



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

Central Services Building • Room CT S108 • 9221 Corporate Blvd, Rockville, MD 20850

BOARD OF TRUSTEES

Michael J. Knapp
Chair

Gloria Aparicio Blackwell
First Vice Chair

Leslie S. Levine, PhD
Second Vice Chair

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Kenneth J. Hoffman, MD

Robert J. Hydorn

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Student Trustee

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Marsha Suggs Smith

Benjamin Wu

PRESIDENT AND SECRETARY-TREASURER

DeRionne P. Pollard, PhD

Monday, June 25, 2018 • 7:30 p.m.

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda Procedural
4. Comments Period Information
5. Approval of Minutes Procedural
 - A. May 14, 2018 Closed Session
 - B. May 14, 2018 Public Meeting
6. Reports Information
 - A. President's Report (Dr. DeRionne P. Pollard)
 - B. Chair's Report (Mr. Michael J. Knapp)
 - C. Liaisons' Reports
 - i. Montgomery College Foundation Board (Mr. Michael J. Knapp)
 - ii. PIC MC Foundation Board (Dr. Leslie S. Levine)
7. Consent Calendar Action
 - A. Personnel Actions Confirmation
 - B. Deletion of the Fire Prevention Technology Associate of Applied Science Degree and the Fire Prevention Technology Certificate and the Deletion of the Fire Protection Technology Associate of Applied Science Degree and the Fire Protection Technology Certificate
 - C. Approval of Second Amendment to Washington Suburban Sanitary Commission Lease Agreement for Telecommunications Sublease to the State of Maryland, Montgomery County, and Washington Metropolitan Area Transportation Authority
 - D. Approval of Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013–2023 Facilities Master Plan for the Maryland Higher Education Commission
 - E. Contract Change Order, Workday Software Implementation and Change Management Services, Bid 916-011
 - F. Policy Matters
 - i. Adoption of Policy 39003–Protection Against Retaliation
 - ii. Modification of Policy 34001–Changes in Employee Status

- iii. Modification of Policy 39001–College Ombuds
- iv. Modification of Policy 61008–Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections
- v. Modification of Policy 63001–Procurement
- vi. Modification of Policy 77001–College Safety and Security

G. Retirement Recognitions

- i. Retirement of Ms. Donna C. Amokomowo
- ii. Retirement of Ms. Donna D. Byron
- iii. Retirement of Mr. Anthony P. Chiriaco
- iv. Retirement and Award of Emeritus Status to Professor Roger J. Coleman
- v. Retirement of Ms. Carmen J. D’Agostino
- vi. Retirement of Ms. Rima A. Denham
- vii. Retirement of Ms. Lisa R. Fanning
- viii. Retirement of Ms. Catherine Galasso-Schwartz
- ix. Retirement of Ms. Kimberly J. Kelly
- x. Retirement of Mr. Zhongwei Liu
- xi. Retirement of Ms. Margaret S. McGreevey
- xii. Retirement of Mr. Ernest J. Mitchell
- xiii. Retirement of Mr. Thu T. Phung
- xiv. Retirement and Award of Emerita Status to Professor Ellen W. Terry
- xv. Retirement of Mr. Euriel J. White, Jr.

H. Award of Medallions

- i. Bronze Medallion to Ms. Connie Beasley
- ii. Bronze Medallion to Dr. Paul A. Lux
- iii. Bronze Medallion to Ms. Amina T. Rahman
- iv. Bronze Medallion to Ms. Mary J. Staley
- v. Bronze Medallion to Ms. Dana Susan Sullivan
- vi. Silver Medallion to Professor Laura D. Gardner
- vii. Silver Medallion to Professor Anne D. Schleicher

I. Award of Medallion to Trustee

Bronze Medallion to Trustee Diyana Kahawita

- 8. Facilities MatterAction
Authorization of Execution of Lease Agreement for Centralized Warehouse Space at 7602, 7604, and 7606 Standish Place, Rockville, Maryland
- 9. Awards of ContractAction
 - A. Ultrasound Equipment Lease, Bid 918-009

- B. Cooling Tower Replacement for the Central Services Building, Bid 618-009
- C. Information Technology Contracting Services, Bid 518-006
- 10. Award of Contract (Sole Source)..... Action
Continuation of Banner Enterprise Resource Planning Software Maintenance and Related Support Services
- 11. Student Success..... Action
Establishment of Student Success Goals for Montgomery College
- 12. Regulatory Matter Action
Acceptance of the Annual Progress Report of Programs of the Cultural Diversity Plan
- 13. Budget Matters Action
 - A. Final Adoption of the FY19 Current, Enterprise, and Other Funds Budgets
 - B. Final Adoption of the FY19 Capital Budget
 - C. Petitions for FY19 State Funding
- 14. Compensation Action
Compensation in FY19
- 15. Board Matters Action
 - A. Approval of the FY18 College Annual Report
 - B. Election of Board Officers for FY19
- 16. Trustee Comments Discussion
- 17. New Business..... Information
- 18. Adjournment Procedural

NOTICES

BOARD OF TRUSTEES INFORMATION. The board's meeting schedule, agendas, meeting minutes, and records of resolutions are available at www.montgomerycollege.edu/bot.

PUBLIC COMMENTS. The board welcomes public comments, which can be sent to trustees@montgomerycollege.edu or to Board of Trustees, 9221 Corporate Blvd, Rockville, MD 20850, ATTN: Public Comments.

PUBLIC TESTIMONY. Persons wishing to speak before the board during a public meeting must sign up no less than seven (7) days before the scheduled meeting by calling 240-567-5272 or emailing trustees@montgomerycollege.edu. An electronic file or a hard copy of the testimony must be provided to the Board of Trustees no less than 30 minutes prior to the start of the public meeting. Persons speaking before the board are provided four minutes for comments. The board allots 16 minutes for comments during each public meeting, though this time may be extended for an additional specified period by motion of the board chair and agreement by two-thirds of board members present. Additional comment time may be scheduled at the end of the agenda prior to adjournment.

ALTERNATIVE AGENDA FORMAT. This agenda is available in an alternative format upon request, in accordance with the Americans with Disabilities Act, by contacting 240-567-5272 or trustees@montgomerycollege.edu at least two weeks prior to the scheduled board meeting.

COMMUNICATIONS ACCOMMODATIONS. For special accommodations in communicating with the board, contact 240-567-5272 or trustees@montgomerycollege.edu.

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

Agenda Item Number: 7A
June 25, 2018

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 and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number:
Adopted on:

Agenda Item Number: 7A
June 25, 2018

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 April 1, 2018, through April 30, 2018; 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 reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From April 1, 2018, through April 30, 2018

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
04/23/2018	Gerber, Gary	Job Opportunity & Dev Spec	J	BITS Dean WDCE

STAFF SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
04/30/2018	Akitobi, Oyinkansola D ¹	Admission & Registration Asst	18	Admission Services
04/13/2018	Bassey, Ekanem	Administrative Manager	20	WDCE Central Administration
04/11/2018	Bivins, Tyrell D	Building Services Worker	1	Facilities Operations - TP/SS
04/04/2018	Burdette, William	Grounds Maintenance Worker	<1	Facilities Operations - GT
04/30/2018	Edmonds, Brent	Building Services Worker	6	Facilities – Central Admin
04/07/2018	Fernandez, Vianela A	Financial Aid Counselor	6	Financial Aid
04/06/2018	Hanley, Peter J ¹	Project Manager II	16	Facilities – Central Admin
04/16/2018	Nyingwa, Claricia	Building Services Worker	1	Facilities Operations – RV
04/07/2018	Pettiford, John M	Job Opportunity & Dev Spec	1	BITS Dean WDCE
04/07/2018	Simmons, William A	Building Services Worker	1	Facilities Operations - RV
04/13/2018	Wilkins, Christopher H	Director III – Dep CIO Per Mgt	<1	OIT Central Administration

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	3	1	0	0	4
Male	3	4	0	0	0	7
TOTAL	3	7	1	0	0	11

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From April 1, 2018, through April 30, 2018

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 7B
June 25, 2018

**DELETION OF
THE FIRE PREVENTION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE,
THE FIRE PREVENTION TECHNOLOGY CERTIFICATE,
THE FIRE PROTECTION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE,
AND THE FIRE PROTECTION TECHNOLOGY CERTIFICATE**

BACKGROUND

The Maryland State Plan for Postsecondary Education states that Maryland will achieve a system of postsecondary education that advances the educational goals of all by promoting and supporting access, affordability, and completion. Montgomery College echoes that goal by affirming that Montgomery College will cultivate, implement, and assess student access strategies, initiatives, and resources to ensure Montgomery County residents are provided the opportunity to complete a college education.

Montgomery College strives to meet the workforce needs of employers. The fire prevention technology and fire protection technology programs were created when there was a need for students to be trained in these subjects. However, the industry has changed and newcomers to the field are trained on the job or in other training programs.

There are no students currently enrolled in these programs. Students have transferred to Montgomery College's fire and emergency services management program, thus enhancing completion rates for that program.

Upon the Board's approval, as described in the Education Article of the Annotated Code of Maryland, section 16-103, an application will be submitted for state approval of these deletions to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Board of Trustees approve the deletion of the fire prevention technology associate of applied science degree, the fire prevention technology certificate, the fire protection technology associate of applied science degree, and the fire protection technology certificate, and that an application for these four deletions be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Section 16-103 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dean Pickwick
Professor Dayton

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 7B
June 25, 2018

Subject: Deletion of the Fire Prevention Technology Associate of Applied Science Degree, the Fire Prevention Technology Certificate, the Fire Protection Technology Associate of Applied Science Degree, and the Fire Protection Technology Certificate

WHEREAS, The Maryland State Plan for Postsecondary Education recommends that higher education institutions strive to meet the educational needs of the students by promoting student success and completion; and

WHEREAS, Montgomery College's mission and vision statements echo this recommendation; and

WHEREAS, The fire prevention technology and fire protection technology programs were created when there was a need in the industry for these programs; and

WHEREAS, The industry has changed and now offers on-the-job training or other training programs, thus eliminating the need for the fire prevention technology and fire protection technology programs; and

WHEREAS, The fire prevention technology and fire protection technology programs have no enrolled students; and

WHEREAS, Eliminating the fire prevention technology and fire protection technology programs will enhance student success and completion by directing students to the fire and services management program; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees delete the fire prevention technology associate of applied science degree, the fire prevention technology certificate, the fire protection technology associate of applied science degree, and the fire protection technology certificate; and be it further

Resolved, That an application for deletion of the fire prevention technology associate of applied science degree, the fire prevention technology certificate, the fire protection technology associate of applied science degree, and the fire protection technology certificate, for these four deletions be submitted to the Maryland Higher Education Commission.

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

Agenda Item Number: 7C
June 25, 2018

**APPROVAL OF SECOND AMENDMENT TO LEASE AGREEMENT
WITH WASHINGTON SUBURBAN SANITARY COMMISSION**

BACKGROUND

In September 1978, the Board of Trustees authorized the College to enter into a lease agreement for a period of 99 years, with an option to renew, with Washington Suburban Sanitary Commission (WSSC) for the purpose of constructing, operating, and maintaining a water storage tank and associated water mains on property owned by the College on its Germantown Campus. An amendment to the lease agreement and sublease agreement between the College, WSSC, and Montgomery County was entered into on September 20, 1995, to allow WSSC to sublease a portion of the leased premises to Montgomery County (County), to construct and maintain a telecommunications tower.

The State of Maryland (State), County, and Washington Metropolitan Area Transit Authority (WMATA) have expressed interest in installing, operating, and maintaining communications equipment and antennas on the telecommunications tower previously constructed on the leased premises. In order to accommodate the needs of the State, County, WMATA, and while maintaining the necessary clearances WSSC requires for the operation and function of its water storage tank, WSSC has requested that the College enter into a second amendment to the lease agreement by leasing additional land, and granting permission to WSSC to enter into subleases or agreements with the State, County, WMATA, or other entities for the purpose of installing communications equipment, at WSSC's sole discretion and direction, and subject to notifying the College. The proposed second amendment also amends the original lease entered by the parties, dated September 25, 1978, by changing the term to 50 years from the date thereof with an option to renew, and replaces the amendment to lease agreement and sublease agreement entered into between the parties and the County on September 20, 1995.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the president to negotiate and execute a second amendment to the lease agreement with WSSC for additional land for its water storage tank, and granting permission to WSSC to enter into sublease or agreements with the State, County, WMATA for the purpose of installing, operating, and maintaining communications equipment and antenna at the leased premises.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C
June 25, 2018

Subject: Approval of Second Amendment to Lease Agreement with Washington Suburban Sanitary Commission

WHEREAS, The College and the Washington Suburban Sanitary Commission (WSSC) are parties to a 99-year lease agreement, dated September 25, 1978, for the use of property at 20150 Observation Drive, Germantown, Maryland, for the purpose of constructing, operating, and maintaining a water storage tank; and

WHEREAS, An amendment to the lease agreement and sublease agreement between the College, WSSC, and Montgomery County was entered into on September 20, 1995, to allow WSSC to sublease a portion of the leased premises to Montgomery County to construct and maintain a telecommunications tower; and

WHEREAS, In order to accommodate the needs of the State, Montgomery County, and WMATA, while maintaining necessary clearances for the operation of the water tank, WSSC has requested a second amendment to the lease agreement that would provide additional land to the water tank site; and

WHEREAS, The second amendment would also grant WSSC permission to manage, oversee, and operate the tank site and to enter into subleases or agreements, as determined by WSSC, with the State, County, WMATA or other entities for the purpose of installing communications equipment determined solely by WSSC; and

WHEREAS, The proposed second amendment also amends the original lease entered by the parties, dated September 25, 1978, by changing the term to 50 years from the date thereof with an option to renew, and replace the amendment to lease agreement and sublease agreement entered into between the parties and the County on September 20, 1995; and

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

Resolved, That the Board of Trustees authorizes the president to negotiate and execute a second amendment to the lease agreement with WSSC, for additional land for its water storage tank, and granting permission to WSSC to enter into a sublease or agreements with the State, County, and WMATA, for the purpose of installing, operating, and maintaining communications equipment and antenna at the leased premises.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 7D
June 25, 2018

**APPROVAL OF ANNUAL STATUS REPORT OF THE CAPITAL IMPROVEMENT PROJECTS
AND TECHNICAL UPDATE TO THE 2013-2023 FACILITIES MASTER PLAN FOR THE
MARYLAND HIGHER EDUCATION COMMISSION**

BACKGROUND

The Board approved and adopted the 2013-to-2023 Collegewide Facilities Master Plan (FMP) and approved its transmittal on February 1, 2016, under resolution 16-01-003, to the Maryland Higher Education Commission (MHEC), the Department of Budget and Management (DBM), the Department of General Services (DGS), and the Maryland Department of Planning (MDP). MDP, in its role as the Clearinghouse for Intergovernmental Review and Coordination (e-MIRC), approved the plan on April 21, 2016. MHEC's endorsement is pending.

The Board approved and adopted an amendment to the plan and approved its transmittal on December 12, 2016, under resolution 16-12-139, to include the acquisition of a building to centralize and consolidate central services in a new location, the Central Services Building (CT). It was transmitted to MHEC, DBM, DGS, and MDP immediately thereafter. MDP approved the amendment on January 12, 2017. MHEC's endorsement is pending.

The approved and adopted plan must be updated annually per COMAR 13B.07.04.02. According to COMAR, "Each college shall develop and submit by February 1 of each year a facilities master plan or update to the current facilities master plan which supports the college's role and mission." This update to the plan serves a dual purpose. First, it is a report on the status of the projects in the current Capital Improvements Program (CIP) and, second, it includes several deferred maintenance projects so that they may be deemed eligible for the proposed Facilities Renewal Grant Program that was introduced in January 2018 as House Bill 403 and Senate Bill 595, which was signed into law by the governor on May 15, 2018. MHEC is allowing delayed submission of the update due to the late introduction of the legislation.

Status of the plan projects includes: (a) the North Garage, Mannakee Building, and the New Student Services Center on the Rockville Campus, (b) Phase 1–Science and Applied Studies Building Renovation and Addition on the Germantown Campus (new name Student Affairs and Science Building); and (c) the math and science building on the Takoma Park/Silver Spring Campus.

New deferred maintenance projects to be added to the plan include the Humanities Building Central Plant Distribution System Replacement, the Humanities Building Central Plant Cooling Tower and Ice Storage System Renovation, and the Humanities Building Central Plant Demolition of Boiler Systems and Plant Controls Renovation on the Rockville Campus.

RECOMMENDATION

It is recommended that the Board of Trustees approve the update to the approved and adopted 2013-to-2023 Collegewide Facilities Master Plan and approve its transmittal to the Maryland

Higher Education Commission (MHEC), the Department of Budget and Management (DBM), the Department of General Services (DGS), and the Maryland Department of Planning (MDP) on or before July 1, 2018.

BACKUP INFORMATION

Board Resolution
2013-to-2023 Collegewide Facilities Master Plan Update

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

BOARD OF TRUSTEES MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 7D
June 25, 2018

Subject: Approval of Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013-2023 Facilities Master Plan for the Maryland Higher Education Commission

WHEREAS, In accordance with the Code of Maryland Regulations (COMAR), the Maryland Higher Education Commission requires in COMAR 13B.07.04.02 that each community college prepare a facilities master plan as the foundation of a sound capital budget process for the purpose of establishing a framework for the orderly development of all capital improvements to support the role and mission of the institution, and that institutions regularly review the plans and update them “whenever major changes occur to the role and mission statements, or other plan components which have significant facilities implications”; and

WHEREAS, The update to the plan is a report on the status of the projects in the current Capital Improvements Program (CIP), and it includes several deferred maintenance projects so that they may be deemed eligible for the proposed Facilities Renewal Grant Program that was introduced in January 2018 as House Bill 403 and Senate Bill 595, and signed into law by the governor in May 2018; and

WHEREAS, On February 1, 2016, under resolution 16-01-003, the Board of Trustees approved and adopted the 2013-to-2023 Collegewide Facilities Master Plan that has guided the development of the College since that time; and

WHEREAS, On December 12, 2016, under resolution 16-12-139, the Board of Trustees approved and adopted an amendment to the 2013-to-2023 Collegewide Facilities Master Plan to include the acquisition of a building to centralize and consolidate central services in a new location, the Central Services Building (CT); and

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities and security requests approval of the update to the approved and adopted 2013-to-2023 Collegewide Facilities Master Plan; and

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

Resolved, That the Board of Trustees approves the update to the approved and adopted 2013-to-2023 Collegewide Facilities Master Plan; and be it further

Resolved, That the president is authorized to transmit the update to the 2013-to-2023 Collegewide Facilities Master Plan to the Maryland Higher Education Commission and other state agencies as required.

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

Agenda Item Number: 7Fi
June 25, 2018

Adoption of Policy 39003–Protection Against Retaliation

General Information

Policy Number:	39003
Contained in Chapter:	Chapter Three
Policy Title:	Protection Against Retaliation
Policy Creation Date:	June 25, 2018

Reason for Policy

According to guidance released by the US Equal Employment Opportunity Commission in 2016, retaliation is the most frequently alleged basis of workplace discrimination in the federal sector and the most common discrimination finding in federal sector cases. Several College policies contain provisions that prohibit retaliation, but the College does not have a policy that consolidates these protections in one document. This new policy provides a larger framework for providing protection to employees from retaliation under what has been termed “protected activities.”

Purpose of Each Policy Element

Section	Purpose
I.	Recognition that the College has an interest in encouraging the reporting of wrongdoing and that employees should be free from fear of retaliation.
II.	Policy statement that forbids anyone from taking any form of retaliatory action against a member of the College community who, in good faith, voices concerns, seeks aid in reporting, files a complaint or grievance, participates in investigations of wrongdoing, opposes acts of wrongdoing, or engages in other protected activity defined by College policies or procedures.
III.	Statement that the College will take appropriate action when made aware of possible acts of retaliation.
IV.	Statement that reports of retaliation will be kept confidential to the extent possible to comply with investigatory or reporting needs.
V.	Statement that the policy does not protect individuals against normal disciplinary actions related to false reporting or filing bad faith claims.
VI.	Statement authorizing the President to establish procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 39003–Protection Against Retaliation.

BACKUP INFORMATION

Resolution
Policy 39003–Protection Against Retaliation

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Fi
June 25, 2018

Subject: Adoption of Policy 39003–Protection Against Retaliation

WHEREAS, The president has identified the need for a policy to articulate and establish clear guidelines to protect members of the College community against acts of retaliation; and

WHEREAS, The issues related to protections against retaliation have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

WHEREAS, The president recommends that the Board adopt the policy; now therefore be it

Resolved, That Policy 39003–Protection Against Retaliation be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

Chapter: Personnel

Modification No. 001Subject: **Protection Against Retaliation**

-
- I. Montgomery College has an interest in encouraging the reporting of alleged wrongdoing, and members of the community must be free from fear of retaliation to support that interest. In addition, the College has a responsibility to protect its employees from unlawful retaliation.
- II. It is the policy of Montgomery College to forbid anyone from taking any form of retaliatory action against any member of the Montgomery College community who, in good faith:
- A. Voices concerns of ethical violations pursuant to established policies and procedures;
 - B. Seeks advice or aid in reporting alleged wrongdoing pursuant to established policies and procedures;
 - C. Files a complaint or grievance pursuant to established policies and procedures;
 - D. Testifies or participates in investigations, proceedings or hearings pursuant to established policies and procedures;
 - E. Opposes actual or perceived violations of Montgomery College's policies and procedures or unlawful acts; or
 - F. Engages in any other protected activity defined by College policies and procedures.
- III. When the College is made aware of possible retaliation, it will take immediate and appropriate steps to investigate. The College will take appropriate action, up to and including discharge, against any employee who violates this policy.
- IV. Reports of retaliation will be kept confidential except to the extent that limited disclosure may be necessary for the purpose of conducting a full and fair investigation, providing opportunity for the subject to respond, taking remedial action, and responding to a government inquiry or legal action.
- V. This policy does not protect an individual who files a report or provides information as part of an investigation that the individual knows is false, files a bad faith retaliation claim or participates in any illegal conduct. Such conduct may subject the employee to appropriate disciplinary action, up to and including discharge. The failure to substantiate a claim of wrongdoing does not automatically constitute malicious intent or bad faith.
- VI. The president is authorized to develop and post procedures to implement this policy

Board Approval: June 25, 2018

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

Agenda Item Number: 7Fii
June 25, 2018

POLICY MODIFICATION: 34001–Changes in Employee Status

General Information

Policy Number:	34001
Contained in Chapter:	Chapter Three
Policy Title:	Changes in Employee Status
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	September 21, 1987

Changes, Additions, Deletions

Line Number	Purpose
1-3	Added language that articulates the College's commitment to career mobility and employee development.
5-9	Added clarifying language to explain that changes in employee status are necessary for the College to remain agile, flexible, and operate in a fiscally responsible manner.
10-13	Added a specific policy statement that authorizes the President to take personnel actions deemed necessary and consistent with Board policy and appropriate law. Deleted some superfluous language and unnecessary legal jargon.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 34001–Changes in Employee Status.

BACKUP INFORMATION

Resolution
Policy 34001–Changes in Employees Status (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Fii
June 25, 2018

Subject: Policy Modification: 34001–Changes in Employee Status

WHEREAS, The Board of Trustees created Policy 34001–Changes in Employee Status in 1987;
and

WHEREAS, The policy has served an important purpose in effectively and equitably managing
changes and personnel actions related to staff and administrative positions approved by the
Board of Trustees; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders
for their feedback and has been updated; and

WHEREAS, The president recommends that the Board adopt the modifications; now therefore
be it

Resolved, That Policy 34001–Changes in Employee Status be amended as indicated in the
attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

Chapter: Personnel

Modification No. **002**

Subject: **Changes in Employee Status**

I. **Montgomery College values the pursuit of career mobility and encourages employees who express an interest, and have the abilities, to pursue internal opportunities to foster their career development.**

II. **The College also recognizes that a** variety of personnel actions regarding changes in employee status are required to carry out the day-to-day functions of the College to **remain agile and flexible, while being fiscally responsible and respecting the need for equity and inclusion.**

III. **It is the policy of the Board of Trustees that** the President is authorized to ~~exercise all administrative and executive authority and duties associated with the conduct of the College, including but not limited to establishing administrative procedures relating to the assignment of College personnel and the authority~~ to take any and all personnel actions deemed necessary and consistent with Board policy and appropriate law, including but not limited to the right to abolish or eliminate positions, reassign employees, transfer employees, reduce staff, modify salaries and reclassify positions.

IV. The Board of Trustees retains the right to review and approve the addition of any permanent positions to the College's total personnel complement and retains the right to mandate personnel actions in unusual circumstances where the President does not take personnel actions necessary and appropriate in light of serious fiscal constraints.

II. The President is authorized to establish procedures necessary to implement this policy.

Board Approval: September 21, 1987; **June 25, 2018.**

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

Agenda Item Number: 7Fiii
June 25, 2018

POLICY MODIFICATION: 39001–College Ombuds

General Information

Policy Number:	39001
Contained in Chapter:	Chapter Three
Policy Title:	College Ombuds
Policy Creation Date:	February 22, 2015
Most Recent Modification Date:	February 22, 2015

Changes, Additions, Deletions

Line Number	Purpose
11-16	Added language that prohibits retaliation against an individual for utilizing Ombuds services or cooperating with the Office of the Ombuds. This language also references the new Policy 39003- Protection Against Retaliation.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 39001–College Ombuds.

BACKUP INFORMATION

Resolution
Policy 39001–College Ombuds (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Weber

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Fiii
June 25, 2018

Subject: Policy Modification: 39001–College Ombuds

WHEREAS, The Board of Trustees created Policy 39001–College Ombuds in 2015; and

WHEREAS, The policy has served an important purpose in constructively managing conflict and supporting positive change to enhance teamwork and employee engagement; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

WHEREAS, The president recommends that the Board adopt the modifications; now therefore be it

Resolved, That Policy 39001–College Ombuds be amended as indicated in the attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

Chapter: Personnel

Modification No. **002**

Subject: **College Ombuds**

-
- 1 I. Montgomery College is committed to providing ombuds services to the College
2 community.
3
- 4 II. The purpose of the Office of the Ombuds is to assist the College community in managing
5 conflict constructively and to support positive change. Constructively managing conflict
6 stimulates teamwork, promotes, excellence, and enhances engagement.
7
- 8 III. Ombuds services will be provided in accordance with the International Ombudsman
9 Association's Code of Ethics.
10
- 11 **IV. This Policy prohibits actual or threatened retaliation, as defined in College Policy**
12 **39003-Protection Against Retaliation, by anyone in the College community against**
13 **an individual because the individual utilizes the Ombuds services, including but**
14 **not limited to, meetings with the Ombuds, or engaging in a facilitated**
15 **conversation. This policy also prohibits retaliation against a person who**
16 **cooperates with the Office of the Ombuds.**
17
- 18 V. The president is authorized to develop and post procedures to implement this policy
19
20

21 Board Approval: February 22, 2015; **June 25, 2018**

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

Agenda Item Number: 7Fiv
June 25, 2018

**POLICY MODIFICATION: 61008–Reporting Suspected Fiscal Irregularities or Fraud with
Whistleblower Protections**

General Information

Policy Number:	61008
Contained in Chapter:	Chapter Six
Policy Title:	Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections
Policy Creation Date:	April 28, 2014
Most Recent Modification Date:	April 28, 2014

Changes, Additions, Deletions

Line Number	Purpose
Title	Modified the Policy title to “Reporting Suspected Acts of Wrongdoing” to provide a broader reporting framework that extends beyond fiscal irregularities and fraud.
4-6	Added the phrase, “alleged wrongdoing,” which aligns with terminology used consistently through federal, state, and local institutions. Also added “fraud, waste, or abuse” as these are the words used by the County Office of Inspector General. Finally, added the phrase, “if substantiated” as the College can only take corrective action on substantiated allegations.
6-10	Deleted the word “whistleblower” and replaced it with “non-retaliation” consistent with Policy 39003-Protection Against Retaliation. Replaced “best practices” with “sound practices” as a better description of the Sarbanes-Oxley Act. Finally, replaced “irregularities” with “alleged wrongdoing” for consistency with other federal, state, and local institutions.
14-15	Added a reference to the College’s Protection Against Retaliation policy.
21	Clarified that there may be multiple policies that speak to disciplinary action.
28	Replaced “wrongful conduct” with “wrongdoing” for consistency with other federal, state, and local institutions.
35-38	Added new language that says the College will keep reports of alleged wrongdoing confidential to the extent possible to comply with investigatory or reporting requirements.
45-46	Replaced “suspected” with “allegations” and added “fraud, waste, and abuse” consistent with the terminology used by the County Inspector General.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 61008—Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections, henceforth titled 61008—Reporting Suspected Acts of Wrongdoing.

BACKUP INFORMATION

Resolution

Policy 61008—Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections
(revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Duggan

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Fiv
June 25, 2018

**Subject: Policy Modification: 61008–Reporting Suspected Fiscal Irregularities or Fraud
with Whistleblower Protections**

WHEREAS, The Board of Trustees created Policy 61008–Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections in 2014; and

WHEREAS, The policy has served an important purpose in facilitating adherence to a high standard of ethical and legal business conduct; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

WHEREAS, The president recommends that the Board adopt the modifications; now therefore be it

Resolved, That Policy 61008–Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections, henceforth known as 61008–Reporting Suspected Acts of Wrongdoing be amended as indicated in the attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

Chapter: Fiscal and Administrative AffairsModification No. **002**Subject: **Reporting Suspected ~~Fiscal Irregularities or Fraud with Whistleblower~~**
~~Protections~~ Acts of Wrongdoing

- I. Montgomery College adheres to a high standard of ethical and legal business conduct. Therefore, it is the policy of the College to encourage and expect all College employees, students, volunteers, agents, contractors, and members of the community acting in good faith, to report ~~suspected willful wrongful conduct~~ **alleged wrongdoing** involving **fraud, waste, or abuse, including but not limited to** ~~or other~~ financial irregularities so that prompt corrective action can be taken by the College **if substantiated**. This policy includes ~~whistleblower non-retaliation~~ protections consistent with ~~best~~ **sound** practices of similar organizations and the Sarbanes-Oxley Act and thereby encourages responsible reporting of such ~~irregularities~~ **alleged wrongdoing** to enable timely action by the College.
- II. The College is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy **and Policy 39003-Protection Against Retaliation**.
- III. No individual who in good faith reports an ~~violation~~ **allegation of wrongdoing** ~~or suspected violation~~ shall thereby suffer harassment, retaliation or adverse employment and/or academic or educational consequence. An individual who retaliates against someone who has made a report in good faith under this policy is subject to disciplinary action in accordance with College ~~policy~~ **policies** and/or the student code of conduct, up to and including dismissal from the College.
- IV. This policy does not protect an individual who files a report or provides information that he or she knows to be false or provides information with reckless disregard for its truth or falsity.
- V. Just as the College will consider ~~wrongful conduct~~ **wrongdoing** as serious violations of law or College policy, the filing of false or malicious allegations of wrongdoing or knowingly providing false answers or information to an ongoing investigation of wrongdoing may subject individuals to disciplinary action up to and including discharge or expulsion from the College. The failure to substantiate a claim of wrongdoing does not automatically constitute malicious intent or a false claim.
- VI. Reports of alleged wrongdoing will be kept confidential except to the extent that limited disclosure may be necessary for the purpose of conducting a full and fair investigation, providing opportunity for the subject to respond, taking remedial action, and responding to a government inquiry or legal action.**
- VII. This policy does not protect individuals who self-report their own misconduct.
- VIII. This policy is not intended to replace existing reporting mechanisms for matters such as employment related complaints, health and safety matters, complaints involving discrimination or harassment, nor is it intended to supplant other channels of communication for reporting ~~suspected~~ **allegations of** fraud, **waste, and abuse** ~~and~~

46 ~~financial wrongdoing.~~

47

48 IX. The president is authorized to establish procedures necessary to implement this policy.

49

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51 Board Approval: April 28, 2014; **June 25, 2018**

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

Agenda Item Number:7Fv
June 25, 2018

POLICY MODIFICATION: 63001–Procurement

General Information

Policy Number:	63001
Contained in Chapter:	Chapter Six
Policy Title:	Procurement
Policy Creation Date:	November 19, 1984
Most Recent Modification Date:	December 14, 2015

Changes, Additions, Deletions

Line Number	Purpose
311-315	Added new section titled “Procurement Through Other Agency (PTOA)” to promote and execute the use of such awards that are made to minority business enterprises.
317-321	Added new section titled, “Montgomery County Government Minority/Female/Disabled (MFD) Program” that allows the College to use the Montgomery County MFD database to identify minority/female/disabled businesses for procurement purposes.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 63001–Procurement.

BACKUP INFORMATION

Resolution
Policy 63001–Procurement (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Fv
June 25, 2018

Subject: Policy Modification: 63001–Procurement

WHEREAS, The Board of Trustees created Policy 63001–Procurement in 1984; and

WHEREAS, The policy has served an important purpose in providing guidance in procurement practices to ensure fair and equitable treatment of vendors, promoting integrity and regulatory compliance, and providing efficiency and timeliness in College procurements; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

WHEREAS, The president recommends that the Board adopt the modifications; now therefore be it

Resolved, That Policy 63001–Procurement be amended as indicated in the attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

Chapter: Fiscal and Administrative Affairs

Modification No. **017**

Subject: Procurement

I. General

A. Policy

The purposes of this policy creating a procurement system for the College include:

1. Providing for confidence in College procurements;
2. Ensuring fair and equitable treatment of all persons who deal with the College procurement system;
3. Providing safeguards for maintaining a College procurement system of quality and integrity, consistent with conflicts of interests requirements and other requirements of law, regulations and grants;
4. Fostering effective broad-based competition to the extent practicable;
5. Obtaining maximum benefit from the public funds available to the College to purchase necessary and beneficial College mission-related materials and services;
6. Providing increased efficiency and timeliness in College procurements;
7. Assuring compliance with changing requirements of law and regulations;
8. Supporting governmental priorities and responsibilities, including appropriate encouragement and support for minority contracting and use of environmentally conscientious materials and services; and
9. Ensuring that the College utilizes and leverages its purchasing power directly, and through other governmental entities, to meet educational and institutional needs in a timely, economical, effective and responsible way.

B. Responsibility

The responsibility for meeting the procurement requirements of the College is delegated to the President. The President may sub-delegate this responsibility and may promulgate procedures that ensure that procurements by the College are consistent with this Policy.

C. Awarding Authority

1. Board of Trustees.
 - a. Consistent with its powers and duties set forth in State Law, the Board of Trustees has authority to enter into agreements for the

establishment and operation of the College as it deems advisable.

b. The Board of Trustees delegates this power to procure and enter into agreements for materials and services to the President (who may sub-delegate) as follows, subject to the additional provisions below:

1. Competitive sealed bid awards up to \$250,000;
2. Competitive sealed proposals up to \$250,000;
3. All contract changes, modifications or supplemental services up to \$250,000, or an addition to original contract value of no more than 25% if originally approved by the Board of Trustees;
4. Sole source awards below \$100,000;
5. Special Procurements listed below.

c. For all procurements for which the Board of Trustees is the awarding authority and the authority to procure is not delegated to the President, the Board of Trustees shall approve the procurement by resolution, upon recommendation from the President.

II. Methods of Procurement

A. Competitive Sealed Bidding

All contracts shall be awarded by competitive sealed bids unless such contract is below the threshold required for such competitive sealed bids, the contract is determined to be more appropriate for award as a result of competitive sealed proposals (see B below), the contract is a Special Procurement as defined below or the Director of Procurement determines that:

1. Specifications cannot be prepared that permit an award on the basis of lowest bid price or lowest evaluated bid price; or
2. The price of any service or supply required is regulated by the Public Service Commission; or
3. There is only one available source (Sole Source); or
4. There is an unanticipated emergency which leaves insufficient time to use this method; or
5. There is some other reason in the best interest of the College to use one of the other authorized methods.

B. Competitive Sealed Proposals

Competitive sealed proposals may be used if:

1. The procurement is for educational or consultant services;
2. The procurement is for any building, improvement, equipment, or supplies and the Director of Procurement determines that specifications cannot be prepared that allow an award based on the lowest bid price, the lowest evaluated bid price, or the bid most favorable to the College; or
3. The Director of Procurement determines that:
 - a. The need to use a method other than competitive sealed bids is sufficiently compelling to override the general public policy that favors awarding procurement contracts on the basis of competitive sealed bids; and
 - b. The use of competitive sealed bidding for that procurement contract is not practicable or not advantageous to the College.
4. A procurement contract based on the use of competitive sealed proposals may be awarded by the Awarding Authority, after obtaining any approval required by law, to the responsible offeror who submits the proposal or best and final offer determined to be the most advantageous to the College considering the evaluation factors set forth in the request for proposals.

C. Special Procurements

1. Purchases of print and non-print library and learning resource material.
2. Merchandise purchased for re-sale.
3. Any awards made through contracts issued or purchases made by or for a public entity or state or local government for the College under procedures authorized by the Montgomery County Charter or state law shall be made by the President, or designee. The College will determine in each instance:
 - a. That the public entity or entity purchasing on behalf of the public entity has complied substantially with the formal competitive bidding requirements of the Annotated Code of Maryland, Section 16-408; and
 - b. That the terms and conditions of the agreement are consistent with the needs of the College.
4. Consistent with the provisions of Section 213 of the Montgomery County Charter and the provisions of the Montgomery County Code 11B-4(a), contracts for the services of special legal counsel or for the services of experts, consultants and investigators, deemed appropriate by the General Counsel, whether in anticipation of litigation or in preparation for a trial or a compliance issue.

5. Emergency procurements in which the Director of Procurement determines that there is not sufficient time to procure through a sealed competitive bid or proposal in order to timely meet a bona fide requirement of the College, including emergency repairs and other urgent procurement actions.
6. Cooperative purchases.

The Director of Procurement shall have the authority to join other units of state and local government which may include third party entities in cooperative purchasing plans when the best interests of the College would be served, in order to take advantage of maximum volume discounts.
7. Inter-governmental purchases

The Director of Procurement shall have the authority to contract for goods and services with a Federal, State or local government or agency, political subdivision of a state or a state school or school system when the best interests of the College would be served thereby.
8. Procurement Through Other Agency (PTOA)

The Director of Procurement shall have the authority to contract for goods or services that are the subject of a current contract of a Federal, State, or local government or agency, political subdivision of a state school system where the contract was the subject of appropriate competition, and is in the best interest of the College.
9. Contracts governed by other applicable Board policies.

D. Sole Source Procurement Contracts

If the President, or designee, determines that there is only one available source for the subject of a procurement contract, a procurement contract may be awarded without competition to that source. Sole source procurement may be awarded in accordance with the Awarding Authority contained in this Policy.

E. Compliance

1. The procedures promulgated to administer the procurements under the procurement system created by this Policy and the Procurement Office charged with administration of the procurement system shall comply with all applicable laws, regulations, and the policies of the Board of Trustees, including specifically the purposes set forth in I.A. of this Policy.
2. Except as otherwise provided, a contract which is entered into in violation of the Awarding Authority or the Methods of Procurement as contained in this Policy is void, unless it is determined, upon review, that good faith has been shown by all parties, and that there has been substantial compliance with these policies and procedures. If a contract is void, any contractor who entered the agreement in good faith and without

knowledge of any violation or contribution to any violation prior to award may be compensated for actual costs incurred.

III. Reporting

- A. Procedures promulgated to administer the procurement system shall provide for regular reports to the President, on a least an annual basis or as may otherwise be required in this Policy.
- B. The Procurement Office shall produce and deliver to the President a summary report of all procurements in the following categories in such form and detail as may be required in procedures:
1. All procurements below thresholds and exempt from competitive sealed bids and competitive sealed proposals, over a minimum specified threshold.
 2. All sole source procurements not sent to the Board of Trustees for award.
 3. All Special Procurements except those authorized to be made by General Counsel, over a minimum specified threshold.
- C. The Procurement Office shall report as soon as practicable to the President all emergency procurements over a minimum specified threshold, in accordance with procedures.
- D. The General Counsel shall produce and deliver a report to the President of Special Procurements made by the General Counsel, in accordance with procedures.
- E. To determine if the use of PTOAs is in the best interest of the College, the Procurement Office shall produce and deliver a report to the President semi-annually of all PTOAs, in accordance with the procedures.
- F. The Procurement Office shall produce and deliver a report to the President on the results of Minority Business Utilization Program, in accordance with procedures.
- G. The Procurement Office shall produce and deliver in accordance with procedures, a summary report to the President on a semi-annual basis that includes all contract awards resulting from the competitive sealed bid and competitive sealed proposal process that are less than \$250,000, along with sole source contract awards greater than \$25,000, but less than \$100,000.

IV. Miscellaneous Matters

A. Public Notice

The Director of Procurement shall advertise for competitive sealed bids or proposals in such media and in such timeframes as may be specified by procedure.

B. Multi-Year Contracts

The College may enter into multi-year contracts for goods and services pursuant to any procedures that may specify or limit terms of such agreements that extend beyond the current fiscal year.

C. Prohibited Contract

The College shall not enter into a contract where any part of the compensation is based on a cost-plus-a-percentage-of-cost of the work performed or goods provided.

D. Irrevocability and Withdrawal of Offers

Bids, proposals and best and final offers are irrevocable for the period specified in the request for bids, request for proposals or request for best and final offers except the President or designee, upon recommendation from the Director of Procurement, may permit the withdrawal of a bid, proposal or best and final offer.

E. Bid and Contract Security

The Director of Procurement is authorized to require a bid or performance bond if the circumstances warrant. This bond shall be provided by a surety company authorized to do business in the State of Maryland, or the equivalent in cash, or in a form satisfactory to the President. No bid, performance or payment bond may be required for contracts less than the minimum set by state law, unless otherwise required by law or a grant.

F. Resolution of Protests and Disputes

Pursuant to the procedures, the Director of Procurement may, consistent with the budget and all applicable laws, regulations, and Board policies, negotiate and resolve protests and disputes relating to the formation of a procurement contract with the College. The Director shall inform the President of controversies involving the formation of contracts pursuant to the procedures. Protests may be addressed to the Board only through the President.

V. Special Programs

A. Minority Business Utilization Program

In accordance with applicable procedures, the president or designee shall establish a minority business utilization program to facilitate the participation of responsible certified minority business enterprises in contracts awarded by the President or designee or the Board of Trustees in accordance with competitive sealed bids or proposals, with the result that minority businesses receive a fair share of College contracts. Nothing shall be construed as authorizing awards that are fiscally disadvantageous to the College, or that confer any special privilege or status upon any minority business or group or individual representing a minority business. Certified minority business enterprises shall be defined in the procedures.

B. Procurement Through Other Agency (PTOA)

In accordance with applicable procedures, the president or designee shall

promote, and execute the use of Procurement Through Other Agency (PTOA) contract awards that are made to minority business enterprises.

C. Montgomery County Government Minority/Female/Disabled (MFD) Program

In accordance with applicable procedures, the president or designee shall use the Montgomery County MFD vendor database to identify County minority/female/disabled businesses.

D. Preference for Montgomery County Products

In purchasing goods and services for the College, the president or designee shall encourage participation in the bidding process from Montgomery County-based firms, and shall give preference in accordance with procedures to these firms whenever such purchases would not be disadvantageous to the College.

Board Approval: November 19, 1984; June 16, 1986; July 20, 1987; May 16, 1988; July 17, 1989, effective July 1, 1989; October 16, 1989; June 18, 1990; December 16, 1991; November 15, 1993; February 26, 1996; June 17, 1996; June 15, 1998; December 10, 2001; June 18, 2012; December 14, 2015; **June 25, 2018**

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

Agenda Item Number: 7Fvi
June 25, 2018

POLICY MODIFICATION: 77001–College Safety and Security

General Information

Policy Number:	77001
Contained in Chapter:	Chapter Seven
Policy Title:	College Safety and Security
Policy Creation Date:	February 25, 1985
Most Recent Modification Date:	February 25, 1985

Changes, Additions, Deletions

Line Number	Purpose
4-7	Added language from Policy 41004–Student Health and Safety regarding responsiveness to health and safety of the College community and reporting expectations.
9-11	New language that established jurisdiction and designates the Office of Public Safety as the office responsible for enforcing applicable College policies and applicable law on property owned or leased by the College.
13-16	Establishes expectation that Public Safety Officers be trained and that the rights of students, employees, and visitors be respected in circumstances that require Public Safety involvement.
18-19	Establishes reporting expectations related to Clery Act requirements and the Student Code of Conduct.
21-23	Establishes expectation that Public Safety will cooperate with external law enforcement agencies when required.
25-26	Authorization for the President to develop procedures to implement the Board policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 77001–College Safety and Security.

BACKUP INFORMATION

Resolution
Policy 77001–College Safety and Security (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Fvi
June 25, 2018

Subject: Policy Modification: 77001–College Safety and Security

WHEREAS, The Board of Trustees created Policy 77001–College Safety and Security in 1985; and

WHEREAS, The policy has served an important purpose in promoting a safe and secure environment that supports and enhances the educational programs and services provided by the College; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

WHEREAS, The president recommends that the Board adopt the modifications; now therefore be it

Resolved, That Policy 77001–College Safety and Security be amended as indicated in the attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

Chapter: Facilities

Modification No. 002

Subject: **College Safety and Security**

- I. A safe and secure environment which will support and enhance the educational programs and services of the College should be provided at all times.
- II. It is the policy of the College to be responsive to the health and safety of the College community. Any problem concerning the health and safety of College students, employees, or members of the public on campus should be reported promptly to the appropriate College official.
- III. The Montgomery College Office of Public Safety is responsible for enforcing applicable College policies and applicable law on property owned or leased by the College. The office will maintain a 24-hour presence on all major campuses every day.
- IV. The College's Public Safety Officers will be well trained and respond as reasonably and respectfully as possible to circumstances that require their involvement. The College strives to balance the need for public safety and order on campus while respecting the rights of students, employees, and visitors.
- V. The Office of Public Safety will forward reports of alleged violations of College policy to the appropriate College official for required reporting under the Clery Act and reports of alleged violations of the Student Code of Conduct to the appropriate dean of student affairs.
- VI. When circumstances necessitate the involvement of external law enforcement agencies, the Office of Public Safety will fully cooperate by sharing documents and information about alleged crimes that occur on College property.
- VII. The President is authorized to establish procedures and programs to implement this policy.

Board Approval: February 25, 1985; **June 25, 2018**

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

Resolution Number:

Adopted on:

Agenda Item Number: 7Gi

June 25, 2018

Subject: Retirement of Ms. Donna C. Amokomowo

WHEREAS, Ms. Donna C. Amokomowo served Montgomery College with enthusiasm and dedication for more than 42 years as a full-time staff member with the College Libraries and retired from the College as of April 1, 2018; and

WHEREAS, She began her employment in 1975 and managed the entire serials collection, including receipt, check-in, claiming, and updating holdings to keep access to the collection current and accurate for students and faculty, and, because of her attention to detail and diligence, she was quickly promoted to coordinator of technical services in 1976 where she managed serials control and processing for all campus library locations, including working with the Libraries' subscription agent to ensure timely and accurate receipt of serials subscriptions and continued unfettered access to these materials by students and faculty across the Libraries; and

WHEREAS, She was promoted to technical services assistant supervisor in 1986 and managed the day-to-day operations of the Libraries' collegewide acquisitions, cataloging, and processing activities, including serving as the primary account manager for the Libraries' ongoing contracts and as the point person at the Libraries for the College's Accounts Payable and Procurement offices, overseeing the Libraries' materials purchases, and database quality management of the Libraries' integrated library system, including a period as the technical services assistant supervisor where she took on added duties as the interim technical services manager from 1997–2002 and developed short- and long-term goals for technical services operations, including managing a migration from the Libraries' legacy integrated library system to the current one; and

WHEREAS, Her commitment and strong dedication to the mission of the College, coupled with her steadfast professionalism and deep caring for the ongoing development of her colleagues, resulted in public accolades for her work, including Outstanding Service Awards in 2003 and 2007 and a National Institute for Staff and Organizational Development Excellence Award in 2011; she was an MC Management and MC Facilitative Leadership graduate, with colleagues across the Libraries often seeking peer-to-peer training, advice, and wisdom based on her successful experiences as an effective supervisor; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Donna C. Amokomowo 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. Donna C. Amokomowo 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 this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Donna C. Amokomowo.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gii
June 25, 2018

Subject: Retirement of Ms. Donna D. Byron

WHEREAS, Ms. Donna D. Byron served Montgomery College with enthusiasm and dedication for more than 34 years as a full-time staff member and retired from the College as of April 1, 2018; and

WHEREAS, She began her employment at Montgomery College as a cashier in the cafeteria on the Rockville Campus; transitioned to the Facilities department as a building service worker and later began an apprenticeship in trades as a painter, which led to her supervisory role in the Rockville Facilities Department; and

WHEREAS, Ms. Byron earned her journeyman credentials while in the apprenticeship program, and also received a degree in construction management and continued to take management classes at the College for personal growth; and

WHEREAS, Ms. Byron received many awards, honors and recognitions over time and was recognized by President Dr. Robert Parilla for being the first woman at the College to complete the apprenticeship program and work in trades; and

WHEREAS, She received a an Outstanding Service award and a Service, Outreach, and Support (SOS) award for her exemplary efforts; and

WHEREAS, Ms. Byron led a student construction club, attended builder shows and mentored up and coming apprentices, and engaged with the College community through the wellness program and contributed ideas to improve health among her colleagues at the College; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Donna D. Byron 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. Donna D. Byron for her outstanding service to the College and extend to her the best wishes that her retirement years be fulfilling and productive; and be it further

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

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Giii
June 25, 2018

Subject: Retirement of Mr. Anthony P. Chiriaco

WHEREAS, Mr. Anthony P. Chiriaco served Montgomery College with enthusiasm and dedication for more than 23 years as a full-time staff member and retired from the College as of January 1, 2018; and

WHEREAS, Mr. Chiriaco began his employment at Montgomery College as an electrician on the Rockville Campus, and shortly thereafter was assigned to Central Facilities working with the Addition, Renovation, and Alteration (ARA) crew on all three campuses; and

WHEREAS, He used his vast knowledge and experience of the electrical trade to complete numerous projects on all three campuses, including many computer lab upgrades and "smart" classroom conversions; and

WHEREAS, Throughout his lengthy career at Montgomery College, he pursued professional development in particular by enrolling in National Electrical Code update classes and seminars; and

WHEREAS, He set an example of dedicated service to faculty, staff, and students, and was known for his exemplary work ethic, attention to detail, positive attitude and willingness to help his peers; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Anthony P. Chiriaco 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. Anthony P. Chiriaco for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Giv
June 25, 2018

Subject: Retirement and Award of Emeritus Status to Professor Roger J. Coleman

WHEREAS, Professor Roger J. Coleman served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than 12 years and retired from the College as of January 1, 2018; and

WHEREAS, Professor Coleman taught music courses at the Takoma Park/Silver Spring Campus, including Listening to Music, American Popular Music, History of Jazz, World Music, and Introduction to Theory; and

WHEREAS, He spearheaded efforts to increase the number of live music performances, free for students, on the Takoma Park/Silver Spring Campus; composed, recorded, and digitized music for productions in the Black Box Theater; held special music workshops on African drumming and music in the Native American, Chinese, and Latin traditions; and developed open educational resources that can be shared by music faculty collegewide; and

WHEREAS, Professor Coleman participated in the Faculty Jazz Recital; served on the Outcomes Assessment Committee for the Listening to Music course; and served as faculty advisor to the Montgomery College Music Society, a student-run organization that aims to enrich student lives through creating and performing musical works; and

WHEREAS, His service to the College included participating in College Area Review, Faculty Council, and Academic Assembly; preparing and delivering a presentation on the life and music of Duke Ellington in honor of Black History Month; coordinating with the Office of Student Life to organize music performances in honor of Latin Heritage Month; and performing music for such occasions as Staff Enrichment Day, a reception honoring part-time faculty and staff, and the World Arts Festival in Rockville, where he collaborated with faculty and students to present an original composition; and

WHEREAS, He is a performing member of Lumina Studios, a local theater group; Downwire, a blues and rock group; the Washington Area Piano Society; and two jazz bands, Swingtime Big Band and Paramount Jazz Orchestra; and

WHEREAS, Professor Coleman is esteemed by colleagues and students as a knowledgeable and skilled professor, who is enthusiastic about his subject, who is adept at using appropriate technology in the classroom, who gives generously of his time to the music department, and who inspires the love of music in this students; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Roger J. Coleman on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Roger J. Coleman for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Roger J. Coleman is granted the status of Professor 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 be presented to Professor Roger J. Coleman.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gv
June 25, 2018

Subject: Retirement of Ms. Carmen J. D'Agostino

WHEREAS, Ms. Carmen J. D'Agostino served Montgomery College as a full-time staff member with enthusiasm and dedication in the College's Office of Human Resources and Strategic Talent Management and the Center for Professional & Organizational Development for more than 24 years and retired from the College as of April 1, 2018; and

WHEREAS, She began her employment at Montgomery College as a human resources specialist in the Office of Human Resources and Strategic Talent Management, later advancing to a number of leadership positions, including manager of internal development programs, manager of organizational learning and acting director in the Center for Professional & Organizational Development; and

WHEREAS, Ms. D'Agostino accomplished many admirable achievements, such as creating the first collegewide customer service training program at MC and invigorating the College's Leadership Development Institute (LDI); she created a Leadership Graduate Institute for LDI graduates to continue their learning with the program running for three years facilitated by President Dr. Robert E. Parilla; and, additionally she was responsible for creating the MC Management cohort program to give managers and supervisors the support they need at the College; and

WHEREAS, Ms. D'Agostino created the Developing the Skillful Supervisor cohort program focused on aspiring and new managers, and a program for administrative professionals; and one of her hallmark achievements included developing six learning pathways based on employee career growth, including change management, effective communication, and customer service, among others; and

WHEREAS, She offered countless consultations with individuals and departments to address their particular organizational needs; and

WHEREAS, During her tenure, Ms. D'Agostino completed a graduate certificate in organizational development at Georgetown University, graduated from the Academic Learning Program at the Universities at Shady Grove, as well as completing the Leadership Development Institute at MC, after which she assumed responsibility for the program; and became certified to facilitate a number of licensed programs, including the Myers Briggs Type Indicator, the DiSC Assessment, Facilitative Leadership—Tapping the Power of Participation, and Crucial Conversations; and

WHEREAS, Ms. D'Agostino led the way in creating numerous classes, programs, training materials, customized programs to meet employees' needs, and the first online registration system for professional development classes, and, in cooperation with the Office of Information Technology, she helped to create the first online employee performance evaluation system; and

WHEREAS, Her colleagues will miss her creativity in designing innovative professional development, along with her ever-present spirit of helping employees realize their potential; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Carmen J. D'Agostino 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. Carmen J. D'Agostino 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 this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Carmen J. D'Agostino.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gvi
June 25, 2018

Subject: Retirement of Ms. Rima A. Denham

WHEREAS, Ms. Rima A. Denham served Montgomery College with enthusiasm and dedication for more than 20 years as a full-time staff member and retired from the College as of January 1, 2018; and

WHEREAS, Ms. Denham served as a customer service representative for Workforce Development & Continuing Education from 1997–2000, providing excellent service to students and members of the community, and as a recruitment and enrollment specialist in the Response Center from 2000–2017, providing outstanding responses to countless phone queries; and

WHEREAS, Ms. Denham served enthusiastically on numerous committees, including the Campus Pipeline Action Team; the Communications Group; the Training Group; the Student Support Issues Group; the Troubleshooting Working Group; and the Content Manager and Power User Group; and

WHEREAS, Ms. Denham was the recipient of an Outstanding Service Award in 2003 and again in 2008 for excellent performance of her assigned work responsibilities, a recipient of the National Institute for Staff and Organizational Development Excellence Award in 2009, Staff Professional Day Achievement Award in 2012, Service, Outreach, and Support (SOS) Recognition Award in 2014, and the Student Services Division Appreciation Award in 2015; and

WHEREAS, Ms. Denham sought professional development opportunities, and earned her associate of arts in general studies from Montgomery College in 2012, and later completed the College's Leadership Development Institute program in 2015; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Rima A. Denham 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. Rima A. Denham for her service to the College and extend to her best wishes that her retirement years be fulfilling and productive; and be it further

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

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gvii
June 25, 2018

Subject: Retirement of Ms. Lisa R. Fanning

WHEREAS, Ms. Lisa R. Fanning served Montgomery College with enthusiasm and dedication for more than 11 years as a full-time staff member in the Office of Hospitality Management on the Rockville Campus and retired from the College as of January 1, 2018; and

WHEREAS, Ms. Fanning served as Marriott Hospitality Center coordinator, maintaining a clean and well-organized instructional kitchen, assisting in the selection and purchase of new equipment, designing food preparation and plating, and promoting the hospitality management program through social media and other outreach activities; and

WHEREAS, She continually learned and applied more effective ways to run the kitchen and to improve the learning environment for students; and

WHEREAS, She assisted faculty with advancing the Hospitality Management Club's goals, with developing promotional displays for recruiting events, and with arranging a field trip to Maryland's Eastern Shore for hospitality management students; and

WHEREAS, Ms. Fanning's high work standards, attention to detail, communication skills, decision-making abilities, and commitment to hospitality management are commendable and will be missed; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Fanning on the occasion of her retirement; now therefore be it

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

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gviii
June 25, 2018

Subject: Retirement of Ms. Catherine Galasso-Schwartz

WHEREAS, Ms. Catherine Galasso-Schwartz served Montgomery College with enthusiasm and dedication for more than 16 years as a full-time staff member in the Office of the Deans on the Rockville Campus and retired from the College as of February 1, 2018; and

WHEREAS, Ms. Galasso-Schwartz was an assistant to the deans/office manager who provided strong support to the Rockville Campus deans and vice president/provost by managing office functions; coordinating large-scale projects; resourcing faculty, staff, and department chairs; communicating information to the campus and College; leading office staff; and supervising student aides; and

WHEREAS, She served for over a year as manager of the Rockville Campus's Part-time Faculty Resource Center, providing leadership, oversight, and guidance for the center's day-to-day operations to support part-time faculty success; and

WHEREAS, She coordinated and contributed to large-scale projects that included moving course evaluations from paper to electronic format; laying the groundwork for the College's tobacco-free policy; organizing "On-Time Registration" forums; working with Human Resources on annual adjunct recruitment fairs; working with Central Facilities on new building openings; preparing and implementing the MC/MCPS "Plan for the Future" Seminar; and preparing for the Student Services Center groundbreaking ceremony; and

WHEREAS, She graduated from the College's Leadership Development Institute and provided leadership as collegewide chair of the Professional Week Planning Committee, as a mentor to student aides and office staff, and as the Staff Senate's vice chair, representing non-bargaining staff at Academic Assembly meetings; and

WHEREAS, Ms. Galasso-Schwartz served on numerous teams and committees, among them the Academic Restructuring Team; Benefits Review Committee; Classification and Compensation Focus Group; Collegewide Assessment, Placement, and Developmental Issues Steering Committee; Diversity Plan Update Committee; Facilities Master Plan Committee; Parent and Family Engagement Advisory Team; Part-time Faculty Engagement and Support Advisory Team; Rockville Campus 40th Anniversary Planning Committee; Women's Studies Committee; and Staff Senate's Policies and Procedures Committee and Salary and Benefits Committee; and

WHEREAS, She frequently sought ways to serve the College community, repeatedly working at the campus information booth, at College Commencement, at Sonya Kovalevsky Day, and for the emergency planning support team at Macklin Tower; and

WHEREAS, She developed professionally by participating in many of the College's Center for Professional and Organizational Development workshops, by taking interior design courses to

help make fabric choices for the Science Center buildings, and by being trained as a mediator to help field grievances from non-bargaining staff in her work as Staff Senate representative; and

WHEREAS, Her contributions were recognized with a staff Outstanding Service Award in 2011, three recognition awards, two Team Effort Awards, and the Peggy Bebee Staff Distinguished Service Award in recognition of a high degree of service for other Montgomery College staff; and

WHEREAS, the senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Galasso-Schwartz on the occasion of her retirement; now therefore be it

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

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gix
June 25, 2018

Subject: Retirement of Ms. Kimberly J. Kelly

WHEREAS, Ms. Kimberly J. Kelly served Montgomery College with enthusiasm and dedication for more than 10 years as a full-time staff member and retired from the College as of January 1, 2018; and

WHEREAS, Ms. Kelly was a dedicated lab coordinator and a vital member of the Department of Engineering, Physical, and Computer Sciences; and

WHEREAS, She arranged to have a large telescope traded in and, in return, received the equivalent value in new equipment for the observatory; and she instrumental in advancing the need for security fencing on the roof of the Science Center to facilitate open observatory viewing nights for the public; and

WHEREAS, She developed an inventory list of all department computers with identification numbers and, assisted with the creation of the department's first departmental faculty/staff handbook; and

WHEREAS, Ms. Kelly was a strong supporter of the College's diversity and inclusion efforts and took the Safe Zone training so she could have her office designated as a safe location for any student that needed to feel supported and valued; and

WHEREAS, She provided support to the lab manager and was always available to provide valuable insight and honest feedback to her colleagues, and her valuable input and suggestions were a factor in many decisions made within the department; and

WHEREAS, Ms. Kelly was conscientious, responsible, prompt, ready to volunteer for any occasion, assisted in crucial changes made in department policies, and was an exemplary employee; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Kimberly J. Kelly 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. Kimberly J. Kelly 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 this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Kimberly J. Kelly.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gx
June 25, 2018

Subject: Retirement of Mr. Zhongwei Liu

WHEREAS, Mr. Zhongwei Liu served Montgomery College with enthusiasm and dedication for more than 10 years as a full-time staff member and retired from the College as of February 1, 2018; and

WHEREAS, Mr. Liu began his employment at the College in the Office of Safety and Security as a safety and security officer on the Takoma Park/Silver Spring Campus; and

WHEREAS, He served the College by utilizing his skills learned both on the job and from outside organizations, and served the College community with integrity, reliability and stability through many situations; and

WHEREAS, He provided emergency medical response, assisted with special event security, intervened with disruptive individuals, and provided inspiration and accountability to safety and security personnel; and

WHEREAS, Mr. Liu was regarded as a leader and guide for his fellow employees during his tenure, and provided innovative solutions and communications both internally for his department and externally for other areas; and

WHEREAS, His expertise and congeniality will be greatly missed by his colleagues; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Zhongwei Liu 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. Zhongwei Liu for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number:

Agenda Item Number: 7Gxi

Adopted on:

June 25, 2018

Subject: Retirement of Ms. Margaret S. McGreevy

WHEREAS, Ms. Margaret S. McGreevy served Montgomery College with enthusiasm and dedication for more than 33 years as a full-time staff member and retired from the College as of March 1, 2018; and

WHEREAS, Ms. McGreevy began her career at Montgomery College in the Financial Aid Office as a data entry specialist and then later progressed to financial aid assistant and retired as a financial aid customer service representative; and

WHEREAS, She ensured data accuracy between two information systems, Banner and ImageNow, verified students' immigration status with the US Department of Education, supervised the financial aid customer service area in the evenings and provided assistance to the federal student loan program; and

WHEREAS, Ms. McGreevy received an Outstanding Service Award in 2000 for exceptional performance on the job; and

WHEREAS, She was a member of the Delaware-District of Columbia-Maryland Association of Student Financial Aid Administrators and attended trainings and conferences organized by the association; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Margaret S. McGreevy 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. Margaret S. McGreevy 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 this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Margaret S. McGreevy.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gxii
June 25, 2018

Subject: Retirement of Mr. Ernest J. Mitchell

WHEREAS, Mr. Ernest J. Mitchell served Montgomery College with enthusiasm and dedication for more than 29 years as a full-time staff member and retired from the College as of February 1, 2018; and

WHEREAS, He began his employment at Montgomery College in the Learning Resources Department on the Rockville Campus, continuing his service with Education Support Services, Media Resources, and finally as an IT support specialist; and

WHEREAS, Mr. Mitchell utilized his vast experience in the audio visual area to provide support for classrooms, labs, meeting areas, and events; and

WHEREAS, He developed a database of conference rooms and contacts for all campuses, bridging a gap because, until this time, there was no central location to gather this information; and

WHEREAS, He single handedly inventoried every single media asset, created a database, and tagged each asset at a time when no system was in place, and maintained this database until his date of retirement; and

WHEREAS, He supported College events including graduation where MCTV would employ his skills with the camera; and

WHEREAS, Mr. Mitchell sought professional development and completed the College's Leadership Development Institute program; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Ernest J. Mitchell 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. Ernest J. Mitchell for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number:

Agenda Item Number: 7Gxiii

Adopted on:

June 25, 2018

Subject: Retirement of Mr. Thu T. Phung

WHEREAS, Mr. Thu T. Phung served Montgomery College with enthusiasm and dedication for more than 18 years as a full-time staff member and retired from the College as of April 1, 2018; and

WHEREAS, Mr. Phung worked diligently as a building service worker to provide a clean and safe environment for the students, faculty, and staff on the Germantown Campus; and

WHEREAS, He attended several classes and courses to improve his work, communication, and computer skills; and

WHEREAS, He provided excellent customer service to ensure that any building to which he was assigned was clean and safe for students, faculty, and staff; and

WHEREAS, Mr. Phung was an outstanding member of his team and always gave his best in the performance of his work assignments; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Thu T. Phung 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. Thu T. Phung for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number:
Adopted on:

Agenda Item Number:7Gxiv
June 25, 2018

Subject: Retirement and Award of Emerita Status to Professor Ellen W. Terry

WHEREAS, Professor Ellen W. Terry served Montgomery College with dedication and commitment for more than 31 years as a full-time faculty member and retired from the College as of February 1, 2018; and

WHEREAS, Professor Terry served the students of Montgomery College as faculty member at the Germantown Campus for 31 years, beginning as an assistant professor in 1986 and earning the rank of full professor in 1995; and

WHEREAS, She worked across several disciplines, teaching courses in the electromechanical program, engineering, physics, and mathematics, and incorporated technology into her classroom throughout her career; and

WHEREAS, Professor Terry exhibited great compassion for the entire Montgomery College community by helping to establish the Germantown food pantry and by donating over 300 textbooks to the Math, Accounting, Physics, Engineering Learning (MAPEL) Center; and

WHEREAS, She enriched the scholarly environment at Montgomery College by working on the Math Circle and by developing a Learning Community that paired a student development course with an intermediate algebra course; and

WHEREAS, Professor Terry earned an Academic Achievement Award in Spring 2005; and

WHEREAS, She participated in the Center for Teaching and Learning Fellowships focused on service learning and learning communities; and

WHEREAS, Professor Terry provided exemplary service to the Montgomery College community, collaborating with others on numerous course coordinating committees, including the Developmental Math Committee; and

WHEREAS, She served on the Appropriate Course Placement Committee, now referred to as Collegewide Assessment, Placement and Developmental Issues Steering Committee (CAPDI); and she served on several collegewide groups important to student success, including Academic Assembly and Academic Appeals; and

WHEREAS, She made valuable contributions to the culture of Montgomery College through her service on the 50th Anniversary Committee, Germantown Faculty Council, Operational Services Council, Employee Code of Conduct Committee, the Common Employee Experience Committee, and was active with the College chapter of the American Association of University Professors; and

WHEREAS, Professor Terry provided leadership to the College by serving as chair of the Faculty Issues Committee and as chair of Academic Regulations and Standards committee; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Ellen W. Terry on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Ellen W. Terry for her distinguished 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 Professor Ellen W. Terry is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Ellen W. Terry.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Gxv
June 25, 2018

Subject: Retirement of Mr. Euriel J. White, Jr.

WHEREAS, Mr. Euriel J. White, Jr. served Montgomery College with enthusiasm and dedication for more than 27 years as a full-time staff member and retired from the College on January 1, 2018; and

WHEREAS, He provided over 27 years of excellent customer service to the College community and provided noteworthy logistical, planning, and supervisory leadership that enabled the Facilities Department to fulfill its mission; and

WHEREAS, He was instrumental in providing leadership in training initiatives, and utilization of the computerized work-order system; and

WHEREAS, Mr. White was instrumental in providing food to Facilities employees on the Rockville Campus that were assembled to manage the work related to a major snow storm in 2010; and

WHEREAS, He has been an outstanding member of the Rockville Campus Facilities Department and has received numerous letters of appreciation and awards; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Euriel J. White, Jr. 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. Euriel J. White, Jr. for his contributions to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Mr. Euriel J. White, Jr.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Hi
June 25, 2018

Subject: Retirement and Award of Bronze Medallion to Ms. Connie Beasley

WHEREAS, Ms. Beasley served Montgomery College with enthusiasm and dedication for more than 13 years as a full-time staff member and retired from the College as of February 1, 2018; and

WHEREAS, She served as a project and planning analyst and as project portfolio manager in the Office of Information Technology; and

WHEREAS, Ms. Beasley used her considerable knowledge of project management principles and practices to help create detailed processes to guide project managers and project team members, trained employees from across the College on good project management practices and dutifully maintained the Office of Information Technology Project Portfolio and managed the Project Intake process; and

WHEREAS, In 2016 she was involved in the Middle States Accreditation Self Study as part of a workgroup team member for Standard VI: planning, resources and institutional improvement, staff representative on the Strategic Planning Steering Committee and a staff representative for the Presidential MC 20/20 Strategic Plan, and

WHEREAS, She was instrumental in developing the Office of Information Technologies government process, which included many sub-committees governing the process, and she was the leader in the development of governance project management in the Office of Information Technology; developed the framework for the first project management process and structure for OIT's first Project Management Office; and

WHEREAS, Ms. Beasley was the project manager for MC's new Correctional Facility Accelerated IT Certificate Program implemented in 2015 where the project helped prepare inmates in correctional facilities for life after incarceration; and

WHEREAS, Ms. Beasley was a four-time nominee for the Office of Information Technology Excellence Awards and was twice awarded the Project Excellence Award, first in 2010 and again in 2015; and

WHEREAS, She was awarded a Staff Outstanding Service Award in November of 2017 for sustained outstanding performance that consistently exceeded expectations, the Project Excellence Award for the Data Center Relocation Project in 2010, the Project Excellence Award Nominee for the Gudelsky Institute for Technology Digital Lab, the OIT Internal Individual Project Excellence Award winner for 2015, the OIT Project Excellence Award winner for the Virtual Desktop Interface Project; and

WHEREAS, She served on the Staff Senate in 2011, and used her talents to create well received project management training for Staff Enrichment Day, and she was part of the Staff Enrichment Day team for four years; and

WHEREAS, She served as a club advisor and mentor to students, participated in multiple study abroad trips and served as a student chaperone, and mentored multiple MC students over the years in the field of project management; and

WHEREAS, Ms. Beasley was a longtime member of the Project Management Institute (PMI), Project Management International, Montgomery County Chapter, and Toastmasters International, and was registered with the Speaker's Bureau and spoke about project management at the Hillman Entrepreneurs Club on the Germantown Campus, and she was a member of the Montgomery County Chapter of Toastmasters; and

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

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Connie Beasley 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. Connie Beasley 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. Connie Beasley is awarded the Bronze Medallion in recognition of her outstanding service to the College and as an expression of gratitude of the College for her exemplary 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 and the Bronze Medallion be presented to Ms. Connie Beasley.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Hii
June 25, 2018

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to
Dr. Paul A. Lux**

WHEREAS, Dr. Paul A. Lux served Montgomery College with dedication and distinction for more than 25 years as a full-time faculty member and retired from the College as of February 1, 2018; and

WHEREAS, Dr. Lux provided wisdom and guidance to the faculty of the Department of Reading, English as a Second Language, and Linguistics, later the American English Language Program (AELP) as acting department chair and as AELP coordinator; and

WHEREAS, He taught a wide range of courses: American English Language III and IV; Spoken American English; Principles of English Grammar; Techniques of Reading and Writing; College Reading Skills; Introduction to Linguistics; and an Honors Tutorial in the Humanities; and

WHEREAS, He served as an administrative and research associate in the College's Office of Planning; as a faculty tutor in the Writing, Reading, and Language Center; and as acting director of the Honors Program, where he guided students in presentations at the National Collegiate Honors Conference; and

WHEREAS, Dr. Lux chaired the General Education and Collegewide Curriculum Committees and served on many College committees and governance groups, including AELP Committees, Academic Assembly, Collegewide Honors Committee, Critical Literacy Committee, Outcomes Assessment Committee, Rockville Campus Extension Committee, Rockville Faculty Council, Search Committees, Textbook Affordability Committee, Montgomery College/Rockville Library Renovation Committee, and Writing Center Advisory Committee; and

WHEREAS, He was a distance learning fellow and center for teaching and learning fellow, promoting online learning and communication by implementing WebCT (later Blackboard) support and delivery for two courses, developing an online library guide for linguistics term papers, creating an Honors Program web page, and applying software that enabled him to streamline testing and to record and disseminate student presentations; and

WHEREAS, He sponsored the College's Student Chess Club and was active in the Rockville Scholarship Foundation, a partnership that included Montgomery College, the City of Rockville, and the Rockville Chamber of Commerce; and

WHEREAS, Dr. Lux's dedication to student success earned him the Faculty Outstanding Service Award in 2005; and

WHEREAS, He regularly participated in "Teaching of English to Speakers of Other Languages" (TESOL) and other professional conferences and in such workshops and seminars as "Teaching Linguistics Online: Mission Impossible," "The History of the English Language," and "English as a Second Language (ESOL) writing assessment and computerized scoring"; and

WHEREAS, Dr. Lux is held in high regard by colleagues and students as an excellent instructor who creates a learning atmosphere that is positive and focused, who engages students with examples and humor, and who applies strategies and techniques that foster student success; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Paul A. Lux on the occasion of his retirement; now therefore be it

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

Resolved, That Dr. Paul A. Lux is granted the status of Professor 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 Dr. Paul A. Lux is awarded the Bronze Medallion in recognition of his service to the College and community, and as an expression of the gratitude of the College for his dedication and professional commitment to 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 and the Bronze Medallion be presented to Dr. Paul A. Lux.

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

Resolution Number:

Agenda Item Number: 7Hiii

Adopted on:

June 25, 2018

Subject: Retirement and Award of Bronze Medallion to Ms. Amina T. Rahman

WHEREAS, Ms. Amina T. Rahman served Montgomery College with enthusiasm and dedication for more than ten years as a full-time staff member and retired from the College as of April 1, 2018; and

WHEREAS, Ms. Rahman began her employment at Montgomery College as an instructional associate in the Writing, Reading, and Language Center (WRLC) on the Takoma Park/Silver Spring Campus, and was promoted to learning center manager in 2015; and

WHEREAS, Ms. Rahman provided leadership for the WRLC, where she was responsible for developing and managing all programs, projects, and resources designated to support students across the curriculum, especially those in courses offered by the departments of English and Reading, English Language for Academic Purposes (ELAP), and World Languages; she supervised WRLC staff, instructional associates, faculty tutors, and student workers; conducted workshops for students; provided ongoing training for faculty and student workers; and workshops and seminars, as well as overseeing the overall operation of the Center; and

WHEREAS, She was responsible for the negotiation, purchase, and implementation of two collegewide instructional software applications (MyEnglishLab and eEnglish) for the ELAP program; she launched a series of grant funded reading workshops for students in the health sciences; she was responsible for the development and pilot of two on-line student workshops to improve student support in writing and reading in the health sciences; she was responsible for a grant funded English language peer-tutoring program and a grant-funded peer-tutor certification program; she developed and conducted workshops for writing, reading and student orientation; she created, updated, published, and distributed informational brochures and handouts for workshops; she participated in the Summer R.I.S.E. (Real Interesting Summer Experience) mentoring program where she mentored a high school student affording her the opportunity to learn about the structure of the WRLC and the field of education, the role technology plays in the Center, the importance of professionalism, and the role of customer service; and

WHEREAS, She received a certificate of appreciation from the Center for Teaching and Learning, Academic Affairs, Writing, Reading and Language Center, Academic Services Council, Service Outreach and Support (SOS); Staff Council, and Institute for Part-time Faculty Engagement and Support; she received an Outstanding Service Award in 2013 and a Team Effort Award in 2015; completed over fifty MC Learns workshops covering such areas as governance, management, multiculturalism, software applications, writing in the disciplines, as well as leadership workshops; she attended workshops at American University on Language Teacher Education, Promoting Collaboration among Educators, Families and Researchers; and Meeting Educational Challenges of Culturally and Linguistically Diverse Students through Professional Development, Student Engagement, and Research; she attended three annual

Writing in the Disciplines/Across Communities Regional Conferences; she continued her professional development by attending Mid-Atlantic Writing Centers Association (MAWCA) conferences as well as Maryland Teachers of English to Speakers of Other Languages (TESOL) and National College Learning Center Association (NCLCA) conferences; she is a Certified Local Area Networking Professional and Certified Unix Systems Professional as well as and a Certified Trainer for the Deaf and Hearing People; she diligently engaged in professional development to assist in running the WRLC and to assist with student success; and

WHEREAS, She provided services to the community as a volunteer for the Folger Shakespeare Library in Washington, DC, and as a writing consultant for Trinity University writing center; she is a member of the NCLCA since 2014, MAWCA since 2013, and a member of TESOL since 2008; and

WHEREAS, She provided leadership for programs, projects, and resources for the WRLC; served on various committees and councils charged with reviewing and recommending structural and procedural improvements for the College; such as, co-chair of Middle States Workgroup II; Academic Affairs Executive Advisory Council; Academic Restructuring Workgroup; Academic Services Council; CEMAT Sub-committee on Development Education; co-chair of the Staff Enrichment Committee; Staff Council; Common Employee Experience Committee; and the Library Ethnography Study; she presented at the Maryland College Learning Center Association and the Maryland Association of Community Colleges and well as the Association of Faculties for Advancement of Community College Teaching; she served as a panelist on a classroom observation project for the Montgomery Coalition for Adult English Literacy; and

WHEREAS, Ms. Rahman was held in high esteem by her colleagues who appreciated her personal and professional contributions to the success of the WRLC and the College; she was known for her open-door policy and willingness to assist faculty and students whenever the need arose, she provided one-on-one tutoring to faculty-referred, developmental students; she faithfully pursued innovation and technology to aid students in being successful; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Amina T. Rahman 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. Amina T. Rahman 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. Amina T. Rahman is awarded the Bronze Medallion in recognition of her outstanding service to the College and as an expression of gratitude for her 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 and the Bronze Medallion be presented to Ms. Amina T. Rahman.

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

Resolution Number:

Adopted on:

Agenda Item Number: 7Hiv

June 25, 2018

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Mary J. Staley**

WHEREAS, Professor Mary J. Staley served Montgomery College with dedication and distinction for more than 36 years as a full-time faculty member and retired from the College as of February 1, 2018; and

WHEREAS, Professor Staley provided wisdom and guidance to the faculty and staff as chair of the Art Department, mentoring full-time and part-time art faculty, advising students, implementing strategies to increase enrollment, and scheduling art courses on the Takoma Park/Silver Spring Campus; and

WHEREAS, She developed innovative approaches to teaching a wide range of courses, including Crafts, Weaving and Textiles, and Digital Photography for Fine Arts, which she taught both in-person and online; and

WHEREAS, She coordinated the unique and long-running "Mondays at 101" speakers program, which brought artists, poets, dancers, musicians, authors, and curators to the Takoma Park/Silver Spring Campus for discussions of their work every Monday; and

WHEREAS, Professor Staley served in the Advising Cadre, as a delegate to Academic Assembly, as a Beacon Conference coordinator on the Takoma Park/Silver Spring Campus, and as a participant in numerous additional committees including Academic Appeals, Academic Advising, Academic Computing, Distance Learning Orientation, First Year Experience, Honors Curriculum, Marketing, Memorial Garden, Outcomes Assessment for the Introduction to Drawing course, Center for Teaching and Learning Steering, Web Redesign, and Collegewide Sabbatical Leave, which she co-chaired; and

WHEREAS, She participated in the professional conferences of EduCom, Computers in Education, and the National Academy of Community College Chairs; she is a member of the National Association of Photoshop Professionals, Handweavers Guild of America, and Knitting Guild Association; and she has kept abreast of the latest developments in her discipline through trainings in Quality Matters, Photoshop, Adobe Creative Suite, digital printing, photographic lighting, webpage design, and more; and

WHEREAS, She displayed artistic leadership by managing the photographic team that covered the College's 40th Anniversary Celebration; planning and coordinating quilt projects; displaying her work at such venues as the Montpelier Arts Center in Laurel, Maryland; presenting to the College Board of Trustees her photographic documentation of the *Pride of Baltimore*; and spearheading College marketing activities; and

WHEREAS, Her accomplishments and contributions were acknowledged with an Excellence Award from the National Institute for Staff and Organizational Development, with the Best Distance Learning Course Award in the state of Maryland by the Maryland Distance Learning Association, and with a Governor's Citation from Maryland Governor Parris Glendening; and

WHEREAS, Professor Staley is held in high regard by her colleagues and students for her outstanding craftsmanship standards; her rapport with students, faculty, and administrators; her clarity and thoroughness as a course instructor; and her patience, kindness, and compassion towards students; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Mary J. Staley on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Mary J. Staley 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 Professor Mary J. Staley is granted the status of Professor 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 Professor Mary J. Staley is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to 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 and the Bronze Medallion be presented to Professor Mary J. Staley.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Hv
June 25, 2018

Subject: Retirement and Award of Bronze Medallion to Ms. Dana Susan Sullivan

WHEREAS, Ms. Dana Susan Sullivan served Montgomery College with dedication and distinction for more than 29 years and retired from the College as of July 1, 2018; and

WHEREAS, Ms. Sullivan was a highly dedicated, knowledgeable, and conscientious employee, who created a robust student activities program on the Rockville Campus as director of student life from 1991 to 2001; and

WHEREAS, She was an innovative, distinguished, and customer-service oriented employee, who established the Office of Special Events in 2001, and served as the College's first director of special events from 2001 to 2018; and

WHEREAS, Ms. Sullivan consistently produced high-quality events and managed nearly 60 special events annually for the College from campus anniversaries to the Dr. Harry Harden Jr. Student Academic Excellence Awards celebration to presidential events; and

WHEREAS, Ms. Sullivan provided visionary leadership for the College's first-ever collegewide commencement ceremony in 2001, which is now attended by nearly six thousand students, families, friends, College employees, and local and national luminaries, and is a model for two- and four-year higher educational institutions in this area; and

WHEREAS, She partnered with the Montgomery College Foundation and the Development Office to produce an annual Scholarship Recognition Luncheon that celebrates scholarship recipients and donors, including many of the leading philanthropists in our community; and

WHEREAS, Ms. Sullivan played a critical role in student success as an adjunct faculty member in the Marriott Hospitality Management program teaching the Meeting, Conference, and Event Planning course since 2008, infusing the curriculum with industry guest speakers, and forging a relationship with the Bethesda North Marriott as an annual fieldtrip, where students can network with hospitality experts; and

WHEREAS, Ms. Sullivan developed a successful internship program for hospitality management students to gain real-life experience in the College's Office of Special Events, and provided mentoring to students interested in pursuing an event planning career; and

WHEREAS, As a member of the North American Association of Commencement Officers (NAACO) and the International Live Events Association (ILEA), Ms. Sullivan has attended and presented at conferences on special events topics; and

WHEREAS, She used her professional development experience at Walt Disney World in Orlando, Florida, to learn many of the current gold-standard customer service practices so she could implement them in the Office of Special Events and across the College; and

WHEREAS, Ms. Sullivan wrote *The Program Planners Guide* for the collegewide community and the *Student Guide to Commencement*, which is now updated annually and mailed to every eligible student; and

WHEREAS, Ms. Sullivan volunteered for numerous College committees including the Advancing Customer Service Committee, the Collegewide Commencement Planning Committee; the ACES Celebration Planning Committee (chair); the 60th Anniversary Gala Committee; and the 70th Anniversary Committee (chair); and

WHEREAS, Ms. Sullivan co-chaired the Service and Outreach Support (SOS) initiative to reinvigorate employee involvement and engagement at the College, and was instrumental in developing the College's first program for peer-to-peer service recognition; and

WHEREAS, Ms. Sullivan received external recognition with a 2008 National Institute for Staff and Organizational Development (NISOD) award; and

WHEREAS, She was recognized by the College community with two Outstanding Service Awards (2007, 2015), two Staff Recognition Awards (2003, 2007), four Team Effort Awards (2008, 2007, and twice in 2006), and a 2018 nomination for the Staff of the Year award; and

WHEREAS, Ms. Sullivan, as an alumna, served on the Montgomery College Alumni Association Board of Governors; and

WHEREAS, Ms. Sullivan has served as a member of the Montgomery General Hospital Women's Board for the past 10 years, providing community service and giving back to an organization that provided her with a scholarship to attend Montgomery College; and

WHEREAS, Ms. Sullivan is a dedicated and generous donor to the Montgomery College Foundation, having established the D. Jean and D. Clayton Davidson Endowed Scholarship to help support students in the trades and early childhood development; and

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

WHEREAS, The senior vice president for advancement and community engagement and the president of the College recommend this public recognition of Ms. Dana Susan Sullivan 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. Dana Susan Sullivan for her many personal, financial, volunteer, and professional contributions 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. Dana Susan Sullivan is awarded the Bronze Medallion in recognition of her outstanding service to the College, and as an expression of gratitude of the College for her 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 and the Bronze Medallion be presented to Ms. Dana Susan Sullivan.

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

Resolution Number:

Agenda Item Number: 7Hvi

Adopted on:

June 25, 2018

**Subject: Retirement and Award of Emerita Status and Silver Medallion to
Professor Laura D. Gardner**

WHEREAS, Professor Laura D. Gardner served Montgomery College with excellence and unwavering dedication for more than 39 years as a full-time counseling faculty member and retired from the College as of January 1, 2018; and

WHEREAS, Professor Gardner dedicated much of her life to serving students through a growth promoting climate and empowered students to identify, connect, and pursue their academic, career and personal goals; she served students in nearly every capacity in the Counseling & Advising Department, which included career counseling and transfer advising, served as the international student coordinator, and assisted countless students in the most delicate situations through personal and crisis counseling; and

WHEREAS, She played a crucial role in serving as a student advocate that represented the student voice at the College and also encouraged and educated students on how to advocate for themselves and work towards the elimination of physical, technical, resource, relational, and attitudinal barriers to improve their circumstances and create opportunities; and

WHEREAS, She facilitated countless academic orientations and student success workshops covering a wide variety of topics such as how to succeed in College, goal setting, study skills development, stress management, and transfer planning; and

WHEREAS, She was committed to providing a dynamic, innovative, inspiring, and engaging learning environment for students and taught a wide variety of Student Success (STSU) courses including First Year Seminar, Seminar for International Students, Career Development: Dynamics and Application, Principles of Academic Success, and Study Habits Development; and

WHEREAS, Professor Gardner was recognized for her outstanding service to students, the Takoma Park/Silver Spring Campus, and the wider College community by being awarded the Faculty Outstanding Service Award in 1990; and

WHEREAS, She illustrated a deep commitment to the success and stewardship of the institution by serving on numerous campus and collegewide committees and councils including faculty council, campus council, and the academic regulations committee; and

WHEREAS, Professor Gardner led a campus-wide effort to increase enrollment at the Takoma Park/Silver Spring Campus by working with several academic disciplines to coordinate the scheduling of classes to ensure that students would have the ability to have a full-time course load, creating a seamless registration experience for students which resulted in increased enrollment for the College, and a presentation on their efforts at professional conferences; and

WHEREAS, She served the Counseling discipline and her departmental colleagues with distinction and unparalleled leadership as department chair for multiple terms; and

WHEREAS, She was appointed to serve on the District of Columbia Board of Education for a three-year term from 2000–2003 and served with merit and forged lasting partnerships between the District and the College; and

WHEREAS, Professor Gardner will be remembered for her steadfast dedication to students and for maintaining the highest level of integrity regarding the improvement and advancement of student academics, and for promoting student success and social justice for our diverse student body; and

WHEREAS, She is held in the highest regard and is deeply respected and appreciated by her colleagues and, most importantly, by students; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the appropriate rank or title, subject to approval of the Board of Trustees; and

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

WHEREAS, The senior vice president for student affairs, and the president of the College recommend this public recognition of Professor Laura D. Gardner on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Laura D. Gardner for her distinguished 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 Professor Laura D. Gardner is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Laura D. Gardner is awarded the Silver Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Professor Laura D. Gardner.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Hvii
June 25, 2018

**Subject: Retirement and Award of Emerita Status and Silver Medallion to Professor
Anne D. Schleicher**

WHEREAS, Professor Anne D. Schleicher served Montgomery College with dedication and distinction as a full time faculty counselor for more than 17 years and retired from the College as of January 1, 2018; and

WHEREAS, She was the lead transfer counselor at the Germantown Campus for 17 years where she provided resource help to fellow counselors, offered transfer appointments to students, and served as a liaison between students and transfer institutions to resolve transfer admissions questions and concerns; and

WHEREAS, She created a Transfer Advising website, the first of its kind in the state of Maryland, which was used as a model for other community colleges, and proposed and chaired the College's Transfer Council to bring attention to transfer planning issues, and collaborated on the creation of the Transfer Studies Certificate to guide students planning to transfer, and authored a newsletter throughout her tenure to update students, faculty, and staff on transfer planning issues; and

WHEREAS, Professor Schleicher enthusiastically and effectively taught student development/student success courses for 16 years on the Germantown Campus along with providing transfer advising workshops for a variety of classes; and

WHEREAS, She was a member of the General Education Committee for six years and served as its chair for five years, and as chair she led a comprehensive review and update of the General Education Program in 2008, facilitated faculty discussion and debates about requirements, and reviewed over 240 courses for inclusion in the program; and

WHEREAS, She chaired the workgroup addressing the Middle States Standard 12 for the College's 2008 Self-Study; and

WHEREAS, Professor Schleicher served as Montgomery College's Articulation System for Maryland Colleges and Universities coordinator from 2000 to 2017, provided updates to the Maryland State Transfer Articulation System and worked with University System of Maryland administrators to increase the program's efficiency; and

WHEREAS, She served as a counselor to students in the Hillman Entrepreneurial Scholars Program for three years, guided them through course planning for degree completion, and helped them navigate the transfer admission process to the University of Maryland; and

WHEREAS, For three years she was the Montgomery College counselor advising students in Generation Hope, a nonprofit organization that mentors single teen parents enrolled in college; and

WHEREAS, She was the first transfer resource member of the Collegewide Curriculum Committee from 2010 to 2016, reviewed curriculum and course proposals for possible impact on transferability, and served as a campus advisory person for the Collegewide Curriculum Committee where she guided proposers through the program and course proposal process; and

WHEREAS, Professor Schleicher made presentations at the Maryland State Advisors meetings on the topics of "Transfer Planning" as well as "Revising General Education Programs with a Transfer Perspective"; made presentations to Montgomery County Public Schools counselors, career information coordinators, and parent/student evening programs both at the College and at various high schools to promote awareness of Montgomery College as a first stop for transfer success; and

WHEREAS, She served on planning committees to create Guaranteed Transfer Programs with the University of Maryland, Maryland Transfer Advantage Program; University of Maryland, Baltimore County Transfer Student Alliance; and the Universities at Shady Grove Terp Transfer Partnership; and

WHEREAS, She received the Outstanding Faculty Service Award in 2009, and demonstrated excellence in multiple roles at Montgomery College as teacher, mentor, counselor, chair, and colleague; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the appropriate rank or title, subject to approval of the Board of Trustees; and

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

WHEREAS, The senior vice president for student affairs, and the president of the College recommend this public recognition of Professor Anne D. Schleicher on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Anne D. Schleicher 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 Professor Anne D. Schleicher is granted the status of Professor 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 Professor Anne D. Schleicher is awarded the Silver Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to 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 and the Silver Medallion be presented to Professor Anne D. Schleicher.

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

Resolution Number:
Adopted on:

Agenda Item Number: 71
June 25, 2018

Subject: Recognition and Award of Bronze Medallion to Trustee Diyana Kahawita

WHEREAS, The governor of the state of Maryland appointed Ms. Diyana Kahawita as student member to the Board of Trustees of Montgomery College effective July 1, 2017, for a one-year term, which will end June 30, 2018; and

WHEREAS, During her tenure, Ms. Kahawita served the Board of Trustees with distinction and dedication while also challenging herself as a student; and

WHEREAS, Her perspective as a student of the College, her interest in the concerns of students, and her understanding of the role of the Board as a corporate entity that must exercise sound judgment in the interest of the total College, have contributed significantly to the deliberations and effective decision-making of the Board; and

WHEREAS, Ms. Kahawita engaged in activities that helped her to develop as a leader and shaped her mind to be a caring and responsible person dedicated to serving and improving her community; and

WHEREAS, During her appointment to the Board, Ms. Kahawita was an exemplary and ambitious student at Montgomery College, serving on the Operational Services Council and the Grade Dispute Committee at the Rockville Campus, as secretary of the Renaissance Scholars Society, as the president of the Women's Studies Club at the Germantown Campus, as a member of Phi Theta Kappa, and as a recipient of the Dr. Harry Harden Student Academic Excellence Award and the Jan Malone Scholarship; and

WHEREAS, Ms. Kahawita was named a 2018 All-Maryland Community College Academic Team member and Coca-Cola Bronze Scholar; and

WHEREAS, Ms. Kahawita's service to others and commitment to education during her educational career focused on community leadership as she served as a volunteer on the Montgomery County Commission for Women and for KindWorks/Carroll House; and

WHEREAS, Ms. Kahawita has been described as a person with passion for humanity and moved to take action on issues such as women's rights, poverty, and domestic violence; and

WHEREAS, Ms. Kahawita has conducted herself in an exemplary manner, and her demeanor, cooperation, and responsiveness to Board and College issues and events combine to make her a highly valued member of the Board; and

WHEREAS, In recognition of her distinguished service to the Board of Trustees of the College, the students, and the College community, the Board recommends this recognition of Ms. Diyana Kahawita; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Diyana Kahawita for her conscientious and significant contributions to Montgomery College, to its Board of Trustees, to its students, and to the residents of Montgomery County, and extend their best wishes to her for her continued happiness and academic success, and invite her continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of her dedication, support, and association with Montgomery College and Montgomery County, Ms. Diyana Kahawita is awarded the College's Bronze Medallion for distinguished 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 and the Bronze Medallion be presented to Ms. Diyana Kahawita.

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

Agenda Item Number: 8
June 25, 2018

**AUTHORIZATION OF EXECUTION OF LEASE AGREEMENT FOR CENTRALIZED
WAREHOUSE SPACE AT 7602, 7604, AND 7606 STANDISH PLACE,
ROCKVILLE, MARYLAND**

BACKGROUND

Request:	Authorize the president to negotiate and, if appropriate, execute a 10-year lease for 10,866 square feet of centralized warehouse space at Standish Place in Rockville, Maryland.
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Approval Type:	Authorization of execution of lease agreement
Explanation of Request:	<p>The current lease agreement for a centralized warehouse at Standish Place will expire on January 31, 2019. Storage and workspace is still required for central receiving and facilities construction operations, information technology assets, and garaging the Montgomery College Television (MCTV) truck. The Office of Facilities and Public Safety examined four potential warehouse sites in the area, but found none with the space and necessary features of Standish Place.</p> <p>The Standish Place property owner, PS Business Parks, Inc., has proposed a new 10-year lease with a termination buy-out option at five years, for the existing 10,866 square foot, triple-net lease space. The offered rate is \$12.50 base rent per square foot, plus \$5.00 for operating costs, for a total of \$17.50 per square foot.</p> <p>For comparison, the final year costs of the current lease are \$15.98 per square foot base rent plus \$4.61 in operating costs, which is approximately \$225,000.</p> <p>The new contract is still being finalized and will be above \$25,000 per year (the threshold for requiring board approval), but is expected to have total costs less than the current costs.</p>

Reason Being Brought to Board:	Board approval is required for lease agreements for facilities with a rental obligation in excess of \$25,000 per year.
Total Dollar Amount:	The total annual cost is to be determined, but must be within the limit set by the Board.
Certification:	The acting chief business and financial strategy officer certifies that funds are available in the FY19 operating budget.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the president to negotiate and execute a 10-year lease with a five-year buy-out option with PS Business Parks, Inc., for the existing 10,866 square feet of warehouse space at 7602, 7604, and 7606 Standish Place, Rockville, Maryland, for an annual lease amount not to exceed the limit set by the Board of Trustees.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 8
June 25, 2018

Subject: Authorization of Execution of Lease Agreement for Centralized Warehouse Space at 7602, 7604, and 7606 Standish Place, Rockville, Maryland

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities and public safety request a lease agreement for rental of warehouse space at 7602, 7604, and 7606 Standish Place, Rockville, Maryland, for the purpose of providing storage and workspace for central receiving and facilities construction operations, information technology assets, and garaging of the Montgomery College Television (MCTV) truck; and

WHEREAS, The acting chief business and financial strategy officer certifies that funds are available in the College's FY19 operating budget to enable the College to award a lease agreement as recommended; and

WHEREAS, 10,866 square feet of available space at 7602, 7604, and 7606 Standish Place, Rockville, Maryland, meets all College requirements for storage for the College's central receiving operations, the office of information technology and the facilities office, and the director of procurement certifies that this location meets the College's needs for location and timetable and also provides economies of scale due the consolidation of storage needs of various College units at this location; and

WHEREAS, The vice president of facilities and public safety requested and received a proposal from PS Business Parks, Inc., that meets the College's requirements, at a reasonable cost; and

WHEREAS, The contract is still under negotiation; and

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

Resolved, The Board of Trustees authorizes the president to negotiate and execute a 10-year lease with a five-year buy-out option with PS Business Parks, Inc., for the existing 10,866 square feet of warehouse space at 7602, 7604, and 7606 Standish Place, Rockville, Maryland, for an annual lease amount not to exceed the limit set by the Board of Trustees.

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

Agenda Item Number: 9A
June 25, 2018

**AWARD OF CONTRACT,
ULTRASOUND EQUIPMENT LEASE, BID 918-009**

BACKGROUND

Request:	Ultrasound Equipment Lease
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and the Dean of Health Sciences, Health, and Physical Education
Award Type:	Competitive
Bid Number:	918-009
Explanation of Request:	New ultrasound equipment is being requested to replace current equipment that has reached its end-of-life usefulness, and has become obsolete. Montgomery College students require the use of state-of-the-art ultrasound equipment to successfully move through the College's diagnostic medical sonography program and be adequately trained to enter the medical field workforce. The institution has not traditionally leased ultrasound equipment. However, due to the ever-changing advances in technology, and the need to train students on state-of-the-art equipment, the College has elected to lease ultrasound equipment and not purchase. The lease agreement will also include equipment support and associated equipment training during the entire 60-month lease term.
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that funds are planned for and available in the FY18 operating budget for the first year of equipment lease.
Dollar Amount:	\$521,220
Vendor Name:	Philips Healthcare Corporation
Vendor Address:	Bothell, Washington
Minority Status	N/A
Term of Contract:	Five years (sixty-month lease)

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the lease of ultrasound equipment to Philips Healthcare Corporation of Bothell, Washington, for a five-year term and a total amount of \$521,220, provided products and services are satisfactory, funding is available, and in the best interest of the College.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Dr. Rai

Ms. Pickwick

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

Resolution Number:
Adopted on:

Agenda Item Number: 9A
June 25, 2018

Subject: Award of Contract, Ultrasound Equipment Lease, Bid 918-009

WHEREAS, The senior vice president for academic affairs and the dean of health sciences, health, and physical education have requested an award of contract for the lease of ultrasound equipment; and

WHEREAS, The current equipment has reached its end-of-life usefulness, and has become obsolete; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that planned expenditures are available in the FY18 operating budget for the first year of equipment lease; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for bid was issued on April 16, 2018, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 16 firms downloaded the request for bid, and four responses were received, read aloud, and recorded, beginning at 3:00 p.m. on May 2, 2018; and

WHEREAS, Upon review of all bid pricing by appropriate College staff, it was determined that pricing submitted by Philips Healthcare Corporation of Bothell, Washington, was the lowest responsive-responsible bidder, meeting all College specifications; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That an award of contract for the lease of ultrasound equipment be awarded to Philips Healthcare Corporation of Bothell, Washington, for a five-year term and a total amount of \$521,220, provided products and services are satisfactory, funding is available, and in the best interest of the College.

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

Agenda Item Number: 9B
June 25, 2018

**AWARD OF CONTRACT,
COOLING TOWER REPLACEMENT FOR THE CENTRAL SERVICES BUILDING,
BID 618-009**

BACKGROUND

Request:	CT Building Cooling Tower Replacement
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	618-009
Explanation of Request:	This contract award is to provide construction services to replace the 28-year-old cooling tower on the rooftop of the Central Services Building. This replacement will include new structural supports for the cooling tower, along with a new catwalk around the tower to allow services to be performed on the unit as needed. The completion date for this replacement project, along with the final balancing of the system, is scheduled for March 12, 2019.
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the acting chief business and financial strategy officer certifies that funds are planned for and available in the FY18 capital budget.
Total Dollar Amount:	\$744,983
Vendor Name:	American Combustion Industries, Inc.
Vendor Address:	7100 Holladay Tyler Road, Suite 233 Glenn Dale, Maryland 20769
Minority Status	N/A
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to American Combustion Industries, Inc., of Glenn Dale, Maryland, for the replacement of Central Services Building cooling tower for a total base bid amount of \$744,983.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 9B
June 25, 2018

Subject: Award of Contract, Cooling Tower Replacement for the Central Services Building, Bid 618-009

WHEREAS, The the senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for the replacement of the 28-year-old cooling tower in the Central Services Building; and

WHEREAS, The work is consistent with the planned continuation of deferred maintenance efforts in the Central Services Building after its occupancy in February 2017; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that planned expenditures are available in the FY18 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on March 5, 2018, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 64 companies downloaded the solicitation from the Procurement website; and on April 16, 2018, 11 responses, including two no-bids, were received in the Office of Procurement by 3:00 p.m. local time; and

WHEREAS, An evaluation committee comprised of Office of Facilities and Public Safety staff completed the review and evaluation of all technical proposal submissions, and seven contractors submitting proposals were deemed qualified in Part A–Contractor Qualification process, and had their Part B–Price Proposals opened; and

WHEREAS, Two proposal submissions were disqualified, because neither met certain solicitation requirements; and

WHEREAS, Following the evaluation of Part B–Price Proposals, it was determined that American Combustion Industries, Inc., of Glenn Dale, Maryland, submitted the lowest base bid price of \$744,983 and met all College specifications; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That the Board of Trustees approve an award of contract to American Combustion Industries, Inc., of Glenn Dale, Maryland, for all necessary materials, labor, equipment, supervision, bonds and insurance for the cooling tower replacement in the Central Services Building at the submitted base bid price of \$744,983.

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 9C
June 25, 2018

**AWARD OF CONTRACT,
INFORMATION TECHNOLOGY CONTRACTING SERVICES, BID 518-006**

BACKGROUND

Request:	Information technology contracting services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	518-006
Explanation of Request:	In April of 2013, the Board of Trustees awarded a five-year contract for the purchase of information technology contracting services to 10 companies on a task order basis. The Office of Information Technology is responsible for coordinating and maintaining over 30,000 pieces of technology equipment, 13,500 workstations and laptops, and over 100 servers in two operating system environments. The continuation of information technology contracting services is vital to meeting the College's need in the functional areas of management consulting, systems management and maintenance, information system security, web and internet systems support, and technical operations and application support. The current contract expires on June 30, 2018.
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that funds are planned for and available in the FY19 capital and operating budgets.
Dollar Amount:	Annual estimated not-to-exceed amount of \$2,500,000
Vendor Name:	Multiple (see attached list)
Vendor Address:	Multiple (see attached list)
Term of Contract:	One year (July 1, 2018 – June 30, 2019), with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve the multiple awards of contract for the purchase of information technology contracting services to bidders on the attached bid summary, for a one-year term beginning July 1, 2018.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and in the best interest of the College. Annual estimated not-to-exceed spend is \$2,500,000, depending upon need.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Ms. Miller

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

Resolution Number:
Adopted on:

Agenda Item Number: 9C
June 25, 2018

Subject: Award of Contract, Information Technology Contracting Services, Bid 518-006

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer have requested an award of contract for the purchase of information technology contracting services; and

WHEREAS, The Office of Information Technology is responsible for coordinating and maintaining over 30,000 pieces of technology equipment, 13,500 workstations and laptops, and over 100 servers in two operating system environments, Microsoft and Apple, and the current contract will expire on June 30, 2018; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that planned expenditures are available in the FY19 capital and operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was issued on February 2, 2018, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 333 firms downloaded the request for proposal, and 70 responses were received, read aloud, and recorded, beginning at 3:00 pm on March 2, 2018; and

WHEREAS, 39 bidders will be awarded contracts, of which, 26 are classified as minority enterprises; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, four vendor responses were declared non-responsive because they did not provide the required documentation, and of the remaining evaluated proposals, it was determined that the proposals submitted by multiple bidders identified on the attached bid summary were the highest evaluated bidders, meeting all College requirements; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That multiple awards of contract for information technology contracting and services be awarded to multiple bidders identified on the attached bid summary, for one year beginning July 1, 2018; and be it further

Resolved, That the contracts be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and in the best interest of the College.

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

Agenda Item Number: 10
June 25, 2018

**SOLE SOURCE AWARD OF CONTRACT , CONTINUATION
OF BANNER ENTERPRISE RESOURCE PLANNING SOFTWARE MAINTENANCE
AND RELATED SUPPORT SERVICES**

BACKGROUND

Request:	Continuation of Banner enterprise resource planning (ERP) software maintenance and related support services, increase in spending authority, and consolidation of existing associated resolutions
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Sole source
Bid Number:	N/A
Explanation of Request:	<p>In July 2003, the Board of Trustees approved a sole source award of contract for a 10-year term for the continuation of maintenance and support services for the Banner enterprise resource planning system under Resolution 03-72. Banner is the College's administrative system for student registration, financial aid, payroll, human resources, alumni services, and various other data systems.</p> <p>Subsequently, under Resolution 14-05-036, this award of contract was extended, and now expires in 2019. Under Resolution 06-06-095, in 2013, the Board approved a contract award for additional associated Banner dedicated service hours and support services. This contract will expire in 2019.</p> <p>In 2016, the College began the Workday implementation for human resources, payroll, and finance. Additional time is needed to complete the Workday implementation and, therefore, continued Banner dedicated support is required. In addition, an upgrade to the Banner system is required to continue to maintain the student financial aid and student registration systems for compliance with federal reporting requirements.</p> <p>The Board is being asked to increase the Banner dedicated service hours, continue the software maintenance and support services, increase the total</p>

	contract value by \$1,477,000 annually, and extend both contract awards for one year beginning July 1, 2019, with three additional one-year renewal options, for a total four-year amount of \$5,908,000.
Reason Being Brought to Board:	1. Current sole source award of contract resolutions are being combined into single resolution, the service period is being extended, and spending authority is being increased. 2. Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that Ellucian is the only contractor that can provide software maintenance and support services necessary to maintain the Banner system, due to its proprietary nature. The acting chief business and financial strategy officer certifies that funds are available in the FY19 operating budget.
Annual Dollar Amount:	\$1,477,000
Vendor Name:	Ellucian, Inc.
Vendor Address:	Malvern, Pennsylvania
Minority Status:	N/A
Term of Contract:	One year (July 1, 2018 – June 30, 2019) with three additional one-year renewal options.

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of maintenance and related support services for the Banner enterprise software system to Ellucian, Inc., of Malvern, Pennsylvania, for one year with three additional one-year renewal options. It is also recommended that the Board of Trustees approve an increased spending authority, and consolidation of the existing Banner support resolutions into a single resolution. The annual amount is \$1,477,000, and total four-year amount is \$5,908,000.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Ms. Miller

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

Resolution Number:
Adopted on:

Agenda Item Number: 10
June 25, 2018

Subject: Sole Source Award of Contract, Continuation of Banner Enterprise Resource Planning Software Maintenance and Related Support Services

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting continuation of Banner enterprise resource planning (ERP) software maintenance and related support services, increase in spending authority, and consolidation of existing associated resolutions; and

WHEREAS, In 2003, the Board of Trustees approved a 10-year agreement to continue maintenance and support for the Banner ERP system under Resolution 03-72; and Resolutions 14-05-036 and 06-06-095 were later created for continuing these services and both resolutions will expire in 2019; and

WHEREAS, Additional time is needed to complete the Workday implementation and continued Banner dedicated support is required as this system remains an integral part of the College's ability to operate since it houses student registration, financial aid, alumni, and various other data hosted in the College's data center; and

WHEREAS, The current contract awarded to Ellucian, Inc., of Malvern, Pennsylvania, be extended for one year, with three additional one-year renewal options, and the existing resolutions be combined into a single resolution for better tracking of services and associated spend; and

WHEREAS, The director of procurement affirms that the award of contract to Ellucian is justified since no other source is available to provide software maintenance and support services necessary to maintain the Banner system, due to its proprietary nature, and the acting chief business and financial strategy officer certifies that funds are available in the FY19 operating budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

WHEREAS, College 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 the Board of Trustees approve a sole source award of contract for the continuation of maintenance and related support services for the Banner enterprise software system to Ellucian, Inc., of Malvern, Pennsylvania, for one year with three additional one-year renewal options, and approve an increased spending authority, and consolidation of the existing Banner support resolutions into a single resolution, with the annual expenditure amount of \$1,477,000, and a total four-year amount of \$5,908,000.

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

Agenda Item Number: 11
June 25, 2018

ESTABLISHMENT OF STUDENT SUCCESS GOALS FOR MONTGOMERY COLLEGE

BACKGROUND

Montgomery College is dedicated to helping students change their lives. The completion of a credential, either a degree or certificate, is the goal of many students. Earning a certificate or an associate's degree strengthens an individual's ability to enter the job market as an educated and contributing member of society, or to transfer to a four-year institution to pursue a bachelor's degree.

Montgomery College has a long history of tracking student success measures, both for official reporting—to the state and federal government—and for internal evaluation of programs and initiatives. The federal government posts data in the Integrated Postsecondary Education Data System (IPEDS) and Maryland employs the Performance Accountability Report (PAR). IPEDS reports focus on new, full-time, degree seeking students over a three-year period, and PAR measures new, degree-seeking students over four years—less those who attempt fewer than 18 credits in the first two years.

Encouraged by the College's association with the Achieving the Dream (ATD) network, members of the College's Data Team conducted a review of potential student success goals this year. The team focused on the three indicators in the College's ATD vision: credential completion (that is, associate's degree or certificate), transfer, and baccalaureate degree completion after transfer. The team analyzed historical data, projected into the future, and proposed goals that are ambitious, but also achievable. The team's recommendations were vetted by the ATD Core Team, the president, and the Board's Educational Excellence Committee.

The spirit of ATD is to raise the success rate for all students and to close equity gaps. With that in mind, the recommended goals are based on PAR data since a PAR cohort is a better reflection of the College's students. In terms of timeline, the recommendations focus on the year 2022, which would be the four-year point for students starting at Montgomery College in the fall 2018 semester. This cohort of students would, in theory, be most affected by the various student success initiatives and programs that the College has developed and implemented.

Measurements would be taken and reported annually on the three indicators, and other influencing factors ("leading indicators") would be reported periodically so that faculty and staff can attempt appropriate adjustments to influence the student success goals. The measurement of the goals in June 2022 would determine whether they have been met or not.

RECOMMENDATION

It is recommended that the Board of Trustees adopt student success goals for students in the fall 2018 cohort of 30 percent for credential attainment, 50 percent for transfer, and 38 percent for baccalaureate attainment after transfer.

BACKUP INFORMATION

Resolution
Policy 41000–Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown
Dr. Cain
Dr. Rai

RESOURCE PERSONS

Dean Hamman
Dr. Lynch

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 11
June 25, 2018

Subject: Establishment of Student Success Goals for Montgomery College

WHEREAS, Montgomery College is dedicated to helping students change their lives, as expressed in the College's mission statement; and

WHEREAS, Earning a certificate or an associate's degree strengthens an individual's ability to enter the job market as an educated and contributing member of society, or to transfer to a four-year institution to pursue a bachelor's degree; and

WHEREAS, Montgomery College has a long history of tracking student success measures, both for official reporting to the state and federal government, and for internal evaluation of programs and initiatives; and

WHEREAS, The College seeks to increase student success through rigorous courses and robust support structures, and not through any compromise of the highest academic standards; and

WHEREAS, Encouraged by the College's association with the Achieving the Dream (ATD) network, members of the College's Data Team conducted a review of potential student success goals this year, which were vetted by the Core Team, the president, and the Board's Educational Excellence Committee; and

WHEREAS, The goals to be stated are for credential completion (that is, associate's degree or certificate), transfer, and baccalaureate degree completion after transfer; and

WHEREAS, New students entering in the fall 2018 semester will comprise the main cohort to be measured with periodic reports leading ultimately to measuring their success rate in June 2022 on their progress for credential completion and transfer; and

WHEREAS, Students in the fall 2014 cohort who transferred to earn a bachelor's degree will be measured for their success rate in earning the degree in June 2022; and

WHEREAS, The president recommends the following action; now therefore be it

Resolved, That the student success goal for credential attainment in the form of an associate's degree or certificate from Montgomery College is hereby set to be at least 30 percent in June 2022 for the fall 2018 PAR student cohort; and be it further

Resolved, That the student success goal for transfer from Montgomery College to a four-year institution is hereby set to be at least 50 percent in June 2022 for the fall 2018 PAR student cohort; and be it further

Resolved, That the student success goal for baccalaureate degree attainment by students who transferred from Montgomery College to a four-year institution is hereby set to be at least 38 percent in June 2022 for the fall 2014 PAR student cohort; and be it further

Resolved, That the president is authorized to undertake such actions as necessary to encourage the achievement of these goals.

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

Agenda Item Number: 12
June 25, 2018

**ACCEPTANCE OF ANNUAL PROGRESS REPORT ON PROGRAMS
OF THE CULTURAL DIVERSITY PLAN**

BACKGROUND

Maryland state legislation passed in 2008 requires every higher education institution to develop and implement a plan for a program of cultural diversity. Accordingly, each “cultural diversity plan must include an implementation strategy and time line for meeting the goals.” The current Montgomery College plan was adopted by the Board in June 2013. The plan is a multi-year action plan that the College is implementing over a period of seven years—fiscal years 2014 through 2020.

In addition, the Maryland Higher Education Commission (MHEC) requires an annual progress report from institutions. Specifically, as required by section 11-406 of the Education Article, the governing body of each Maryland public college and university is required to submit, by September 1 of each year, a report summarizing institutional progress toward the implementation of its plan for cultural diversity. As per the statute, the Commission is required to review each plan, monitor each institution’s progress toward achieving the goals outlined in its plan, and assess each plan’s adequacy and compatibility with the state’s goals for higher education. Additionally, the Commission is required to report its findings to the Maryland Senate’s Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

As required by section 11-406 of the Education Article, the attached report is Montgomery College’s annual progress report of its program of cultural diversity and provides a report on progress made during fiscal year 2018. The Chief Equity and Inclusion Officer—with the assistance of many offices at the College—has prepared this report, which summarizes institutional progress toward implementing the College’s plan for cultural diversity. The report highlights some of the ways Montgomery College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report for fiscal year 2018 and authorize the president to forward it to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

Montgomery College Programs of Cultural Diversity Annual Progress Report (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Bland

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

Resolution Number:
Adopted on:

Agenda Item Number: 12
June 25, 2018

**Subject: Acceptance of Annual Progress Report on Programs of the
Cultural Diversity Plan**

WHEREAS, Maryland legislation requires each higher education institution to have a cultural diversity plan; and

WHEREAS, In June 2013, the Board of Trustees approved a College plan aligned with *Montgomery College 2020* to cover fiscal year 2014 through fiscal year 2020; and

WHEREAS, Annually each Maryland institution's governing board must accept and submit to the Maryland Higher Education Commission a progress report on the institution's implementation of the cultural diversity plan; and

WHEREAS, The Maryland Higher Education Commission must review the progress report and monitor compliance; and

WHEREAS, Montgomery College has developed the annual progress report of the College's programs of cultural diversity that provides insight into the way the College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access; and

WHEREAS, The annual progress report demonstrates the College's commitment and good faith efforts for removing barriers to expand and sustain diversity and producing measurable results; and

WHEREAS, The Chief Equity and Inclusion Officer has coordinated contributions from administrative offices and each campus in the development of the annual progress report; and

WHEREAS, Minor editorial changes may be made to include any appropriate activity through the end of the fiscal year; and

WHEREAS, The president recommends that the following action be taken;

WHEREAS, The Board is prepared to approve the report as attached (with minor editorial revisions as authorized by the president); now therefore be it

Resolved, That the Board of Trustees approves the FY18 Montgomery College Programs of Cultural Diversity Annual Progress Report; and be it further

Resolved, That the president is authorized to submit the report to the Maryland Higher Education Commission.

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

Agenda Item Number: 13A
June 25, 2018

FINAL ADOPTION OF THE FY19 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

On January 24, 2018, the Board of Trustees adopted a budget in the amount of \$265,910,238 for the current fund. The Board also approved \$17,677,384 for the Workforce Development & Continuing Education (WDCE) Fund, and \$1,700,000 for the Auxiliary Enterprises Fund, for a total of \$19,377,384 in special funds budgets. It is necessary to re-adopt the current fund budget since the county council's final appropriation for the current fund is \$264,799,723.

County funding increased \$2,750,000 or 2.0 percent from the prior year. During its April 2018 meeting, the Board of Trustees authorized tuition rate increases of \$4 per credit for in-county, \$8 per credit for in-state, and \$12 per credit for out-of-state, and an increase from \$5 to \$7 per credit hour for the major facilities reserve fee. The major facilities reserve fee is outside of the current fund. This budget includes the use of fund balance of \$4,560,000. The College agreed to use \$4,400,000 in fund balance as part of the county's FY18 savings plan to help fund the FY19 request. Total state aid funding for FY19, which includes the operating budget and WDCE, is \$1,415,266 higher than the amount budgeted for the College in FY18. The county executive recommended, and the county council supported, WDCE contributing \$459,485 to support the current fund as a nonmandatory transfer.

This budget funds \$6,500,000 in expenditure increases over the prior year. Expenditure increases are for salary improvements for our non-bargaining staff, administrators, part-time faculty, and for an increase to the minimum wage. Negotiations for salary improvements for our full-time faculty and staff bargaining units are ongoing. Additionally, this budget will cover self-insurance increases, scholarship increases, and initiatives, which include additional funds for Achieving the Promise Academy, Early College in partnership with MCPS, career navigator pilot, an incumbent worker training position, mobile community engagement staff, and public safety officers. This budget also includes a commitment to financial stewardship by reducing organizational budgets by \$3,709,000.

The other funds (Emergency Plant Maintenance and Repair Fund, County Funded Grant, County Cable TV, Major Facilities Reserve Fund, Montgomery College 50th Anniversary Endowment Fund, Transportation Fund) remain as adopted and no further changes are necessary to the Board's original authorization. The federal, state and private grant and contract funds was increased by \$2.291 million to \$21,922,000 to reflect updated projected expenditure outlays in FY19 for two federal Department of Labor Grants and new proposed equipment grant for a Maryland Clinical Simulation Resource Consortium.

There is a provision in this resolution to re-appropriate encumbered FY18 balances in FY19. This action will allow funding for items encumbered in the current fiscal year to automatically be re-appropriated in the next fiscal year.

RECOMMENDATION

It is recommended that the Board re-adopt the FY19 current fund and special funds budgets as presented on the attachment and authorize the president to implement the budgets that are subject to final county council funding actions in June 2018.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Greaney

Ms. Hickey

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

Resolution Number:
Adopted on:

Agenda Item Number: 13A
June 25, 2018

Subject: Final Adoption of the FY19 Current, Enterprise, and Other Funds Budgets

WHEREAS, The Board of Trustees adopted the College's Fiscal Year 2019 operating budget on January 24, 2018, by Board Resolution 18-01-007; and

WHEREAS, Montgomery College submitted a budget that was fiscally responsible; and

WHEREAS, The Montgomery County Council considered the budget in work sessions during April and May 2018, and approved \$264,799,723 for the current fund, and \$19,377,384 for the special funds; and

WHEREAS, The county executive and council recognized the valuable contribution that Montgomery College makes to the community and funded \$2,750,000 for compensation of all employees; and

WHEREAS, The county executive and council recommended Workforce Development & Continuing Education contribute \$459,485 as a nonmandatory transfer to contribute to the funding of current fund expenses; and

WHEREAS, The council has approved the College's FY19 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$264,799,723.

WHEREAS, By the same resolution, the council appropriated the expenditure authority for the special funds as follows—Workforce Development & Continuing Education Fund, \$17,677,384 and Auxiliary Enterprises Funds, \$1,700,000; and

WHEREAS, The College is requesting authority for encumbered expenditures to be carried into the next fiscal year; and

WHEREAS, The foregoing expenditure appropriation has been applied to functional expense categories to reflect council actions; now therefore be it

Resolved, That the Board of Trustees hereby re-adopts the FY19 College current fund operating budget in the amount of \$264,799,723; Workforce Development & Continuing Education Fund in the amount of \$17,677,384; the Auxiliary Enterprises Fund in the amount of \$1,700,000; and the federal, state, and private grant and contract fund in the amount of \$21,922,000; and be it further

Resolved, That the Board of Trustees authorizes re-appropriation and expenditures of encumbered FY18 appropriations for all funds, permitting the funds to be spent in FY19 (unencumbered appropriations lapse at the end of FY18); and be it further

Resolved, That the functional totals for the Fiscal Year 2019 operating budget will be in the amounts listed in the following table:

		CURRENT FUND	SPECIAL FUNDS
10	Instruction	\$ 90,143,086	\$ 10,993,717
40	Academic Support	\$ 43,791,868	\$ 3,080,092
50	Student Services	\$ 33,478,758	\$ 2,603,575
60	Operations & Maint. of Plant	\$ 43,392,233	\$ 1,000,000
70	Institutional Support	\$ 48,270,232	-0-
80	Scholarships & Fellowships	\$ 5,723,546	-0-
	Auxiliary Expenditures	-0-	\$ 1,700,000
Total		\$264,799,723	\$ 19,377,384

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's operating budget during FY19 are in the amounts listed in the table below subject to final county council funding actions in June 2018.

	CURRENT FUND	SPECIAL FUNDS
County Contribution	\$ 142,083,727	-0-
State Aid	\$ 36,589,976	\$ 7,336,869
Tuition & Fees	\$ 78,186,535	\$ 10,700,000
Miscellaneous	\$ 2,074,000	\$ 2,334,220
Fund Balance	\$ 4,560,000	\$ 311,780
Net Transfers	\$ 1,305,485	\$ (1,305,485)
Total	\$ 264,799,723	\$ 19,377,384

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

Agenda Item Number: 13B
June 25, 2018

FINAL ADOPTION OF THE FY19 COLLEGE CAPITAL BUDGET

BACKGROUND

On May 24, 2018, the Montgomery County Council approved the College's FY19 capital budget by appropriating \$34,136,000 to fund 19 projects. The council's approved budget (council resolution 18-1137) includes the following:

Project	College's FY19 Request	Council Final Action
ADA Compliance – College	\$50,000	\$50,000
Capital Renewal	2,000,000	2,000,000
Collegewide Physical Education Renovations	1,500,000	1,500,000
Collegewide Road/Parking Lot Repairs & Replacement	500,000	500,000
Computer Science Alterations	-267,000	0
Elevator Modernization	1,000,000	906,000
Energy Conservation – College	125,000	125,000
Facility Planning – College	270,000	270,000
G-Science and Applied Studies Renovation-Phase 1	267,000	267,000
Instructional Furniture & Equipment – College	270,000	270,000
IT Information Technology	8,500,000	5,877,000
IT Student Learning Support Systems	1,400,000	1,000,000
IT Network Operating Center/Datacenter ¹	0	0
IT Network Infrastructure & Server Operations	3,800,000	3,400,000
Planned Lifecycle Asset Replacement–College	4,000,000	4,000,000
Planning, Design & Construction	1,796,000	1,796,000
Rockville Student Services Center	11,491,000	9,475,000
Roof Replacement	750,000	2,000,000
Site Improvements	700,000	700,000
Total	\$38,152,000	\$34,136,000
<hr/> Fund Transfer/Disappropriation:		
Germantown Bioscience Education Center		-813,000
Computer Science Alterations		-267,000
Rockville Science West Building Renovation		-3,146,000
Total		-4,226,000

¹ Merged to IT Network Infrastructure and Server Operations project

The approved FY19 capital budget provides \$9,475,000 (state funding - \$3,749,000, and county

funding - \$5,726,000) for the Rockville Student Services Center furniture and equipment, which was reduced by the state by \$2,016,000. Citing fiscal reasons, the county did not approve the state cost escalation for any of the state funded projects.

The College self-funded two projects within the FY19 capital budget, which includes the collegewide road/parking lot maintenance and repairs project, which is funded through the transportation fee, and the physical education project, which is funded through the major facilities fee. The collegewide physical education project supports the installation of a soccer field on the Rockville Campus.

The network operating center project is merged to the network infrastructure support systems project. In addition, the network infrastructure support systems project name is changed to network infrastructure and server operations. There were also reductions of \$1.9 million in the information technology project as part of the county's FY18 savings plan. In addition, there was a reduction of \$1.523 million in FY19 for the information technology project (\$723,000), the student learning support systems project (\$400,000), and the network infrastructure and server operations project (\$400,000).

Furthermore, the county asked the College to review any remaining project balances to determine if this funding could be transferred to the FY19 capital budget to fund any shortfalls. The College identified three projects ready to close out with a total balance of \$4.23 million to transfer to other projects in the capital improvements program. The projects funded from this transfer include elevator modernization, roof replacement, collegewide library renovations, planning, design and construction, and planned lifecycle asset replacement. The roof replacement project includes an additional \$1.25 million more than the FY19 request due to the timing of the completion of the roofing survey, which identified the Rockville Physical Education building as in dire need of a roof replacement.

RECOMMENDATION

It is recommended that the Board adopt the FY19 capital budget as appropriated by the Montgomery County Council and authorize the president to implement the approved budget. The attached resolution provides for the formal action taken each year following the council's appropriation of the College's capital budget.

BACKUP INFORMATION

Board Resolution
Other Approved Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 13B
June 25, 2018

Subject: Final Adoption of the FY19 College Capital Budget

WHEREAS, On November 13, 2017, by Board Resolution 17-11-122, the Board of Trustees adopted the FY19 College capital budget; and

WHEREAS, On May 24, 2018, by council resolution 18-1137, the Montgomery County Council approved the College's FY19-24 capital improvements program and approved the FY19 capital budget with new appropriations totaling \$34,136,000 to fund 19 projects, and also reduced three previously appropriated projects by \$4,226,000; and

WHEREAS, The president recommends the following action; now therefore be it

Resolved, That the Board of Trustees adopts the FY19 College capital budget, and authorizes the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to council resolution 18-1137.

MONTGOMERY COLLEGE
FY19 Capital Budget
Other Approved Projects (No Funds Requested in FY19)

Projects with prior-year appropriations (approved as submitted):

Rockville Macklin Tower Alterations
Rockville Parking Garage
Takoma Park/Silver Spring Math and Science Center

Outyear projects with no previous appropriation (FY19-24):

Germantown Student Services Center
Collegewide Library Renovations

Deleted outyear projects (FY19-24):

None

Projects pending close out:

Germantown Observation Drive Reconstruction
IT Network Operating Center/Datacenter

Projects closed out as of July 1, 2018:

Germantown Bioscience Education Center
Rockville Computer Science Alterations
Rockville Science East Building Renovation
Rockville Science West Renovation

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

Agenda Item Number: 13C
June 25, 2018

PETITIONS FOR FY19 STATE FUNDING

BACKGROUND

On May 24, 2018, the Montgomery County Council appropriated the College's FY19 capital budget, including funds for one state-assisted project, the Rockville Student Services Center furniture and equipment. The county executive and the county council have been informed that the College will petition the state for final approval of funding for this project.

The FY19 appropriation for the Rockville Student Services Center project is \$9,475,000 (\$5,726,000 in county aid and \$3,749,000 through state support).

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's project as part of the FY19 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petition.

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$3,749,000 for the Rockville Student Services Center furniture and equipment.

BACKUP INFORMATION

Board Resolution
County Council Resolution
Project Description Form – Rockville Student Services Center

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 13C
June 25, 2018

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereeto, Rockville Student Services Center Furniture and Equipment**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking the purchase of furniture and equipment for the Student Services Center on the Rockville Campus of the College and has determined that the sum of \$3,749,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the purchase of furniture and equipment for the Student Services Center on the Rockville Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY19 state of Maryland capital budget by the 2018 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$3,749,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$3,749,000 for the purchase of furniture and equipment for the Student Services Center project on the Rockville Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the purchase of furniture and equipment for the Student Services Center project on the Rockville Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the county council to petition the Maryland Higher Education Commission for a grant of \$3,749,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY19 capital budget for Montgomery College, the Board of Trustees proposed undertaking the purchase of furniture and equipment for the Student Services Center project on the Rockville Campus of the College. On May 24, 2018, the county council approved \$9,745,000 for this project, contingent on the receipt of \$3,749,000 from the state in FY19.
3. In March 2018, the state General Assembly and the Governor approved the FY18 state of Maryland capital budget, which included \$3,749,000 for the purchase of furniture and equipment for the Student Services Center project on the Rockville Campus of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2018 session of the General Assembly of the FY19 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission for a grant of \$3,749,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the purchase of furniture and equipment for the Student Services Center project on the Rockville Campus of the College, and the county council has not already agreed to the fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Linda M. Lauer
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. 00-00-000
Rockville Student Services Center project PDF #P076604



Rockville Student Services Center (P076604)

Category Montgomery College
SubCategory Higher Education
Planning Area Rockville

Date Last Modified 05/17/18
Administering Agency Montgomery College
Status Planning Stage

	Total	Thru FY17	Est FY18	Total 6 Years	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	10,369	6,401	3,968	-	-	-	-	-	-	-	-
Construction	53,716	424	53,292	-	-	-	-	-	-	-	-
Other	9,475	-	-	9,475	9,475	-	-	-	-	-	-
TOTAL EXPENDITURES	73,560	6,825	57,260	9,475	9,475	-	-	-	-	-	-

FUNDING SCHEDULE (\$000s)											
G.O. Bonds	37,927	3,729	28,472	5,726	5,726	-	-	-	-	-	-
State Aid	35,633	3,096	28,788	3,749	3,749	-	-	-	-	-	-
TOTAL FUNDING SOURCES	73,560	6,825	57,260	9,475	9,475	-	-	-	-	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)											
Appropriation FY 19 Request		9,475		Year First Appropriation						FY13	
Appropriation FY 20 Request		-		Last FY's Cost Estimate						75,254	
Cumulative Appropriation		64,085									
Expenditure / Encumbrances		56,021									
Unencumbered Balance		8,064									

PROJECT DESCRIPTION

This project provides funds for the construction of a new student services center (127,960 gross square feet) to support student administrative services as outlined in the Rockville Campus Facilities Master Plan, 2013-2023 (2/16). This project brings together student and administrative services to support the concept of one stop shopping services for students. Specifically, it will include the following campus related functions and activities: Admissions and Registration, Financial Aid, Cashier, Dean of Student Development, Career Transfer Center, Assessment, Counseling, Disabled Student Services (DSS), and Trio program plus support services such as a training facility, storage, resource library and waiting areas. In addition, this building will house the Office of Safety and Security and a new parking department. This project also includes funding for a central plant located in the Student Services Center and funding for a road extension/site improvements related to the building.

ESTIMATED SCHEDULE

Project construction is scheduled to be completed in the fall 2019.

COST CHANGE

Project expenditures assume that a portion of Information Technology (IT) equipment costs may be funded through the Information Technology (No. P856509) project. The College reduced funding and expenditures by \$1,694,000 (\$847,000 each for State Aid and G.O. Bonds) to reflect the State's approved equipment funding.

PROJECT JUSTIFICATION

Currently, these intake functions are fragmented and are insufficiently accommodated. Student Development is located in the Counseling & Advising Building; the assessment program is located in Campus Center; Admissions, Registration and Financial Aid are located in the Student Services Building. Bringing these functions under one roof will be of great benefit to students by increasing the efficiency of the intake operations. Relevant studies include the Collegewide Facilities Condition Assessment (12/13), the Collegewide Master Plan 2013-2023 (2/16), and the Rockville Student Services Center Part 1/Part 2 (5/11).

OTHER

FY19 Appropriation: \$9,475,000 Total: \$5,726,000 (G.O. Bonds), and \$3,749,000 (State Aid). FY20 Appropriation: \$0. Relocation costs and design fees above approximately 7% of estimated construction costs may not be eligible for State reimbursement. The construction costs in the expenditure schedule (\$53,712,000) include: site improvement costs (\$9,553,000), building construction costs (\$44,159,000). The building construction cost per gross square foot equals \$348 (\$44,159,000/126,756).

DISCLOSURES

A pedestrian impact analysis will be performed during design or is in progress. Montgomery College asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

COORDINATION

Facility Planning: College (CIP #P886686)

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

Agenda Item Number: 14
June 25, 2018

COMPENSATION IN FY19

BACKGROUND

Each year, during the spring, the Board acts on salary recommendations for administrators, department chairs, associate, and support staff. Subject to the availability of funds, the president makes recommendations for administrators, department chairs, and non-bargaining associate and support staff salary adjustments. Board action is necessary at this time to authorize general wage and salary adjustments and establish the salary schedule, consistent with the approved FY19 operating budget, for administrators, department chairs, and non-bargaining associate and support staff, and to authorize funds in support of recognition awards for all eligible employees.

Wages for bargaining unit employees who are members of American Association of University Professors (AAUP), American Federation of State, County, and Municipal Employees (AFSCME), and Service Employees International Union (SEIU) bargaining units are established through the collective bargaining process.

For FY19, the College will receive a total of \$2.75 million in new funding from the county. In February, the College requested \$4.3 million in new county funding for FY19, all of which was to be allocated for compensation increases, making the county's share of our budget request \$143.3 million. The county council's budget decision on May 31, 2018, results in a gap of \$1.55 million in the College's FY19 operating budget as proposed by the Board of Trustees.

RECOMMENDATION

The president recommends approval of the following resolutions:

1. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs General Wage Adjustment for FY19. This resolution provides for one percent (1.0%) general wage adjustment for non-bargaining associate and support staff, administrators, and department chairs for FY19.
2. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Adjustment Increment for FY19. This resolution authorizes an increment, defined by Montgomery College as a salary adjustment expressed as a percentage of an employee's overall base pay, for eligible non-bargaining employees in the amount of two percent (2.0%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, effective for pay following the completion of the second full pay period in September 2018. This particular increment is contingent upon the employee's satisfactory performance.

3. Salary Schedule for Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY19. This resolution outlines the pay schedule for all associate and support staff, administrators, and department chairs effective July 1, 2018.
4. Special Recognition and Outstanding Service Awards for FY19. This resolution authorizes one-time, lump sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.
5. Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for FY19. This resolution authorizes a one-time, lump-sum award of up to five thousand dollars (\$5,000) each for excellence in teaching and/or counseling and academic advising (full-time and part-time faculty) and performance, leadership, and service (staff) for eligible employees.
6. Degree Attainment Salary Enhancement for Associate and Support Staff and Administrators for FY19. This resolution authorizes a salary increase equal to one increment, equivalent to two percent (2.0%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.
7. Non-Bargaining Associate and Support Staff Shift Differential for FY19. This resolution authorizes a shift differential of \$1.10 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10 p.m. and 6:30 a.m.

BACKUP INFORMATION

Board Resolutions (7)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number:
Adopted on:

Agenda Item Number: 14
June 25, 2018

**Subject: Non-bargaining Associate and Support Staff, Administrators, and Department
Chairs General Wage Adjustment for FY19**

Resolved, That the Board of Trustees authorizes a general wage adjustment for eligible non-bargaining associate and support staff, administrators, and department chairs as determined by the president, of one percent (1.0%) effective July 1, 2018, for those employees already employed on June 30, 2018, whose employment continues uninterrupted into FY19.

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

Resolution Number:
Adopted on:

Agenda Item Number: 14
June 25, 2018

**Subject: Non-bargaining Associate and Support Staff, Administrators, and Department
Chairs Salary Adjustment Increment for FY19**

WHEREAS, Non-bargaining associate and support staff employees may receive a salary adjustment increment provided the employee is not at the maximum of the assigned salary grade and provided that the overall rating on the employee's performance evaluation meets expectations; and

WHEREAS, The president recommends adoption of the following resolution: now, therefore, be it

Resolved, That all non-bargaining associate and support staff employees who are not at the top of a salary grade and who receive an overall rating on the employee's performance evaluation of successful or commendable are eligible for a salary adjustment increment up to two percent (2.0%) based on annual performance, effective for pay following the completion of the second full pay period in September 2018; and be it further

Resolved, That all administrators and department chairs who are not at the top of a salary grade and whose overall performance rating is successful or commendable are eligible for a salary adjustment of two percent (2.0%), effective for pay following the completion of the second full pay period in September 2018.

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

Resolution Number:
Adopted on:

Agenda Item Number: 14
June 25, 2018

**Subject: Salary Schedule for Non-bargaining Associate and Support Staff,
 Administrators, and Department Chairs for FY19**

WHEREAS, The College strives to maintain a competitive salary schedule for its highly qualified associate and support staff, administrators, and department chairs; and

WHEREAS, A review of market data concerning salary improvement will be conducted during FY19 and a decision made regarding the appropriateness to modify the College pay schedule for FY20; and

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

Resolved, That the current salary schedule effective January 1, 2018, for non-bargaining associate and support staff, administrators, and department chairs be approved for FY19 as shown in the attachment.

Attachment

**FY19 Salary Schedule for
Associate and Support Staff, Administrators, and Department Chairs**

Salary Schedule - January 1, 2018 (Non-bargaining Staff)

New Grade	Annual			Hourly		
	Min	Midpoint	Max	Min	Midpoint	Max
41	\$131,300	\$180,600	\$229,800	\$63.13	\$86.83	\$110.48
39	\$114,300	\$157,100	\$200,000	\$54.95	\$75.53	\$96.15
37	\$99,300	\$136,600	\$173,800	\$47.74	\$65.67	\$83.56
35	\$86,400	\$118,800	\$151,200	\$41.54	\$57.12	\$72.69
33	\$75,200	\$103,400	\$131,600	\$36.15	\$49.71	\$63.27
31	\$69,200	\$89,900	\$110,700	\$33.27	\$43.22	\$53.22
29	\$62,800	\$81,700	\$100,500	\$30.19	\$39.28	\$48.32
27	\$57,200	\$74,300	\$91,500	\$27.50	\$35.72	\$43.99
25	\$51,900	\$67,500	\$83,000	\$24.95	\$32.45	\$39.90
23	\$47,200	\$61,400	\$75,500	\$22.69	\$29.52	\$36.30
21	\$42,900	\$55,800	\$68,600	\$20.63	\$26.83	\$32.98
19	\$40,600	\$50,700	\$60,900	\$19.52	\$24.38	\$29.28
17	\$37,600	\$47,000	\$56,400	\$18.08	\$22.60	\$27.12
15	\$34,800	\$43,500	\$52,200	\$16.73	\$20.91	\$25.10
13	\$32,200	\$40,300	\$48,300	\$15.48	\$19.38	\$23.22
11	\$29,800	\$37,300	\$44,700	\$14.33	\$17.93	\$21.49
9	\$27,700	\$34,600	\$41,600	\$13.32	\$16.63	\$20.00
7	\$25,600	\$32,000	\$38,400	\$12.31	\$15.38	\$18.46
5	\$23,800	\$29,700	\$35,700	\$11.44	\$14.28	\$17.16

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

Resolution Number:
Adopted on:

Agenda Item Number: 14
June 25, 2018

Subject: Special Recognition and Outstanding Service Awards for FY19

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY19.

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

Resolution Number:
Adopted on:

Agenda Item Number: 14
June 25, 2018

**Subject: Full-Time Faculty, Part-Time Faculty, and Staff Member of the Year Awards
for FY19**

Resolved, That the Board of Trustees authorizes up to five thousand dollars (\$5,000) each as the lump sum amount for the full-time faculty member, part-time faculty member, and staff member of the year award to be presented to those employees of the College who are eligible and approved for such an award during FY19.

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

Resolution Number:
Adopted on:

Agenda Item Number: 14
June 25, 2018

**Subject: Degree Attainment Salary Enhancement for Associate and Support Staff and
Administrators for FY19**

Resolved, That the Board of Trustees authorizes a salary increase equal to one increment, currently equivalent to two percent (2.0%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.

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

Resolution Number:
Adopted on:

Agenda Item Number: 14
June 25, 2018

Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY19

Resolved, That the Board of Trustees authorizes a shift differential of \$1.10 in FY19 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work more than 20 hours in a work week between the hours of 10 p.m. and 6:30 a.m.

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

Agenda Item Number: 15A
June 25, 2018

COLLEGE ANNUAL REPORT FOR FY18

BACKGROUND

The Board of Trustees is dedicated to a long-term planning process for Montgomery College and sets annual goals for itself, the president, and the College. The activities and progress of the College toward reaching these goals this year are reflected in the College's annual report.

The FY18 annual report contains an overview of College highlights, student outcomes, a financial report, updates from the College's support organizations, and a summary of the Board's activities.

The report has been prepared by the Office of the President and reviewed and vetted by trustees.

RECOMMENDATION

It is recommended that the Board of Trustees approve the College Annual Report for FY18.

BACKUP INFORMATION

Board Resolution
College Annual Report for FY18 (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

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

Resolution Number:
Adopted on:

Agenda Item Number: 15A
June 25, 2018

Subject: College Annual Report for FY18

WHEREAS, Montgomery College desires to be a national leader in higher education; and

WHEREAS, An annual report provides a vehicle to demonstrate stewardship of the public trust;
and

WHEREAS, This year's Annual Report contains an overview of College highlights, student outcomes, a financial report, updates from the College's support organizations, and a summary of the Board's activities; and

WHEREAS, The College has made substantial progress in these areas and has laid the foundation for more progress in the year ahead; and

WHEREAS, The Board of Trustees is pleased that the College, the president, faculty members, staff members, administrators, and students have undertaken these efforts this year; and

WHEREAS, The Board is prepared to approve the report as attached (with minor editorial revisions as authorized by the president); now therefore be it

Resolved, That the Board of Trustees approves the College Annual Report for FY18.