by 2015; and

WHEREAS, the approval of the request for statewide designation will enable Montgomery College to offer all students an in-County rate and expedite the recruitment process for this program unique in the state of Maryland; and

WHEREAS, the Executive Vice President for Academic and Student Services and the President of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the Polysomnography Technology Certificate and the request for statewide designation of this program.

BKJ:abg

## Polysomnography Technology Program

The faculty in the health sciences department collaborated to develop this program.

### Polysomnography Technology Certificate

The Polysomnography Technology Certificate program is designed for practicing polysomnography technicians who need to complete didactic studies and supervised clinical practice to meet the requirements of the Maryland State Legislature for licensure in the State of Maryland as a Polysomnographic Technologist. Graduates of the program will be eligible to apply for the Polysomnographic Certification exam administered by Board of Registered Polysomnographic Technologists and for licensure in the State of Maryland as a Polysomnographic Technologist.

Course Code	Title	Credits
CA 120	Introduction to Computer Applications	3
HI 125	Medical Terminology I	2
HI 126	Medical Terminology II	2
PY 102	General Psychology	3
PO 101	Anatomy and Physiology for Polysomnography	4
PO 102	Introduction to Polysomnography	3
PO 103	Sleep Disorders	3
PO 104	Polysomnography I	3
PO 105	Clinical Practicum I	3
PO 201	Polysomnography II	4
PO 202	Clinical Practicum II	4
<b>Total Credits</b>		<b>34</b>

#	Upon completion of this program a student will be able to:
1	Explain the realm of polysomnography to the public.
2	Use culturally appropriate therapeutic and professional communication techniques with patients and the health care team.
3	conduct polysomnographic studies in accordance with established legal and ethical guidelines.
4	Apply knowledge of cardiopulmonary and neuromuscular anatomy and physiology while obtaining and reading polysomnograms.
5	Explain human anatomy and physiology as it relates to sleep disorders and how sleep disorders affect anatomy and physiology.
6	Apply knowledge of gas laws and electrical physics while obtaining and reading polysomnograms.
7	Discuss the major sleep and arousal disorders based on age-specific criteria.
8	Use knowledge of polysomnographic research to maintain currency in practice.
9	Operate a variety of polysomnographic and ancillary equipment required for obtaining polysomnograms and providing therapeutic interventions.

10. Adjust equipment for obtaining a polysomnogram with valid clinical data.
11. Discriminate between the impact of pharmacological agents used to treat sleep disorders and those in common use that affect the polysomnogram.
12. Apply standard age-specific criteria for scoring polysomnograms.
13. Generate an accurate report that integrates abnormal physiological events and sleep stage scoring.
14. Evaluate the patient's clinical presentation associated with specific sleep and arousal disorders for determination of appropriate protocols, testing parameters, procedures and therapeutic interventions.
15. Adapt polysomnographic procedures based on the patient's disease process, risk for infection, culture and special physical, emotional, and cognitive needs.
16. Prepare patients for all aspects of polysomnographic testing.
17. Respond to patient needs during polysomnographic testing.
18. Maintain patient safety at all times.

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

Agenda Item Number: 9  
April 28, 2008

**ADOPTION OF THE TRUST AGREEMENT AND INVESTMENT POLICY  
FOR THE OTHER POST EMPLOYMENT BENEFITS PROGRAM (OPEB)**

BACKGROUND

In 1994, the Governmental Accounting Standards Board (GASB), established standards for how public employee pension plans and employers participating in these plans should account for and report on pension benefits. However, a similar provision did not exist for other post employment benefits. In 2002, GASB issued two statements that address how costs and obligations related to Other Post Employment Benefits (OPEB) should be accounted for and reported.

To respond to the GASB requirements, the College administration recommended establishing an irrevocable trust and developing an investment policy for pre-funding the OPEB obligation in a two-phased approach. At its October 2007 meeting, the Board of Trustees approved a contract award to Public Financial Management (PFM) to develop a Trust Agreement and an Investment Policy, which completed Phase I. For Phase II two actions were recommended: (a) to adopt the Trust Agreement and Investment Policy, and (b) to approve funding for the obligation and the investment amount for the newly created trust from reserves previously designated for the OPEB.

Based on the financial assumptions, the most recent OPEB actuarial valuation report concluded that assuming full pre-funding, the 2008 Annual Required Contribution (ARC) for the College is estimated to be \$4,877,660 and the related Actuarial Accrued Liability (AAL) is estimated to be \$62,263,511. The College previously designated reserves for the OPEB obligation. To date, the cumulative funding for the Post Employment Benefits Program is approximately \$23.8 million. A separate resolution will be submitted for the Board of Trustees approval of the funding approach and the investment amount for the Trust.

The Trust Agreement was developed by Public Financial Management, Inc in coordination with the College administration. The Chief Business Officer recommends approval of the Trust Agreement and Investment Policy. The Trust Agreement will qualify for purposes of Governmental Accounting Standards Board Statement 45 (GASB 45) and all assets of the Trust are and will be irrevocably dedicated to, and shall be used for the exclusive purpose of, providing for payments of benefits to or for the benefit of beneficiaries and for paying expenses of administering the Trust.

By taking a proactive approach to GASB compliance the Board of Trustees will be able to assure eligible College employees that the retiree benefits that they expect will actually be there in the future.

Mr. Jim Link, managing director of Public Financial Management Advisors, will be in attendance to answer any questions regarding the program.

## RECOMMENDATION

It is recommended that the Board of Trustees adopt the Trust Agreement and Investment Policy.

## BACK-UP INFORMATION

Post-Employment Benefits Program Trust Agreement and Investment Policy (Trustees Only)  
PFM Group, Managing Director Information (Trustees Only)

## RESOURCE PERSONS

Mr. Moore  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **08-04-031**  
Adopted on: **4/29/2008**

Agenda Item Number: 9  
April 28, 2008

**Subject: Adoption of the Trustee Agreement and Investment Policy for the  
Other Post Employment Benefits Program**

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WHEREAS, the Governmental Accounting Standards Board (GASB) has issued *Statement No. 43, Financial Reporting for Post Employment Benefits other than Pension Plans*, and *Statement No. 45, Accounting and Financial Reporting by Employers for Post Employment Benefits other than Pensions*; and

WHEREAS, these two statements address how public entities should account for and report their cost and obligations related to Other Post Employment Benefits (OPEB); and

WHEREAS, these new requirements are effective for the College beginning in FY2008; and

WHEREAS, a two-phased approach was established to comply with the GASB requirements; and

WHEREAS, at its October 2007 meeting, the Board of Trustees approved a contract award for development of a Trust Agreement and an Investment Policy to Public Financial Management, Inc., Philadelphia, Pennsylvania, which completes Phase I; and

WHEREAS, to complete part of Phase II, the College administration recommends that the Board of Trustees adopt the Trust Agreement and Investment Policy; and

WHEREAS, based on the financial assumptions, the most recent OPEB actuarial valuation report concluded that assuming full pre-funding, the 2008 Annual Required Contribution (ARC) for the College is estimated to be \$4,877,660 and the related Actuarial Accrued Liability (AAL) is estimated to be \$62,263,511; and

WHEREAS, to address the funding and investment amount for the Trust a separate resolution will be submitted for the Board of Trustees approval, which will complete Phase II; and

WHEREAS, the President of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees adopt the Trust Agreement and the Investment Policy for the College's Other Post Employment Benefits Program; and be it further

Resolved, That the Board of Trustees authorizes the President or designee to execute the Trust Agreement and Investment Policy.

BKJ:abg

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

Agenda Item Number: 10  
April 28, 2008

**CAPITAL BUDGET FUND TRANSFER  
GOLDENROD BUILDING RENOVATION PROJECT**

**BACKGROUND**

In accordance with County fiscal procedures, the Board is authorized to transfer funds among College projects within the Capital Budget. Additional funds totaling \$600,000 are needed in the FY2008 Goldenrod Renovation Project to cover construction and related project expenses necessary to complete the renovation of this building. The estimated budget for Goldenrod was developed well before the renovation design was completed and well before agreements with the County for their portion of the building were finalized. The revised budget for the Goldenrod renovation anticipates a \$600,000 deficit. Sufficient funds are available in the Morris and Gwendolyn Cafritz Foundation Arts Center accounts (identified as the King Street Arts Center Project in the FY08 Capital Budget) for this purpose.

Approximately \$800,000 is remaining in the Cafritz project due to costs coming in less than anticipated for final project expenses funded from the FY2007 supplemental appropriation from the County for \$1,800,000 from the College's Major Facilities Capital Projects Fund (MFCPPF). Sufficient funds are available both to complete remaining items for the Cafritz Center project and to transfer \$600,000 to the Goldenrod Renovation project. Because the source of the funds for this transfer is the MFCPPF, it is appropriate to use these funds for the Goldenrod renovation due to the fact that the stated purpose of the MFCPPF is to allow the College to pay for expansion projects at the campuses.

According to County regulations, no more than 10% of the total appropriation can be moved from a capital project and the amount to be moved, \$600,000, is within that parameter. Board of Trustees approval is required for all fund transfers between capital projects.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the transfer of \$600,000 from the King Street Arts Center Project to the Goldenrod Building Renovation Project to provide sufficient funds for construction and related project expenses for the Goldenrod Building on the Germantown Campus.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSON(S)**

Mr. Capp; Ms. Wormack; Mr. Sorrell

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

Resolution Number: **08-04-032**  
Adopted on: **4/28/2008**

Agenda Item Number: 10  
April 28, 2008

**Subject: Capital Budget Fund Transfer, Goldenrod Building Renovation Project**

WHEREAS, in accordance with College policy on the Capital Budget, a movement of funds between projects authorized in the Capital Budget must be consistent with County fiscal procedures authorizing such transactions, and the County has indicated that the Board is authorized to transfer a maximum of 10% from any one College project to projects within the College's Capital Budget; and

WHEREAS, additional funds totaling \$600,000 are needed in the Germantown Campus Goldenrod Building Renovation Project for construction and related project expenses due final costs exceeding the original estimated budget; and

WHEREAS, funds are available in the FY2008 Capital Budget King Street Arts Center Project (the building is now called The Morris and Gwendolyn Cafritz Foundation Arts Center) that can be used for this purpose; and

WHEREAS, the Interim Chief Business Officer certifies that the funds are available in the FY2008 Capital Budget for this transfer and also certifies that the amount to be transferred is within the 10% limit; and

WHEREAS, the President of the College recommends the following action; now therefore be it

Resolved, that a total of \$600,000 from the King Street Arts Center Project in the FY2008 Capital Budget is transferred to the Goldenrod Building Renovation Project in order to provide sufficient funds for the renovation of the Goldenrod Building on the Germantown Campus; and be it further

Resolved, that the County Executive and the County Council be notified of this action.

BKJ:abg

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

Agenda Item Number: 11  
April 28, 2008

**INCREASE IN TUITION RATE PER CREDIT HOUR**

BACKGROUND

The Board of Trustees adopted the College's FY2009 Operating Budget for submission to the County on January 22, 2008. After reviewing the budget situation -- as well as the existing and planned tuition and fee rates at area colleges and universities, and past tuition and fee rate increases at Montgomery College -- the Board of Trustees has concluded that an increase of \$3/\$6/\$9 in tuition is necessary effective with the fall 2008 semester. This is an increase of 3.1% for the in-County tuition rate.

RECOMMENDATION

It is recommended that the Board of Trustees increase the cost of tuition per credit hour by \$3/\$6/\$9 beginning with the fall 2008 semester for in-County, in-State, and out-of-State students, respectively, bringing the tuition per credit hour rates to \$99/\$203/\$275.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Moore  
Ms. Dimon

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

Resolution Number: **08-04-033**  
Adopted on: **4/28/2008**

Agenda Item Number: 11  
April 28, 2008

**Subject: Increase in Tuition Rate Per Credit Hour**

WHEREAS, the Board of Trustees adopted the FY2009 Operating Budget on January 22, 2008; and

WHEREAS, this budget includes items related to salary improvement, enrollment growth, academic program support, newly constructed or renovated facilities operations, increase in scholarship funds, Middle States recommendations, and safety and security needs; and

WHEREAS, the proposed tuition increase that has been developed by the Board of Trustees is consistent with what other higher education institutions in Maryland are planning to do; and

WHEREAS, even with this tuition increase there is still a large gap between needs and available resources; and

WHEREAS, the Board of Trustees has a deep commitment to keeping Montgomery College affordable to its students; now therefore be it

Resolved, That the Board of Trustees adopts tuition rate increases of \$3/\$6/\$9 per credit hour for in-County, in-State, and out-of-State students respectively, effective beginning with the fall 2008 semester; this resolve establishes the tuition rates at \$99/\$203/\$275, for in-County, in-State, and out-of-State residents, respectively.

BKJ:abg

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

Agenda Item Number: 12  
April 28, 2008

**HONORARY DEGREE CANDIDATES**

**BACKGROUND**

The Montgomery College Honorary Degree Program was approved and established by the College's Board of Trustees on October 16, 1995. Through this program, the Board has the opportunity to recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent, or gift to Montgomery College, with an honorary degree.

**RECOMMENDATION**

We recommend the selection of four honorary degree recipients to be awarded at the College's 2008 commencement ceremonies.

**BACK-UP INFORMATION**

Board Resolution  
List of Recipients (Board members only)  
List of Candidates (Board members only)

**RESOURCE PERSONS**

Mr. Sears  
Ms. Sullivan

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

Resolution Number: **08-04-034**  
Adopted on: **4/28/2008**

Agenda Item Number: 12  
April 28, 2008

**Subject: Honorary Degrees Candidates**

WHEREAS, the Montgomery College Board of Trustees established an Honorary Degree Program on October 16, 1995, to honor and recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent, or gift to Montgomery College; and

WHEREAS, an honorary degree program increases the visibility of Montgomery College and its ability to formally recognize honorary speakers, contributors, philanthropists, and distinguished friends; and

WHEREAS, the Board of Trustees approves each recipient eligible to receive an honorary associate degree at commencements, convocations or other appropriate occasions; and

WHEREAS, the President of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees awards honorary degrees to Mr. J. W. Marriott, Mr. Richard Marriott, Ms. Teresa R. Wright, and the Commencement speaker Ms. Constance A. Morella at the Commencement Ceremony on May 16, 2008.

BKJ:abg

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

Agenda Item Number: 13  
April 28, 2008

**POLICY ON RESTRICTIONS ON TOBACCO USE AND  
SALE OF TOBACCO PRODUCTS**

**BACKGROUND**

Since 2001, when the College was awarded a grant by the Montgomery County Department of Health and Human Services (funded by the Tobacco Restitution Fund) to promote tobacco use prevention and cessation efforts, the College has raised awareness about the effects of using tobacco products and established a commitment to become 100% tobacco free. In 2007 the Vice Presidents and Provosts developed a charge for a Smoke Free Task Force to provide a framework to move the college to a smoke-free environment by August 1, 2008.

The Board currently has a policy that prohibits smoking in College buildings and prohibits the sale of tobacco products at the College. In addition, the current policy prohibits smoking within 25 feet of the perimeter of all buildings owned by the College. Although the implementation of the current policy decreased the amount of smoking on each of the campuses, it does not always “ensure smoke-free access to buildings and along major pedestrian walkways” because of the compactness and design of the campuses.

The proposed policy changes the title from restrictions on tobacco smoking to restrictions on tobacco use in recognition of the health hazards of all forms of tobacco use. It acknowledges that this policy is part of the College’s “efforts to educate students, faculty, staff, and the community about the importance of health and safety,” and extends the prohibitions about tobacco use to prohibit tobacco use in all indoor and outdoor College-owned facilities and facilities leased and controlled by the College as well as at meeting or conferences sponsored by the College.

**RECOMMENDATION**

The Executive Vice President and the College President recommend adoption of the new policy.

**BACK-UP INFORMATION**

Board Resolution  
Proposed new policy on “Restrictions on Tobacco Smoking and Sale of Tobacco Products”  
Proposed procedures (Board Members only)

**RESOURCE PERSONS**

Dr. Ackerman  
Dr. Brown  
Dean Brewer

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

Resolution Number: **08-04-035**  
Adopted on: **4/28/2008**

Agenda Item Number: 13  
April 28, 2008

**Subject: Policy on Restrictions on Tobacco Use and Sale of Tobacco Products**

WHEREAS, the Board of Trustees currently has a policy that prohibits smoking in College facilities and within 25 feet of the perimeter of all buildings owned by the College and prohibits the sale of tobacco products at the College; and

WHEREAS, Montgomery College has been committed to achieving a public facility environment as close to smoke-free as practicably possible; and

WHEREAS, Montgomery College recognizes its leadership role in promoting and maintaining a tobacco-free environment; and

WHEREAS, a majority of faculty, staff, and students do not smoke or use tobacco products; and

WHEREAS, the 2006 report issued by the United States Surgeon General concluded that there is no acceptable level of exposure to secondhand tobacco smoke; and

WHEREAS, the Montgomery College Smoke Free Task Force developed a policy that was clear and easy to understand; and

WHEREAS, College groups support the proposed policy to make Montgomery College a Tobacco-Free environment

WHEREAS, plans are being developed to communicate and implement a tobacco-free environment effective August 1, 2008; and

WHEREAS, the Executive Vice President and the College President recommend adoption of the following resolution; now therefore be it

Resolved, that the Board of Trustees adopts the policy on "Restrictions on Tobacco Use and Sale of Tobacco Products", as shown on the attachment.

BKJ:abg

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Chapter: Facilities Modification No.

Subject: **Restrictions on Tobacco Use and Sale of Tobacco Products**

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- I. Montgomery College recognizes its leadership role in promoting and maintaining a tobacco-free environment. A majority of faculty, staff, and students do not smoke or use tobacco products; tobacco use is objectionable to many non-tobacco users. A recent report issued by the United States Surgeon General concluded that there is no acceptable level of exposure to secondhand tobacco smoke. Therefore, in conjunction with its efforts to educate students, faculty, staff and the community about the importance of health and safety, Montgomery College is a tobacco-free institution. Enforcing a tobacco-free policy is possible because the College places value on individual responsibility and leadership. As such, every member of the Montgomery College community shares equally in the responsibility for adhering to and respectfully enforcing the tobacco-free policy.

Specifically:

- A. Tobacco use is prohibited in all College-owned property and within leased College office and classroom space. The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.
  - B. Tobacco use is prohibited in all indoor and outdoor facilities, including athletic fields, amphitheaters, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, terraces, in privately owned vehicles and campus bus stops.
  - C. Tobacco use is prohibited in College-owned or leased vehicles.
  - D. Tobacco use is prohibited at meetings or conferences sponsored by Montgomery College.
  - E. Tobacco products will not be sold in College facilities.
- II. The President is authorized to develop and implement procedures to implement this policy.

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Board Approval: April 28, 2008