



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

Michael A. Brintnall, PhD

Kenneth J. Hoffman, MD

Robert J. Hydorn

Frieda K. Lacey, EdD

Robert F. Levey

Marsha Suggs Smith

Sasini Wickramatunga
Student Trustee

**ACTING PRESIDENT AND
SECRETARY-TREASURER**

Stephen D. Cain, PhD

November 12, 2018 • 8:15 p.m.

1. Call to OrderProcedural
2. Roll CallProcedural
3. Approval of Agenda Action
4. Comments PeriodProcedural
5. Approval of Minutes Action
 - A. October 15, 2018 Closed Session Minutes
 - B. October 15, 2018 Public Minutes
6. Reports Information
 - A. Acting President's Report (Dr. Stephen D. Cain)
 - B. Chair's Report (Mr. Michael Knapp)
 - C. FY19 First Quarter Financial Summary Report
 - D. Committee and Liaisons Reports
 - i. Community Engagement Committee (Mr. Robert Hydorn)
 - ii. Montgomery College Foundation Board (Dr. Michael Brintnall)
 - iii. PIC MC Foundation Board (Dr. Kenneth Hoffman)
7. Consent Agenda Action
 - A. Personnel Actions Confirmation Report
 - B. National and State of Maryland Designated Awareness Months for 2019
 - C. Modification of Policy 31001–Sexual Misconduct
 - D. Modification of Policy 45001–Tuition, Fees, and Refunds
8. Budget Matter Action

Adoption of the FY20 Capital Budget
9. New BusinessProcedural
10. Trustee CommentsProcedural
11. AdjournmentProcedural

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 by 5:00 p.m. on the day 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
November 12, 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

Ms. Schena

RESOURCE PERSON

Mr. Roop

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

Resolution Number:
Adopted on:

Agenda Item Number: 7A
November 12, 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 September 1, 2018 through September 30, 2018; and

WHEREAS, The acting 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 and acting president.

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
09/24/2018	Brown, Larry	Instructional Associate	25	Humanities – Aca. Affairs
09/24/2018	Durrani, Mohibullah	ATPA Embedded Coach	27	Achieving the Promise- ATP Academic
09/24/2018	Ebrahimian, Soheila	ATPA Embedded Coach	27	Achieving the Promise- ATP Academic
09/24/2018	Ferguson, Jessame E	Library Associate Director	33	Library - Central
09/24/2018	Gove, Michael C	Program Manager I	27	VP/Provost - STEM
09/04/2018	Regis, Joram R	Academic Coach	27	ACES – Achiev Colleg Excell & Success
09/24/2018	Wasden, Sandra M	Accounting Manager	33	Business Services

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
09/03/2018	Carroll, Daniel B	Accountant II	27	<1	Business Services
09/07/2018	Custer, Linda L	Project and Planning Analyst I	31	30	OIT Central Administration
09/07/2018	Doucet, Isabelle	IT Project Manager	33	11	OIT Central Administration
09/28/2018	Gessesse, Elizabeth	Accountant II	27	8	Business Services
09/30/2018	Marcial, Brenda	Acting Administrative Aide II	19	<1	BITS Dean WDCE
09/07/2018	Mazziotta, Ari A	Swimming Pool Operator	19	5	Facilities – Central Admin
09/30/2018	Monzur, Rahman	Acting Data Coordinator	27	<1	BITS Dean WDCE
09/21/2018	Morgan, Brett M	IT Support Specialist	25	1	OIT Academic Services
09/30/2018	Nguyen, Gail L	Interim CPAM Consortium Dir	33	3	BITS Dean WDCE
09/28/2018	Ritenour, Debra A ¹	Student Info Systems Spec I	27	18	Admission Services
09/14/2018	Rodriguez, Andrea D	Academic Coach	27	2	English and Reading Dean
09/07/2018	Skellchock, Angela N	Office Associate	15	<1	Comm Based Grants WDCE
09/30/2018	Wright, Sean M	Job Opportunity & Dev Spec	27	<1	BITS Dean WDCE

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	0	0	0	0	3
Male	1	2	0	1	0	4
TOTAL	4	2	0	1	0	7

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	5	0	1	1	0	7
Male	4	0	0	1	1	6
TOTAL	9	0	1	2	1	13

¹ Retirement

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

FACULTY

FACULTY EMPLOYMENTS

Effective

Date	Name	Position Title	Location
09/10/2018	Evans, Wendy B	Professor	Health Sciences Dean

FACULTY SEPARATIONS: NONE

FACULTY EMPLOYMENT: Ethnicity and Gender

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

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

Agenda Item Number: 7B
November 12, 2018

**NATIONAL AND STATE OF MARYLAND DESIGNATED
AWARENESS DAYS AND MONTHS FOR 2019**

BACKGROUND

Federal and state laws have designated specific days and months throughout the year to recognize and celebrate America's diversity. These designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage.

Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities. The designated national and state awareness days and months create unique opportunities at Montgomery College to acknowledge and celebrate these contributions with our local, regional, and national communities.

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution to reaffirm its support of the programs and activities at Montgomery College to commemorate and celebrate the federal and state of Maryland awareness days and months. It is also recommended that the Board encourage the College community to participate in such campus and community based activities.

BACKUP INFORMATION

Board Resolution
National and State of Maryland Designated Awareness Days and Months for 2019 Attachment

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

REOURCE PERSON

Ms. Bland

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B
November 12, 2018

Subject: National and State of Maryland Designated Awareness Days and Months for 2019

WHEREAS, Federal and state laws have designated and proclaimed specific days and months throughout the year to acknowledge and celebrate diversity and ethnic and cultural heritages; and

WHEREAS, The designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American and Polish American heritage; and

WHEREAS, Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities; and

WHEREAS, Montgomery College supports programs and activities that acknowledge, commemorate, and celebrate the contributions of its diverse students, faculty, staff, and members of its diverse surrounding communities; and

WHEREAS, The College will plan various events and host speakers for a designated federal or state awareness day or month celebration; and

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

Resolved, That the Board of Trustees hereby endorses and supports observances and activities of designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourage all members of the Montgomery College community to participate in planning programs and activities and attending observances for designated federal and state awareness days and months.

ATTACHMENT

NATIONAL AND STATE OF MARYLAND DESIGNATED AWARENESS DAYS AND MONTHS FOR 2019

The designated national and state awareness days and months that Montgomery College will acknowledge and celebrate in 2019 are below.

Month	Event
February	Black History
March	Women's History Irish-American Heritage
April	Arab American Heritage
May	Jewish American Heritage Asian Pacific American Heritage
June	Lesbian, Gay, Bisexual and Transgender Pride National Caribbean-American Heritage
September-October	National Hispanic Heritage
October	Polish American Heritage and Culture Italian American Heritage and Culture National Disability Employment Awareness
November	National Native American Heritage

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

Agenda Item Number: 7C
November 12, 2018

POLICY MODIFICATION: 31001–Sexual Misconduct

General Information

Policy Number:	31001
Contained in Chapter:	Chapter Three
Policy Title:	Sexual Misconduct
Policy Creation Date:	December 15, 2014
Most Recent Modification Date:	September 21, 2015

Changes, Additions, Deletions

Line Number	Purpose
61, 63	Updated to correct title

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 31001–Sexual Misconduct.

BACKUP INFORMATION

Resolution
Policy 31001–Sexual Misconduct (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Moy

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C
November 12, 2018

Subject: Policy Modification: 31001–Sexual Misconduct

WHEREAS, The Board of Trustees created Policy 31001–Sexual Misconduct in 2014; and

WHEREAS, The policy has served an important purpose in establishing and maintaining an environment in which all members of the College community can work and participate in College programs and activities free from all forms of sexual misconduct; and

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

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

Resolved, That Policy 31001–Sexual Misconduct as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. **003**

Subject: **Sexual Misconduct**

1 I. Policy Statement

2
3 It is the policy of Montgomery College to establish and maintain an environment in which
4 all members of the Montgomery College community can work or participate in College
5 education programs and activities free from all forms of sexual misconduct. Sexual
6 misconduct is a form of sex discrimination prohibited by federal and state discrimination
7 laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil
8 Rights Act of 1964. In addition, some forms of sexual misconduct violate the criminal
9 laws of the State of Maryland. Sexual misconduct in any form will not be tolerated by
10 Montgomery College. The College will take immediate action to stop sexual misconduct
11 of which it is aware, prevent its recurrence, and remedy its effects.
12

13 II. Definitions

14
15 For purposes of this Policy, "sexual misconduct" is an umbrella term that encompasses
16 various types of prohibited conduct, including sexual harassment, sexual assault,
17 domestic violence, dating violence, sexual exploitation, sexual intimidation, and stalking.
18 The President is authorized and directed to establish procedures to define other terms
19 relevant to this Policy, including but not limited to: "sexual harassment", "sexual assault",
20 "domestic violence", "dating violence", "sexual exploitation", "sexual intimidation", and
21 "stalking".
22

23 III. Applicability

24
25 All students and employees of the College must comply with this Policy. Sexual
26 misconduct is prohibited between students, between employees, between students and
27 employees, and by students or employees against contractors, vendors, or other
28 individuals whose relationship to the student or employee is through the College's
29 facilities, programs or activities. Similarly, the College will not tolerate sexual misconduct
30 by College contractors, vendors, or other third parties, including visitors and guests to the
31 College whose relationship to the victim is through the College's facilities, programs or
32 activities. This Policy, applies regardless of the sex, sexual orientation, or gender identity
33 of either the perpetrator or the victim of the sexual misconduct. This Policy applies to
34 sexual misconduct (i) that occurs on College premises, including any property owned or
35 leased by the College (including College buses) or that the College has permission to
36 occupy for purposes of conducting a College-sponsored program or event; (ii) that occurs
37 in connection with any College-sponsored, College-recognized, or College-approved
38 activities (e.g., off-campus education programs and activities such as College-sponsored
39 field trips, athletic team travel, and events for officially recognized College clubs that
40 occur off-campus, and social activities for employees sponsored by the College or
41 relating to the business of the College); (iii) that occurs during business travel or
42 otherwise in connection with College-related business; or (iv) that results in creation or
43 contribution to a hostile environment on campus or in an off-campus education or
44 College-related program or activity, regardless of where the conduct occurred. All
45 incidents of sexual misconduct should be reported so that the College may determine
46 whether the conduct falls within the scope of this Policy.
47
48

49 IV. Reporting and Confidentiality

50
51 All members of the Montgomery College community may report allegations of sexual
52 misconduct at any time, but are encouraged to make such reports promptly in order to
53 maximize the College’s ability to respond and take appropriate action, including to obtain
54 evidence and to conduct a prompt and equitable investigation.

55
56 Students may report alleged sexual misconduct to the Title IX Coordinator or to any
57 “Responsible College Employee,” which includes any College administrator, supervisor,
58 faculty member, campus security officer, coach, trainer, or other employees with a
59 responsibility for student welfare. Employees and other members of the College
60 community may report sexual misconduct to the Title IX Coordinator or the Director of ~~the~~
61 Employee **and Labor** Relations, ~~Diversity and Inclusion~~, and employees may also report
62 sexual misconduct to their supervisor. A Responsible College Employee, the Director of
63 Employee **and Labor** Relations, ~~Diversity and Inclusion~~, and any other employee (other
64 than sworn police officers) who receives a report of sexual misconduct must promptly
65 relay such report to the Title IX Coordinator. No employee (other than sworn police
66 officers) is authorized to investigate or resolve reports of sexual misconduct without the
67 involvement of the Title IX Coordinator.

68
69 Christopher Moy is the College’s Title IX Coordinator and can be reached in person in
70 Room 150 of the Mannakee Building, by telephone at 240-567-5412, or by e-mail at
71 christopher.moy@montgomerycollege.edu.¹ Members of the College community may
72 contact the Title IX Coordinator in order to seek information about courses of action
73 available to resolve reports or complaints that involve sexual misconduct; to file a
74 complaint or otherwise make a report of sexual misconduct; to get information about
75 available resources and supports services available to victims of sexual misconduct, and;
76 to ask any questions concerning College Policies and Procedures relating to sexual
77 misconduct.

78
79 Certain College employees will be designated Confidential Resources for purposes of
80 this policy. Confidential Resources are not considered to be Responsible College
81 Employees – that is, upon receipt of a report of an alleged violation, Confidential
82 Resources are not required to notify the Title IX Coordinator. An individual seeking
83 support or guidance with respect to an alleged incident of sexual misconduct may contact
84 any Confidential Resource, who will normally keep private the individual’s identity and
85 any other information concerning the incident.

86
87 The College recognizes that allegations of sexual misconduct are a sensitive subject for
88 all parties involved and is committed to maintaining the privacy of the parties involved to
89 the fullest extent possible, consistent with applicable law and the need for investigation
90 and resolution. The College, through the Title IX Coordinator, may investigate and take
91 reasonable action even when the individual making a report of sexual misconduct
92 requests anonymity or requests that no action be taken. Thus, absolute confidentiality
93 cannot be guaranteed. In all cases, the College will take care to protect the identity of the
94 parties through processes that provide for discussion of the allegations only among those

¹ The President is authorized to change the designation of the Title IX Coordinator by a procedure that provides the name and contact information of the Title IX Coordinator similar to the information provided in this Policy. Upon adoption of the procedure with this information and the posting of notice of the change to the College’s web site, this Policy may be modified by direction of the President to substitute the new information about the Title IX Coordinator without the need for further action of the Board of Trustees.

95 who have a legitimate administrative, investigative, or legal need to know.

96

97 V. College Aid to Victims of Sexual Misconduct

98

99 The President is authorized and directed to establish procedures to provide victims of
100 sexual misconduct with reasonable accommodations (e.g., changes in academic,
101 transportation and/or working situations) and/or protective measures that may be made
102 available upon request to a victim of sexual misconduct, regardless of whether the victim
103 chooses to report the sexual misconduct to campus security or local law enforcement.

104

105 VI. Investigation

106

107 All reports of sexual misconduct will be taken seriously and investigated as appropriate.
108 The President is authorized and directed to establish procedures for the investigation of
109 such reports, which shall provide for a prompt, thorough, and impartial process.

110

111 VII. Time Frame

112

113 The College strives to investigate and resolve all complaints within sixty (60) days after
114 the filing of a complaint. Actual resolution time may vary depending on many factors,
115 including but not limited to, the complexity of the investigation and the severity and extent
116 of the alleged misconduct.

117

118 VIII. Grievance; Resolution; Sanctions

119

120 Individuals found to have committed sexual misconduct in violation of this Policy will be
121 subject to disciplinary action in accordance with applicable College policies and
122 procedures and/or collective bargaining agreements.

123

124 Employees found in violation of this Policy are subject to disciplinary action in accordance
125 with the applicable College policies and procedures for disciplinary action and discharge
126 (34002 and 34003), or, for bargaining unit members, the applicable procedures in the
127 collective bargaining agreement. Sanctions will be based on the circumstances and
128 nature of the violation, ranging from a reprimand up to and including termination of
129 employment. Students found in violation of this Policy are subject to disciplinary action in
130 accordance with procedures set forth in the Student Code of Conduct (42001). Sanctions
131 will be based on the circumstances and nature of the violation and include, but are not
132 limited to, a warning, disciplinary probation, community service, participation in sexual
133 misconduct education programming, suspension and dismissal from the College. In the
134 event of sexual misconduct by a third party against a College student or employee, the
135 College will take appropriate action within its control to address the misconduct and
136 prevent its recurrence, including but not limited to, referring to local law enforcement to
137 issue a "No Trespass" notice denying access to the College's buildings and grounds.

138

139 As required or appropriate, parties will be informed of the outcome of any resolution
140 process based on a violation of this Policy.

141

142 Persons who commit sexual misconduct in violation of federal, state, or local law may
143 also be subject to criminal charges and penalties as a result of related legal proceedings.

144

145 IX. Evidentiary Standard

146

147 In any investigation and/or disciplinary proceeding concerning an alleged violation of this

148 Policy, the finding will be determined by a preponderance of the evidence.

149

150 X. Good Faith Reporting

151

152 Allegations of sexual misconduct are extremely serious, with potential for great harm to
153 the accused if ill-conceived or made with malice. An individual found to have knowingly
154 filed a false allegation may be subject to separate appropriate disciplinary action. A
155 complaint made in good faith is not considered false merely because the evidence does
156 not ultimately support the allegation of sexual misconduct.

157

158 XI. Retaliation

159

160 This Policy prohibits retaliation by anyone in the College community against an individual
161 because the individual reports or complains about sexual misconduct or participates in
162 the College's investigation or proceedings related to an allegation of sexual misconduct.
163 When the College is aware of possible retaliation, it will take immediate and appropriate
164 steps to investigate. Students or employees who commit retaliation in violation of this
165 Policy are subject to appropriate disciplinary action. The Reporting Party or participants in
166 any report or investigation of sexual misconduct who believe they have experienced
167 retaliation in violation of this Policy should immediately report such conduct to the Title IX
168 Coordinator.

169

170 XII. Education

171

172 Education is a key element of this Policy. The College will provide education and
173 information, as appropriate, for students and employees to enhance understanding and
174 increase awareness of the College's Sexual Misconduct Policy and Procedures.
175 Sufficient periodic training will be conducted for Responsible College Employees and for
176 those involved in the investigation and resolution of complaints, as determined by the
177 President. Any mandatory education requirements will be announced and posted on the
178 College's website. The President is authorized to provide institutional leadership and
179 guidance for developing education programs to increase knowledge and share
180 information and resources to prevent sexual misconduct, promote safety, and reduce
181 perpetration. Some goals to be achieved through education are: (a) ensuring that all
182 individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed;
183 (c) informing employees, students, and other members of the college community,
184 including contractors, about the proper way to recognize and address complaints
185 involving a violation of this Policy; (d) preventing issues that this Policy addresses, and;
186 (e) identifying the necessary steps for preventing sexual misconduct and addressing its
187 effects.

188

189 XIII. The President is authorized and directed to establish procedures to implement this
190 Policy.

191

192

193 Board Approval: December 15, 2014; September 21, 2015; _____, 2018

Chapter: Student Affairs

Modification No. 010

Subject: Tuition, Fees and Refunds

I. General

Tuition and fees for credit courses are established periodically by the Board of Trustees.

II. Refunds

A. Under certain circumstances, students are eligible to receive either complete or partial refunds of the tuition and, in some cases, fees, which they have paid for courses that are administratively canceled and for courses from which they have officially withdrawn.

B. Refunds will be based on the following principles:

- 1. Official withdrawal prior to published deadline date for receiving a refund for a course - 100 percent of tuition and fees.
- 2. Official involuntary withdrawal - refund will be prorated based on the total amount of expired course time.
- 3. Refunds and repayments for recipients of Federal Title IV funds are based on applicable federal law and regulations.

~~III. Health Workforce Shortage Programs [MHEC-CC-2D-Health Manpower Shortage Program] and Statewide Programs [MHEC-CC-2A-Statewide Program]~~

~~If any student is a resident of Maryland and enrolls in an instructional program that the Maryland Higher Education Commission designates as a health workforce shortage program or a statewide or regional program, the student shall pay only the student tuition and fees payable by a resident of Montgomery County.~~

III. IV. Military Mobilization

A. Enrolled credit students who must withdraw because of being called to active military duty or being transferred because of related troop movements be provided a 100% refund of tuition and fees, upon presentation of appropriate documentation, for the semester within which the effective date of withdrawal falls.

B. The appropriate notations of withdrawal on the academic record shall be based upon the effective date of withdrawal, as determined by the Office of **Enrollment Services** Admissions, Records and Registration.

C. The policy on Military Mobilization is effective retroactively with the beginning of the fall 2001 semester.

Board Approval: May 21, 1984; April 18, 1988; December 18, 1989; February 20, 1990; May 15, 1995; April 17, 1995; October 15, 2001; January 22, 2002; March 18, 2002; **2018**.

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

Agenda Item Number: 7D
November 12, 2018

POLICY MODIFICATION: 45001–Tuition, Fees and Refunds

General Information

Policy Number:	45001
Contained in Chapter:	Chapter Four
Policy Title:	Tuition, Fees and Refunds
Policy Creation Date:	May 21, 1984
Most Recent Modification Date:	March 18, 2002

Changes, Additions, Deletions

Line Number	Purpose
23-29	This section is recommended for deletion as the language is already included in College Procedure 45003CP-Tuition and Fees Rates; State Aid.
31	Renumbered the section.
40-41	Updated titles.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 45001–Tuition, Fees and Refunds.

BACKUP INFORMATION

Resolution
Policy 45001–Tuition, Fees and Refunds (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Ms. Gregory

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

Resolution Number:
Adopted on:

Agenda Item Number: 7D
November 12, 2018

Subject: Policy Modification: 45001–Tuition, Fees and Refunds

WHEREAS, The Board of Trustees created Policy 45001–Tuition, Fees and Refunds in 1984;
and

WHEREAS, The policy has served an important purpose in establishing tuition and fees for
credit courses; and

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

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

Resolved, That Policy 45001–Tuition, Fees and Refunds as indicated in the attached draft; and
be it further

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

Chapter: Student Affairs

Modification No. 010

Subject: Tuition, Fees and Refunds

I. General

Tuition and fees for credit courses are established periodically by the Board of Trustees.

II. Refunds

- A. Under certain circumstances, students are eligible to receive either complete or partial refunds of the tuition and, in some cases, fees, which they have paid for courses that are administratively canceled and for courses from which they have officially withdrawn.
- B. Refunds will be based on the following principles:
 - 1. Official withdrawal prior to published deadline date for receiving a refund for a course - 100 percent of tuition and fees.
 - 2. Official involuntary withdrawal - refund will be prorated based on the total amount of expired course time.
 - 3. Refunds and repayments for recipients of Federal Title IV funds are based on applicable federal law and regulations.

~~III. Health Workforce Shortage Programs [MHEC-CC-2D-Health Manpower Shortage Program] and Statewide Programs [MHEC-CC-2A-Statewide Program]~~

~~If any student is a resident of Maryland and enrolls in an instructional program that the Maryland Higher Education Commission designates as a health workforce shortage program or a statewide or regional program, the student shall pay only the student tuition and fees payable by a resident of Montgomery County.~~

III. IV. Military Mobilization

- A. Enrolled credit students who must withdraw because of being called to active military duty or being transferred because of related troop movements be provided a 100% refund of tuition and fees, upon presentation of appropriate documentation, for the semester within which the effective date of withdrawal falls.
- B. The appropriate notations of withdrawal on the academic record shall be based upon the effective date of withdrawal, as determined by the Office of Enrollment Services Admissions, Records and Registration.
- C. The policy on Military Mobilization is effective retroactively with the beginning of the fall 2001 semester.

Board Approval: May 21, 1984; April 18, 1988; December 18, 1989; February 20, 1990; May 15, 1995; April 17, 1995; October 15, 2001; January 22, 2002; March 18, 2002; [redacted], 2018.

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

Agenda Item Number: 8
November 12, 2018

ADOPTION OF FY20 CAPITAL BUDGET

BACKGROUND

The proposed FY20 capital budget and six-year FY19–24 capital improvement program were presented and discussed at the October 15, 2018 Board of Trustees meeting. The capital improvement program is supported by and implements the College’s Facilities Master Plan. The request for FY20 is the second half of the FY19–20 biennial capital budget and totals \$98,607,000. A copy of the proposed capital budget was distributed to the Board at its October meeting. No changes to the budget were requested by the Board. The Board’s adoption of the proposed FY20 capital budget is necessary for the county executive’s consideration of these requests in the county’s capital improvement program. Attached is a summary table that shows the proposed FY20 request by project, along with the actual FY19 appropriation for each project.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY20 capital budget that requests a total of \$98,607,000 in FY20 and authorize the transmittal of the budget to the county.

BACKUP INFORMATION

Board Resolution
FY20 Capital Budget Summary

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 8
November 12, 2018

Subject: Adoption of the FY20 Capital Budget

WHEREAS, On the basis of the College's Facilities Master Plan and future enrollment projections, the proposed FY20 capital budget and six-year FY19-24 capital improvement program have been developed by appropriate College personnel; and

WHEREAS, The proposed FY20 biennial capital budget and six-year FY19-24 capital improvement program must be transmitted to the Montgomery county government for inclusion in the county executive's recommended capital improvements program; and

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

Resolved, That the Board of Trustees adopt the proposed FY20 capital budget and six-year FY19-24 capital improvement program and authorize the acting president of the College to transmit the project description forms to the county executive for review and recommendation in the county's capital improvement program.