

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
May 18, 2009**

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

Resolution Number: **09-05-044**
Adopted on: **5/18/09**

Agenda Item Number: 6
May 18, 2009

Subject: Award of Silver Medallion and Retirement Recognition for Ms. Janet H. Johnson

WHEREAS, Ms. Janet H. Johnson, has served Montgomery College with dedication and distinction for 25 years and retired on September 5, 2008; and

WHEREAS, she is respected by colleagues and faculty for her contagious enthusiasm, dependability, diligence, initiative, and unflappable support; and

WHEREAS, as the College Institute Program Director, Ms. Johnson was recognized for her outstanding performance and for working cooperatively and diplomatically with administrators, faculty, and staff at Montgomery College as well as administrators and staff at Montgomery County Public Schools; and

WHEREAS, as she has used her considerable organizational skills, her problem-solving abilities, her creative talents, her analytical acumen, and her attention to details to serve as Administrative Associate in the office of the Executive Vice President for Academic and Student Services, where she efficiently oversaw and ensured a high-quality articulation process; and

WHEREAS, she served with the highest distinction as Student Life Director where she created the first ever Collegewide Student Handbook, and assisted a diverse population of students and instructors in a unit that produced thousands of programs during her tenure; and

WHEREAS, Ms. Johnson served as Acting Student Development Dean where she sustained the office in the highest level of efficiency and commitment to the students at the Germanton Campus; and

WHEREAS, Ms. Johnson co-chaired the first ever Collegewide Commencement ceremony in May 2004; and

WHEREAS, Ms. Johnson served the College community as Staff Senate Chair, Vice Chair, Germantown Senator, Elections Committee Chair, and Policies and Procedures Chair, Staff Revitalization Committee Chair, Classification Review Committee, Committee for the Support of Question B, Budget Review Committee, Presidents Planning Council, Staff Representative to the Academic Assembly, Student Services Strategic Direction Committee, Member of the Germanton Planning Committee, Member of the Hispanic Community Open House Committee, Member of the 50th Anniversary Committee, Member of the planning committee for the Hispanic Student Academic Awards Program, Member of the planning committee for the African American Student Academic Awards Program, Member of the STAR Scholarship Planning Committee and other College committees; and

WHEREAS, Ms. Johnson is a two-time recipient of the Distinguished Staff Award, and three-time recipient of the Special Recognition award, a two-time recipient of the Outstanding Service award, two-time recipient of the Team Effort Award and a recipient of the prestigious Bebee award; and
WHEREAS, Ms. Johnson provided public testimony on behalf of Montgomery College before the County Council on four occasions and prepared students for testimony before the County Council; and

WHEREAS, Ms. Johnson organized a petition to protest cuts in funding to Montgomery College proposed by the Shafer administration and delivered that petition with over 500 signatures; and

WHEREAS, Ms. Johnson volunteered for five years in the College's Annual Fund Phone-a-thon; and

WHEREAS, Ms. Johnson served the local community by serving on the Montgomery County Community Service Day Health Fair, raising over \$17,000 for the homeless, chairing the Fannie Mae Walkathon for the Homeless, created a tutoring program for Redland Middle School, served on the Sandy Spring School Board of Trustees, and has hosted exchange students in her home, and has taken middle school students overseas in a project that encourages world tolerance; and

WHEREAS, Ms. Johnson published an article in the National Clearinghouse for Commuter Programs Publication entitled, "Transfer Students Speak Out on Orientation and Campus Involvement"; and

WHEREAS, Ms. Johnson has presented at national and local conferences; and

WHEREAS, Ms. Johnson sought out opportunities for professional development, attending national conferences and other workshops; and

WHEREAS, her dedication to the students and her commitment to all of her positions have supported the College's mission of student success; and

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

WHEREAS, the Director of Academic Initiatives, the Interim Vice President for Academic Initiatives, and the President of the College recommend this public recognition of Ms. Janet H. Johnson; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Janet H. Johnson for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Ms. Janet H. Johnson is awarded the Silver Medallion in recognition of her outstanding service and as an expression of gratitude by the College for her exceptional dedication and professional commitment to further the goals of the College; 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 be presented to Ms. Janet H. Johnson.

BKJ:abg

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

Agenda Item Number: 8A
May 18, 2009

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: **09-05-045**
Adopted on: **5/18/09**

Agenda Item Number: 8A
May 18, 2009

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, 2009, to and including April 30, 2009; 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

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including April 1, 2009, to and Including April 30, 2009

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
10/4/27/2009	Akinsehinwa, Robert P	Media Technology Specialist	G	IT Learn Ctr Aud/Vis Ins TP/SS
10/4/27/2009	Hart, Lee A	IT Security Analyst	L	Office of Info Tech
10/4/27/2009	Miller, Sarah A	Dir of Employee Engagement	N	Human Resources Office
10/4/13/2009	Porras, Javier E	Building Equipment Mechanic	H	Facilities Operations - TP/SS

STAFF SEPARATIONS

04/24/2009	Bell, Thomas E	Gen Maintenance Wkr	C	Facilities Operations - RV
04/24/2009	Johnson, Brenda C	WD & CE Prog Asst	F	WD & CE
04/30/2009	Kamenshine, Lesley ¹	WD & CE Prog Asst	F	Continuing Education GT
04/09/2009	Monte, Michael M	Blg Service Worker Lead	D	Facilities Maintenance RV
04/30/2009	Ringgold, Eleanor R ¹	Office Asst	D	Facilities Security - TP/SS

STAFF EMPLOYMENTS: *Ethnicity and Gender*

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

¹ Retirement

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 8B
May 18, 2009

**REQUEST FOR APPROVAL OF THE NEW ASSOCIATE OF ARTS IN TEACHING DEGREE IN
CHEMISTRY (SECONDARY A.A.T.)**

BACKGROUND

The Teacher Education Transfer Program - Associate of Arts in Teaching (A.A.T.) curriculum is designed to provide the first two years of a four-year bachelor's degree and teacher certification. This specific curriculum prepares students to transfer to a secondary chemistry education program at a four-year college or university in the state of Maryland. Students will be able to fulfill their general education requirements, participate in fieldwork experience, and complete a core of professional course work appropriate for the first two years of teacher preparation in the concentration of chemistry.

As stated in the current Maryland State Plan for Secondary Education, teacher preparation is still a concern. "Maryland, like other states, faces a critical shortage of teachers." This new program will help to fulfill the hiring needs of the local school systems throughout the State, particularly in the field of teacher preparation for chemistry, which is one of the declared critical shortage areas.

No new expenses are needed to implement this program. Existing faculty, equipment and classroom space will be utilized.

RECOMMENDATION

The Board of Trustees is requested to approve the Associate in Arts in Teaching Degree in Chemistry (Secondary A.A.T.)

BACK-UP INFORMATION

Board Resolution
Curriculum Requirements

RESOURCE PERSONS

Ms. Debra Poese
Dr. Gail Montgomery

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

Resolution Number: **09-05-046**
Adopted on: **5/18//09**

Agenda Item Number: 8B
May 18, 2009

**Subject: Request for Approval of the new Associate of Arts in Teaching Degree in
Chemistry (Secondary A.A.T.)**

WHEREAS, Montgomery College is committed to meet the needs of the State and the community and has articulated this commitment in its mission; and

WHEREAS, the Maryland State Plan for Secondary Education recognizes that teacher preparation is still a concern and that Maryland still faces a critical shortage of qualified teachers; and

WHEREAS, the Maryland State Department of Education has estimated that the demand for chemistry teachers will continue to be greater than the supply; and

WHEREAS, this Associate of Arts in Teaching degree in Chemistry is designed to provide the first two years of a four-year bachelor's degree and teaching certification and will serve to alleviate the teacher needs in this area as expressed by the Maryland Department of Education; and

WHEREAS, College Policies and Procedures state that Montgomery College has an obligation to maintain an excellent comprehensive educational program designed to meet the diverse and changing educational, social, economic, and cultural needs of the community; 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 Board of Trustees of Montgomery College approve the Associate of Arts in Teaching Degree in Chemistry (Secondary A.A.T.)

BKJ: abg

ASSOCIATE OF ARTS IN TEACHING DEGREE IN CHEMISTRY (SECONDARY A.A.T.)

The faculty in the Education department in a joint effort with faculty in the Chemistry department developed this degree program. The curriculum was designed to meet the requirements of the Teacher Education Transfer Program - Associate of Arts in Teaching in Chemistry (Secondary A.A.T.) curriculum that was developed and approved through the Maryland Higher Education Commission and the Maryland State Department of Education in conjunction with two and four-year institutions.

The Associate of Arts in Teaching in Chemistry curriculum:

- Provides the first two years of a four-year bachelor's degree and teacher certification
- Articulates with all respective Maryland transfer programs in secondary chemistry education as a result of the collaborative effort among the State's institutions
- Offers a core of professional educational coursework based on a set of outcomes delineating what the student should know rather than on a set of courses
- Allows students to participate in fieldwork experience
- Requires students to achieve a minimum of a 2.75 cumulative G.P.A. and pass the state-approved standardized tests.
- Requires a minimum of 63 credits for graduation
- Includes state-recommended general education courses
- Distributes the credits as follows:

Associate of Arts in Teaching in Chemistry	
Courses	Credits
Program Concentration	
Principles of Chemistry I & II	8
Organic Chemistry I & II	10
General Physics I & II	7
Pre - Professional Courses	
Foundation in Education	3
Field Experience in Education	1
Introduction to Special Education	3
Field Experience - Special Education	1
Adolescent Psychology	3
Educational Psychology	3
Supporting Courses	
Techniques of Reading and Writing II	3
Integrated Arts	3
History of the United States	3
General Psychology	3
Calculus I & II	8
Behavioral and Social Sciences Distribution	3
Health Foundation	1

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

Agenda Item Number: 9
May 18, 2009

**APPROVAL OF CHANGE ORDER
TIME EXTENSION AND RELATED COSTS FOR IT NETWORK OPERATIONS CENTER
TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On January 22, 2008, the Board of Trustees awarded a contract for \$1,850,000 to Arica Consulting & Contracting, LLC for electrical and mechanical equipment work to support the relocation of the Information Technology Network Operations Center (NOC) from the Rockville Campus to The Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus. Space was left vacant for this purpose when the Cafritz Center was built.

This change order provides for a 122-day time extension and related additional contractor costs for continued supervision of ongoing work beyond the originally anticipated contract length due to unforeseen conditions and other requirements. The schedule delays were primarily due to structural steel design and fabrication for roof and floor penetrations for mechanical equipment. The need for the steel was not known until the penetrations were made. Additional contractor supervisory time was also required for an unanticipated lengthy installation, testing, and commissioning process associated with IT-purchased server and other equipment. When these issues first arose, it was agreed that the time extension and associated costs would not be considered until the end of the project when all of the details were known and could be reviewed as a whole by College staff and consultants against the overall project schedule.

The contractor's final price for this work (\$55,869) is acceptable and the costs have been validated by the design team. Sufficient funds are available in the FY2009 Capital Budget Network Operations Center Project for this work. The Board of Trustees must approve all Capital Budget change orders over \$25,000 and all contract time extensions over 30 days.

RECOMMENDATION

It is recommended that a change order for \$55,869 and a time extension of 122 days be approved for Contract 514 with Arica Consulting & Contracting, LLC, Jessup, Maryland, for contractor extended general conditions costs for the Network Operations Center in The Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS:

Mr. Capp
Mr. Sheeran

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

Resolution Number: **09-05-047**
Adopted on: **5/18/09**

Agenda Item Number: 9
May 18, 2009

Subject: Approval of Change Order for Time Extension and Related Costs for IT Network Operations Center, Takoma Park/Silver Spring Campus

WHEREAS, on January 22, 2008, by Board Resolution #08-01-05, the Board of Trustees awarded a contract for \$1,850,000 to Arica Consulting & Contracting, LLC, for electrical and mechanical equipment work for the relocation of the IT Network Operations Center (NOC) from the Rockville Campus to The Morris and Gwendolyn Foundation Arts Center at the Takoma Park/Silver Spring Campus; and

WHEREAS, during the conduct of the project work, unforeseen conditions caused the length of the project schedule to increase by 122 days beyond the originally anticipated completion date and, as a result, the general contractor incurred additional costs for field supervision during that extended construction period; and

WHEREAS, appropriate College staff and consultants reviewed the submitted change order and time extension proposal and have undertaken negotiations with Arica Consulting & Contracting with regard to the fees for the work; and

WHEREAS, the Associate Vice President for College Facilities recommends approval of a change order totaling \$55,869 and a 122-day contract time extension for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2009 Capital Budget Network Operations Center project for this change order; and

WHEREAS, College policy on the Capital Budget requires approval by the Board of Trustees of contract time extensions over 30 days and all change requests that will increase the cost of a construction project by 15% or more, or \$25,000, whichever is less; and

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

Resolved, That a change order for \$55,869 and a time extension of 122 days be approved for Contract 514 with Arica Consulting & Contracting, LLC, Jessup, Maryland, for contractor extended general conditions and supervision costs due to unforeseen conditions for the IT Network Operations Center in The Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus; and be it further

Resolved, That the Senior Vice President for Administrative and Fiscal Services is authorized to sign this change order with Arica Consulting & Contracting, LLC, on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 10
May 18, 2009

**AWARD OF CONTRACT, GSA PROPOSAL DEVELOPMENT SERVICES,
BID NO. 509-031**

BACKGROUND

The Vice President of Workforce Development and Continuing Education (WD&CE) has requested a contract award for General Services Administration (GSA) Proposal Development Services and GSA maintenance services to increase its opportunities in contract training with more federal agencies. Historically, WD&CE provided occupational-based training to employees of companies and governmental agencies to broaden their knowledge and skills in a variety of areas that included technology, communication, and leadership. Since GSA is a centralized federal procurement vehicle that authorizes contractors with an approved pricing catalog to form a contract with any federal government agency, WD&CE would like to be included on GSA's approved schedule. This inclusion will allow WD&CE the opportunity to systematically expand its training services to federal agencies located within Montgomery County, and increase the College's visibility as a reputable contractor. Additionally, the College would like assistance in maintaining its status on the GSA schedule, guidance, and other services to increase its opportunities in contract training.

On February 18, 2009, a solicitation was issued for general services administration proposal development services and continued maintenance services. Eleven (11) responses were received on March 6, 2009. An evaluation committee consisting of WD&CE staff evaluated and ranked all responses based on established criteria. EZGSA Government Services Corporation, Bethesda, MD, was the highest ranked vendor meeting all College requirements. References were checked and affirmed. The total price for proposal development services is \$25,700. The total annual fee for GSA maintenance services is \$9,800. The maintenance services would be for five one-year terms. Board approval is required for competitive sealed proposals valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract award for GSA proposal development services to EZGSA Government Services Corporation, Bethesda, Maryland for a total fee of \$25,700. It is further recommended that maintenance services be renewed for five one-year terms for an annual fee of \$9,800 under the same terms and conditions of the original contract, provided that funding is available, performance is satisfactory, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESOURCE PERSONS

Mr. Payne

Mr. Sheeran

Dr. Wormack

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

Resolution Number: **09-05-048**
Adopted on: **5/18/09**

Agenda Item Number: 10
May 18, 2009

Subject: Award of Contract, GSA Proposal Development Services, Bid No. 509-031

WHEREAS, The Vice President for Workforce Development & Continuing Education has requested a contract for General Services Administration (GSA) proposal development services and GSA maintenance services; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds are available in the FY2009 Workforce Development and Continuing Education Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec 16-311 (c), a request for proposal for GSA proposal development services was publicly advertised in a County newspaper on February 18, 2009, and posted on the College's Procurement website, Montgomery County and State of Maryland websites, downloaded by one hundred sixty-eight (168) vendors, and mailed to three (3) vendors; eleven (11) responses were received, read aloud, and recorded beginning at 3:00pm on March 6, 2009; and

WHEREAS, upon evaluation of the technical proposal in accordance with bid solicitation, it was determined that the proposal submitted by EZGSA Government Services Corporation, Bethesda, Maryland, meets all College requirements, and is therefore the highest ranked bidder; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require Board approval; and

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

Resolved, That a contract be awarded for the purchase of GSA proposal development services, to EZGSA Government Services Corporation, Bethesda, Maryland, for a total fee of \$25,700; and be it further

Resolved, That maintenance services be renewed for five one-year terms for an annual fee of \$9,800 under the same terms and conditions of the original contract, provided that funding is available, performance is satisfactory, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: 11
May 18, 2009

**SOLE SOURCE AWARD OF CONTRACT, REPLACEMENT OF
BUILDING CONTROLS SYSTEMS IN THE MACKLIN TOWER, ROCKVILLE, CAMPUS**

BACKGROUND

The Associate Vice President for College Facilities has requested a contract award for the replacement of the building controls system for the Macklin Tower Alterations project, on a sole source basis. This project is part of a phased retrofit of mechanical, electrical, and life safety systems and other systems in the building. The current system will be replaced so that all controls are standardized and compatible with the building automation control network and data communications system. Staff determined that the building controls product manufactured by Reliable Controls will be the standard for the replacement system in the building. This standardization is necessary for compatibility with other campus systems, the building automation and control network systems, as well as the proven maintenance and reliability of the product. This sole source procurement is justified since the product and services are only available from one regional source, Pritchett Controls, and no other vendor can perform these services or is authorized to install the manufacturer's product. The total price of the replacement product and installation services is \$65,500. Funding for the project is available from the FY2009 Capital Budget. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a contract award for the purchase of the replacement of the building controls system to Pritchett Controls, on a sole source basis, for a total not-to-exceed amount of \$65,500.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Sheeran
Dr. Wormack

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

Resolution Number: **09-05-049**
Adopted on: **5/18/09**

Agenda Item Number: 11
May 18, 2009

**Subject: Sole Source Award of Contract, Replacement of Building Controls System,
Macklin Tower Building, Rockville Campus**

WHEREAS, the Associate Vice President for College Facilities has requested a contract award for the replacement of the building controls system for the Macklin Tower Alterations Project on the Rockville Campus; and

WHEREAS, this project is part of a phased retrofit of mechanical, electrical, and life safety systems and other systems in the building and the current system will be replaced with a standardized control system manufactured by Reliable Controls which is compatible with the building automation control network and data communications systems; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since only one regional authorized installer is able to provide the product and services and no other product will meet College needs; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2009 Capital Budget; and

WHEREAS, sole source procurement contracts valued above \$25,000 require Board approval; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

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

Resolved, That a contract be awarded to Pritchett Controls, Beltsville, Maryland, on a sole source basis, for the purchase of the replacement building controls systems, Macklin Tower Building, Rockville Campus, for a total not-to-exceed amount of \$65,500.

BKJ:abg

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

Agenda Item Number: 12A
May 18, 2009

**MODIFICATION OF BOARD POLICY ON COLLEGE TELEWORK POLICY FOR ADMINISTRATIVE,
ASSOCIATE, AND SUPPORT STAFF**

BACKGROUND

In recognizing telework as an effective way to meet the needs of the College, eligible employees, and the community, the Board of Trustees authorized the College President to establish guidelines and procedures to implement a Telework Policy.

Upon review of College policy 32500, College Telework Policy for Administrative, Associate, and Support Staff, it is recommended that the policy be updated to remove procedural language that is best suited for the corresponding procedure, 32500CP, College Procedure for Administrative, Associate, and Support Staff.

RECOMMENDATION

It is recommended that the Board of Trustees approve the changes in Montgomery College Policy 32500, College Telework Policy for Administrative, Associate, and Support Staff, as attached.

BACK-UP INFORMATION

Board Resolution
Revised Montgomery College Policy 32500, College Telework Policy for Administrative, Associate, and Support Staff

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **09-05-050**
Adopted on: **5/18/09**

Agenda Item Number: 12A
May 18, 2009

Subject: Modification of Board Policy on College Telework Policy for Administrative, Associate, and Support Staff

WHEREAS, in accordance with the Board of Trustees policy on telework for Administrative, Associate, and Support Staff, telework is a work alternative that the College offers to some employees when it would benefit both the College and the employee; and

WHEREAS, this work alternative is intended to help the College recruit and retain excellent employees, to provide more flexible work arrangements for eligible employees, to provide a way to conserve scarce office space, and to assist in the community effort to reduce outdoor air pollution and traffic congestion attributable to automobile travel; and

WHEREAS, The College President is authorized to establish guidelines and procedures to implement the College Telework Policy; and

WHEREAS, as part of the review process, it is recommended that procedural language contained in the policy, be removed from the policy and incorporated into the corresponding procedure, 32500CP, College Procedure for Administrative, Associate, and Support Staff; and

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

Resolved, That effective May 18, 2009, Montgomery College Policy 32500, entitled College Telework Policy for Administrative, Associate, and Support Staff, be revised as presented.

BKJ:abg

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

Agenda Item Number: 12B
May 18, 2009

MODIFICATION OF BOARD POLICY ON FACULTY/STAFF ASSISTANCE PROGRAM

BACKGROUND

The Board of Trustees has long recognized that a wide range of personal problems not directly associated with one's role at the College may affect the job performance of faculty and staff, and that the problems may be behavioral/medical in nature or involve alcohol/substance abuse, marital, family, financial, legal, or other problems of a personal nature. In recognizing the benefits of an assistance program, the Board of Trustees authorized the President to establish a Montgomery College Faculty/Staff Assistance Program and procedures in 1987 to provide short-term counseling and referral services to eligible College employees seeking solutions to such problems.

Upon review of College policy 35002, Faculty/Staff Assistance Program, it is recommended that language established in 1987 pertaining to the annual cost for such a program and language pertaining to the evaluation of the initial program, be removed from the policy.

RECOMMENDATION

It is recommended that the Board of Trustees approve the changes in Montgomery College Policy 35002, Faculty/Staff Assistance Program, as attached.

BACK-UP INFORMATION

Board Resolution
Revised Montgomery College Policy 35002, Faculty/Staff Assistance Program

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **09-05-051**
Adopted on: **5/18/09**

Agenda Item Number: 12B
May 18, 2009

Subject: Modification of Board Policy on Faculty/Staff Assistance Program

WHEREAS, the Board of Trustees has long recognized that a wide range of personal problems not directly associated with one's role at the College may affect the job performance of faculty and staff, and that the problems may be behavioral/medical in nature or involve alcohol/substance abuse, marital, family, financial, legal, or other problems of a personal nature; and

WHEREAS, in 1987, the College Board of Trustees authorized the President to establish a Montgomery College Faculty/Staff Assistance Program and procedures to provide short-term counseling and referral services to eligible College employees seeking solutions to such problems; and

WHEREAS, as part of the review process, it is recommended that language established in 1987 pertaining to the annual cost for such a program be removed from the policy; and

WHEREAS, it is also recommended that language pertaining to the evaluation of the initial program, which was established in 1987, be removed from the policy; and

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

Resolved, That effective May 18, 2009, Montgomery College Policy 35002, entitled, Faculty/Staff Assistance Program, be revised as presented.

BKJ:abg

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

Agenda Item Number: 12C
May 18, 2009

MODIFICATION OF BOARD POLICY ON WELLNESS ACTIVITIES PROGRAMS

In recognition of the benefits of wellness activities, the Board authorized the President of the College to provide up to one and one-half hours per week for eligible staff to participate in wellness activities as of June 20, 1988. Such activities include nutrition and stress management workshops, exercise activities, blood pressure monitoring and reduction, and smoking cessation. As per the policy, such released time is to be matched with at least equal hours of the employee's own time for such activities. Along with initial wellness activities established in 1988, the wellness program continues to benefit both the employee and the College.

Upon review of College policy 35004, Wellness Activities Programs, it is recommended that language pertaining to the evaluation of initial programs be removed from the policy.

RECOMMENDATION

It is recommended that the Board of Trustees approve the changes in Montgomery College Policy 35004, Wellness Activities Programs, as attached.

BACK-UP INFORMATION

Board Resolution
Revised Montgomery College Policy 35004, Wellness Activities Programs

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **09-05-052**
Adopted on: **5/18/09**

Agenda Item Number: 12C
May 18, 2009

Subject: Modification of Board Policy on Wellness Activities Programs

WHEREAS, in recognition of the benefits of wellness activities, the Board authorized the President of the College to provide up to one and one-half hours per week for eligible staff to participate in wellness activities as of June 20, 1988; and

WHEREAS, such activities include nutrition and stress management workshops, exercise activities, blood pressure monitoring and reduction, and smoking cessation; and

WHEREAS, as per the policy, such released time is to be matched with at least equal hours of the employee's own time for such activities; and

WHEREAS, as the wellness program continues to benefit both the employee and the College; and

WHEREAS, upon review of College policy 35004, Wellness Activities Programs, it is recommended that language pertaining to the evaluation of initial programs be removed from the policy; and

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

Resolved, That effective May 18, 2009, Montgomery College Policy 35004, entitled, Wellness Activities Programs, be revised as presented.

BKJ:abg