



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

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

BOARD OF TRUSTEES

Michael J. Knapp
Chair

Gloria Aparicio Blackwell
First Vice Chair

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Second Vice Chair

Michael A. Brintnall, PhD

Kenneth J. Hoffman, MD

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Student Trustee

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Benjamin Wu

PRESIDENT AND SECRETARY-TREASURER

DeRionne P. Pollard, PhD

Monday, November 13, 2017 • 8:00 p.m.

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda Procedural
4. Comments Period Information
5. Approval of Minutes Procedural
 - A. October 16, 2017 Closed Session
 - B. October 16, 2017 Open 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. Demonstration of the NASA Swarmathon Competition Robots
7. Consent Calendar Action
 - A. Personnel Actions Confirmation
 - B. National and State of Maryland Designated Awareness Days and Months
 - C. Nomination to the Montgomery County Consolidated Health Benefits Trust Board
 - D. Tree Conservation Easement and Declaration of Covenants and Forest and Tree Conservation Maintenance Agreement for the Rockville Campus
 - E. Award of Lease Agreement for Workforce Development & Continuing Education, 12 South Summit Avenue, Gaithersburg, Maryland
8. Policy Matters Information/Possible Action
 - A. Adoption of Policy 31005–Medical Examinations and Fitness for Duty
 - B. Modification of Policies
 - i. 31011–Prevention of Workplace Violence
 - ii. 32106–Employment of Individuals with Disabilities
 - iii. 52004–Advisory Committees for Career Curricula Areas

9. Regulatory Matters

- A. Acceptance of the 2017 Verification of Compliance with Accreditation-
Relevant Federal Regulations Report to the Middle States Commission
on Higher Education Action
- B. Feedback on the Middle States Self-Study (Dr. Eric Benjamin,
Dr. Melissa Gregory, Professor Tammy Peery)..... Discussion

10. Budget Matters..... Action

- A. FY18 Capital Budget Transfer
- B. Approval of the FY19 Capital Budget Request

11. New Business Procedural

12. 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.



President's **FOCUS**

Monthly Report to the Board

November 2017

Integrated Strategic Planning: Student Affairs Planning

Last month's *President's Focus* on the Academic Master Plan demonstrated how Academic Affairs has successfully created ambitious academic goals for the College. Increasing rates of graduation and transfer, reducing time and cost to completion, and improving alignment with transfer institutions and industries are all goals of the Academic Master Plan that rely closely on the work of Student Affairs. As the Division of Student Affairs finalizes its Student Affairs Master Plan, it has identified partnerships with other divisions that are essential for their work to be successful. Student Affairs' parallel approach to integrated planning taken in the Student Affairs Master Plan contains several productive, mission-driven strategies to support student needs so that they can advance academically and professionally.

Student Affairs' recent reorganization has included thorough assessments by external professionals, the realignment of several internal student services departments, and their rebranding as "Student Affairs" (the division's former name was "Student Services"). It has also brought together new teams of people to serve on taskforces and committees to forge consensus about next steps and to research national best practices. These processes have laid the foundation to improve Student Affairs' supports, programs, services, and opportunities to maximize its impact on student success. The division has also established a cooperative basis for planning around Student Affairs, which will root it firmly in the academic priorities of the College.



As in the Academic Master Plan (AMP), each of the initiatives contained in the Student Affairs Master Plan (StAMP) relies on close collaborations with other divisions. The development of an enrollment management plan by the Collegewide Enrollment Management Team, for example, is rooted in tight collaboration with Academic Affairs. By assigning specific components of the enrollment process—the onboarding process, recruitment plan, and scheduling plan, among others—to specific cross-functional teams, the areas work collaboratively on detailed adjustments to these vital processes. To advance the initiatives outlined in StAMP, committees composed of representatives from Student Affairs and other divisions will work collaboratively to implement the plans. Improvements to the frontline activities of student services that create more homogeneity across services and strengthen the One College model in support of the Seven Truths for a Common Student Experience are goals that also require partnerships with all other divisions—Academic Affairs, Advancement and Community Engagement, Administration and Fiscal Services (AFS), as well as with the Office of Information Technology, which is a part of AFS.

Collaboration between Student Affairs and Academic Affairs to strengthen recruitment efforts and information services is a critical goal of the StAMP. Such teams will combine the strengths of academic expertise with the knowledge of recruitment, enrollment, and assessment staffs. By better aligning human resources and processes, the College will accomplish more effective recruitment activities.

Assessment has long been an important part of the enrollment process. By providing students with improved resources to prepare for the Accuplacer test, as well as advising on how their scores on the exam impact time-to-degree and cost-of-degree, the StAMP envisions helping students place more accurately and avoid the pitfalls of improper placement. Through the partnership of Student Affairs, OIT, the Office of Institutional Research and Effectiveness (OIRE), and the Collegewide Assessment, Placement and Developmental Issues Steering Committee (CAPDI), improved placement should directly impact retention and completion. Ultimately, Student Affairs will provide the assessment centers with resources to help students prepare for the Accuplacer test, create a new online site that elaborates the contents of the test, and create an informational video about the testing process.

Obtaining financial aid is a central part of the enrollment process. Transitioning several paper forms to online versions in order to reduce wait times is another strategy for more successful



enrollment. Collaboration between the Office of Financial Aid and the Office of Information Technology is already advancing this process. Because forms required to verify FAFSA currently have to be signed by hand and mailed, this disadvantages students without access to the appropriate technologies. It also slows the processing and the delivery of funds, and introduces the risk that forms do not arrive at their destination. The Office of Financial Aid is currently working with a document imaging systems to re-create online versions of financial aid forms that can interact with Banner and allow students faster, more reliable access to the funds that enable them to cover personal expenses and continue with their education.

Orientation to the College is another a vital part of the student experience. Newly enrolled students have reportedly been confused by the multiplicity of orientation programs with slightly different content. To clarify this, Student Affairs plans to streamline three of them—the New Student Orientation, academic orientation, and the First Year Experience program into a single program with both online and in-person options. In addition, because of their special status, new ACES students will be required to participate in the First Year Experience program the summer before their fall enrollment.

The role of counseling and advising in retention and completion is emphasized throughout the literature on student success. Thus, StAMP includes a requirement that certain students—namely, first-time, degree-seeking students, those who test into developmental classes, and students on academic alert, restriction or suspension—to attend mandatory sessions with counselors. All of these groups will meet with counselors for their first 12 credit hours and then meet with academic program faculty beyond that. This move also allows the College to comply with the Maryland College and Career Readiness and College Completion Act (CCRCCA). Finalizing these processes, which has included delineation of job responsibilities, has required the work of Student Affairs and Academic Affairs working in seamless partnership.

The StAMP includes plans for a number of other improvements to existing student support programs. One is establishing a formal collegewide mentoring network to provide a single point of access to the multiple mentoring options on campuses—in addition to scaling up already existing programs that have shown successful outcomes. Another is proposing a revision to the Board of Trustees' scholarship to cover a second year of county tuition and fees, plus a book allowance, in the hopes of promoting retention and completion.



The StAMP also includes some entirely new initiatives that require the work of diverse divisions. Establishing a Student Health and Wellness Center to help students whose academic success depends on meeting additional basic needs such as nutrition, mental health, and housing. Financial aid coaching by part-time faculty who are trained in academic program compliance and academic progress is also planned. The coaches will work with students who are at risk of not meeting federal satisfactory academic progress due to improper enrollment or inadequate academic performance. By helping these students to correct errors, improve academic performance, and appeal any terminations status, the College will help a student population that is composed disproportionately of students of color. Finally, in an initiative to improve customer service, Student Affairs will combine existing qualitative and quantitative assessment tools and add any additional necessary ones. By centralizing the collection of customer service data from all units in the division, the College can more easily identify successes, as well as areas in need of performance improvement.

The StAMP is a working document that has created a detailed roadmap to maximize the impact that Student Affairs can have on student success. Since this success is ultimately measured primarily in metrics connected to Academic Affairs (such as retention, progression, and completion), it is essential that the goals and strategies of both divisions are tightly integrated. Ultimately, both divisions are responsible for several shared aims that answer to the College's broader mission: ongoing support for diversity in academic achievement; compliance with regulations to which the College is beholden (CCRCCA, Middle States' standards, the Maryland Higher Education Commission, etc.); deepening engagement with MCPS to prepare students for college; and provision of services and programs that meet national best practices. All of this work depends, additionally, upon the best use of partners in all the divisions as well as the Offices of Human Resources and Strategic Talent Management, Workforce Development & Continuing Education, Information Technology to ensure complementary efforts. The final Student Affairs Master Plan has captured these alliances well, and demonstrated how highly attuned Student Affairs is to the best practices of integrated planning for student success. As the College begins to plan for the next strategic plan, the careful work of Student Affairs will be essential.



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

Agenda Item Number: 7A
November 13, 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
November 13, 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 September 1, 2017, through September 30, 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.

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From September 1, 2017, through September 30, 2017

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
09/25/2017	Choe, Eun Joo	Office Associate	E	Humanities Dean
09/11/2017	Mei, Yuling	Senior Architect	L	Facilities - Central Admin

STAFF SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
09/04/2017	Hasan, Jalaika	Instructional Support Trainer	1	Community Based Grants WDCE
09/07/2017	Ngueyem Yatchoua, Sarah	Financial Aid Assistant	2	Financial Aid
09/15/2017	Tyagi, Naresh	Accountant II	7	Business Services

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 7B
November 13, 2017

**NATIONAL AND STATE OF MARYLAND
DESIGNATED AWARENESS DAYS AND MONTHS FOR 2018**

BACKGROUND

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

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

RECOMMENDATION

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

BACKUP INFORMATION

Board Resolution Attachment

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Bland

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B
November 13, 2017

**Subject: National and State of Maryland Designated Awareness Days and Months
for 2018**

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

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

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

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

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

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

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

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

ATTACHMENT

NATIONAL AND STATE OF MARYLAND DESIGNATED AWARENESS DAYS AND MONTHS FOR 2018

Following are the designated national and state awareness days and months that Montgomery College acknowledges and celebrates in 2018:

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

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

Agenda Item Number: 7C
November 13, 2017

**NOMINATION TO THE MONTGOMERY COUNTY
CONSOLIDATED HEALTH BENEFITS TRUST BOARD**

BACKGROUND

In July 2011, Montgomery County established the Consolidated Retiree Health Benefits Trust (CRHBT), which serves as a vehicle to ensure consistent pre-funding of post-retirement benefits for future retirees of Montgomery County Government, Montgomery County Public Schools, and Montgomery College.

The Board of the CRHBT is a 19-member body consisting of representatives from each of the county agencies, and is charged with the fiduciary responsibility to oversee and manage the trust. Nominees from Montgomery College to this board must be recommended to the county executive by the Board of Trustees and are confirmed by the county council. Three members were approved by the Board of Trustees to represent Montgomery College in resolution 12-10-088. Two remain on the board (Ms. Lynda S. von Barga, former deputy chief human resources officer, and Professor William Talbot of the Business Administration and Economics Department, an active employee and member of a bargaining unit), but one seat is now vacant due to an employee resignation. A new designee must be nominated and approved to serve as a Montgomery College representative on the CRHBT.

This resolution puts forward Ms. Kathryn Chantry, the College's new chief business/financial strategy officer to serve as the third voting member on the CRHBT.

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution, which nominates Ms. Kathryn Chantry to serve as the third voting member on the CRHBT and as the president's designee for the Consolidated Retiree Health Benefits Trust Board, and delegates to the president the responsibility and authority to transmit this nomination to the county executive.

BACKUP INFORMATION

Board Resolution
Biography of Nominee (Board Members Only)
Policy 11001–Board of Trustees Bylaws

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C
November 13, 2017

Subject: Nomination to the Montgomery County Consolidated Health Benefits Trust Board

WHEREAS, Montgomery County established the Consolidated Retiree Health Benefits Trust (CRHBT) Fund, which serves as a vehicle to ensure consistent pre-funding for post-retirement benefits for future retirees of Montgomery County Government, Montgomery County Public Schools, and Montgomery College; and

WHEREAS, The CRHBT Board, a 19-member board consisting of county agency representatives, is charged with the fiduciary responsibility to oversee and manage the Consolidated Retiree Health Benefits Trust; and

WHEREAS, Representatives from the College to the CRHBT Board are nominated by the Montgomery College Board of Trustees to the county executive for confirmation by the county council; and

WHEREAS, One of the College's seats on the CRHBT is vacant due to an employee resignation; and

WHEREAS, The College has hired Ms. Kathryn Chantry as the chief business/financial strategy officer, who will now assume the role as the president's designee; and

WHEREAS, Ms. Cathryn Chantry is recommended and well qualified to serve on the Consolidated Retiree Health Benefits Trust Fund Board as the president's designee; and

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

Resolved, That the Board of Trustees nominate Ms. Kathryn Chantry, chief business/financial strategy officer, to fill the current vacancy and serve on the Consolidated Retiree Health Benefits Trust Board; and be it further

Resolved, That the Board of Trustees also nominate Ms. Kathryn Chantry, chief business/financial strategy officer, to serve as the third voting member on the CRHBT and as the president's designee for the Consolidated Retiree Health Benefits Trust Board, and delegating to the president the responsibility and authority to transmit this nomination to the county executive; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to transmit this nomination to the county executive.

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

Agenda Item Number: 7D
November 13, 2017

**TREE CONSERVATION EASEMENT AND DECLARATION OF COVENANTS AND
FOREST AND TREE CONSERVATION MAINTENANCE AGREEMENT
FOR THE ROCKVILLE CAMPUS**

BACKGROUND

In February 2017, the Board awarded the construction contract for the new Student Services Center on the Rockville Campus, which will be a new facility located on the north side of the Campus between the Technical Center and the North Garage. As part of the site planning for this site, the College submitted a forest conservation plan for the project to the city of Rockville. Under state law, the city has the delegated authority to implement the forest conservation laws of the state and, in that role, to approve forest conservation plans for any private or public development within its jurisdiction. The city's approval of a forest conservation plan is required for the construction of the Student Services Center and the plan includes an easement to implement the forest conservation measures that are required of the College.

The College and the city have negotiated a tree conservation easement and declaration of covenants that will be placed on the Campus that provides for the conservation of specific trees identified in the approved forest conservation plan. They have also negotiated a parallel forest and tree conservation maintenance agreement to ensure long-term protection. This easement and agreement are required due to the construction of the Student Services Center. All forestry permit fees have been paid to the city of Rockville by the College.

RECOMMENDATION

It is recommended that a tree conservation easement and declaration of covenants be granted to the city of Rockville, Maryland, and that a related forest and tree conservation maintenance agreement be authorized, in accordance with the measures associated with the approval of the Forest Conservation Plan required by the construction of the Student Services Center on the Rockville Campus.

BACKUP INFORMATION

Board Resolution
Tree Conservation Easement and Declaration of Covenants (Trustees only)
Forest and Tree Conservation Maintenance Agreement (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Mills

Mr. Dietz

Ms. Filippi

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

Resolution Number:
Adopted on:

Agenda Item Number: 7D
November 13, 2017

**Subject: Tree Conservation Easement and Declaration of Covenants and Forest and
Tree Conservation Maintenance Agreement for the Rockville Campus**

WHEREAS, The College planned to build a new Student Services Center on the Rockville Campus in accordance with the College's adopted Facilities Master Plan; and

WHEREAS, On February 20, 2017, by Board Resolution 17-02-023, the College awarded a construction contract for the Student Services Center on the Rockville Campus; and

WHEREAS, The construction of the Student Services Center on the Rockville Campus includes appropriate compliance with state of Maryland forest conservation requirements as implemented by the city of Rockville in accordance with the state's assignment of enforcement authority; and

WHEREAS, The city of Rockville, as the local jurisdiction responsible for enforcement of state of Maryland forest conservation requirements, has approved the Forest Conservation Plan for the construction of the Student Services Center on the Rockville Campus to include the establishment of appropriate conservation easement and related maintenance agreement; and

WHEREAS, College staff have prepared an easement agreement that identifies the land required and that these agreements are consistent with the College's requirements for such documents; and

WHEREAS, College staff have identified the land required for the conservation easement as follows:

All of that property conveyed to Owner from Board of Education of Montgomery County, by deeds dated March 5, 1965, and recorded among the Land Records of Montgomery County, Maryland in Liber 3840 at Folio 528, and Liber 3840 at Folio 534, and also that property conveyed to Owner from the Mayor and City Council of Rockville, by deed dated June 11, 1974, recorded in Liber 4554, at Folio 132 among the aforesaid Land Records, and also that property conveyed to Owner from the Maryland State Highway Administration by deed dated December 2, 1977 and recorded in Liber 5099, at Folio 539 among the aforesaid Land Records.

Said property also being depicted on a plat of subdivision entitled "MONTGOMERY COLLEGE ROCKVILLE CAMPUS, Plat of Resubdivision" as per plat thereof recorded as Plat No. 12701 among the Land Records of Montgomery County, Maryland.

WHEREAS, this easement agreement should be recorded among the Land Records of Montgomery County, Maryland; and

WHEREAS, The tree conservation easement requires a maintenance agreement; and

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

Resolved, That the Board of Trustees grants a tree conservation easement and a forest and tree conservation maintenance agreement to the city of Rockville for the said easement being described as:

All of that property conveyed to Owner from Board of Education of Montgomery County, by deeds dated March 5, 1965, and recorded among the Land Records of Montgomery County, Maryland in Liber 3840 at Folio 528, and Liber 3840 at Folio 534, and also that property conveyed to Owner from the Mayor and City Council of Rockville, by deed dated June 11, 1974, recorded in Liber 4554, at Folio 132 among the aforesaid Land Records, and also that property conveyed to Owner from the Maryland State Highway Administration by deed dated December 2, 1977 and recorded in Liber 5099, at Folio 539 among the aforesaid Land Records.

Said property also being depicted on a plat of subdivision entitled "MONTGOMERY COLLEGE ROCKVILLE CAMPUS, Plat of Resubdivision" as per plat thereof recorded as Plat No. 12701 among the Land Records of Montgomery County, Maryland.

WHEREAS, this easement agreement should be recorded among the Land Records of Montgomery County, Maryland.

and be it further

Resolved, That the easement shall be recorded among the Land Records of Montgomery County, Maryland, by the College; and be it further

Resolved, That the president is authorized to execute the maintenance agreement required as part of the tree conservation easement; and be it further

Resolved, That the chair of the Board of Trustees and the president are authorized to execute any easement, right-of-entry, and/or other agreement documents necessary to implement the terms of this resolution.

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

Agenda Item Number: 7E
November 13, 2017

**AWARD OF LEASE AGREEMENT
FOR WORKFORCE DEVELOPMENT & CONTINUING EDUCATION,
12 SOUTH SUMMIT AVENUE, GAITHERSBURG, MARYLAND**

BACKGROUND

Request:	To authorize a lease agreement for Workforce Development & Continuing Education (WD&CE) for 14,747 rentable square feet on the fourth floor at 12 South Summit Avenue, Gaithersburg, Maryland, for instruction and administrative operations. This renegotiation of the existing lease is coordinated with the vacating of the third floor by WD&CE and also reflects an extension of the lease for 10 years from the lease commencement date of December 1, 2017, to December 1, 2027. The base rent shall also increase three percent (3%) per annum.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and the Vice President of Facilities and Security
Approval Type:	Lease agreement from Workforce Development & Continuing Education budget
Explanation of Request:	The current lease expires in July 2019. WD&CE relocated a major portion of its administrative operations function out of the South Summit Avenue building in fall 2017. The renegotiation of the existing lease represents a savings of approximately \$350,000 (\$175,000 per annum) to the College in both a reduction in the rental rate and a reduction in the rental space with the vacating of the third floor.
Reason Being Brought to Board:	Board approval is required for all rental obligations in excess of \$25,000 per year or are for a term of more than one year.
Total Dollar Amount & Duration:	\$23.75 per rentable square foot or approximately \$350,241.25 per year, plus a proportionate share of real estate tax and operating expenses, for 10 years beginning December 1, 2017.
Certification:	The chief business/financial strategy officer certifies that funds are available in the Workforce Development & Continuing Education operating budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve a lease agreement for 14,747 rentable square feet at \$23.75 per rentable square foot on an annual basis (approximately \$350,241.25) plus a proportionate share of related real estate tax and operating expense costs for 10 years beginning December 1, 2017.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Mills

Mr. Payne

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

Resolution Number:
Adopted on:

Agenda Item Number: 7E
November 13, 2017

Subject: Award of Lease Agreement for Workforce Development & Continuing Education, 12 South Summit Avenue, Gaithersburg, Maryland

WHEREAS, The vice president and provost of applied technologies, the Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education requests a lease agreement for rental space at 12 South Summit Avenue, Gaithersburg, Maryland, for the purpose of providing instructional and administrative operations space; and

WHEREAS, The chief business/financial strategy officer certifies that funds are available in the College's Workforce Development & Continuing Education budget to enable the College to award a lease agreement as recommended; and

WHEREAS, The available space at 12 South Summit Avenue, Gaithersburg, Maryland, meets all of the College's requirements, and the director of procurement certifies that no other rental space location can meet the College needs within the desired radius and timetable, and that the request for a sole source procurement is fully justified; and

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

WHEREAS, The director of facilities and security requested and received a proposal from DANAC Corporation that meets the College's requirement at a reasonable cost; and

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

Resolved, That a 10-year lease agreement for space (14,747 rentable square feet) at 12 South Summit Avenue, Gaithersburg, Maryland, be awarded to DANAC Corporation for an amount not to exceed \$23.75 per rentable square foot full service, but net of electric and gas; and be it further

Resolved, That the base rent shall increase three percent per annum; and be it further

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

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

Agenda Item Number: 8A
November 13, 2017

ADOPTION OF POLICY: 31105–Medical Examinations and Fitness for Duty

General Information

Policy Number:	31105
Contained in Chapter:	Chapter Three
Policy Title:	Medical Examinations and Fitness for Duty
Policy Creation Date:	November 13, 2017

Reason for Policy

It is paramount that the College provide an environment in which employees are able to perform their duties in a safe, secure, and effective manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety risk to themselves and to others. This new policy, modeled on Montgomery County's current language, emphasizes the importance of maintaining a safe working environment for all employees and authorizes the administration of medical examinations under limited circumstances related to health and safety.

Purpose of Each Policy Element

Section	Purpose
I.	Recognition of the College's commitment to providing a safe workplace for the benefit of the College community.
II.	Policy statement that the College may require applicants and current employees to undergo medical examinations to determine fitness for duty and to ensure the safety of the employee, other employees, students, the College, and the public.
III.	Statement of continued adherence to related Policy 32106–Employment of Individuals with Disabilities and Policy 35004–Leave Program.
IV.	Authorization for the president to develop procedures to implement the Board policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 31105–Medical Examinations and Fitness for Duty.

BACKUP INFORMATION

Resolution
Policy 31105—Medical Examinations and Fitness for Duty

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number:
Adopted on:

Agenda Item Number: 8A
November 13, 2017

Subject: Adoption of Policy: 31105–Medical Examinations and Fitness for Duty

WHEREAS, The president has identified the need for a policy to articulate and establish clear requirements for applicant and employee medical examinations to ensure the safety of the College community while protecting the rights and dignity of individuals; and

WHEREAS, The issues related to establishing protocols for medical examinations and fitness for duty assessments have been researched under the direction of the president; and

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

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

Resolved, That Policy 31105–Medical Examinations and Fitness for Duty be adopted as indicated in the attachment; and be it further

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

Chapter: Personnel

Modification No. 001

Subject: **Medical Examinations and Fitness for Duty**

- 1 I. Montgomery College is committed to providing a safe workplace for the benefit of the
2 College community. In order to provide a safe work environment, employees must be
3 able to perform their job duties in a safe, secure, productive, and effective manner.
4 Employees who are not fit for duty may present a safety hazard to the employee, other
5 employees, students, and others.
6
7 II. It is the policy of Montgomery College that the College may require applicants to whom a
8 conditional job offer has been made and current employees to undergo a medical
9 examination to determine the employee's fitness for duty under certain circumstances
10 and to ensure the safety of the employee, other employees, students, the College, or the
11 public.
12
13 III. Nothing in this policy supersedes or alters the policies set forth in 32106-Employment of
14 Individuals with Disabilities or 35004-Leave Program.
15
16 IV. The President is authorized and directed to establish procedures necessary to implement
17 this policy.
18

19
20 Board Approval: _____, 2017

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

Agenda Item Number: 8B i
November 13, 2017

POLICY MODIFICATION: 31011 – Prevention of Workplace Violence

General Information

Policy Number:	31011
Contained in Chapter:	Chapter Three
Policy Title:	Prevention of Workplace Violence
Policy Creation Date:	June 20, 2011
Most Recent Modification Date:	June 20, 2011

Changes, Additions, Deletions

Line Number	Purpose
Title	Policy title modified to add "Bullying."
1-4	Modified section I to emphasize a holistic environment of respect instead of calling out specific behavioral prohibitions.
6	Deleted "aggressive" and added "bullying" to the types of behavior, and added the word "unwelcoming" as a descriptor.
9-10	Added "visitors" to the policy.
10-16	Clarified the role of supervisors and the Office of Human Resources and Strategic Talent Management in investigating and recommending disciplinary action against employees who violate the policy.
18-22	Modified the policy statement to include acts of bullying and violent behavior as prohibited conduct on College property or while engaged in College business.
22-28	Modified the policy statement to focus more on bullying or violent behavior, rather than acts or threats of violence, and added a connection between such behavior and the impact on one's ability to perform work responsibilities or participate in College activities.
29-31	Added non-retaliation language to the policy for reporting and witness purposes.
33-37	Added a new section stating that the prohibition against bullying and violent behavior should not be read to impede academic freedom, freedom of expression, or commonly accepted workplace management practices, which are carried out consistent with other College policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 31011– Prevention of Workplace Violence, henceforth titled Prevention of Bullying and Workplace Violence.

BACKUP INFORMATION

Resolution
Policy 31011–Prevention of Bullying and Workplace Violence (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number:
Adopted on:

Agenda Item Number: 8B i
November 13, 2017

Subject: Policy Modification: 31011–Prevention of Workplace Violence

WHEREAS, The Board of Trustees created Policy 31011–Prevention of Workplace Violence in 2011; and

WHEREAS, The policy has served an important purpose in providing a safe, secure, and respectful working and learning environment for students and employees; and

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

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

Resolved, That Policy 31011–Prevention of Workplace Violence be renamed to “Prevention of Bullying and Workplace Violence” and amended as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 002

Subject: Prevention of Bullying and Workplace Violence

- I. Montgomery College is committed to ~~providing a workplace that is safe, secure and free of harassment, threats, intimidation and violence for all employees~~ **maintaining a working, learning, and social environment in which the rights and dignity of all employees, students, and visitors are respected.**
- II. Montgomery College views ~~aggressive,~~ **bullying** and/or violent behavior as **unwelcome,** disruptive, and contrary to the development and maintenance of a safe, productive and supportive work environment. Such behavior is prohibited. Employees who exhibit such behavior will be held accountable. **Visitors who exhibit such behaviors will be removed from College premises. Administrators** Supervisors, in conjunction with the Office of Human Resources and Strategic Talent Management (HRSTM), are responsible for ~~assuring~~ **ensuring** that the College appropriately ~~investigations are~~ **investigates** ~~allegations of bullying and/or violent behavior. undertaken when it appears that such actions may have occurred; and are~~ **Supervisors, in conjunction with HRSTM, are also** responsible for recommending appropriate disciplinary action **against individuals found to have violated this policy.**
- III. It is the policy of Montgomery College to expressly prohibit **bullying and violent behavior or threats of violent behavior** ~~violence or threats of violence by any College employee against any other employee, student, or visitor in or about on College facilities or elsewhere at any time~~ **property (including its leased locations) at any time or while engaged in business with or on behalf of the College.** Montgomery College will ~~also not condone any acts or threats of violence by any College employee against College employees, students, or visitors on the College premises (including its leased locations)~~ **behavior that it considers to be bullying or violent, including hostile, aggressive, and intimidating conduct and behavior that impairs another's ability to perform that individual's responsibilities to the College or to participate in curricular and/or extracurricular activities at any time or while they are engaged in business with or on behalf of the College.** Furthermore, reprisal or retaliation against a complainant, witness, or anyone with information about behavior in violation of this policy is strictly prohibited.
- IV. **Nothing in this policy should be read to impede academic freedom or violate rights to free expression. The prohibition against aggressive, bullying, and/or violent behavior will not constrain commonly accepted workplace management practices (e.g. performance reviews, disciplinary action, changes in employee status, etc.) that are carried out consistent with College Policies.**
- V. The President is authorized to develop procedures to implement this policy.

Board Approval: June 20, 2011; **_____ , 2017**

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

Agenda Item Number: 8B ii
November 13, 2017

POLICY MODIFICATION: 32106–Employment of Individuals with Disabilities

General Information

Policy Number:	32106
Contained in Chapter:	Chapter Three
Policy Title:	Employment of Individuals with Disabilities
Policy Creation Date:	September 4, 2001
Most Recent Modification Date:	February 25, 2013

Changes, Additions, Deletions

Line Number	Purpose
4-5	Clarified the College's commitment to local, state, and federal laws; deleted the word "regulations" as redundant; and modified reference to the Americans with Disabilities Act (ADA).
8-9	Added compliance commitment to ADA as well as applicable state and local disability discrimination laws.
10-11	Clarified that the discrimination prohibition extends to both applicants and current employees to comply with changes in the ADA.
15	Added "applicants" in compliance with changes in the ADA.
19-26	Clarified the reasonable accommodation language to include requirements that the College be made aware and that the accommodation is not an undue hardship in compliance with changes in the ADA.
35	Grammatical correction for readability.
42	Replaced title with the abbreviation.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 32106–Employment of Individuals with Disabilities.

BACKUP INFORMATION

Resolution
Policy 32106–Employment of Individuals with Disabilities (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number:
Adopted on:

Agenda Item Number: 8B ii
November 13, 2017

Subject: Policy Modification: 32106–Employment of Individuals with Disabilities

WHEREAS, The Board of Trustees created Policy 32106–Employment of Individuals with Disabilities in 2001; and

WHEREAS, The policy has served an important purpose in assuring compliance with all federal, state, and local laws regarding employment discrimination, enhancing the College’s labor pool, and providing equity to all applicants and employees; and

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

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

Resolved, That Policy 32106–Employment of Individuals with Disabilities be amended as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 003Subject: **Employment of Individuals with Disabilities**

- I. Montgomery College is committed to diversity and nondiscrimination and supports employment opportunities for qualified individuals with disabilities in accordance with the College's Affirmative Action Plan for Veterans and Individuals with Disabilities, Board policy on Equal Employment Opportunity and Non-Discrimination, and **local**, state, and federal laws ~~and regulations~~, including the Americans with Disabilities Act of 1990 as amended **(ADA)**.
- II. **The College is committed to complying with the ADA, as well as applicable state and local disability discrimination laws.** The College will not discriminate against any qualified **employee or applicant individual** with regard to any terms or conditions of **employment** because of a disability, **perceived disability, or record of a disability** ~~with regard to application, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Benefits provided to qualified individuals with a disability are no different than the benefits provided to other employees.~~ Likewise, this policy does not prohibit the College from holding **applicants and** employees with disabilities to the same standards of conduct and performance as other similarly situated employees without disabilities.
- III. The College, in accordance with applicable law, will **reasonably accommodate applicants and employees where the College is aware of a disability and the individual's need for a reasonable accommodation so long as the individual is a qualified individual with a disability and provided that the accommodation is not an undue hardship for the College** ~~provide, upon request, reasonable accommodations for the application process, employment, and continued employment, or reassignment of qualified individuals with disabilities, unless such accommodations would impose undue hardship on the College.~~
- IV. Education is a key element of this policy. The College will provide education and information, as appropriate, for employees to enhance understanding and increase awareness of the College's Employment of Individuals with Disabilities Policy. Any mandatory education requirements will be announced and posted on the College's website. The President is authorized to provide institutional leadership and guidance for developing education programs to promote awareness. Some goals to be achieved through education are: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of **proscribed** conduct ~~that is proscribed~~; (c) informing employees and contractors about the proper way to recognize and address complaints involving a violation of this policy; (d) preventing issues that this Policy addresses; and (e) identifying the necessary steps for preventing its recurrence and addressing its effects.
- V. The President is authorized to establish procedures for processing requests for accommodations from qualified applicants and employees with disabilities in compliance with the applicable provisions of the ~~Americans with Disabilities Act (ADA) as amended~~, as well as other procedures necessary to implement this policy.

Board Approval: September 24, 2001; February 25, 2013; **_____**, 2017.

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

Agenda Item Number: 8B iii
November 13, 2017

POLICY MODIFICATION: 52004–Advisory Committees for Career Curricula Areas

General Information

Policy Number:	52004
Contained in Chapter:	Chapter Five
Policy Title:	Advisory Committees for Career Curricula Areas
Policy Creation Date:	April 7, 1975
Most Recent Modification Date:	October 17, 1983

Changes, Additions, Deletions

Line Number	Purpose
1-28	Added new language that articulates the program goals for the Perkins Career and Technical Education Improvement Act of 2006 for which the College is responsible.
30-36	Added clarification that industry advisory committees are required for any Perkins Act and subsequent grant funding and explicitly mentions the creation of the Montgomery County Collaboration Board by the state-mandated Local Advisory Council.
38	Renumbered the section.
54-59	Renumbered the section; clarified that vice president and provosts establish advisory committees for their respective areas.
61	Renumbered the section; clarified that vice president and provosts are responsible for appointments to the advisory committees for their respective areas.
68	Renumbered the section.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 52004–Advisory Committees for Career Curricula Areas.

BACKUP INFORMATION

Resolution
Policy 52004–Advisory Committees for Career Curricula Areas (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSON

Mr. Payne

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

Resolution Number:
Adopted on:

Agenda Item Number: 8B iii
November 13, 2017

Subject: Policy Modification: 52004–Advisory Committees for Career Curricular Areas

WHEREAS, The Board of Trustees created Policy 52004–Advisory Committees for Career Curricular Areas in 1975; and

WHEREAS, The policy has served an important purpose in supporting partnerships among the College, Montgomery County Public Schools, and local industry to provide relevant career and technical training that prepares students to succeed in the workforce; and

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

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

Resolved, That Policy 52004–Advisory Committees for Career Curricula Areas be amended as indicated in the attached draft; and be it further

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

Chapter: Educational Program

Modification No. 003Subject: **Advisory Committees for Career Curricula Areas**

-
- I. The federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 is administered in Maryland through the Maryland State Department of Education for both secondary and postsecondary career and technology programs. Through collaborations with the Maryland Higher Education Commission and State and local workforce boards, the program goals are to:
- A. Develop challenging academic and technical standards and assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions
 - B. Promote the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students
 - C. Increase flexibility in providing services and activities designed to develop, implement, and improve career and technical education
 - D. Conduct and disseminate national research and disseminate information on best practices that improve career and technical education programs, services, and activities
 - E. Provide technical assistance that promotes leadership, initial preparation and professional development and improves the quality of career and technical education teachers, faculty, administrators, and counselors
 - F. Supports partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions and career and technical education schools, local workforce investment boards, business and industry and intermediaries
 - G. Provide individuals with opportunities throughout their lifetimes to develop in conjunction with other education and training programs the knowledge and skills needed to keep the United States competitive.
- II. The Perkins Act and subsequent grant funding requires career and technology programs to have industry advisory committees. Implemented at the State level through the Maryland State Department of Education, each county has a Local Advisory Council to provide guidance to the career programs. In 2004 the Montgomery County Collaboration Board was created by joining Montgomery County Public Schools and Montgomery College industry advisory groups under eleven industry clusters each guided by a Program Advisory Committee.
- III. Although final curriculum decisions remain a College responsibility, the advice and guidance of a career curriculum advisory committee is an important aspect of curriculum planning and development. In broad terms, the committees help the College maintain an awareness of the changing educational needs of a highly literate, technological, and industrial society. More specifically, they assist the College in:
- A. Gathering information with regard to community needs, interests, and resources as they relate to the need for a new career curriculum or the development and operation of an established curriculum.
 - B. Assuring the relevance of a College curriculum to the employment needs in a

particular career field.

- C. Establishing communication among the College, the community, and employers in an effort to work together toward common educational goals.

IV. **It is the policy of the Board of Trustees that vice president and provosts** establish ~~es~~ **all** advisory committees for career curricula **for their respective areas**. Each career curriculum offered by the College is normally represented by a committee but, in some instances, a single committee is established for two or more related program areas. ~~Committees are usually established during the time a curriculum is being developed and before its formal approval by the Board of Trustees.~~

V. ~~The Board of Trustees~~ **The vice president and provosts** appoint and reappoint, as appropriate, all members of career curriculum advisory committees. Members serve voluntarily without monetary compensation and function in an advisory capacity. Members are appointed to three year terms, except that initial appointments to new committees shall be made for one, two, and three years to ensure continuity of membership. Members may be reappointed.

VI. The President is authorized to develop procedures to implement this policy.

Board Approval: April 7, 1975; October 17, 1983; **_____**, 2017.

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

Agenda Item Number: 9A
November 13, 2017

**ACCEPTANCE OF THE
2017 VERIFICATION OF COMPLIANCE WITH ACCREDITATION-RELEVANT FEDERAL
REGULATIONS REPORT TO THE MIDDLE STATES COMMISSION ON HIGHER
EDUCATION**

BACKGROUND

Montgomery College is a candidate for re-accreditation by the Middle States Commission on Higher Education (MSCHE) in 2018. As part of that process, the College is required to submit a Verification of Compliance with Accreditation-Relevant Federal Regulations Report to the Commission by December 1, 2017.

The Self-Study Steering Committee co-chairs and the Compliance subcommittee have worked to prepare the report. The final report is based on a comprehensive review of accreditation-relevant federal regulations developed by the US Department of Education in the Higher Education Opportunity Act of 2008 and Title IV program responsibilities to verify institutional compliance. As part of the accreditation process, the College was required to review eight areas, especially as they relate to the MSCHE Standards and applicable Requirements of Affiliation. The areas reviewed are:

1. Student identity verification in distance and correspondence education
2. Transfer of credit policies and articulation agreements
3. Title IV program responsibilities
4. Institutional records of student complaints
5. Required information for students and the public
6. Standing with state and other accrediting agencies
7. Contractual relationships
8. Assignment of credit hours

The details of the Compliance report have been presented to the Board several times, most recently at its public meeting October 16, 2017. The report is presented now for the Board's acceptance.

RECOMMENDATION

It is recommended that the Board of Trustees accept the College's 2017 Verification of Compliance with Accreditation-Relevant Federal Regulations Report to be submitted to the Middle States Commission on Higher Education.

BACKUP INFORMATION

Montgomery College 2017 Verification of Compliance with Accreditation-Relevant Federal Regulations Report (Trustees Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Dr. Benjamin

Dr. Gregory

Ms. Peery

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

Resolution Number:
Adopted on:

Agenda Item Number: 10A
November 13, 2017

**Subject: Acceptance of the 2017 Verification of Compliance with Accreditation-
Relevant Federal Regulations Report to the Middle States Commission on
Higher Education**

WHEREAS, Montgomery College is a candidate for re-accreditation by the Middle States Commission on Higher Education in 2018; and

WHEREAS, As part of that process, the College is required to submit a Verification of Compliance with Accreditation-Relevant Federal Regulations Report to the Commission by December 1, 2017; and

WHEREAS, The Verification of Compliance with Accreditation-Relevant Federal Regulations Report has been reviewed by the Self-Study Steering Committee, the College community, Senior Administrator Leadership Team, and the president; and

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

Resolved, That the Board of Trustees accepts the Middle States Commission on Higher Education Verification of Compliance with Accreditation-Relevant Federal Regulations Report, with the understanding that the president of the College will submit it to the Middle States Commission on Higher Education as presented, or with minor editorial changes, if needed.

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

Agenda Item Number: 10A
November 13, 2017

FY18 CAPITAL BUDGET FUND TRANSFER

BACKGROUND

In accordance with county fiscal procedures, the Board is authorized to transfer funds among College projects within the capital budget. Additional funds are needed in the Germantown Science and Applied Studies renovation project for other costs due to unforeseen conditions. The Rockville Computer Science alterations project is complete, and funds remain within this project that can be moved to the Germantown Science and Applied Studies renovation project; the funding sources for both projects are compatible.

According to county regulations, no more than 10 percent of the total appropriation can be moved from a capital project. The amount to be moved is \$115,000, which is within the transfer parameter. Board approval is required for all fund transfers between capital projects.

RECOMMENDATION

The president recommends that the Board of Trustees approve a transfer of funds of \$115,000 from the Computer Science alterations project to the Germantown Science and Applied Studies renovation project, which will be used for additional costs due to unforeseen conditions.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Mills
Ms. Schena

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

Resolution Number:
Adopted on:

Agenda Item Number: 10A
November 13, 2017

Subject: FY18 Capital Budget Fund Transfer

WHEREAS, In accordance with College policy on the capital budget, a movement of funds between projects authorized in the capital budget must be consistent with county fiscal procedures authorizing such transactions; and

WHEREAS, The county has indicated that the Board is authorized to transfer a maximum of 10 percent from any one College project to projects within the College's capital budget; and

WHEREAS, The addition of funds to the Germantown Science and Applied Studies renovation project will be used for additional costs associated with unforeseen conditions; and

WHEREAS, Funds totaling \$115,000 are available in the FY18 capital budget Computer Science alterations project that can be used for this purpose; and

WHEREAS, The vice president of finance/chief finance officer certifies that the funds are available in the FY18 capital budget for this transfer and also certifies that the amount to be transferred, \$115,000, is within the 10 percent limit; and

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

Resolved, That \$115,000 is transferred from the Computer Science alterations project in the FY18 capital budget to the Germantown Science and Applied Studies renovation project in order to provide additional funds for costs associated with unforeseen conditions; and be it further

Resolved, That the president will notify the county executive and the county council of this action.

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

Agenda Item Number: 10B
November 13, 2017

ADOPTION OF FY19 CAPITAL BUDGET

BACKGROUND

The proposed FY19 capital budget and six-year FY19–24 capital improvements program were presented and discussed at the October 16, 2017, Board of Trustees meeting. The capital improvements program is supported by and implements the College's Facilities Master Plan. The request for FY19 is the first half of the FY19–20 biennial capital budget and totals \$38,152,000. A copy of the proposed capital budget was distributed to the Board at its October meeting. No changes to the budget were requested by the Board. The Board's adoption of the proposed FY19 capital budget is necessary for the county executive's consideration of these requests in the county's capital improvements program. Attached is a summary table that shows the proposed FY19 request by project, along with the actual FY18 appropriation for each project.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY19 capital budget, which requests a total of \$38,152,000 in FY19, and authorize the transmittal of the budget to the county government.

BACKUP INFORMATION

Board Resolution
FY19 Capital Budget Summary

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 11B
November 13, 2017

Subject: Adoption of FY19 Capital Budget

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

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

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

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