



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

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

BOARD OF TRUSTEES

Monday, October 16, 2017 • 8:30 p.m.

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

Diyana Kahawita
Student Trustee

Robert F. Levey

Marsha Suggs Smith

Benjamin Wu

**PRESIDENT AND
SECRETARY-TREASURER**

DeRionne P. Pollard, PhD

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda Procedural
4. Comments Period Information
5. Approval of Minutes Procedural
 - A. September 18, 2017 Closed Meeting
 - B. September 18, 2017 Open Meeting
 - C. September 22, 2017 Closed Meeting
6. Reports Information
 - A. President's Report (Dr. DeRionne P. Pollard)
 - B. Chair's Report (Mr. Michael J. Knapp)
 - C. Committee Chairs' and Liaisons' Reports
 - D. FY17 Financial Report (Dr. Pollard)
7. Consent Calendar Action
 - A. Personnel Actions Confirmation
 - B. Retirements
 - i. Dr. Daiyyah A. Abdullah
 - ii. Ms. Barbara Belldina
 - iii. Ms. Annell P. Bond
 - iv. Mr. Edward T. Bouknight
 - v. Professor Salvatore DiMaria
 - vi. Professor Pamela E. Gragg
 - vii. Professor Kevin A. Hluch
 - viii. Ms. Mai T. Le
 - ix. Professor Ellen W. Mansueto
 - x. Professor Clifton McKnight
 - xi. Mr. David E. Phillips
 - xii. Dr. Padma Venkatachalam

C. Awards of Medallions

- i. Bronze Medallion to Professor Patrick L. Devlin
- ii. Bronze Medallion to Mr. Douglas M. Griffith
- iii. Bronze Medallion to Dr. Carol L. Malmi
- iv. Bronze Medallion to Ms. Jacquelyn L. Moffi
- v. Bronze Medallion to Professor Perry T. Schwartz
- vi. Bronze Medallion to Professor Kathryn Woodhouse

8. Budget Matter

FY19 Capital Budget Request Presentation (Mr. Marvin Mills,
Ms. Kristina Schramm) Information

9. Regulatory Matter

Middle States Compliance Report (Dr. Melissa Gregory,
Professor Tammy Peery)..... Information

10. New Business Procedural

11. Adjourn 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
October 16, 2017

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
October 16, 2017

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 August 1, 2017, through August 31, 2017; 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 August 1, 2017, through August 31, 2017

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
08/28/2017	Butler, Garrett B	Instructional Associate	H	English and Reading Dean
08/28/2017	Cason, Emily K	Senior Instructional Assistant	H	Biology and Chemistry Dean
08/14/2017	Gilliam, David P	Senior Instructional Assistant	H	Biology and Chemistry Dean
08/28/2017	Howard, Thomas R	Building Services Worker	B	Facilities Operations - RV
08/14/2017	James, Alphonso	Building Services Worker	B	Facilities Operations - GT
08/28/2017	Jayasekera, Dilrukshi I	Instructional Associate	H	Mathematics Dean
08/14/2017	Keats, Mark L	Instructional Associate	H	English and Reading Dean
08/14/2017	Keller, Stacy	Accessible Technology Coord	K	Facilities - Central Administration
08/14/2017	Lowe, Christopher J	Customer Service Rep	F	Financial Aid
08/14/2017	Rodas, Santos E	Building Services Worker	B	Facilities Operations - RV
08/28/2017	Rosales, Salvador	Safety & Security Officer	F	Facilities Security - TP/SS
08/14/2017	Smith, Movie F	Enrollment Svs Spec - Trainee	I	Admission Services
08/14/2017	Thomas, Michael C	Administrative Aide I	F	Part-Time Faculty Institute

STAFF SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
08/17/2017	Fonville, Lawrence L ¹	Building Services Worker	9	Facilities - Central Admin
08/02/2017	Haller, Bradley K	Grounds Maintenance Worker	2	Facilities Operations - GT
08/22/2017	Hydoski, Kelly L	Instructional Associate	2	Mathematics Dean
08/03/2017	Kenney, Devin	Grounds Maintenance Worker	<1	Facilities Operations - RV
08/25/2017	Martin-Murphy, Marie J	Student Affairs Init Prog Mgr	8	Senior VP for Student Services
08/04/2017	McMillan, Linda Y ²	Assessment Center Manager	18	Assessment Center Rockville
08/25/2017	Monzur, Rahman	GT-STEP Program Manager	1	Biology and Chemistry Dean
08/18/2017	Rutledge, Connelly E	Grounds Maintenance Worker	5	Facilities Operations - RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	0	1	1	0	4
Male	1	6	1	1	0	9
TOTAL	3	6	2	2	0	13

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	0	0	0	3
Male	2	2	0	1	0	5
TOTAL	3	4	0	1	0	8

¹ Deceased

² Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From August 1, 2017, through August 31, 2017

FACULTY

FACULTY EMPLOYMENTS

Effective

Date	Name	Position Title	Location
08/26/2017	Eichler, Edrie B	Assistant Professor	GITE - Gudelsky Inst Tech Education
08/12/2017	Ichile, Iyelli M	Associate Professor	Humanities Dean
08/12/2017	Kuhar, Robert J	Associate Professor	Mathematics Dean
08/26/2017	Mokoli, Mondonga	Professor	Social Science Dean
08/12/2017	Nettles, Deane	Professor	Fine Perform Visual Arts Dean
08/12/2017	Scott, Shaakira	Instructor	Health Sciences Dean
08/12/2017	Wright, Jenna	Assistant Professor	Fine Perform Visual Arts Dean
08/26/2017	Young, Patricia J	Professor	GITE - Gudelsky Inst Tech Education

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
08/11/2017	Hill, Jennifer K	Associate Professor	4	Biology and Chemistry Dean
08/18/2017	Hill, Nancy L	Associate Professor	8	Mathematics Dean
08/16/2017	Holland, Charles M ¹	Professor	28	Business/Computer Applications Dean
08/18/2017	McCullough, Teresa S	Professor	14	Mathematics Dean

FACULTY EMPLOYMENT: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	2	0	1	0	5
Male	2	1	0	0	0	3
TOTAL	4	3	0	1	0	8

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B i
October 16, 2017

Subject: Retirement and Award of Emerita Status to Dr. Daiyyah A. Abdullah

WHEREAS, Dr. Daiyyah A. Abdullah served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than 11 years and retired from the College as of June 1, 2017; and

WHEREAS, Dr. Abdullah was a professor of English who taught both in-class and distance learning courses including Basic English; Introduction to College Writing; Critical Reading, Writing, and Research; Introduction to Literature; and Survey of African American Literature; and

WHEREAS, She coordinated the English Department's emergency "Sunshine Fund," providing personal donations to support faculty and staff, and served on departmental and College committees, including the English Composition Committee, Developmental Writing Committee, Literature Committee, English Department Faculty Evaluation Committee, Black History Month Planning Committee, and English Department Chair Selection Committee, which she co-chaired; and

WHEREAS, She was the associate editor of the *Potomac Review*, the premier literary magazine based at Montgomery College, where she focused on the travel section and represented the magazine at the International Association of Black Travel Writers and the Potomac Jam; and volunteered for the F. Scott Fitzgerald Literary Conference; and

WHEREAS, Dr. Abdullah attended numerous professional development workshops, such as Outcomes Assessment; Classroom Assessment; The Adult Learner; Instructional Variety: Engaging Students in Their Learning; and Using Technology in the Classroom; and

WHEREAS, Her professional associations included memberships in the College Language Association, Modern Language Association, National Council for Teachers of English, The International Association of Black Travel Writers, The International Society for Travel Writing, African American Literature and Culture Society, and The Society for Multi-Ethnic Literature of the US; and

WHEREAS, Dr. Abdullah is esteemed by colleagues and students as an educator who plans classes well, manages time effectively, treats students with respect, applies active learner strategies, and creates a positive learning environment that is relaxed, but disciplined; 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 Dr. Daiyyah A. Abdullah on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Daiyyah A. Abdullah 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 Dr. Daiyyah A. Abdullah 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 this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Daiyyah A. Abdullah.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B ii
October 16, 2017

Subject: Retirement of Ms. Barbara A. Belldina

WHEREAS, Ms. Barbara A. Belldina 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 May 1, 2017; and

WHEREAS, Ms. Belldina began her employment at the College as a temporary employee in the Office of Safety and Security and was later promoted to security officer, and retired as a public safety officer; and

WHEREAS, Ms. Belldina served the College by utilizing her skills learned both on the job and from outside organizations, including the Federal Emergency Management Agency and the International Association of Campus Law Enforcement Agencies; and

WHEREAS, Ms. Belldina served the College community with integrity, reliability, and stability, including through crises such as the terrorist attacks on September 11, 2001, the beltway sniper incident in 2002, and the derecho in 2012; and

WHEREAS, Ms. Belldina 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, Ms. Belldina was regarded as a leader and guide for her fellow employees during her tenure with the department, and provided innovative solutions and communications both internally for her department and externally for other areas; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Barbara A. Belldina 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. Barbara A. Belldina 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. Barbara A. Belldina.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B iii
October 16, 2017

Subject: Retirement of Ms. Annell P. Bond

WHEREAS, Ms. Annell P. Bond served Montgomery College with enthusiasm and dedication for more than eight years as a full-time staff member and retired from the College as of July 1, 2017; and

WHEREAS, Ms. Bond served as analyst/programmer at the Gaithersburg Business Training Center working with Workforce Development & Continuing Education; and

WHEREAS, She developed many reporting tools that enabled program staff to monitor enrollments, track student progress, review enrollment trends and developed criteria for a responsive student registration system for noncredit students; and

WHEREAS, Her contributions were recognized on numerous occasions through service recognition awards; and

WHEREAS, Ms. Bond served on the governance councils both as a council member and then as the chair of the Workforce Development & Continuing Education Council; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Annell P. Bond 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. Annell P. Bond 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. Annell P. Bond.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B iv
October 16, 2017

Subject: Retirement of Mr. Edward T. Bouknight

WHEREAS, Mr. Edward T. Bouknight served Montgomery College with enthusiasm and dedication for more than 12 years as a full-time staff member and retired from the College as of July 1, 2017; and

WHEREAS, He worked as a building service worker on the Takoma Park/Silver Spring Campus; and worked diligently to provide a clean and safe environment for the students, faculty, and staff; and

WHEREAS, Mr. Bouknight attended computer classes and diversity training to improve his communication and computer skills; and

WHEREAS, He was a great team member in the Facilities Department, and was loyal, dependable, and hardworking, and took pride in always doing an excellent job; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Edward T. Bouknight 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. Edward T. Bouknight 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. Edward T. Bouknight.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B v
October 16, 2017

Subject: Retirement and Award of Emeritus Status to Professor Salvatore DiMaria

WHEREAS, Professor Salvatore DiMaria served Montgomery College with enthusiasm and dedication for more than 16 years as a full-time faculty member, and retired from the College as of June 1, 2017; and

WHEREAS, Professor DiMaria was an asset to the Applied Geography Program by sharing his knowledge and expertise in an array of geography courses and Geographic Information Systems and made an impact on students and the program with his contributions and dedication to teaching; and

WHEREAS, Professor DiMaria completed a Smithsonian fellowship with the National Museum of the American Indian; and

WHEREAS, He has been a member of several committees and Faculty Council, and has always been held in high esteem by his colleagues in the Department of Applied Technology and the Applied Geography Program; and

WHEREAS, Professor DiMaria was an active participant in the College community including the Global Humanities Institute, Gamma Theta Upsilon, and events including Geographic Information Systems Day Open House, and panel discussions on political geography; and

WHEREAS, He brought with him a breadth of knowledge and experience in Geographic Information Systems from Battelle Memorial Institute and the University of New Mexico; 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 Salvatore DiMaria 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 Salvatore DiMaria for his distinguished 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 Salvatore DiMaria is granted the status of Professor Emeritus, and that he 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 Salvatore DiMaria.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B vi
October 16, 2017

Subject: Retirement and Award of Emerita Status to Professor Pamela E. Gragg

WHEREAS, Professor Pamela E. Gragg served Montgomery College with enthusiasm and dedication for more than 14 years as a full-time faculty member and retired from the College as of June 1, 2017; and

WHEREAS, Professor Pamela E. Gragg taught in the Interior Design Program for 14 years, and served as program coordinator from 2004 to 2010 and from 2014 through her retirement; and

WHEREAS, Professor Gragg led the Interior Design Program through an articulation agreement with Marymount University for transferability of course credits, and in 2015, she led the program through re-accreditation with the National Kitchen and Bath Association; and

WHEREAS, She served on the Collegewide Calendar Committee, and served as an advisor for Interior Design Program students who participated in industry competitions such as the High Point, North Carolina, *Unity in Design Student Competition*, and also served on the National Executive Women in Hospitality Education Board from 2011 through 2015; and

WHEREAS, Professor Gragg is recognized for her dedication to the College, the Applied Technologies Department, and for her contribution to the Interior Design Program; 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 Pamela E. Gragg 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 Pamela E. Gragg 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 Pamela E. Gragg 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 Pamela E. Gragg

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B vii
October 16, 2017

Subject: Retirement and Award of Emeritus Status to Professor Kevin A. Hluch

WHEREAS, Professor Kevin A. Hluch served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than 34 years and retired from the College as of July 1, 2017; and

WHEREAS, Professor Hluch taught courses in ceramics and coordinated the ceramics program, including loading and firing kilns, and handling all facility, equipment, and studio responsibilities; and

WHEREAS, He established a learning community focused on gaining experience in ceramics and featuring gallery exhibitions, national and international visiting artists and lecturers in ceramics, and field trips to such venues as the Freer Gallery, where students performed hands-on work with the ceramics collection; and

WHEREAS, He published articles on contemporary American ceramics, wrote a book entitled *The Art of Contemporary American Pottery*, and conducted ceramics workshops related to the book's release; and

WHEREAS, Professor Hluch published *American iPottery*, an eBook for the iPad that enabled viewers to experience virtual, interactive three-dimensional images of works created by more than 50 North American potters and that was displayed in an innovative College exhibition; and

WHEREAS, He coordinated the Francis Toshiye Tanada Ceramics Endowed Scholarship Competition and served on the Art Curriculum Committee, Evaluation Committee, Web Committee, Outdoor Sculpture Committee, Gallery Committee, Outreach Committee, Student Activities Committee, Long Range Planning Committee, and College Advising Committee; and

WHEREAS, Professor Hluch participated in the National Council for the Ceramic Arts and the Association of Independent Colleges of Art and Design; and

WHEREAS, His professional development and contributions included teaching in Kenya, Jordan, and Australia; organizing and participating in many ceramics workshops; establishing a studio in Frederick, Maryland; and displaying his work locally, nationally, and internationally in exhibitions ranging from *At Home With Crafts* at the Renwick Gallery in Washington, DC, to *International Craft Design* in Taipei, Taiwan; and

WHEREAS, His talent and diligence led to an individual Artist Grant from the state of Maryland and prizes at the American Ceramic National Competition in California and the LaGrange Ceramic National IX Competition in Georgia; and

WHEREAS, Professor Hluch is esteemed by colleagues and students for promoting a positive learning atmosphere; encouraging student growth and development; using ceramics to help students think more deeply about artistic expression and creativity; distilling a broad range of materials and choices into concrete actions for students to explore; and treating both students and colleagues with respect; 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 Kevin A. Hluch 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 Kevin A. Hluch 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 Kevin A. Hluch 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 Kevin A. Hluch.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B viii
October 16, 2017

Subject: Retirement of Ms. Mai T. Le

WHEREAS, Ms. Mai T. Le served Montgomery College with enthusiasm and dedication for more than 12 years and retired from the College as of July 1, 2017; and

WHEREAS, Ms. Le began her employment at Montgomery College as a student assistant in the Chemistry Department on the Germantown Campus, later progressing to instructional lab assistant, and was promoted to senior instructional lab assistant in 2015; and

WHEREAS, Ms. Le provided technical support to the chemistry labs, was always available to provide materials as needed and to demonstrate how to use equipment; and

WHEREAS, She maintained the chemical inventory database, updated safety data sheets, recorded and safely stored hazardous waste with commitment and diligence to ensure the lab was compliant; and

WHEREAS, Ms. Le was held in high esteem by her colleagues who appreciated her skill at coordinating department activities, and anticipating and meeting department needs; and

WHEREAS, She was known for her friendly nature and willingness to assist whenever the need arose; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Mai T. Le 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. Mai T. Le 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. Mai T. Le.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B ix
October 16, 2017

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

WHEREAS, Professor Ellen W. Mansueto served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than 34 years, having served previously as a part-time faculty member, and retired from the College as of June 1, 2017; and

WHEREAS, Professor Mansueto taught an array of speech and theatre courses including courses in communication, voice and diction, American English pronunciation for non-native speakers, fundamentals of acting, and acting for film and television; and

WHEREAS, She served ably and effectively as acting chair, co-chair, and chair in the Department of Visual, Performing, and Communication Arts at the Takoma Park/Silver Spring Campus, mentoring new and adjunct faculty; and

WHEREAS, She designed costumes, created set decorations, and/or performed for numerous College productions, among them *All in the Timing*, *The Vagina Monologues*, *The Marriage of Betty and Boo*, and *The Cocktail Hour*; and

WHEREAS, She was the Takoma Park/Silver Spring Campus coordinator for the *Willpower* program celebrating William Shakespeare; coordinator for award-winning storyteller Noa Baum's storytelling workshops and Baum's *A Land Twice Promised* program; and coordinator for the speech course, American English Pronunciation, Speaking, and Listening Skills; and

WHEREAS, Professor Mansueto developed a pronunciation podcast, *Understood and Understanding: American English Speaking and Listening Practice for Non-Native Speakers*; and

WHEREAS, She served as an advisor to the Vietnamese Club, a scriptwriter for the College's capital campaign, a judge for the Afro-Academic, Cultural, Technological and Scientific Olympics competition, and as a speech coach to the Board of Trustees scholar who delivers an address at College Commencement each year; and

WHEREAS, She participated in campus and College committees and workgroups, including General Education, Outcomes Assessment, Academic Occasions, Takoma Park/Silver Spring Academic Appeals, Campus Self-Study, Campus Aesthetics, International Festival, Task Force for Functional Language Skills, Takoma Park 50th Anniversary, and the Grade Dispute Committee, which she chaired; and

WHEREAS, She developed professionally by participating in Silver Spring Stage, Black Box Theatre, and the Montgomery County Arts Council; and by serving as a Helen Hayes Award nominator; trainings in Blackboard, faculty web page design, and similar topics; and through

attending such events as a workshop on *Teaching Metacognition: A Tool for Lifelong Learning*, an American Film Institute workshop on screenwriting, and the American College Theatre Festival in Shepherdstown, West Virginia; 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 Ellen W. Mansueto 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. Mansueto 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 Ellen W. Mansueto 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 this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Ellen W. Mansueto.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B x
October 16, 2017

Subject: Retirement and Award of Emeritus Status to Professor Clifton McKnight

WHEREAS, Professor Clifton McKnight 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 June 1, 2017; and

WHEREAS, Professor McKnight served ably and effectively as a faculty member in the Counseling and Advising Department, teaching First Year Seminar, Seminar for International Students, and Career Development Dynamics and Application, and providing outstanding counseling to a diverse student population; and

WHEREAS, He coordinated Project Success, a mentoring and tutoring program designed to connect concerned faculty, administrators, and staff with selected students; tutored high-risk students; implemented the Student Athlete Study Hall; and served as an advisor, counselor, and mentor to many College clubs and programs, among them the Black Student Union, the African Caribbean Club, Boys to Men, Future Business Leaders, and Bio-medical Scholars; and

WHEREAS, He authored or contributed to publications such as *Student Retention, Success Models in Higher Education*, and *If You Can't Calm the Waters Learn to Ride the Waves—How to Succeed in Turbulent Times*; and compact disc recording such as *Go Ahead, Transform Yourself* and *Using Your ESP—Expectation, Synergy, Practice*; and videos such as *College Survival* and *Master Student Course*; and

WHEREAS, Professor McKnight served on departmental, governance, and College committees and teams, including the Standing Committee of the Rockville Faculty Council, the Faculty Life Committee, the Cultural Diversity Committee, and the Professional Development Committee; and he was a Paul Peck STAR Scholarship Awards reviewer and interviewer as well as a liaison to the Departments of Chemistry, Biology, and Mathematics; and

WHEREAS, He received the Make It Happen Innovation Grant for *The Seven Habits of Highly Effective Students* project, the National Institute for Staff and Organizational Development Excellence Award, and the Outstanding Faculty Award in 2001—Economic and Workforce Development Division; and Rockville Campus student leaders established the annual Clifton McKnight Award to recognize exemplary staff, faculty, or administrators whose service to students exceeds their job requirements, naming Professor McKnight as the first awardee; and

WHEREAS, He was a speaker or presenter for functions and events, which included a Montgomery College Auction fundraiser, a Montgomery College Institute program, Montgomery College Student Athlete banquets, the Harry Harden Jr. Academic Excellence Awards ceremony, the Montgomery College Partnerships for Interfaith and Community Service workgroup, and the Workforce Development & Continuing Education's trainings for the

Montgomery County Government Leadership Program and Maryland-National Capital Park and Planning Commission Supervisors; and

WHEREAS, He was also a speaker and trainer for community, national, and international functions and programs that included the National Conference on Black Student Retention, the Partners Plus University of Michigan/Henry Ford Community College event, the State of Maryland Substance Abuse Conference, the NAACP Youth Summit, the International Conference on the Retention of Students of Color, the National Conference on Academic Advising (NACADA), and the African American Chamber of Commerce (Frederick County), for which he was a board member; and

WHEREAS, Professor McKnight is held in high regard by students and faculty members as an excellent mentor, role model, and resource whose engaging presence in the classroom and in student conferences reveal his passion for teaching, counseling, and 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, The senior vice president for student affairs and the president of the College recommend this public recognition of Professor Clifton McKnight 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 Clifton McKnight 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 Clifton McKnight 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 Clifton McKnight.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B xi
October 16, 2017

Subject: Retirement of Mr. David E. Phillips

WHEREAS, Mr. David E. Phillips served Montgomery College with enthusiasm and dedication for more than 10 years and retired from the College as of July 1, 2017; and

WHEREAS, He coordinated with faculty on all three campuses to develop an arts calendar and to produce lectures and presentations on yearly arts themes, including *Making Meaning* and *Intersections: Where Art Meets Science*; and through his work with the Arts Institute, he brought dozens of guest artists to the College for performances, residencies, and master classes, among them artist Annette Polin, sculptor Carol Barton, and Baltimore Symphony Orchestra concertmaster Jonathan Carney; and

WHEREAS, Mr. Phillips co-sponsored events with the Maryland Classic Youth Orchestras, Baltimore Symphony Orchestra, National Philharmonic, Friday Morning Music Club, World Arts Festival, and Women's Arts Caucus; and he refined partnerships between the Maryland Band Directors Band and Montgomery County Public Schools and as well as between the Maryland Choral Directors Chorus and the Montgomery College Chorus; and

WHEREAS, He produced the *Portraits of Life: Student Experiences Exhibit*, which displayed the diversity, trials, and triumphs of Montgomery College students from around the world; the *Portraits of Life: LGBT Stories of Being Exhibit*, which celebrated the human experience and rich diversity in Montgomery County; and the *I Am Montgomery College Exhibit*, which included photographs of students representing all three campuses and which hung in the Annapolis Lowe House Office Building during the Maryland legislative session; and

WHEREAS, He served on the College's Common Student Experience Task Force; participated in the College's Academic Leadership Program; chaired the board of the Maryland Humanities Council, the Maryland State Arts Council, and the Strathmore Hall Foundation; served as vice chair on the board of the Maryland Classic Youth Orchestras at Strathmore, and served in roles as the associate dean of the arts, director of the arts institute, and acting dean of the arts; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Mr. David E. Phillips 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. David E. Phillips 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

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. David E. Phillips.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B xii
October 16, 2017

Subject: Retirement and Award of Emerita Status to Dr. Padma Venkatachalam

WHEREAS, Dr. Padma Venkatachalam served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than nine years and retired from the College as of July 1, 2017; and

WHEREAS, Dr. Venkatachalam was a professor of business who taught courses in economics and statistics, including Business Statistics, and Principles of Economics I and II; and

WHEREAS, She tutored students in economics; spoke at a Women's Studies class on gender and macroeconomics; presented a paper on diversity, assimilation, and cultural responsiveness to the College's Business and Economics Program Area; and worked with colleagues to develop a website for the College's Economics Department and to revise outcomes for the Principles of Economics II course; and

WHEREAS, She served as the Rockville Campus representative to the Economics Discipline Group, and as a participant in a taskforce that revised program outcomes for the economics associate's degree; and

WHEREAS, Her professional development included membership and meeting attendance at the American Economic Association, participation in such College programs as Motivating Students: Staying on Course, and attendance at such conferences as the US Conference of Teaching Statistics, Teaching Economics at Robert Morris University, Community Colleges and Student Success at the College of Southern Maryland, the National Conference on the Current Financial Crisis and the Impact of Government Spending at the Cato Institute, and Neighborhoods of Choice and Opportunity at the Department of Housing and Urban Development; and

WHEREAS, Her community-based research focused on applying economics and statistical expertise to serve community needs, and included research with the District of Columbia Office of Aging and Populations with Disabilities; research on the impact of faith-based institutions on people living with HIV/AIDS in the District of Columbia; and an evaluation of after-school program service provided by the Howard University Center for Urban Progress, which she later presented at an after-school program conference in Jacksonville, Florida; and

WHEREAS, Dr. Venkatachalam is esteemed by colleagues and students as an educator who plans classes well, creates a positive and respectful learning climate, provides opportunities for active student involvement in the classroom, and uses case studies to make the subject matter relevant to 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 Dr. Padma Venkatachalam on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Padma Venkatachalam 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 Dr. Padma Venkatachalam 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 this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Padma Venkatachalam.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C i
October 16, 2017

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to Professor
Patrick L. Devlin**

WHEREAS, Professor Patrick L. Devlin served Montgomery College with enthusiasm and dedication for more than 29 years as a full-time faculty member and retired from the College as of July 1, 2017; and

WHEREAS, Professor Devlin consistently provided wisdom and guidance to faculty while serving as program coordinator of the Automotive Technology Program for over 17 years, and as an automotive program faculty member at the Rockville Campus for more than 29 years; and

WHEREAS, Professor Devlin had the expertise to become certified by the National Institute for Automotive Service Excellence for more than 30 areas, aligning him with a select group of individuals honored in the Automotive Hall of Fame; and

WHEREAS, He was awarded the Community College Instructor Award of Excellence for his service to the College and the automotive community, and has been an active member of the North American Council of Automotive Teachers for more than 30 years; and

WHEREAS, He was in the first graduating class of the Montgomery College Leadership Development Institute and was awarded the Montgomery College Outstanding Faculty Service Award in 1990; and

WHEREAS, Professor Devlin served on the Cultural Diversity Committee, the Curriculum Committee, and he revised the Automotive Technology curriculum to align with standards established by the National Automotive Technician's Education Foundation; and

WHEREAS, He established partnerships with automotive manufacturers, dealerships, and service and parts suppliers, which resulted in training programs and classes at Montgomery College, and led to the creation of the Subaru Automotive Scholarship Foundation; 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 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 Patrick L. Devlin 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 Patrick L. Devlin for his distinguished 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 Patrick L. Devlin is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Patrick L. Devlin is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his 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 Bronze Medallion be presented to Professor Patrick L. Devlin.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C ii
October 16, 2017

Subject: Retirement and Award of Bronze Medallion to Mr. Douglas M. Griffith

WHEREAS, Mr. Douglas M. Griffith served Montgomery College with enthusiasm and dedication for more than 27 years as a full-time staff member and retired from the College as of July 1, 2017; and

WHEREAS, He began his employment at Montgomery College as a media technician on the Germantown Campus, later progressing from a media resources supervisor position to campus information technology manager prior to his being named collegewide director of instructional technology in November 2005; and

WHEREAS, Mr. Griffith utilized his leadership and technical experience both at the campus level and at Montgomery College to serve in the collegewide capacity, facilitating new classroom audio visual and computing technology in support of student learning, and expanding the academic support mission of the Office of Information Technology by facilitating the inclusion of technology in all classroom planning and design; and

WHEREAS, Mr. Griffith's commitment to students and to the unit mission of classroom technology support enriched the College's provision of services; and provided vision and facilitation for instructional technology in new academic buildings, in renovated learning spaces, and in the creation of an audio visual standards document, which was shared broadly with College facilities staff and building contractors to support planning efforts; and

WHEREAS, He fostered a climate of student service within the campuses' Office of Information Technology staff members and created an interest in utilizing technology to make learning more accessible, resulting in collaborations between Office of Information Technology staff and instructional faculty, which provided new instructional technology for students, both in classrooms and learning centers; and

WHEREAS, Throughout his lengthy career at Montgomery College, he pursued professional development, in particular by enrolling in courses related to computing, web development, graphic design, and management; and

WHEREAS, He also graduated from the EDUCAUSE Learning Technology Leadership Institute, the EDUCAUSE Management Institute, and the Montgomery County Leadership Institute; and attended numerous technical training classes, and participated in technology conferences—including EDUCAUSE, the Maryland Education Enterprise Consortium conferences, and other events—to further his knowledge in support of students and faculty; and

WHEREAS, Mr. Griffith was the recipient of two Team Effort Awards, the Staff Senate Distinguished Service Award, the Montgomery College Alumni Association Staff Distinguished Service Award, the Information Technology Customer Care Excellence Award, the Recognition

Award for performing work in an exemplary manner, and an Information Technology Customer Care Excellence Award for projects; and

WHEREAS, He actively participated in College governance, served as a Staff Senator, Staff Senate Chair, the staff union executive board and negotiating team, the Human Resources Recruitment Process Task Force and as an Information Technology resource person for the Academic Assembly, Instructional Advisory Group, Information Technology Institute Leadership Group, Learning Technologies Committee, and the Collegewide Curriculum Committee; and was a member of the President's Planning Council, the Council for the 21st Century, and the Periodic Review Team for Middle States accreditation; and

WHEREAS, He actively represented the Germantown Campus on the Planning and Marketing Committee, the 25th Anniversary Planning Committee, and as Technology Support Coordinator for the Montgomery County Public Schools Technology Challenge; and

WHEREAS, Mr. Douglas M. Griffith actively represented the College at statewide meetings of the Maryland Community College Technology Advisory Board, served on the EDUCAUSE Mid Atlantic Regional Conference Program Committee; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Douglas M. Griffith 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. Douglas M. Griffith 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 Mr. Douglas M. Griffith is awarded the Bronze Medallion in recognition of distinguished service to the College, and as an expression of gratitude 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 Mr. Douglas M. Griffith.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C iii
October 16, 2017

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Dr. Carol L. Malmi**

WHEREAS, Dr. Carol L. Malmi served Montgomery College with dedication and distinction for more than 12 years and retired from the College as of June 1, 2017; and

WHEREAS, Dr. Malmi served ably and effectively in the Department of English and Reading, tutoring students in the Rockville Writing Center and teaching courses ranging from Developmental English to World Mythology, including both online and on-campus courses in Critical Reading, Writing, and Research and Critical Reading, Writing, Research in the Workplace, and Writing for Technology and Business; and

WHEREAS, Dr. Malmi was the Rockville coordinator for the Critical Reading, Writing, and Research in the Workplace/Writing for Technology and Business course, and she trained and evaluated course faculty, developed course teaching materials, wrote a course instructor's guide, monitored the course's website content, assisted the department chair with staffing the course, developed a distance learning version of the course, and worked with a publishing firm and course coordinators on the other campuses to create a custom course textbook; and

WHEREAS, She was the Rockville coordinator for Developmental English, and she generated syllabi, assignments, rubrics, outlines, instructional support materials, and workshops on grading for course instructors; and

WHEREAS, Her Make It Happen grant resulted in "Do the Write Thing: Writing for Success in the Workplace," a three-part series that brought industry representatives from Lockheed Martin, the Marriott Corporation, and the National Institutes of Health to speak at the Rockville Campus on how communication and critical thinking skills help employees meet workplace goals and promote their careers; and

WHEREAS, Dr. Malmi was a trend-setter in the English discipline, presenting research on motivating students who have attention deficit disorder; incorporating brain-based learning into the curriculum; presenting on visual literacy for ENGL 102 instructors; working with ENGL 103 coordinators from other campuses to prepare and distribute the General Education Survey; co-facilitating the Action Research seminar for new faculty; establishing an ENGL 103 Blackboard community site for sharing faculty resources; leading faculty in creating student-centered rubrics for ENGL 103; and applying her business acumen and experience to help students see the connections between classroom learning and corporate expectations; and

WHEREAS, She was a Smithsonian Fellow and participated in departmental and College committees and workgroups, including the Norming Committee; English Steering Committee, Professional Writing Committee; Distance Learning Committee; Outcomes Assessment for

Business Writing; General Education Committee; and the Transfer Course Task Group, which she chaired; and

WHEREAS, She participated in the College's Center for Teaching and Learning workshops on distance learning, teaching first-year college students, teaching in the multicultural classroom, and body language in the classroom; and

WHEREAS, She participated in numerous professional organizations, including the Society for Technical Communication; Washington Independent Writers; Association for Teachers of Technical Writing; College English Association Mid-Atlantic Group; the Community College Humanities Association and presented at its conference as part of the Montgomery College Smithsonian Fellowship Program panel; and the Two-Year College English Association and presented at its conference in a panel presentation entitled, "Close Encounters: College Education Meets Community Outreach"; 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. Carol L. Malmi on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Carol L. Malmi 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 Dr. Carol L. Malmi 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 Dr. Carol L. Malmi 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 Dr. Carol L. Malmi.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C iv
October 16, 2017

Subject: Retirement and Award of Bronze Medallion to Ms. Jacquelyn L. Moffi

WHEREAS, Ms. Jacquelyn L. Moffi served Montgomery College with dedication and distinction for more than 36 years as an administrative manager, a part-time English faculty member, and retired from the College as of June 1, 2017; and

WHEREAS, Ms. Moffi provided guidance, wisdom, and support as the administrative manager in the Office of the Rockville Campus Vice President and Provost and as the assistant to the vice president and provost; and

WHEREAS, She served ably and effectively as the supervisor of the vice president and provost's office staff, as an advisor and assistant to the vice president and provost, and as a liaison to the College's external and internal organizations on behalf of the vice president and provost; and

WHEREAS, As supervisor of the vice president and provost's office staff, including College employees and student aides, she proactively managed the office's workflow, modelled the standards she expected of others, and encouraged professional growth; and

WHEREAS, As advisor and assistant to the vice president and provost, she drafted memoranda, letters, speeches, and reports for the vice president and provost; deeply considered the outcomes of decisions on the College community; and applied first-rate analytical skills to assessing problems, communicating information, recommending solutions, and suggesting alternatives; and

WHEREAS, As liaison to the College's external and internal organizations on behalf of the vice president and provost, she handled many matters requiring vice president and provost assistance, cultivated relationships with campus and College colleagues, and represented the Rockville Campus at numerous events and activities; and

WHEREAS, The many events Ms. Moffi planned, organized, and directed included the annual honors convocation; commencement exercises; the annual speakers' competition to choose the Rockville Campus valedictorian and Board of Trustees Scholar speaker; collegewide holiday parties, birthday parties, and picnics; service award luncheons; deans' receptions; events directed by the Annual Report to the Board, the Minority Achievement Report, Trustee Information Reports, end-of-year activities; visits by a Chinese delegation and the Maryland Secretary of Education; and the Rockville Annual Community Colloquia during spring professional week; and

WHEREAS, Her leadership was evident in her arrangement of the opening of the Interim Technical Training Center, her efforts to refurbish the Rockville Faculty/Staff Dining Room, her creation of the design concept for the Macklin Tower Patio, and her chairing of the committee

for the opening of the Robert E. Parilla Performing Arts Center, the groundbreaking committee of the Gudelsky Institute for Technical Education, the Affirmative Action Committee, and the Rockville Committee for the College's 70th Anniversary; and

WHEREAS, Additional committees on which she served included the planning committees for the Science Center groundbreaking, the Science Center West ribbon cutting, and other campus facility planning committees; the Auxiliary Services Liaison Committee; the Information Booth Committee; the Women's Studies Committee; the committee that created the Leadership Development Institute; and

WHEREAS, She actively supported College projects such as the Women's Studies Breakfast, Leadership Development Institute, Sexual Harassment Conference, National College Fair, Black History Oratory Competition, and Project SUCCESS, for which she was a mentor; and

WHEREAS, Her professional development included facilitative leadership training, Banner training, completion of the Montgomery College Management Program, and staff professional leave to study civility in higher education; and

WHEREAS, Ms. Moffi's creative contributions to College life included judging the MC Lead project; judging poetry slams; judging essays for the ACT-SO competition; reading her poetry for Poetry at Noon; appearing as a guest speaker at poetry classes; initiating the first Annual Rockville Campus Flea Market; developing presentations for the spring campus closing meeting; developing and delivering the "Courtesy and Public Relations" workshop to Student Development staff; and teaching a film and literature course for Middlestart, a Montgomery College-Montgomery County Public Schools summer enrichment program; and

WHEREAS, She attended and often presented at professional conferences and conventions for the American Association of Community and Junior Colleges, the American Association of Community Colleges, the National Association of Student Personnel Administrators, the National Association for Equal Opportunity in Higher Education, the American Council on Education, the Institute for Leadership Development, the Montgomery County Commission for Women Annual Women's Fair, the Affirmative Action Meeting at the University of Maryland Baltimore County, the Brandeis University Alumni Association, and the First Annual Assembly of The National Political Congress of Black Women (NPCBW) as chair of the College's Affirmative Action Committee and as first vice chair of the Montgomery County Chapter of NPCBW, where she spoke on "The Value of Good Interpersonal Skills for Organizational Leadership"; and

WHEREAS, She contributed to two published volumes, *Exceptional Senior Student Affairs Administrators' Leadership: Strategies and Competencies for Success*, edited by Gwendolyn Jordan Dungy and Shannon E. Ellis; and *My Times in Black and White: Race and Power at the New York Times*, edited by Gerald M. Boyd; and

WHEREAS, She received many letters of appreciation from provosts and administrators at the College for her initiative and management skills; she received more than seven Recognition Awards, including one for her commitment to the Rockville Campus video annual report; and she received five Staff Outstanding Service Awards, three Team Effort Awards, an Afro-Academic, Cultural, Technological and Scientific Olympics ACT-SO Certificate of Appreciation, a National Institute for Staff and Organizational Development Award, a Women's and Gender Studies' On Their Shoulders We Stand Award, and honorary membership in Phi Theta Kappa; and

WHEREAS, Ms. Moffi is held in high regard as a consummate professional who consistently displays discretion, authority, diplomacy, and leadership, and as a compassionate presence who counsels students, cheers staff colleagues, gives a sympathetic ear to faculty members, and is without peer in resourcefulness; 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. Jacquelyn L. Moffi 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. Jacquelyn L. Moffi 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. Jacquelyn L. Moffi 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 Ms. Jacquelyn L. Moffi.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C v
October 16, 2017

Subject: Retirement and Award of Emeritus Status and Bronze Medallion to Professor Perry T. Schwartz

WHEREAS, Professor Perry T. Schwartz served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than 38 years and retired from the College as of July 1, 2017; and

WHEREAS, Professor Schwartz taught a variety of film courses, including Introduction to Film and Basic Movie Production, as well as communication and theatre courses; and

WHEREAS, He served ably and effectively as chair and co-chair in the Department of Visual, Performing, and Communication Arts at the Takoma Park/Silver Spring Campus, mentoring full- and part-time faculty members; and

WHEREAS, Professor Schwartz played significant roles in planning the Morris and Gwendolyn Cafritz Foundation Arts Center and the Cultural Arts Center, where, as its artistic director, he planned and implemented the Guest Artist Series and supervised operations; and

WHEREAS, He directed and produced theatre events, among them *And They Dance Real Slow in Jackson*, *Kid Purple*, and *Dog Eat Dog*; brought readers' theatre to the campus, inviting noted authors to present their work; identified artistic and theatrical speakers for the campus's *Mondays at 101* series; created the vibrant "Arts Alive" program that brought musical performances to the campus; and produced *Watermark*, a documentary film focused on the sculpture hanging at the entrance to the Cultural Arts Center; and

WHEREAS, Professor Schwartz authored *Enjoying Theatre Arts: Analyzing Theatre, Film and Television*, a textbook used for the Introduction to Film course, as well as *How to Make Your Own Video* and *Making Movies*; and

WHEREAS, He participated in Takoma Park/Silver Spring Campus and College committees and workgroups, including the Collegewide Cable TV Advisory Group and the Humanities and Social Sciences Institute's Coordination Committee; and

WHEREAS, Professor Schwartz was involved extensively with community and regional organizations and coordinated the American Film Institute (AFI)/Montgomery College partnership and the AFI's Professional Training Program; formed artistic partnerships with Spooky Action Theatre, Happenstance Theatre, and Doorway Arts Ensemble; participated in the arts subcommittee of the Silver Spring Chamber of Commerce; played an active role in a committee chaired by Maryland State Senator Ida Ruben, which proposed that Silver Spring be designated a Maryland Arts and Entertainment District; worked on collaborations associated with the Silver Spring Arts and Entertainment District; arranged Round House Theatre program

workshops and performances; and nominated candidates for the Helen Hayes Awards and the Washington Area Professional Theater Awards; and

WHEREAS, Professor Schwartz is esteemed by colleagues and students as a talented, creative educator who presents stimulating classes, engages with students as a fellow arts enthusiast, and enhances aesthetic life on the Takoma Park/Silver Spring Campus; 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 Perry T. Schwartz 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 Perry T. Schwartz 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 Perry T. Schwartz 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 Professor Perry T. Schwartz 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 Professor Perry T. Schwartz.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C vi
October 16, 2017

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Kathryn Woodhouse**

WHEREAS, Professor Kathryn Woodhouse served Montgomery College with dedication and distinction for more than 31 years as a full-time faculty member, and retired from the College as of July 1, 2017; and

WHEREAS, Professor Woodhouse provided guidance and wisdom as chair of the Counseling and Advising Department for four years and as the first counseling chair on the Rockville Campus; and

WHEREAS, She served ably and effectively as a faculty member in the Counseling and Advising Department, teaching First Year Seminar, Seminar for International Students, Study Habits Development, Career Development Dynamics and Application, and Success Group, with some courses taught on the honors level; and

WHEREAS, She served for 10 years as a Montgomery Scholars counselor, and during that time attended and cooked for incoming Montgomery Scholars' Overnight Retreats; and she was an active liaison to the Speech, Dance, and Theater Department; and

WHEREAS, Professor Woodhouse served as career coordinator, developing and implementing the Custom Made Career Program, leading the planning for the College's first Career Development Day/Week/ Month, and participating in the pilot project, "Determining Factors that impact Latina Students' Career Development Decision Making," which she presented at many conferences; and

WHEREAS, She planned and held the College's first five Women's History Month Breakfasts and facilitated a Myers Briggs Type Indicator workshop for an Admissions Office Retreat; and

WHEREAS, She created and delivered numerous workshops, including workshops for the Counseling and Advising Department, scholarship workshops, and stress management workshops, which she coordinated with the Health and Physical Education Department; and

WHEREAS, Professor Woodhouse served on departmental, governance, and College committees and teams, including planning committees for counseling retreats, the Transfer Team, Writing Across the Curriculum Committee, Rockville Faculty Council, Rockville Academic Appeals Committee, Rockville Discipline Appeals Committee, Academic Assembly, Closing the Achievement Gap Committee, and Faculty Issues Committee, which she chaired; and

WHEREAS, She oversaw a "sunshine fund" that provided personal donations to department faculty and staff; and planned and executed showers, social events, and retirement parties for colleagues; and

WHEREAS, She served on the Executive Board of the Montgomery College Chapter, American Association of University Professors (AAUP), including serving as secretary for five years and negotiating team member for a year; and

WHEREAS, She received the Outstanding Faculty Award in 2006 and various awards from the Middle Atlantic Career Counseling Association, including the Ross Narghang Award, Lifetime Member Award, Professional Contributions Award, and Member of the Year Award; and

WHEREAS, She is a National Certified Counselor, a Maryland Certified Professional Counselor, and a member of the American Counseling Association; National Association of Student Personnel Administrators; Middle Atlantic Career Counseling Association, where she presented and was president, vice president, state representative, and historian; Maryland Association for Career Development, where she presented and served on the executive board; National Career Development Association, where she presented; and Metro Area Career/Life Planning Network, where she presented, was a founding member, and served on the executive board; and

WHEREAS, Professor Woodhouse is held in high regard by her colleagues and students as an excellent faculty member, mentor, and advocate for student success who displays a passion for teaching, serves as a resource for new faculty, and demonstrates extensive knowledge in counseling and advising theories and techniques; 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 student affairs and the president of the College recommend this public recognition of Professor Kathryn Woodhouse 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 Kathryn Woodhouse 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 Kathryn Woodhouse 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 Kathryn Woodhouse 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 Kathryn Woodhouse.

MONTGOMERY COLLEGE
Office of Central Facilities

October 16, 2017

MEMORANDUM

To: Dr. DeRionne P. Pollard, President

From: Dr. Janet Wormack, Senior Vice President for Administrative and Fiscal Services
Mr. Marvin Mills, Vice President of Facilities and Security

Subject: Proposed FY19 Biennial Capital Budget Request

The proposed FY19 biennial capital budget request as part of the six-year FY19–24 capital improvements program (CIP) is presented to the Board of Trustees as an information item at the October meeting and will be recommended as an action item at its November meeting. The complete budget document will be distributed to members of the Board at the October meeting.

The following highlights the College's FY19 request:

- The FY19 request, the first year of the biennial capital budget, is made up of 28 projects and totals \$38,152,000. Since FY19 is the first year of the biennial, the College proposes cost increases in several projects, as well as one new project—the collegewide library renovations project.
- The state of Maryland has recognized an increase in construction costs by allowing a three and a half percent escalation factor in FY19, which has resulted in a modest cost increase for all of the College's state assisted projects. The incremental escalation cost is funded 50/50 between the state and the county, which leverages funding from state sources.
- The planning, design, and construction project request is increased to include the FY18 approved increase in the cost of living adjustment (one percent), and the general wage increase (two percent), and an increase for health insurance costs.
- The Rockville Student Services Center furniture and equipment request of \$11,491,000 is requested in FY19.
- The collegewide physical education building renovations project is a FY19 request of \$1,500,000, with no county funds requested as the College will fund this project from the Major Facilities Capital Projects Fund.
- The network operating center project is merged into the network infrastructure support systems project. In addition, the network infrastructure support systems project name will change to network infrastructure and server operations.

Most of the campus-specific projects in the six-year CIP address the significant instructional space deficits that currently exist and projected to grow over the next 10 years. Attached is a summary table of the approved FY18 capital budget, and the pending FY19 and FY20 requests.

The following is a brief summary of all projects.

COLLEGEWIDE PROJECTS

ADA Compliance: College (FY19 - \$50,000; FY20 - \$50,000) – This project provides funding for the College’s compliance with the facilities access requirements of the Americans with Disabilities Act (ADA). Project funding is for accessibility modifications for all College-owned property. The ADA Compliance project is an ongoing level-of-effort undertaking with additional funding to be requested in future years.

Capital Renewal (FY19 - \$2,000,000; FY20 - \$2,000,000) – This project provides funding for the capital renewal and major renovation of aging College facilities for new and changing academic programs and student support operations. The major focus of this project is to support programmatic changes to College facilities and operations by allowing the College to continue an ongoing building modernization effort where state aid is lacking. With this project, the College is able to selectively focus state aid requests on high cost projects utilizing these county funds to support an ongoing renovation effort on each campus. In conjunction with programmatic improvements and modifications, this project will replace aging building systems, such as heating, air conditioning, electrical, plumbing, etc., and update facilities to current building codes and regulations.

Collegewide Library Renovations (FY19 - \$0; FY20 - \$890,000) – This project provides funding for the renovation of the libraries on Montgomery College’s three campuses. An architecture firm has developed conceptual designs for the three campus libraries, and has identified improvements required to support organizational and service changes, and to modernize the libraries. The main library floors will be hubs of academic life at MC: dynamic spaces that will be student-centered, technology and service-driven, and will foster innovation. The upper floors will provide students with comfortable and quiet study spaces and smaller, curated collections to support their academic and career goals.

Collegewide Physical Education Renovations (FY19 - \$1,500,000; FY20 - \$0) – This project provides funding for the renovation of physical education buildings on the College’s three campuses, and funding for turf at the Rockville Campus to support the athletic program. Funding for this project is from the major facilities capital projects fund. The College completed a facilities condition assessment of these buildings in December 2013 that evaluated all building systems and related equipment and identified major repair and/or replacement requirements. All three of these buildings are experiencing a progressive deterioration of building systems and major pieces of building equipment.

Elevator Modernization: College (FY19 - \$1,000,000; FY20 - \$200,000) – This project funds the modernization of existing elevators and installation of new elevators, where appropriate, on all

three campuses. This project has enabled the College to implement a proactive systematic repair/replacement program for its aging elevators.

Energy Conservation: College (FY19 - \$125,000; FY20 - \$125,000) – Project funding is for planning and design costs, ongoing lighting retrofits, photovoltaic system retrofits, HVAC control modifications, energy conservation/utility planning studies, and similar work. This is an ongoing level-of-effort undertaking with additional funding to be requested in future years. This project also funds one staff position.

Facility Planning: College (FY19 - \$270,000; FY20 - \$270,000) – This project provides funding for facility planning and programming, feasibility studies, preliminary design efforts, and cost estimates for selected new facilities and renovations. The project serves as a transition to submitting a stand-alone funding request in the capital budget. This project is a phased undertaking with additional funding to be requested in future years.

Instructional Furniture and Equipment: College (FY19 - \$270,000; FY20 - \$270,000) – This project provides funding for new and replacement instructional furniture and equipment (for example, autoclaves and microscopes) that are in poor condition or that should be replaced to improve functionality. This project will also fund additional seating and furniture to meet the requirements of our student population. This project supports the replacement of furniture and equipment in classroom, laboratory, and student-support settings.

Planned Life-Cycle Asset Replacement (PLAR): College (FY19 - \$4,000,000; FY20 - \$4,000,000) – This project provides funding for the College’s annual program of deferred maintenance work and major building systems replacements, including major mechanical/electrical equipment and life safety systems (fire alarms, emergency lighting, etc.) replacements. The PLAR project is a phased undertaking with additional funding to be requested in future years.

Planning, Design, and Construction (FY19 - \$1,796,000; FY20 - \$1,796,000) – This project provides salaries and benefits for 16 positions that plan, design, manage, and implement the projects in the College’s capital improvements program. Additional funding is requested for salary improvements totaling three percent, which was approved within the FY18 operating budget, and an increase for the cost of health insurance.

Roof Replacement: College (FY19 - \$750,000; FY20 - \$500,000) – This project provides funding for collegewide roof replacements as identified by a systematic four-year survey cycle. The next roofing survey has begun, and is to be completed in the fall. The completed survey will provide the College with the next sequence of roof replacements.

Site Improvements: College (FY19 - \$700,000; FY20 - \$700,000) – This project funds the repair, maintenance, and improvement of the College’s site infrastructure, including roadways, parking lots, walkways, signage, site lighting, site communications, storm water management facilities, and outdoor athletic facilities. This is a phased undertaking with additional funding to be requested in future years.

INFORMATION TECHNOLOGY PROJECTS

Information Technology: College (FY19 - \$8,500,000; FY20 - \$8,500,000) – This biennial request is based on the equipment replacement requirements identified in the Information Technology Master Plan. This project also funds the installation/construction of cabling systems, network distribution locations, and related space requirements that support the broad information technology needs of the College. The Information Technology project is a phased undertaking with additional funding to be requested in future years. This project also funds four staff positions.

Network Infrastructure and Server Operations: College (Formerly Network Infrastructure and Support Systems: College) (FY19 - \$3,800,000; FY20 - \$3,800,000) – This project supports the ongoing installation and maintenance of the information technology (IT) network infrastructure throughout all Montgomery College facilities, as well as on-premise server operations for applications not suitable for cloud computing. The network-related infrastructure includes cable distribution systems (conduit, fiber optics, wiring); equipment such as routers, switches, wireless access points, firewalls, intrusion detection and prevention devices; network management systems, specialized technology tools, monitoring systems, and diagnostic equipment; and remote access technologies. Also included are telephone systems, emergency notification systems, building management systems, and video security systems. The scope of the project includes the associated electrical, environmental, and backup systems needed to ensure the reliable operation of all equipment. On-premise server operations are supported through the maintenance of a primary data center on the Takoma Park/Silver Spring (TP/SS) campus, and a backup data center on the Rockville campus. Associated with the TP/SS data center is the College's Network Operating Center (NOC), where staff maintain server and network equipment and provide 24/7 monitoring of all College IT systems and services to ensure proper functioning and performance. This includes instructional and administrative applications and all network and Internet-related services used in support of both credit and non-credit programs. The network operating center project is to be merged with network infrastructure and server operations project with additional funding to be requested within this project beginning in FY19. This project also funds six staff positions, which includes two positions transferred from the network operating center project.

Network Operating Center (FY19 - \$0; FY20 - \$0) – This project supported the establishment and equipping of a collegewide network operating center (NOC) on the Takoma Park/Silver Spring Campus and parallel support facilities throughout the College, as well as provided for asset replacement in the various centers. The network operating center project is to be merged into the network infrastructure and server operations project with additional funding to be requested within this project beginning in FY19. This project also funds two staff positions in FY18, but beginning in FY19 the two staff positions will be added to the network infrastructure and server operations project.

Student Learning Support Systems (FY19 - \$1,400,000; FY20 - \$1,400,000) – This project includes the installation, upgrading, and replacement of student tracking, disability support services, student email, e-portfolio, resume software, and other applications used by students and faculty. This request includes funding for both hardware and software and is supported by the

Information Technology Strategic Plan. This project is a phased undertaking with additional funding to be requested in future years. This project also funds four staff positions.

GERMANTOWN CAMPUS PROJECTS

Germantown Bioscience Education Center (FY19 - \$0; FY20 - \$0) – This project funded the construction for a new biotechnology and science building to meet campus space needs and provide up-to-date biotechnology and science laboratories in a modern facility that complies with current requirements. This building opened in 2014, and will be pending close out in FY19.

Germantown Observation Drive Reconstruction (FY19 - \$0; FY20 - \$0) – This project funds the design and reconstruction of the existing main entrance road (Observation Drive) from MD-118 into the campus, as well as campus signage.

Germantown Science and Applied Studies Phase 1 - Renovation and Addition (FY19 - \$0; FY20 - \$0) – In accordance with the College's Facilities Master Plan, and the building educational space specifications, the new Physics, Engineering & Mathematics (PEM) Center will be located within the current Science & Applied Studies (SA) Building, which will be renovated and expanded with a new addition. Most of the building's existing programmatic functions on the second floor (chemistry and biology labs and related faculty offices) were relocated to the Bioscience Education Center. The existing space will be renovated for the Physical Science, Engineering, and Landscape Technologies Department and the Math Department, as well as the Math Accounting Physics Engineering Learning (MAPEL) Center.

Germantown Student Services Center (FY19 - \$0; FY20 - \$0) – Programming for this building will begin in 2019. This project funds the design of a new student services center (95,000 gross square feet) to support both academic and student services as outlined in the Germantown Campus Facilities Master Plan, 2013–2023 (February 2016). This project will consolidate student support functions and resources, as well as student activities, which have traditionally been spread throughout the campus. It will relocate the Office of Admissions, Registration, and Records as well as the Offices of Student Development and Student Life from the Science and Applied Studies Building and create substantially more space for student interaction to support a growing campus. In addition, the building will house a cafeteria and bookstore.

ROCKVILLE CAMPUS PROJECTS

Computer Science Alterations (FY19 - \$0; FY20 - \$0) – This project provides design and construction funding for the renovation of the upper floor of the Computer Science Building to create new classrooms, a campus IT operations/telecommunications center, and offices. This project will be closed out in FY19.

Macklin Tower Alterations (FY19 - \$0; FY20 - \$0) – This project provides funding for major building infrastructure improvements to Macklin Tower including replacement of major mechanical, electrical, and plumbing systems and equipment; upgrade/replacement of life safety systems (fire alarm, emergency generator and sprinkler systems); upgrade/replacement of building elevators; and building access upgrades. The last two areas of the building to be

renovated include the lower level housing the College's cable television operations, other instructional resources, and the campus library in the north wing of the building.

Rockville Parking Garage (FY19 - \$0; FY20 - \$0) – This project provides funding for the construction of a 920-space parking garage on the north side of the Rockville Campus. The College issued revenue bonds to finance 50 percent of the construction costs for this facility. This parking garage opened for spring 2017 classes.

Rockville Student Services Center (FY19 - \$11,491,000; FY20 - \$0) – This project funds the construction of a new Student Services Center (approximately 128,000 gross square feet) to bring together student and administrative services to support the concept of “one-stop” services for students. Specifically, it will include the following functions and activities: admissions and registration, financial aid, cashier, dean of student development, career transfer center, assessment, counseling, disabled student services, and the TRIO program plus support services such as a training facility, storage, resource library, and waiting areas. In addition, this building will house the campus's Office of Safety and Security. The project includes funding for a new central utility plant to be located in the Student Services Center and extensive road and site improvements related to the building.

Science East Building Renovation (FY19 - \$0; FY20 - \$0) – This project funded the renovation of the Science East Building, which houses general purpose classrooms and the mathematics department. This building opened for spring 2014 classes.

Science West Building Renovation (FY19 - \$0; FY20 - \$0) – This project funds the renovation of the Rockville Science West Building, which will house the Math/Science Learning Center, general purpose classrooms, and a dean's office suite. The building renovation will include the addition of a third floor and general building improvements, heating, ventilating and air-conditioning and electrical systems replacement and related energy conservation measures, building access improvements, and asbestos removal. This building opened for spring 2017 classes.

TAKOMA PARK/SILVER SPRING CAMPUS PROJECTS

Takoma Park/Silver Math and Science Center (FY19 - \$0; FY20 - \$70,900,000) – This project provides funding for the design and construction of a new academic building (134,600 gross square feet) supporting the biology, chemistry, physical sciences, and mathematics programs, as described in the Takoma Park/Silver Spring Campus Facilities Master Plan, 2013–2023.

Please let me know if you have any questions or concerns.

cc: Dr. Monica Brown, Senior Vice President for Student Affairs
Dr. Stephen Cain, Chief of Staff/Chief Strategy Officer
Dr. Sanjay Rai, Senior Vice President for Academic Affairs
Mr. Dave Sears, Senior Vice President for Advancement and Community Engagement

Attachment: Proposed FY19 Biennial Capital Budget Request
Rev.091317



Middle States Commission on Higher Education

3624 Market Street, Philadelphia, PA 19104-2680

Phone: 267-284-5000 Fax: 215-662-5501 www.msche.org

Verification of Compliance with Accreditation-Relevant Federal Regulations Montgomery College, Rockville, Maryland

The Middle States Commission on Higher Education, as a federally recognized accreditor, is obligated to ensure that its candidate and member institutions comply with the accreditation-relevant federal regulations developed by the U.S. Department of Education in the Higher Education Opportunity Act of 2008. Further, the Commission is required to review candidate and member institutions' continued compliance with Title IV program responsibilities. Commission policy regarding federal compliance requirements for institutions was revised and enacted in January 2013, indicating that institutions must meet these federal regulations to be accredited by the Commission.

In response to this, it is assumed that the institution will provide documentation of policies and procedures that are (1) in writing, (2) approved and administered through applicable institutional processes, and (3) published and accessible to those affected.

In the event that one or more of these regulations do not apply to an institution, that institution shall indicate that fact in the compliance document. Otherwise, all accredited and candidate institutions must respond with regard to each of the areas.

These areas will be reviewed as part of the accreditation process, especially as they relate to the MSCHE Standards and applicable Requirements of Affiliation. Failure to comply with the areas of verification listed above will result in follow-up.

Reports must be filed in the Commission office according to the dates below:

<i>Self-Study Visit falls between. . .</i>	<i>Report on federal compliance is due no later than. . .</i>	<i>Reviewer's Report is due. . .</i>
September – January	July 1	August 15
February – March	December 1	January 15
April – May	January 15	March 1
<i>PRR review begins . . .</i>	<i>Report on federal compliance is due no later than. . .</i>	<i>Reviewer's Report is due. . .</i>
June 1	June 1	August 1

Please note that as additional guidance is received from the U.S. Department of Education, these guidelines may be modified without prior notice.

Institution: Montgomery College

Report completed by: Vicki Duggan, Chief Compliance, Risk, and Ethics Officer

Date: December 1, 2017

1. Student Identity Verification in Distance and Correspondence Education

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
1. Policies and procedures used to ensure student identity verification in distance or correspondence education courses.	<p>Identity information originates from Banner and is shipped to MyMC (College portal) and Blackboard (College Learning Management System) in real time. Identity information only includes the user's firstname, lastname, mymc id, m# (identity number) but does not include passwords.</p> <p>In other systems that are Blackboard building block based, the identities are transferred between Blackboard and those systems (Not via MyMC). Again, this identity information does not include password to these other systems (such as Examity).</p> <p>Authentication of users happens on MyMC where user identities are verified using MyMC Id and Password method. Once a user has been properly authenticated to MyMC, external systems; such as Blackboard, are also authenticated with MyMC in a trust relationship, called Single Sign On. This Single Sign On technology is based on a technology called CAS, Central Authentication Systems (CAS).</p> <p>The College's Acceptable Use of Information Technology Policy (AUP) and Procedure, #66001, states that users are expected to "Provide reasonable security to one's passwords and respect the privacy and security of others' passwords." The AUP applies to all employees, students and contractors. http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/66001 Acceptable Use of Information Technology/</p> <p>The Student Code of Conduct Policy and Procedure, #42001, states that the policy and associated procedures apply to all students including registered in online courses and/or programs. Section VIII of the Student Code of Conduct states that all forms of academic dishonesty are prohibited and specifically states the prohibition of the following:</p> <ul style="list-style-type: none">• Submitting materials that are not the student's own• Taking examinations in the place of another student, including assessment tests• Assisting others in committing academic dishonesty <p>The Student Code of Conduct also prohibits the misuse of computing resources in general but specifically prohibits, among other misuses, "sharing your password or attempting to use another's password or establish a false identity".</p>

	<p>http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/42001 Student Code of Conduct/</p> <p>The Student Cumulative Records Policy, #41003 addresses the confidentiality of student records.</p> <p>http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/41003 Student Cumulative Records/</p>
<p>2. Procedure(s) regarding the protection of privacy for students enrolled in distance and correspondence courses or programs.</p>	<p>MC has a very robust FERPA page which includes links to</p> <ol style="list-style-type: none"> 1. Asking questions of a college official who handles FERPA, 2. Student info link (very rich, very detailed, with many FAQs), 3. Parent’s page, also rich, 4. Employees page (very detailed) and 5. a link to the Annual Notification (a PDF document). See http://cms.montgomerycollege.edu/edu/Department2.aspx?id=20084 <p>The Office of Compliance, Risk and Ethics teamed up with the FERPA office to produce a FERPA informational video for students: https://www.youtube.com/watch?v= 8kWaXo1pgl</p> <p>Newly-hired employees in the areas of Academic Affairs and Student Affairs are required to take online FERPA training within 12 months of their hire date.</p> <p>Process for resetting student passwords is done by students visiting the Account Management Services page on the MC site. See: https://idm.montgomerycollege.edu/accountClaiming/home</p>
<p>3. Procedure(s) for notifying students about any projected additional charges associated with student identity verification. Provide URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.</p>	<p>Montgomery College does not charge any additional fees associated with student identity verification, including the proctored examination.</p>

2. Transfer of Credit Policies and Articulation Agreements

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (including all modes of delivery, if applicable). Include public disclosure (URL, catalog, or other public locations for information) of policy.</p>	<p>Policies and procedures for making decisions about the transfer of credits earned at other institutions are listed in the Academic Regulations (AR):</p> <p>http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/53001 Academic Regulations and Standards/</p> <p>9.20 Evaluation and Acceptance of Credit</p> <p>9.211 Work at Other Institutions</p> <p>Credits earned at other institutions are accepted for advanced standing, subject to the conditions of AR 9.212, AR 9.213, AR 9.215, and AR 9.218.</p> <p>9.212 Credit for Work at and Requirements Waived by Other Institutions</p> <p>A. Credit earned at any institution shall be transferable as long as that credit was designed specifically for a college program, and provided its acceptance is consistent with the policies governing Montgomery College students following the same program. Transfer of credits shall be evaluated on a course-by-course basis. Credits earned with a "D" shall be accepted provided the student has earned a cumulative grade point average equivalent to at least a "C" from the sending institution(s) and such "D" courses fit into the curriculum pursued at Montgomery College as set forth in the Assessment and Appropriate Course Placement Policy and Procedure, #58002CP.</p> <p>B. If students are granted a waiver of a course by virtue of their proficiency in the area, the waiver will be honored. A waiver is the exclusion of any course from a given graduation requirement but is not a reduction in the number of credits required for graduation.</p> <p>9.213 Non-Equivalent Courses</p> <p>Course content must be equivalent to the corresponding course offered at Montgomery College. At the discretion of the College Registrar a maximum of nine semester hours of credit may be granted for non-equivalent courses.</p>

9.214 General Education Credit for Work at Institutions Outside the University of Maryland System

- A. Credit earned for courses taken at institutions outside the University of Maryland System shall be transferable as meeting general education requirements if the courses are equivalent to courses in the Montgomery College General Education program.
- B. Credit earned in non-equivalent courses at institutions outside the University of Maryland System may be applied toward general education requirements up to a maximum of three courses if:
 - 1. The credit is accepted by the College Registrar or designee, in accordance with Regulation 9.213;
 - 2. The credit satisfies the sending institution's general education requirements; and
 - 3. Senior Vice President for Academic Affairs determines that the transfer credit meets the criteria for courses in the General Education program.

9.215 Distance Education/Correspondence Courses

On receipt of an official transcript from an accredited institution, advanced standing credit may be awarded for course credit earned through the completion of distance education/correspondence courses.

9.216 Grade Point Averages

Grades for courses transferred to Montgomery College as provided for in AR 9.211, AR 9.212, AR 9.213, and AR 9.215 are not included in determining quality point averages. See AR 9.463.

9.217 Credit by Internal Evaluation of Competencies

- A. Any formally admitted student is eligible to request credit by examination for courses designated as offering this option in the catalog. Students must have met the prerequisite(s) for the course for which they wish to earn credit by internal evaluation of competencies. Student requests must have the approval of a designated discipline instructor and be confirmed by the instructional dean or designee. The approval or denial of such requests by these individuals is final.

- B. No student will be eligible to earn credit by internal evaluation of competencies for any course that has been attempted within the last five years at Montgomery College or at any other college.
- C. In disciplines/units offering credit by examination, students may receive credit under this regulation by earning a passing grade on the examination attempted.
 - 1. The grade of "P" will be used to indicate that the student has passed the examination with a grade of "C" or higher. The grade of "U" will be used to indicate that the student did not pass the examination.
 - 2. Neither "P" nor "U" will be factored into the quality point average.
- D. A record of the credit-by-exam attempt is recorded on the student's transcript.

9.218 Maximum Credit Earned In lieu of Direct Instruction at Montgomery College

- A. The maximum credit earned through sources other than Montgomery College coursework that can be applied to the award of a Montgomery College associate degree or certificate is 45 credit hours for an associate degree or 70 percent of the credit hours required for a certificate. Examples of credit earned through sources other than Montgomery College coursework are national testing service examinations, internal evaluations of competencies (credit by exam), portfolio assessment, and transfer from other institutions.
 - 1. The maximum credit that may be transferred in from other institutions is 45 credits for an associate degree or 70 percent of the credit hours required for a certificate.
 - 2. The maximum combined credit earned by means of assessment such as national testing service examinations, internal evaluations of competencies, and portfolio assessment cannot exceed 30 credit hours for an associate degree or 50 percent of the credit hours required for a certificate.
 - a. The maximum credits from national testing services (CLEP or AP) cannot exceed 30 credit hours for an associate's degree or 50 percent of the credit hours required for a certificate.

b. The maximum credits from credit by exam or portfolio assessment cannot exceed 15 credit hours for an associate degree or 25 percent of the number of credits required for a certificate.

B. Montgomery College students who choose to take courses at other institutions should obtain prior approval from the designated counselor or faculty advisor and the College Registrar in order to be assured of receiving Montgomery College credit. Without prior approval, there is no obligation on the part of the College to accept such transfer credits. For other degree requirements, see AR 9.30.

C. Students may transfer in credits earned before, during, or after their attendance at Montgomery College to satisfy requirements for an associate's degree or certificate, subject to the terms and conditions in parts A and B of this regulation.

9.29 Credits Granted for Work Done While in the Armed Services

9.291 Applicable Conditions

Students who have served in the U.S. Armed Forces will be granted college credits under the conditions specified in Regulations 9.292, 9.294 and 9.295.

9.292 Basic Guide

All evaluations of credits shall be made on the basis of recommendations issued by the American Council on Education in its "Guide to the Evaluation of Educational Experiences in the Armed Services."

9.294 Distance Education/Correspondence Courses

Credit may be granted for distance education/correspondence courses taken under the U.S. Armed Forces Institute only when they are completed, with final examination, before the student enrolls at Montgomery College.

9.295 Maximum Credit

There is no limit to the number of credits that can be awarded for U.S. Armed Forces Institute courses and service training courses.

<http://cms.montgomerycollege.edu/edu/departments.aspx?id=15595>

	<p>List of colleges with articulation agreements with Montgomery College: http://cms.montgomerycollege.edu/EDU/department4sub1.aspx?id=96337</p> <p>Transfer Planning main page: http://cms.montgomerycollege.edu/Transfer/</p> <p>College Catalog: http://catalog.montgomerycollege.edu/ Specific sections on transfer include Services for Students, Appendix D – MHEC Transfer Policies, Admissions and Registration.</p> <p>HEOA/Student Consumer Information: http://cms.montgomerycollege.edu/edu/department.aspx?id=21078</p>
<p>2. URL and other publication locations, if applicable, of institutions with which the institution has established an articulation agreement.</p>	<p>List of colleges with articulation agreements with Montgomery College: http://cms.montgomerycollege.edu/EDU/department4sub1.aspx?id=96337</p>

3. Title IV Program Responsibilities

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>								
<p>1. Student loan default rates for the most recent three years. If applicable, submit reports on compliance from the U.S. Department of Education in regard to the cohort default rate, including any default reduction plans.</p>	<p>The student loan default rates for the most recent three years assessed by the United States Department of Education are listed below:</p> <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>Cohort Default Rate as calculated by DOE</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>11.7 (see appendix #1 for notification letter)</td> </tr> <tr> <td>2013</td> <td>9.5 (see appendix #2 for notification letter)</td> </tr> <tr> <td>2012</td> <td>9.9 (see appendix #3 for notification letter)</td> </tr> </tbody> </table> <p>Link to United States Department of Education Default Rates for Montgomery College: https://nslds.ed.gov/nslds/nslds_SA/defaultmanagement/cohort_detail_3yr.cfm?sno=0&ope_id=006911</p> <p>The Office of Business Services oversees the annual A-133 audits which are completed by our external auditor, Clifton Larson Allen LLP. In the most recent three years, Montgomery College was found to have “significant deficiencies in internal control over compliance, noncompliance” as outlined below:</p> <p><u>2016 Report</u> (see appendix #4)</p> <p>Finding# 2016-002 – National Student Loan Data System (NSLDS) Error Reporting</p> <p>Type of Finding: Significant Deficiency in Internal Control over Compliance, Noncompliance Repeat of finding #2015-002</p> <p>Condition: NSLDS rosters yielded error records that were not corrected and resubmitted within the required 10 days.</p> <p>Actions Planned in Response to Finding: The Director of Enrollment Services and College Registrar will use the new reporting features of NSLDS (SCHER 5 report) to monitor and compare the errors to those that appear on the error report that is generated and downloaded from NSLDS. Confirmation of error corrections will be sent each month to the financial aid office and will be produced for viewing upon request.</p>	Fiscal Year	Cohort Default Rate as calculated by DOE	2014	11.7 (see appendix #1 for notification letter)	2013	9.5 (see appendix #2 for notification letter)	2012	9.9 (see appendix #3 for notification letter)
Fiscal Year	Cohort Default Rate as calculated by DOE								
2014	11.7 (see appendix #1 for notification letter)								
2013	9.5 (see appendix #2 for notification letter)								
2012	9.9 (see appendix #3 for notification letter)								

Finding# 2016-003 – NSLDS Enrollment Reporting

Type of Finding: Significant Deficiency in Internal Control over Compliance, Noncompliance

Condition: The College did not report the enrollment status of certain students to NSLDS in a timely manner.

Actions Planned in Response to Finding: Instead of using the PDF document on the computer and scrolling through the document to find highlighted students, the document will be printed and the students will be physically checked off as their status is updated in NSLDS. A checks and balances system will also be implemented so a second review will be done to ensure that the updates officially appear in NSLDS.

2015 Report (see appendix #5)

Finding# 2015-002 – Enrollment Reporting to NSLDS

Type of Finding: Significant Deficiency in Internal Control over Compliance, Noncompliance

Condition: NSLDS rosters yielded error records that were not corrected and resubmitted within the required 10 days.

Actions Planned in Response to Finding: On a monthly basis, both SCHER and National Student Clearinghouse (NSC) error reports will be drawn down and compared. Montgomery College will correct the errors manually through the NSLDS if they were not already corrected by NSC. Montgomery College will investigate the feasibility of reporting directly to NSLDS instead of contracting with NSC for federal reporting.

2014 Report (see appendix #6)

Finding# 2014-001 – Enrollment Reporting (Loan Programs)

Type of Finding: Significant Deficiency in Internal Control over Compliance, Noncompliance

Condition: The College incorrectly reported the enrollment status of a student receiving loan funds to NSLDS.

Actions Planned in Response to Finding: The financial aid office currently reviews student grades for a semester when they are available, within one month of the end of a semester. Financial aid recipients who fail all classes in a semester and stopped attending the College have their semester aid prorated and returned to the federal government within federal timeframes. The office will ensure that the last day of attendance for students is also reported to the federal NSLDS accurately and within reporting timelines and that error codes generated in the federal reporting are resolved expeditiously.

Finding# 2014-002 – Escheatment of Title IV Funds

Type of Finding: Significant Deficiency in Internal Control over Compliance, Noncompliance

Condition: The College is not ensuring that Title IV funds disbursed by check directly to students or parents are returned to the secretary, lender, or guaranty agency within 240 days if the check is not cashed.

Actions Planned in Response to Finding: Management concurs with the internal control recommendation and is changing the period of time allowed before voiding a check. The current timeline with the bank is six months and will be changed to three months to ensure meeting the 240-day requirement for returning monies. This change will provide additional time to identify and contact the students and return the aid to the secretary, lender or guaranty agency. The process of identifying and notifying the students to whom the check was issued to is also being automated to further reduce the time it takes to ensure a timely return of the monies to the appropriate party.

<p>2. Three most recent years of composite ratios (private and proprietary institutions only).</p>	<p>Not applicable. Montgomery College is neither a private nor a proprietary institution.</p> <p>Please see appendix #7 for the Certification from Maryland Higher Education Commission.</p>
<p>3. Date of most recent Title IV program review.</p>	<p>May 6, 2015</p>
<p>4. Relevant correspondence from the U.S. Department of Education, such as program reviews and any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV, including institutional responses, if applicable</p>	<p>List of relevant correspondence from the U.S. Department of Education:</p> <p>Program review letter from U.S. Department of Education dated August 8, 2014 (see appendix #8).</p> <ul style="list-style-type: none"> ▪ Institutional responses to program review letter (above) dated Aug 25, 2014 (see appendix #9). ▪ Final Program Review Determination letter from U.S. Department of Education dated February 9, 2015 (see appendix #10). <p>The Approval Letter from Department of Education for Financial Aid Program Participation (see appendix #11).</p> <p>Program Participation Agreement (see appendix #12).</p> <p>Final Program Review Determination re: Clery Act Compliance dated August 3, 2015 (see appendix #13).</p> <p>Final Audit Determination Letter from Department of Education concerning FY14 Audit dated May 6, 2015 (see appendix #14)</p>

4. Institutional Records of Student Complaints

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policy and methods used in handling and tracking student grievances and complaints. Include public disclosure(s) of the policy/policies for student grievances and complaints (URLs, catalog, handbook, or other public location of this information).</p>	<p>A list of the policy/policies used in reporting, handling and tracking process of student grievances and complaints are listed on the Student Complaint website: http://cms.montgomerycollege.edu/edu/departments.aspx?id=95349</p> <p>All policies and procedures are regularly reviewed and updated by the President Executive Council. http://cms.montgomerycollege.edu/pnp/</p> <p>Information related to student complaint or appeal is also available on departmental student handbook, Student Code of Conduct, Student Insider Guide.</p> <p>College Catalog: http://catalog.montgomerycollege.edu/</p>
<p>2. Procedures for making modifications and improvements to the institution as a result of information obtained in handling student complaints.</p>	<p>Montgomery College has institutionalized several self-improvement procedures such as those listed below, that incorporate information obtained via student complaints:</p> <ol style="list-style-type: none"> 1. Internal departmental administrative procedures. Each department follows its established process and timeline to resolve any student complaints. Academic Affairs Division: http://cms.montgomerycollege.edu/svpa/academic-affairs-division/ Student Affairs Division: http://cms.montgomerycollege.edu/StudentAffairs/ 2. Student Appeal process Academic Regulations, page 25. 3. Faculty evaluation process 4. Academic Division Review http://cms.montgomerycollege.edu/car/aar/ 5. Administrative Division Review http://cms.montgomerycollege.edu/car/adar/ 6. Policy and Procedure review process http://cms.montgomerycollege.edu/pnp/ 7. Semi-annual departmental reporting and review process on student complaints.

	<p>College divisions compile and submit a report consisting of aggregate information including the type of complaints and their respective volume to the President’s Office for review. Any resolutions and institutional improvements as a result of trends detected will also be reported. Operational procedures are assessed regularly according to the individual department review cycles as well as the internal audit cycle.</p>
--	--

5. Required Information for Students and the Public

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting required disclosures as required by Student Right to Know, as well as polices on SAP, withdrawal, leave of absence, and attendance.</p>	<p>Student Consumer Information - Higher Education Opportunity Act (HEOA) : http://cms.montgomerycollege.edu/heoa/</p> <p>Montgomery College Catalog: http://catalog.montgomerycollege.edu/</p> <p>Satisfactory Academic Progress (SAP): http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=93431</p> <p>Refund Policy and Requirements for Withdrawal (Treatment of Title IV funds): http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=93432</p> <p>Tuition, Fees and Refunds: http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/45001 Tuition, Fees, and Refunds/</p> <p>Academic Regulations – Withdrawal (Section 9.64): http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/53001 Academic Regulations and Standards/</p> <p>Montgomery College has a student involuntary medical leave procedure embedded inside the policy and procedure called Campus Behavioral Intervention Teams. See link below: http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/42002 Campus Behavioral Intervention Teams/</p> <p>Academic Regulations – Attendance (Section 9.82): http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/53001 Academic Regulations and Standards/</p> <p>Admission to Montgomery College, Policy 41001: http://cms.montgomerycollege.edu/WorkArea/DAsset.aspx?id=35938</p> <p>Study Abroad Programs: http://cms.montgomerycollege.edu/EDU/Department.aspx?id=51790</p>

<p>2. Methods used to collect and review information on student outcomes and licensure pass rates.</p>	<p>Montgomery College institutes several processes and initiatives to collect and review the information:</p> <ul style="list-style-type: none"> • Student Learning Outcomes assessment is the process of collecting evidence that indicates whether services, activities, or experiences it offers are having the desired impact on our students. The Assessment of Student Learning Outcomes consists of three stages: Planning (identify and define the most important goals for students to achieve as a result of participating in an academic experience(s); Assessment (evaluate how students are actually achieving those goals by collecting and analyzing data); and Closing the Loop (using the results to improve the academic experience). http://cms.montgomerycollege.edu/EDU/Department.aspx?id=5534 Student Learning Outcomes Assessment Handbook: http://cms.montgomerycollege.edu/uploadedFiles/EDU/Departments - Academic/Outcomes_Assessment/sloa_handbook.pdf • College Area Review (CAR) is a comprehensive self-evaluative process for all academic areas and administrative units. The overarching goal of CAR is to provide critical collegewide information for strategic planning, assist in establishing priorities for resource allocation, and measure overall institutional effectiveness. Academic Program Review: http://cms.montgomerycollege.edu/car/aar/ Administrative Unit Review: http://cms.montgomerycollege.edu/car/adar/ • Maryland Higher Education Commission (MHEC) annual reports, such as the Data Book, and PAR (annual Performance Accountability Report). http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=63173 • Student Consumer Information (HEOA) - Student Retention information website: http://cms.montgomerycollege.edu/EDU/Department.aspx?id=43717
--	---

- Montgomery College Policy and Procedure, # 51001: Philosophy, Purposes, and Program Commitments: http://cms.montgomerycollege.edu/EDU/Verified_Policies_and_Procedures/PDF_Versions/51001_Philosophy,_Purpose,_and_Program_Commitments/

External Information about Montgomery College’s Student Outcomes

- Maryland Association of Community Colleges (MACC) 2016 Data Book: <http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=79411>
- 2015 IPEDS Data Feedback: <http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=63174>

Licensure Pass Rates

Montgomery College offers health science programs that require licensure/certification exams for the workforce: radiologic technology, physical therapist assistant, and nursing. These programs (see chart below) educate and prepare program graduates with the necessary skill set for the workforce in related health areas. As such, pass rates of graduates on the licensure exams on the first try is a measure of success in the health programs. Licensure pass rates for radiologic technology (94 percent to 100 percent) and physical therapy (93 percent to 100 percent) graduates have been consistently high. Factors that have contributed to the success in these areas include learning support from faculty, staffing open lab hours, providing online learning materials via Blackboard, administering practice board exams during the final semester of the program and detailed study plans to increase success on the National Board Exam. The benchmarks that are established for these two areas are set at a sustainable level. For Radiologic Technology, 100 percent of those graduates searching actively for employment were employed inside of one year of graduation. In the Physical Therapist Assistant (PTA) program, 100 percent of the graduates are able to find jobs within six (6) months of passing the board examination, National Physical Therapy Exam.

PTA faculty, however, are concerned that the attrition rate in the first year of the program has been approaching 50 percent. Faculty are providing more assertive academic advising with earlier interventions into student behaviors which are not consistent with academic success. In addition, faculty are exploring ways to improve instruction, class scheduling, and admissions selection. The goal is to consistently graduate 60 percent or higher of all students in the cohort.

Of concern, is the decrease in the pass rate for nursing graduates in each of the past three years. In FY15, the pass rate dropped nearly 10 percentage points (74.9 percent in FY15 compared to 84.4 percent in FY14). The pass rate at the national level remained stable (82.5 to 82.6 percent), while the scores for Maryland community colleges dropped slightly (82.1 to 81.7 percent) in the same time period. This decrease in the pass rates is attributed to the change to the NCLEX test plan that took place in April 2013. While nursing faculty revised the nursing curriculum beginning fall 2013 to reflect the changes in the NCLEX test plan, and the nursing curriculum has been updated to meet the content needs for clinical competencies and licensure requirements, FY15 graduates matriculated through the old curriculum. In addition to curriculum revisions, multiple other initiatives have been put in place (i.e., revision of re-admission policy, early detection system, three-day NCLEX RN review) to enhance performance on the exam, so an increase in the pass rate is anticipated in the near future. The benchmark for nursing has been set at a sustainable level.

Throughout the nursing program, each semester students complete NCLEX preparation examinations: "CoursePoint" and "PassPoint". These software programs offer students with computerized tests to simulate and prepare for NCLEX-RN Licensure. Nursing students complete the National League for Nursing "NCLEX Predictor Exam" at the end of their fourth semester in the program as a predictor of success on the NCLEX-RN Exam. Practicing on the predictor exam during their fourth semester helps students achieve passing scores on the NCLEX-RN Exam. There was a slight increase on NCLEX-RN passing scores.

To further improve the pass rates, the nursing program provides a three-day NCLEX-RN review for all nursing students in the final semester. The review process/ services has not met the needs of our graduating students. During the spring 2016 semester, four companies offered presentations and the program began the utilization of a new product (ATI) for the NCLEX-RN review in December 2016 to have additional resources to support students NCLEX-RN preparation.

	FY 2014	FY 2015	FY 2016	Benchmark FY 2020
Licensure/certification examination pass rates				
a. Radiologic Technology	94%	100%	100%	90.0%
Number of Candidates	18	17	18	
b. Nursing	85%	74.9%	76 %	88.0%
Number of Candidates	129	171	143	
c. Physical Therapy	100%	100%	100%	80.0%
Number of Candidates	12	17	13	

Montgomery College holds accreditation from the state of Maryland and numerous academic and professional organizations. Below is information about specific accredited programs along with information about licensure pass rates and student outcomes.

- Diagnostic Medical Sonography – Commission on Accreditation of Allied Health Education Programs:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=79366>
- Polysomnography Program – Board of Registered Polysomnographic Technologists :
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=86662>
- Surgical Technology - Commission on Accreditation of Allied Health Education Programs:
<http://cms.montgomerycollege.edu/surgical-technology/>
- Health Information Management – Commission on Accreditation for Health Informatics and Information Management Education:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=7320>
- Nursing – National League for Nursing Accrediting Commission:
<http://mbon.maryland.gov/Pages/education-nclex-stats.aspx>
- Radiologic Technology – Joint Review Committee on Education in Radiologic Technology:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=11038>
- Physical Therapy – American Physical Therapy Association:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=42560>

<p>3. Documents and URLs for advertising and recruitment materials that are available to current and prospective students that show the accreditation status with the Commission and any other U.S. Department of Education approved agencies.</p>	<p>Montgomery College Catalog: http://catalog.montgomerycollege.edu/</p> <p>Montgomery College Middle States Accreditation website: www.montgomerycollege.edu/msss. This website provides information to current and prospective students about our current and past accreditation processes. The link below includes the statement of accreditation status.</p> <p>Montgomery College Middle States Accreditation – Statement of Accreditation Status: http://www.msche.org/Documents/SAS/307/Statement%20of%20Accreditation%20Status.htm</p> <p>The Student Consumer Information (HEOA) website also provides information to current and prospective students concerning our accreditation status with the Commission and other accrediting bodies: http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=95971</p>
--	--

6. Standing with State and Other Accrediting Agencies

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Documentation of the relationships with any specialized, programmatic, or institutional accrediting agencies recognized by the U.S. Department of Education and all governing or coordinating bodies in the state(s) and countries in which the institution has a presence.</p> <p>If, in the last five years, the institution has had a review resulting in non-compliance, include the report from the state or other accreditor as well as the institutional response.</p>	<p>Posted on the HEOA website, is a link to the document about accreditation for some of the programs offered at MC: http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=95971</p> <p>As a public institution, the College is legally accountable to the state of Maryland and Montgomery County. At the state level, the College reports to the Maryland Higher Education Commission. MHEC establishes minimum requirements for associate degree granting institutions and establishes general policies for the operation of the community colleges.</p> <p>Other Accreditations:</p> <p>The College holds accreditation from the state of Maryland and numerous academic and professional organizations. Examples of accrediting organizations for specific curricula are as follows:</p> <p>Diagnostic Medical Sonography Commission on Accreditation of Allied Health Education Programs</p> <p>Health Information Management Commission on Accreditation for Health Informatics and Information Management Education</p> <p>Music National Association of Schools of Music</p> <p>Nursing National League for Nursing Accrediting Commission</p> <p>Personal Fitness Training Commission on Accreditation of Allied Health Education Programs</p> <p>Physical Therapist Assistant American Physical Therapy Association</p> <p>Radiologic Technology Joint Review Committee on Education in Radiologic Technology</p>

	<p>Surgical Technology Commission on Accreditation of Allied Health Education Programs</p> <p>Early Childhood Education AAS degree National Association for the Education of Young Children (NAEYC).</p> <p>Alternative Certification for Effective Teachers (ACET) A Maryland Approved Alternative Preparation Program with full approval from the Maryland State Department of Education with annual reviews and five-year full review cycle.</p>
<p>2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.</p>	<p>College Catalog: http://catalog.montgomerycollege.edu/</p> <p>Montgomery College Middle States Accreditation website: www.montgomerycollege.edu/msss</p> <p>Accrediting Bodies: http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=95971</p> <p>Gainful Employment website: http://cms.montgomerycollege.edu/edu/plain.aspx?id=60169</p>

7. Contractual Relationships

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
1. List of contractual arrangements for education services, including name of third-party and applicable programs and the date the arrangement was approved by the Commission.	<i>Not applicable. Montgomery College does not have any contractual arrangements for credit education services.</i>
2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.	<i>Not applicable. Montgomery College does not have any contractual arrangements for education services.</i>

8. Assignment of Credit Hour

Institutions must provide the follow information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policy and procedures for credit hour assignment covering for all types of courses (including studio, internships, laboratory, practica, etc.), disciplines, programs, degree levels, formats, and modalities of instruction (including hybrid and online). Include each policy that documents the assignment of credit hours specific to the types noted above. The following should be clearly indicated:</p> <ul style="list-style-type: none"> ○ Academic period (e.g., 15 weeks plus one-week exam over two semesters); ○ Recommended instructional time (e.g., three 50-minute sessions or two 75-minute sessions per week); ○ Recommended out-of-class time requirements (e.g., twice in-class time). 	<p>Montgomery College complies with Federal (U.S. Department of Education), Middle States Commission of Higher Education (MSCHE) and Maryland Department of Education (MHEC) regulations pertaining to degree requirements and credit hours. With the exception of engineering degrees, Montgomery College associate degrees (A.A.) require the successful completion of 60 semester credit hours. All certificates require a minimum of 30 semester credit hours.</p> <p>Maryland Higher Education Commission, Code of Maryland Regulations (COMAR) http://mhec.maryland.gov/institutions_training/Documents/acadaff/acadproginstitapprovals/COMAR%2013B%2002%2002.pdf</p> <p>Montgomery College’s academic year is separated into fall, spring and summer semesters. Traditional fall and spring courses are taught for 15 weeks, including final examinations. Condensed courses, which demand the same total hours of instruction but taught over fewer weeks, are also offered. The two Summer sessions generally run for six weeks, while winter session runs for three weeks.</p> <p>All new courses will have a credit hour calculation worksheet completed as part of new course development. In addition, existing courses are reviewed periodically by the academic Dean and Office of the Registrar to ensure that the work load is consistent with the potential credits to be earned.</p> <p>Montgomery College has adopted the Credit Hour as the unit measure of instruction for awarding credit. At Montgomery College, a credit hour or semester hour is equivalent to approximately 15 hours of lecture, 30 hours of laboratory or studio, or 45 hours of an alternative instructional situation, such as an internship. A typical three-credit lecture course may meet three days a week for 50 minutes each session, two days a week for 75 minutes each session, or once a week for 150 minutes. For lecture courses, it is expected that students will spend two hours of study or preparation for each hour of class.</p>

	<p>Montgomery College adheres to the Federal standard of a total expectation of 45 total learning hours (15 hours for every 1 credit earned) in a semester regardless of time frame of delivery. All formats, including traditional semester-length classes and the late-starting classes and summer formats, must comply with the college credit hour guideline as well as Academic Regulations. See appendix #15 for a chart outlining credit hour determinations.</p> <p>Academic Regulations: http://cms.montgomerycollege.edu/EDU/Verified_Policies_and_Procedures/PDF_Versions/58001_College_Calendar/</p>
<p>2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.</p>	<p>College Catalog: http://catalog.montgomerycollege.edu/</p> <p>Out-of-County Instruction Policy: http://cms.montgomerycollege.edu/edu/oitDownloadAsset.aspx?id=35958</p> <p>Out-of-County Non-instructional related activities: http://cms.montgomerycollege.edu/edu/oitDownloadAsset.aspx?id=35958</p> <p>Academic Regulations: http://cms.montgomerycollege.edu/edu/oitDownloadAsset.aspx?id=35966</p>
<p>3. Evidence that the institution's credit hour policies and procedures applied consistently across the full range of institutional offerings. If the institution is required to obtain approval from the relevant State Department of Education, compliance with this requirement should be documented.</p>	<p>Academic Calendars: http://cms.montgomerycollege.edu/edu/department2.aspx?id=16456</p> <p>Course Schedule links: Main Page: http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=15548</p> <p>https://mcssb.montgomerycollege.edu/eagle/bwckschd.p_disp_dyn_sched (select Fall 2017)</p>

<p>4. Processes used by the institution to review periodically the application of its policies and procedures for credit hour assignment.</p>	<p>Montgomery College has several processes in place to review the credit hour assignment periodically.</p> <p>New Course or Change Course requests are examined by the Curriculum and Course Proposal process: http://cms.montgomerycollege.edu/EDU/Verified - Policies and Procedures/PDF Versions/52001_Curriculum and Course Proposals/</p> <p>Curriculum Course Creation Form (see appendix 16) Curriculum Process Manual (see appendix 17)</p> <p>Syllabus Review Process is conducted by each academic department according to the guidelines stated in Faculty Handbook. http://cms.montgomerycollege.edu/FacultyHandbook/ (page 43-47 in the Handbook)</p> <p>Montgomery College Credit Course Syllabus Template: http://cms.montgomerycollege.edu/edu/department.aspx?id=32150</p>
---	--

Appendices:

1. 2014 Cohort Default Rate Report
2. 2013 Cohort Default Rate Report
3. 2012 Cohort Default Rate Report
4. 2016 A-133 Audit Report
5. 2015 A-133 Audit Report
6. 2014 A-133 Audit Report
7. MHEC Certification on Montgomery College as a public institution
8. August 8, 2014 - Program Review Report
9. August 25, 2014 – Montgomery College Response to Program Review Report
10. February 9, 2015 – Final Program Review Determination
11. January 13, 2017 – Approval Letter for Financial Aid Program Participation
12. Program Participation Agreement
13. August 3, 2015 – Final Program Review Determination – Clery Act Compliance
14. May 6, 2015 – Final Audit Determination
15. Credit Hour Determination Chart
16. Curriculum Course Creation Form
17. Curriculum Manual