

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
May 17, 2010**

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

Agenda Item Number: 7A
May 17, 2010

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: **10-05-033**
Adopted on: **5/17/2010**

Agenda Item Number: 7A
May 17, 2010

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, 2010, to and including April 30, 2010; and

WHEREAS, the Interim 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 Interim President.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including April 1, 2010, to and April 30, 2010

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
04/26/2010	Kephart, Jill W	WD&CE Program Assistant	F	WD & CE - Community Education
04/12/2010	Merendino, Elisa M	Administrative Aide	F	Humanities/Soc Sci/Educ GT
04/12/2010	Sloan, Ellen H	Child Care Ctr Manager	I	Aux Services Child Care - RV

STAFF SEPARATIONS

04/20/2010	Bean, Stephen E ¹	Painter	F	Facilities Operations - RV
04/03/2010	Bonnefond, Dawn M	Senior Administrative Aide	G	Collegewide Cap Prjt/Oper
04/30/2010	Buffington, Ronald H ¹	Blg Equip Mechanic	H	Facilities Operations - GT
04/09/2010	Culver, Carl M	Safety & Security Officer	E	Facilities Security - TP/SS
04/09/2010	Estrada Restrepo, Jose B	Building Service Worker	A	Facilities Maintenance RV
04/02/2010	Olsson, Aliya A	Financial Aid Assistant	F	Financial Aid RV
04/16/2010	Paul, Dereck L	Dir of Netwrk & IT Client Svcs	O	Office of Info Tech
04/20/2010	Puckett, Maurice D	Safety & Security Officer	E	Facilities Security - TP/SS
04/02/2010	Sherman, Ruby J	Senior Accountant	L	Finance Financial Reporting
04/30/2010	Weidmann, Beverly J ¹	Tech Projects & Plan Analyst	L	Office of Info Tech

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	0	0	0	0	3
Male	0	0	0	0	0	0
TOTAL	3	0	0	0	0	3

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

¹ Normal Retirement

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

Resolution Number: **10-05-034**
Adopted on: **5/17/2010**

Agenda Item Number: 7B1
May 17, 2010

Subject: Award of Silver Medallion and Emerita Status to Dr. Sylvia W. Crowder

WHEREAS, the Governor of the State of Maryland appointed Dr. Sylvia W. Crowder to the Board of Trustees of Montgomery College on July 1, 1998, for a six-year term; and

WHEREAS, the Governor of the State of Maryland reappointed Dr. Crowder for a second six-year term beginning July 1, 2004, and she resigned March 8, 2009, bringing an end to an exemplary term in office as a Trustee; and

WHEREAS, Dr. Crowder has served the Montgomery College community with distinction and dedication, consistently demonstrating her belief in and understanding of the guiding principles of governance, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, during her eleven years on the Board of Trustees, Dr. Crowder was elected as second vice chair for two years, first vice chair for two years, and as chair of the Board from 2005 – 2007 and played a major role in many of the Board's advocacy efforts with the State and County; and

WHEREAS, Dr. Crowder has demonstrated her outstanding leadership skills in the community as an educator, musician, singer, and community leader; and

WHEREAS, Dr. Crowder served as a member of various community organizations, and more specifically as a board member and vice president of Washington Hearing and Speech Society from 1992-2001, and as a member of the National Task Force for Ethnic Racial Schools and Colleges of Presbyterian Church USA from 1998-2000; and

WHEREAS, Dr. Crowder was a member of Leadership Montgomery Class of 2003 and served on its program committee, and was appointed to the Board of Directors for the Arts and Humanities Council of Montgomery County in 2004 and currently serves as president of its Board; and

WHEREAS, with a strong belief in the importance of education, Dr. Crowder provided guidance and wisdom in higher education matters and board governance with her knowledge from outstanding careers at the American Council on Education, the Association of Governing Boards of Universities and Colleges in Washington, D.C., and the U.S. Department of Education; and

WHEREAS, Dr. Crowder brought to the Board, by virtue of her career experiences, her educational background, and her leadership service at the local and State levels, a depth of knowledge and expertise that served the Board well; and

WHEREAS, she has served the College well in deliberations regarding all matters, but especially those related to advocacy, partnerships with Montgomery County Public Schools, and supporting higher education in Montgomery County; and

WHEREAS, Dr. Crowder has been at the forefront of education for students at all levels, her tireless advocacy on behalf of the College has helped to enhance and stabilize local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, Dr. Crowder played a major role in many of the Board's advocacy efforts with the State and County and provided successful testimony before the Montgomery County Council on numerous occasions; and

WHEREAS, Dr. Crowder's integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community, have immeasurably contributed to the decisions of the Board of Trustees, and these qualities displayed during eleven years of distinctive service will be sorely missed by the Board and the President of the College; and

WHEREAS, College procedures allow that all Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emera status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College procedures allow for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the County, the State or the nation; and

WHEREAS, the members of the Board of Trustees of the College recommend this tribute on the occasion of Dr. Sylvia W. Crowder's retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Dr. Sylvia W. Crowder for her conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, and alumni, its community, and the citizens of Montgomery County, and that the Board extends to her its best wishes for her continued good health, happiness, and prosperity, and invites her continued support of the College in the years ahead; and be it further

Resolved, That Dr. Sylvia W. Crowder is granted the status of Trustee Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That in recognition of her dedicated service and association with Montgomery College and Montgomery County, Dr. Sylvia W. Crowder is awarded the Silver Medallion for sustained and exemplary outstanding service; 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 Dr. Sylvia W. Crowder.

HP:abg

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

Resolution Number: **10-05-035**
Adopted on: **5/17/2010**

Agenda Item Number: 7B2
May 17, 2010

Subject: Award of Silver Medallion and Emerita Status to Dr. Jong-on Hahm

WHEREAS, the Governor of the State of Maryland appointed Dr. Jong-on Hahm to the Board of Trustees of Montgomery College on July 1, 2002, for a six-year term; and

WHEREAS, the Governor of the State of Maryland reappointed Dr. Hahm for a second six-year term beginning July 1, 2008, and she resigned from the position on November 5, 2008, bringing to an end an exemplary term in office as a Trustee; and

WHEREAS, Dr. Hahm served the Montgomery College community with distinction and dedication, consistently demonstrating her belief in and understanding of the guiding principles of governance, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, during her six years on the Board of Trustees, Dr. Hahm played a major role in many of the Board's advocacy efforts with the State and County; and

WHEREAS, Dr. Hahm demonstrated her outstanding leadership skills in the community as a scientist, researcher, and an involved citizen on issues facing the metropolitan landscape with her letters to the editor of the *Washington Post* on homelessness and commuting; and

WHEREAS, Dr. Hahm often provided opportunities for the College to connect with organizations to help with funding opportunities to strengthen programs for students; and

WHEREAS, Dr. Hahm brought to the Board, by virtue of her career experiences and her educational background, a depth of knowledge and expertise that served the Board well; and

WHEREAS, Dr. Hahm has served the College well in deliberations regarding all matters including advocacy, partnerships, and supporting higher education in Montgomery County; and

WHEREAS, Dr. Hahm is a strong advocate for women in the sciences and served as the president of the Montgomery County Commission for Women from 2001-2002; and

WHEREAS, Dr. Hahm's integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community, have immeasurably contributed to the decisions of the Board of Trustees, and these qualities displayed during six years of distinctive service will be sorely missed by the Board and the President of the College; and

WHEREAS, College procedures allow that all Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emera status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College procedures allow for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the County, the State or the nation; and

WHEREAS, the members of the Board of Trustees of the College recommend this tribute on the occasion of Dr. Jong-on Hahm's retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Dr. Jong-on Hahm for her conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, and alumni, its community, and the citizens of Montgomery County, and that the Board extends to her its best wishes for her continued good health, happiness, and prosperity, and invites her continued support of the College in the years ahead; and be it further

Resolved, That Dr. Jong-on Hahm is granted the status of Trustee Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That in recognition of her dedicated service and association with Montgomery College and Montgomery County, Dr. Jong-on Hahm is awarded the Silver Medallion for sustained and exemplary outstanding service; 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 Dr. Jong-on Hahm.

HP:abg

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

Resolution Number: **10-05-036**
Adopted on: **5/17/2010**

Agenda Item Number: 7B3
May 17, 2010

Subject: Award of Silver Medallion and Emeritus Status to Dr. Owen D. Nichols

WHEREAS, the Governor of the State of Maryland appointed Dr. Owen D. Nichols to the Board of Trustees of Montgomery College on September 25, 1996, for a three-year partial term; and

WHEREAS, the Governor of the State of Maryland reappointed Dr. Nichols for a full six-year term beginning July 1, 1999, and reappointed him to a second six-year term beginning July 1, 2005, and he resigned October 15, 2009, bringing to an end an exemplary term in office as a Trustee; and

WHEREAS, Dr. Nichols has served the Montgomery College community with distinction and dedication, consistently demonstrating his belief in and understanding of the guiding principles of governance, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, during his thirteen years on the Board of Trustees, Dr. Nichols was elected as second vice chair for two years, first vice chair for two years, and as chair of the Board from 2001 – 2003; and

WHEREAS, Dr. Nichols has demonstrated his outstanding leadership skills in the community as an educator, singer, and community leader; and

WHEREAS, with a strong belief in the importance of education, Dr. Nichols provided guidance and wisdom in proper protocol for College ceremonies, and served as an advisor, coordinator, and organizer for the African American Festival of Academic Excellence since 1989, a program designed to promote and acknowledge the importance of education and learning in the African American youth community in Montgomery County; and

WHEREAS, Dr. Nichols was an individual pioneer winner among “The Sixth Annual Winners of the 2002 Awards for Distinguished Service to Public Education” awarded by the Montgomery County Board of Education; and

WHEREAS, in 2008, Dr. Nichols was instrumental in having the State of Maryland grant \$500,000 for the Dr. Martin Luther King, Jr. National Memorial Project in Washington, D.C.; and

WHEREAS, Dr. Nichols was honored in April 2009 by the Dr. Harry Harden, Jr. 20th Black & African American Student Academic Awards Committee for his dedication and service to Montgomery College and the Academic Awards Program; and

WHEREAS, Dr. Nichols brought to the Board, by virtue of his career experiences, his educational background as a professor and vice president for administration and secretary of the Board of Trustees at Howard University, a depth of knowledge and expertise that served the Board well; and

WHEREAS, Dr. Nichols has served the College well in deliberations regarding all matters, but especially those related to advocacy, partnerships with Montgomery County Public Schools, and supporting higher education in Montgomery County; and

WHEREAS, Dr. Nichols has been at the forefront of education for students at all levels, his tireless advocacy on behalf of the College has helped to enhance and stabilize local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, Dr. Nichols played a major role in many of the Board's advocacy efforts with the State and County and provided successful testimony before the Montgomery County Council on numerous occasions; and

WHEREAS, Dr. Nichols' integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community, have immeasurably contributed to the decisions of the Board of Trustees, and these qualities displayed during thirteen years of distinctive service will be sorely missed by the Board and the President of the College; and

WHEREAS, College procedures allow that all Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emerita status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College procedures allow for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the County, the State or the nation; and

WHEREAS, the members of the Board of Trustees of the College recommend this tribute on the occasion of Dr. Owen D. Nichols' retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Dr. Owen D. Nichols for his conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, and alumni, its community, and the citizens of Montgomery County, and that the Board extends to him its best wishes for his continued good health, happiness, and prosperity, and invites his continued support of the College in the years ahead; and be it further

Resolved, That Dr. Owen D. Nichols is granted the status of Trustee 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 in recognition of his dedicated service and association with Montgomery College and Montgomery County, Dr. Owen D. Nichols is awarded the Silver Medallion for sustained and exemplary outstanding service; 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 Dr. Owen D. Nichols.

HP:abg

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

Agenda Item Number: 8A
May 17, 2010

**AWARD OF CONTRACT
PHILIPS HD11 XE ULTRASOUND SYSTEM
BID NO. 510-025**

BACKGROUND

The Dean of Health Sciences has requested the grant-funded purchase of three Philips HD11 XE Ultrasound Systems – complete, digital imaging systems with a host of standard advanced features on an upgradeable platform – for use in the Diagnostic Medical Sonography (DMS) program offered at the Takoma Park/Silver Spring Campus. When the Health Sciences Center was built in 2003, five scanning stations were included in the DMS lab, but only three ultrasound units for those stations were purchased. These three units will be traded in toward the purchase of newer technology. The purchase of three HD11 XE Ultrasound Systems will equip the scanning lab with state-of-the-art equipment for teaching and maximize use of the lab by students and faculty. Consistent with College Goal I, this purchase will support student attainment of educational goals by using technology that meets today's industry standards, including echocardiography and vascular, abdominal, and obstetrical sonography, and will prepare students to meet the increasingly complex needs of healthcare and healthcare professionals.

On March 26, 2010, a solicitation was issued for the purchase of three Philips HD11 XE Ultrasound Systems, including the trade-in of three ultrasound machines. The solicitation was downloaded by 14 vendors. Three responses were received and recorded on April 14, 2010. Philips Medical Systems N.A., Bothell, Washington, was declared the lowest responsive, responsible bidder meeting all College requirements, with a total price \$154,975, which includes delivery, installation, and a one-year factory warranty. Board of Trustees approval is required for competitive sealed bid awards valued above \$100,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the purchase of three Philips HD11 XE Ultrasound Systems, including the trade-in of three ATL HDI 4000 Ultrasound Machines, to Philips Medical Systems N.A., Bothell, Washington, for a total price of \$154,975.

BACK-UP INFORMATION

Board Resolution
Bidders List (Board Members Only)

RESOURCE PERSONS

Mr. Hawkins Mr. Johnson Mr. Moore Ms. Pickwick Mr. Sorrell

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

Resolution Number: **10-05-037**
Adopted on: **5/17/2010**

Agenda Item Number: 8A
May 17, 2010

**Subject: AWARD OF CONTRACT, PHILIPS HD11 XE ULTRASOUND SYSTEM
BID NO. 510-025**

WHEREAS, the Dean of Health Sciences has requested the purchase of three Philips HD11 XE Ultrasound Systems for use in the Diagnostic Medical Sonography (DMS) program offered at the Takoma Park/Silver Spring Campus; and

WHEREAS, the purchase will include the trade-in of three ATL HDI 4000 Ultrasound Machines originally acquired when the Health Sciences Center was built in 2003; and

WHEREAS, the purchase of this state-of-the-art equipment will support student attainment of educational goals through the use of technology that meets today's industry standards and will prepare students to meet the increasingly complex needs of healthcare and healthcare professionals; and

WHEREAS, the Acting Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds are available in the FY2010 Restricted (Grant) Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), an invitation to bid was publicly advertised in a County newspaper on March 26, 2010, and posted on the College Procurement and the State of Maryland websites, and downloaded by 14 vendors; three responses were received, read aloud, and recorded, beginning at 3:00 p.m. on April 14, 2010; and

WHEREAS, it was determined that the bid submitted by Philips Medical Systems N.A., Bothell, Washington, was the lowest responsive, responsible bidder, meeting all College specifications; and

WHEREAS, awards resulting from competitive sealed bids valued above \$100,000 require the approval of the Board of Trustees; and

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

Resolved, That a contract be awarded for the purchase of three Philips HD11 XE Ultrasound Systems, including the trade-in of three ATL HDI 4000 Ultrasound Machines, to Philips Medical Systems N.A., Bothell, Washington, for a total price of \$154,975.

HP:abg

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

Agenda Item Number: 8B
May 17, 2010

**MEMORANDUM OF SETTLEMENT – COMPENSATION RE-OPENER
AMENDMENTS TO COLLECTIVE BARGAINING AGREEMENT**

BACKGROUND

Representatives of the Board of Trustees and the Local 500 of the Service Employees International Union (SEIU) have reached an agreement in relation to the ESH rates (compensation) for the part-time faculty in Fiscal Year 2011. The agreement freezes Fiscal Year 2011 compensation at the previously agreed to levels. The agreement also provides for either party to reopen the agreement in the event compensation increases are negotiated and implemented by Montgomery County Government or Montgomery County Public Schools. The membership of the bargaining unit ratified the agreement on May 7, 2010.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the amendments to the collective bargaining agreement; authorizing the Board Chair to execute the Memorandum of Settlement; and delegating to the Interim President the authority and responsibility to implement and administer the agreement.

BACK-UP INFORMATION

Board Resolution

Memorandum of Settlement effective July 1, 2010 (Board members only)

RESOURCE PERSONS

Ms. Lawyer

Ms. Miller

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

Resolution Number: **10-05-038**
Adopted on: **5/17/2010**

Agenda Item Number: 8B
May 17, 2010

**Subject: Memorandum of Settlement – Compensation Re-Opener Amendments
to the Collective Bargaining Agreement**

WHEREAS, in June 2008, the Service Employees International Union (SEIU) Local 500 became the exclusive representative authorized to negotiate on behalf of certain part-time faculty members at Montgomery Community College; and

WHEREAS, a Memorandum of Settlement for the initial collective bargaining agreement effective January 19, 2010 to June 30, 2011, has been negotiated by teams representing the Board of Trustees and the SEIU Local 500; and

WHEREAS, on December 29, 2009, the members of the SEIU Local 500 ratified the Memorandum of Settlement; and

WHEREAS, the Board of Trustees approved the agreement on January 19, 2010; and

WHEREAS, Article 13, Section 13.1(B) of the collective bargaining agreement contained language allowing the parties to reopen the agreement to negotiate changes to the Pay Schedule in Appendix One relevant to the 2010-2011 academic year; and

WHEREAS, the parties negotiated and reached an agreement which is now recommended to the Board of Trustees by the Montgomery College negotiating team; and

WHEREAS, the Interim President of the College recommends that the Board take the following action; now therefore be it

Resolved, That the Board of Trustees approves the amendments to the collective bargaining agreement set forth in the attached Memorandum of Settlement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the Memorandum of Settlement between the Board of Trustees of Montgomery Community College and the Service Employees International Union Local 500; and be it further

Resolved, That the Board of Trustees delegates to the Interim President the responsibility and authority to implement and administer the amendments to the collective bargaining agreement and to further delegate responsibility for the implementation and administration of the agreement to appropriate College staff.

Attachments: Memorandum of Settlement (Board members only)

HP:abg

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

Agenda Item Number: 8C
May 17, 2010

MODIFICATION OF BOARD POLICY ON COMPENSATION PROGRAMS

The Board of Trustees shall approve the College's compensation programs for administrative, associate, and support staff. Where appropriate, the College's compensation programs may include general salary adjustments and merit increments as well as salary reductions and furlough days on an annual basis. Contingent upon budgetary resources and applicable State and Federal laws and regulations, the College's compensation programs shall be designed to maintain a reasonable degree of competitiveness with prevalent salaries in relevant markets for the various occupational classes in the College's classification systems.

Upon review of College policy 35001, Compensation Programs, it is recommended that language pertaining to the salary reductions and furloughs be included in the policy.

RECOMMENDATION

It is recommended that the Board of Trustees approve the changes in Montgomery College Policy 35001, Compensation Programs, as attached.

BACK-UP INFORMATION

Board Resolution
Revised Montgomery College Policy 35001

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Miller

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

Resolution Number: **10-05-039**
Adopted on: **5/17/2010**

Agenda Item Number: 8D
May 17, 2010

Subject: Modification of Board Policy on Compensation Programs

WHEREAS, the Board of Trustees shall approve the College's compensation programs for administrative, associate, and support staff. Where appropriate, the College's compensation programs may include general salary adjustments and merit increments as well as salary reductions and furlough days on an annual basis; and

WHEREAS, contingent upon budgetary resources and applicable State and Federal laws and regulations, the College's shall be designed to maintain a reasonable degree of competitiveness with prevalent salaries in relevant markets for the various occupational classes in the College's classification systems; and

WHEREAS, upon review of College policy 35001, Compensation Programs, it is recommended that language pertaining to the salary reductions and furloughs be included in the policy; and

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

Resolved, That effective May 17, 2010, Montgomery College Policy 35001, entitled Compensation Programs, be revised as presented.

HP:abg

Chapter: Personnel

Modification No. 065

Subject: **Compensation Plans Programs**

- I. The Board of Trustees shall approve the College's ~~pay plans~~ **compensation programs** for administrative, associate, and support staff. Where appropriate, the College's ~~pay plans~~ **compensation programs** may include general salary adjustments and merit increments **as well as salary reductions and furlough days** on an annual basis. Contingent upon budgetary resources and applicable State and Federal laws and regulations, the College's ~~pay plans~~ **compensation programs** shall be designed to maintain a reasonable degree of competitiveness with prevalent salaries in relevant markets for the various occupational classes in the College's classification systems.
- II. As part of the College's compensation plan **programs**, the Board has authorized a benefit program to include such items as educational assistance, tuition waiver, health and life insurance, retirement, and tax shelter annuities.
- III. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; December 13, 1993; October 21, 1996;
November 16, 1998; February 15, 1999; October 15, 2007; **May 17, 2010.**

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

Agenda Item Number: 8D
May 17, 2010

**AFFIRMATION OF SUBSTANTIVE CHANGE REQUEST FOR MIDDLE STATES
COMMISSION ON HIGHER EDUCATION**

BACKGROUND

Montgomery College's three campuses at Germantown, Rockville, and Takoma Park/Silver Spring are currently accredited by the Middle States Commission on Higher Education (MSCHE) as three separate institutions, each with their own MSCHE institutional code listing each campus Vice President/Provost as the Chief Executive Officer. Under this arrangement, Montgomery College (MC) is not accredited as a single, consolidated institution and the college president is not recognized as the Chief Executive Officer.

Montgomery College is submitting a Substantive Change Request to modify our institutional profile and accreditation status as a single, consolidated institution, with the site at Rockville to be designated as the main campus and the sites at Takoma Park/Silver Spring and Germantown listed as "additional locations." This Substantive Change Request is intended to:

- correct a long-standing error in our MSCHE accreditation;
- bring Montgomery College in compliance with MSCHE policy;
- bring MSCHE recognition in line with that of the other county, state, and federal agencies.

This request should have no impact on our current accreditation standing due to the fact that the 2008 MSCHE re-accreditation process already testified to our one-institution status. The MSCHE Visiting Team examined the College as a whole for all 14 standards, as well as identified strengths, weaknesses, and opportunities for improvement for the College as one entity, rather than the individual campuses. Since Montgomery College has always been operating as one institution, the requested change will have no impact on budgeting/finances, legal status, or educational offerings. Montgomery College's status as a single, multi-campus institution is given consistent recognition by local, state, and federal governing agencies, including Montgomery County, the MD Higher Education Commission (MHEC), and the U.S. Department of Education (Title IV).

Since opening, these three campuses have always been governed under one administrative structure – one Board of Trustees and one President. Each campus has a VP/Provost who reports to the Senior Vice President for Academic and Student Services. The College is governed by one set of Collegewide Policies and Procedures which detail processes for institutional operations. This single institution model eliminates duplication of resources and improves efficiency, which aligns with our mission and strategic goals to operate as "One College" to provide the best educational experience to our students. The College receives one budget from Montgomery County and the state. One admission and financial aid process

applies to all three campuses. One catalog, one schedule, and one website communicate our comprehensive course offerings and student services. A single Collegewide Academic Assembly, Curriculum Committee, General Education Committee, and Academic Regulations Committee govern our academic programs and courses. Our educational offerings are assessed through one Collegewide Student Learning Outcomes Assessment Program, Collegewide common course outcomes, and one Collegewide Area Review process for disciplines, programs, and academic support units.

Montgomery College is accountable to our community as one entity. Therefore, this request for substantive change will bring Montgomery College into compliance with MSCHE policy and accurately reflect our organization structure and current institutional operations.

RECOMMENDATION

It is recommended that the Board of Trustees affirm that Montgomery College has always been operating as a single multi-campus institution and a Substantive Change be submitted to Middle States Commission on Higher Education requesting Montgomery College to be officially accredited as a single, consolidated institution, with the site at Rockville to be designated as the main campus and the sites at Takoma Park/Silver Spring and Germantown listed as “additional locations.”

BACK-UP INFORMATION

Board Resolution
MSCHE Substantive Change Request (Board members only)

RESOURCE PERSON(S)

Ms. Wessman

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

Resolution Number: **10-05-040**
Adopted on: **5/17/2010**

Agenda Item Number: 8D
May 17, 2010

Subject: Affirmation of Substantive Change Request for MSCHE

WHEREAS, the approved 2008 Self-Study Report to the Middle States Commission on Higher Education (MSCHE) on November 19, 2007 was a single-copy, institutional report focusing on the College as one institution rather than separate, autonomous campuses; and

WHEREAS, Montgomery College's three campuses at Germantown, Rockville, and Takoma Park/Silver Spring are currently accredited by MSCHE as three separate institutions, each with their own institutional code listing each campus Vice President/Provost as the Chief Executive Officer; and

WHEREAS, the College is not recognized by MSCHE as one institution and the President is not recognized as the chief administrator; and

WHEREAS, the liaison of MSCHE recommends the College submit a Substantive Change Request to correct the error; and

WHEREAS, the President of the College requests this Substantive Change be submitted to MSCHE so that Montgomery College can be officially recognized as one institution and the President as the Chief Executive Officer for all three campuses of the College; and

WHEREAS, it is necessary that the Board of Trustees affirm the action to rectify the erroneous status of the College with MSCHE; and

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

Resolved, that the Board of Trustees affirm that Montgomery College has always been operating as a single multi-campus institution and a Substantive Change be submitted to Middle States Commission on Higher Education requesting Montgomery College to be officially accredited as a single, consolidated institution, with the site at Rockville to be designated as the main campus and the sites at Takoma Park/Silver Spring and Germantown listed as "additional locations"; and be it further

Resolved, that the President of the College will be recognized by the Middle States Commission on Higher Education as the Chief Executive Officer for all three campuses of the College.

HP:abg