

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
February 28, 2011**

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

Agenda Item Number: 7  
February 28, 2011

**PERSONNEL ACTIONS CONFIRMATION REPORT**

BACKGROUND

The Board of Trustees by State Law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACK-UP INFORMATION

Board Resolution  
Personnel Actions Confirmation Report

RESOURCE PERSON(S)

Ms. Lawyer  
Ms. Bokor

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

Resolution Number: **11-02-006**  
Adopted on: **2/28/2011**

Agenda Item Number: 7  
February 28, 2011

**Subject: Personnel Actions Confirmation**

WHEREAS, by State Law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including January 1, 2011, to and including January 31, 2011; 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 report and confirms the action of the President.

Attachment

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From and Including January 1, 2011, to and Including January 31, 2011

**STAFF**

**STAFF EMPLOYMENTS**

Effective

| Date       | Name                      | Position Title                 | Grade | Location                     |
|------------|---------------------------|--------------------------------|-------|------------------------------|
| 01/03/2011 | Assing, Natalie P         | Accountant                     | J     | Finance Office               |
| 01/31/2011 | Brown, Kimberly L         | Instructional Services Dir     | K     | WD & CE                      |
| 01/31/2011 | Clapprod, Eric C          | Network Engineering Specialist | K     | Office of Info Tech          |
| 01/03/2011 | Deol, Aman S              | Safety & Security Officer      | E     | Facilities Security GT       |
| 01/31/2011 | Escobar, Teresa D         | Building Service Worker        | A     | Facilities Maintenance RV    |
| 01/31/2011 | Gonzalez, Andres          | Safety & Security Officer      | E     | Facilities Security GT       |
| 01/31/2011 | Governski, Meryl C        | Speech Writer                  | L     | Inst Adv Media/Pub Relations |
| 01/31/2011 | Gross, Kalisa C           | Senior Administrative Aide     | G     | Collegewide Cap Prjt/Oper    |
| 01/18/2011 | Malik, Vicky              | Instructional Associate        | J     | Health Sciences              |
| 01/31/2011 | McNally, John D           | Instructional Designer         | K     | Distance Learning TP/SS      |
| 01/31/2011 | Schuster, William C       | Instructional Assistant        | H     | Physics/Eng/Geoscience RV    |
| 01/31/2011 | Taylor, David A           | Network Engineering Specialist | K     | Office of Info Tech          |
| 01/31/2011 | Velasco De Motto, Lillian | Building Service Worker        | A     | Facilities Maintenance RV    |
| 01/14/2011 | Verdezoto, Danilo J       | Library Assistant              | F     | Rockville Library            |
| 01/31/2011 | Vizas, Heather W          | Telecommunications Engineer    | K     | Office of Info Tech          |
| 01/03/2011 | Yang, Jyh-Chin T          | Analyst/Programmer             | K     | Office of Info Tech          |

**STAFF SEPARATIONS**

|            |                                |                               |   |                              |
|------------|--------------------------------|-------------------------------|---|------------------------------|
| 01/21/2011 | Alessio, Esther M <sup>1</sup> | Tech Projects & Plan Analyst  | L | Office of Info Tech          |
| 01/03/2011 | Eaton, Brett D                 | Director of Communications    | N | Inst Adv Media/Pub Relations |
| 01/03/2011 | Fountain, Charles H            | Building Service Worker       | A | Facilities Operations TP/SS  |
| 01/28/2011 | Jordan, Judith M <sup>1</sup>  | Financial Aid Counselor       | J | Financial Aid TP/SS          |
| 12/31/2011 | Kline, Gary W <sup>1</sup>     | Trades Helper                 | E | Facilities Operations GT     |
| 01/28/2011 | Laine, Renate                  | Information Management Spec   | K | Inst Adv Media/Pub Relations |
| 01/28/2011 | Makovenyi, Hedvig <sup>2</sup> | Financial Records Assistant   | F | WD & CE                      |
| 01/08/2011 | Nieto, Ruth <sup>1</sup>       | Building Service Worker       | A | Facilities Maintenance TP/SS |
| 01/08/2011 | Paek, Sang H <sup>1</sup>      | Building Service Worker       | A | Facilities Maintenance TP/SS |
| 01/10/2011 | Rosano, Donald D <sup>1</sup>  | Instructional Lab Coordinator | K | Health/Exercise/PE RV        |

<sup>1</sup> Retirement

<sup>2</sup> Deceased

**STAFF EMPLOYMENTS: Ethnicity and Gender**

|              | <u>White</u> | <u>Black</u> | <u>Hispanic</u> | <u>Asian</u> | <u>American Indian</u> | <u>TOTAL</u> |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female       | 2            | 3            | 2               | 1            | 0                      | 8            |
| Male         | 4            | 1            | 2               | 1            | 0                      | 8            |
| <b>TOTAL</b> | <b>6</b>     | <b>4</b>     | <b>4</b>        | <b>2</b>     | <b>0</b>               | <b>16</b>    |

**STAFF SEPARATIONS: Ethnicity and Gender**

|              | <u>White</u> | <u>Black</u> | <u>Hispanic</u> | <u>Asian</u> | <u>American Indian</u> | <u>TOTAL</u> |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female       | 3            | 1            | 1               | 0            | 0                      | 5            |
| Male         | 3            | 1            | 0               | 1            | 0                      | 5            |
| <b>TOTAL</b> | <b>6</b>     | <b>2</b>     | <b>1</b>        | <b>1</b>     | <b>0</b>               | <b>10</b>    |

**FACULTY****FACULTY EMPLOYMENTS**

| Effective Date | Name                     | Position Title      | Location                             |
|----------------|--------------------------|---------------------|--------------------------------------|
| 01/14/2011     | Botello, Ivonne E        | Associate Professor | Arts/Humanities/SocialSciences TP/SS |
| 01/14/2011     | Capparella, Jennifer M   | Assistant Professor | Business/Science/Math/Tech GT        |
| 01/14/2011     | Cooper, Cinder S         | Associate Professor | Arts/Humanities/SocialSciences TP/SS |
| 01/14/2011     | Eaton, Aaron O           | Associate Professor | Health Sciences TP/SS                |
| 01/14/2011     | Eggenschwiler, Rebecca L | Assistant Professor | English/Lit/Prof Writing RV          |
| 01/14/2011     | Gyorgy, Andrea B         | Assistant Professor | Business/Science/Math/Tech GT        |
| 01/14/2011     | Hernandez, Shinta H      | Assistant Professor | Sociol/Anthr/Crim Justice RV         |
| 01/14/2011     | Lantz, Valerie A         | Associate Professor | Nat/Apppl Sci,Bus/Mgt,Info Sci TP/SS |
| 01/14/2011     | McWhirter, Timothy M     | Professor           | Reading, ESL & Linguistics RV        |
| 01/14/2011     | Mercado, Alejandra V     | Associate Professor | Business/Science/Math/Tech GT        |
| 01/14/2011     | Nash Jr, Milton H        | Associate Professor | Nat/Apppl Sci,Bus/Mgt,Info Sci TP/SS |
| 01/14/2011     | Prince, Steve A          | Assistant Professor | Humanities/Soc Sci/Educ GT           |
| 01/14/2011     | Stone, Judith L          | Assistant Professor | Art RV                               |
| 01/14/2011     | Tangirala, Padmavathi    | Assistant Professor | Nat/Apppl Sci,Bus/Mgt,Info Sci TP/SS |
| 01/14/2011     | Zarrouk, Mazen G         | Assistant Professor | Nat/Apppl Sci,Bus/Mgt,Info Sci TP/SS |

**FACULTY SEPARATIONS**

|            |                                 |                     |                                      |
|------------|---------------------------------|---------------------|--------------------------------------|
| 01/04/2011 | Acquah, Sandra                  | Assistant Professor | Biology RV                           |
| 01/04/2011 | Anderson, Thomas L <sup>1</sup> | Professor           | Business & Econ RV                   |
| 01/04/2011 | Finn, Marie E                   | Professor           | Humanities/Soc Sci/Educ GT           |
| 01/04/2011 | Goupil, Stephan A               | Assistant Professor | Business/Science/Math/Tech GT        |
| 01/04/2011 | Holbrook, Ronald W              | Professor           | Applied Technologies RV              |
| 01/04/2011 | Jayasekera, Dilrukshi I         | Assistant Professor | Chemistry RV                         |
| 01/04/2011 | Petrides, Bette D               | Assistant Professor | English/Lit/Prof Writing RV          |
| 01/12/2011 | Pitzer, Tanya L <sup>1</sup>    | Professor           | Reading, ESL & Linguistics RV        |
| 01/04/2011 | Razavi, Rebecca H               | Assistant Professor | English/Lit/Prof Writing RV          |
| 01/14/2011 | Shaw, Charlie V                 | Assistant Professor | Business/Science/Math/Tech GT        |
| 01/04/2011 | Wall, Van C <sup>1</sup>        | Professor           | Arts/Humanities/SocialSciences TP/SS |
| 01/04/2011 | Yagodich, Dina M                | Assistant Professor | Business/Science/Math/Tech GT        |

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<sup>1</sup> Retirement

**FACULTY EMPLOYMENTS: Ethnicity and Gender**

|              | <u>White</u> | <u>Black</u> | <u>Hispanic</u> | <u>Asian</u> | <u>American Indian</u> | <u>TOTAL</u> |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female       | 5            | 1            | 2               | 2            | 0                      | <b>10</b>    |
| Male         | 3            | 2            | 0               | 0            | 0                      | <b>5</b>     |
| <b>TOTAL</b> | <b>8</b>     | <b>3</b>     | <b>2</b>        | <b>2</b>     | <b>0</b>               | <b>15</b>    |

**FACULTY SEPARATIONS: Ethnicity and Gender**

|              | <u>White</u> | <u>Black</u> | <u>Hispanic</u> | <u>Asian</u> | <u>American Indian</u> | <u>TOTAL</u> |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female       | 5            | 1            | 0               | 1            | 0                      | <b>7</b>     |
| Male         | 4            | 1            | 0               | 0            | 0                      | <b>5</b>     |
| <b>TOTAL</b> | <b>9</b>     | <b>2</b>     | <b>0</b>        | <b>1</b>     | <b>0</b>               | <b>12</b>    |

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

Agenda Item Number: 8A  
February 28, 2011

**MULTIPLE AWARDS OF CONTRACTS- PURCHASE OF LIGHTING EQUIPMENT, ROBERT  
E. PARILLA PERFORMING ARTS CENTER, ROCKVILLE CAMPUS, BID NO. 511-011**

**BACKGROUND**

The Instructional and College Dean for the Arts has requested multiple contract awards for the purchase of lighting equipment for the Robert E. Parilla Performing Arts Center on the Rockville Campus. The current inventory of lighting equipment has reached its serviceable life span and is no longer being supported by the manufacturers. Without the purchase of this lighting equipment, the Performing Arts Center would not be able to hold a number of events, resulting in missed opportunities to generate revenue for the College. Purchasing the lighting equipment supports the strategic outcome of College Goal 2 – the educational, economic, social and cultural needs of the College’s internal and external communities will be addressed.

On November 5, 2010, a solicitation was issued for the purchase of the replacement of lighting equipment. The award is for 2 categories of equipment: Group 1 - Lighting Instruments and Group 2 - Lighting Console. Three responses were received in both Groups and included one (1) no bid response for Group 1 on November 29, 2010. Parlights Inc., Frederick, Maryland was the lowest responsible bidder for Group One with a total price of \$147,424.50. StageLight Tennessee LLC, Nashville, Tennessee was the lowest responsible bidder for Group Two with a total price of \$55,727.00. Board approval is required for evaluated competitive bids valued over \$25,000.00. Funding for this project is available in the FY2011 Operating Budget.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees approve multiple awards of contract for the purchase of lighting equipment to Parlights Inc., Frederick, Maryland for Group 1 – Lighting Instruments, for a not-to-exceed amount of \$147,424.50 and to StageLight Tennessee LLC, Nashville, Tennessee, for Group 2 – Lighting Console, for a not-to-exceed amount of \$55,727.00.

**BACK-UP INFORMATION**

Board Resolution  
Bid Summary (Board Members Only)  
Bidders List (Board Members Only)

**RESOURCE PERSONS**

Dr. D. Preston  
Dr. J. Wormack

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

Resolution Number: **11-02-007**  
Adopted on: **2/28/2011**

Agenda Item Number: 8A  
February 28, 2011

**Subject: Multiple Awards of Contracts, Purchase of Lighting Equipment, Robert E. Parilla Performing Arts Center, Rockville Campus, Bid No. 511-011**

WHEREAS, the Instructional and College Dean for the Arts has requested multiple contract awards for the purchase of lighting equipment for the Robert E. Parilla Performing Arts Center on the Rockville Campus. The current inventory has reached its serviceable life span and is no longer being supported by the manufacturers; and

WHEREAS, without the purchase of this lighting equipment, the Performing Arts Center would not be able to hold a number of events, which would result in missed opportunities to generate revenue for the College; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds are available in the FY2011 Operating Budget ; and

WHEREAS, pursuant to MD (Educ.) Code Ann. Sec 16-311(c), a request for bid was advertised in a County newspaper on November 5, 2010, and posted on the Procurement and State of Maryland websites, and downloaded by thirty-four (34) vendors. Three (3) responses, including one (1) no bid in one group, were received, read aloud and recorded, beginning at 3:00 p.m. on November 29, 2010; and

WHEREAS, awards resulting from evaluated competitive bids valued above \$25,000.00 requires approval by the Board; and

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

Resolved, That the Board of Trustees approve multiple awards of contract for the purchase of lighting equipment to Parlights Inc., Frederick, Maryland for Group 1 – Lighting Instruments, for a not-to-exceed amount of \$147,424.50 and to StageLight Tennessee LLC, Nashville, Tennessee, for Group 2 – Lighting Console, for a not-to-exceed amount of \$55,727.00.

DPP:abg

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

Agenda Item Number: 8B  
February 28, 2011

**AWARD OF CONTRACT  
RENOVATION FOR WORKFORCE DEVELOPMENT & CONTINUING EDUCATION  
IN THE MORRIS AND GWENDOLYN CAFRITZ FOUNDATION ARTS CENTER  
TAKOMA PARK/SILVER SPRING CAMPUS, BID NO. 611-007**

**BACKGROUND**

This award is for the construction of a Workforce Development & Continuing Education (WDCE) suite in the 16,200 gross square foot "shell" space that had been reserved for future College needs on the second floor of the Morris and Gwendolyn Cafritz Foundation Arts Center. The WDCE suite will house classrooms, computer labs and office space. This new space consolidates WDCE programming on the Takoma Park/Silver Spring Campus, enabling WDCE to relocate from temporary space in Pavilion 4 and from portions of the Health Sciences Center. Planning is underway to re-purpose vacated Health Sciences space to support strategic expansion of the College's nursing and allied health sciences programs.

Project contract documents, including drawings and specifications, were prepared by architecture and engineering consultants and Facilities staff. The solicitation was advertised on November 22, 2010 and ten (10) responses were received on December 21, 2010. A two-part Request for Proposal (RFP) process was undertaken to afford the College the benefits of a best-value solicitation for this project. The Technical Proposal (Part A) represented 60% of the Contractor's total score and the Price Proposal (Part B) represented 40% of the Contractor's total score. The stated expectation was that the highest scoring proposal would be recommended for contract award.

One response was incomplete and did not receive further consideration. A selection committee, consisting of key staff from the College's Central Facilities and Procurement offices, reviewed and evaluated the remaining nine (9) proposals. Part A consisted of evaluation of Technical Proposals submitted by the Contractors. Part B of the RFP process assessed Price Proposals from four (4) Contractors who satisfied expectations evaluated under Part A. The Part B evaluation process identified a material issue with one Contractor's proposal, resulting in its rejection from further consideration. Price proposals ranged from \$1,985,000.00 to \$2,669,913.48. The lowest price proposal was awarded the highest point score and higher price proposals were awarded reduced point scores by ratio in comparison with the lowest price proposal. Dustin Construction, Inc., Ijamsville, Maryland, with a bid price of \$2,074,000 was the highest scoring lowest responsible bidder.

The College's estimated construction cost for this project was \$1,909,500. Sufficient funds are available for this work in the FY2011 Capital Budget TP/SS Health Sciences Expansion Project for this work. Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed proposals valued above \$25,000.

**RECOMMENDATION**

It is recommended that an award of contract for \$2,074,000 be made to Dustin Construction, Inc. of Ijamsville, Maryland, for construction of the Workforce Development & Continuing Education

suite in the Morris and Gwendolyn Cafritz Foundation Arts Center, Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

Board Resolution

Summary of Bids (Board Members Only)

Bidders' List (Board Members Only)

RESOURCE PERSON(S):

Mr. Capp

Dr. Wormack

Mr. Sorrell

Mr. Sheeran

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

Resolution Number: **11-02-008**  
Adopted on: **2/28/2011**

Agenda Item Number: 8B  
February 28, 2011

**Subject: Award of Contract, Renovation for Workforce Development & Continuing Education in the Morris and Gwendolyn Cafritz Foundation Arts Center, Takoma Park/Silver Spring Campus, Bid No. 611-007**

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WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for construction of the Workforce Development & Continuing Education (WDCE) suite in the Morris and Gwendolyn Cafritz Foundation Arts Center on the Takoma Park/Silver Spring Campus; and

WHEREAS, a two-part request for proposals approach was undertaken for this project to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, the Director of Procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; and

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposals and pricing (in a two-part process) was publicly advertised on November 22, 2010, in the *Baltimore Sun* and the *Washington Post*; listed by two (2) reporting agencies; and posted on the Montgomery College Procurement Web site and eMaryland Marketplace; and

WHEREAS, ten (10) proposals for this project were received and recorded in the Office of Procurement at 3:00 p.m. local time on December 21, 2010; and whereas nine (9) proposals received evaluation of Technical Proposals (Part A); and whereas those deemed qualified were selected to advance to the next step (Part B) of the proposal process; and

WHEREAS, after analysis of the proposals, it was determined that the proposal submitted by Dustin Construction, Inc., Ijamsville, Maryland, including its bid of \$2,074,000, meets all College specifications and is the recommended highest scoring lowest responsible bidder; and

WHEREAS, Board approval is required for competitive sealed proposals valued above \$25,000, and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2011 Capital Budget to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, and insurance for construction of the WDCE suite in the Morris and Gwendolyn Cafritz Foundation Arts Center, Takoma Park/Silver Spring Campus, be awarded to Dustin Construction, Inc., Ijamsville, Maryland, at the firm's base bid price of \$2,074,000 and be it further

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

DPP:abg

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

Agenda Item Number: 9  
February 28, 2011

**RATIFICATION OF THE FY2012 CURRENT, ENTERPRISE AND OTHER FUNDS BUDGETS**

BACKGROUND

On January 31, 2011, the Proposed FY2012 Current Fund, Enterprise and Other Funds Budgets were presented to the Board of Trustees. On February 7, 2011 the Board of Trustees voted unanimously in closed session to approve the FY2012 Current Fund, Enterprise and Other Funds Budgets. The Board will ratify the vote on February 28, 2011 in public session as the budget had a submission date of February 14, 2011 to the County. The proposed budget is very modest recognizing the fiscal constraints facing County and State decision-makers. It will, however, allow the College to continue to meet its mission...it will protect access, affordability, and a quality education. The current fund budget request is \$218 million, a \$3.1 million (1.4%) increase from FY2011. The largest part of the increase is for the part-year costs of the new Rockville Science Center and adding back the salary reduction savings from the FY11 furloughs. The budget also includes increases for benefits, risk management, and Board of Trustees grants. There is no salary improvement in this budget.

This budget assumes level funding from the County and State. To achieve this, the College decreased \$4.7 million from the projected budget prepared during the summer which affected every unit of the College. The College also absorbed the cost of the Rockville Science Center through reallocation of existing funds. The proposed budget includes a \$3/\$6/\$9 per credit hour tuition increase. The Board of Trustees will act on the tuition and fee increases in April.

RECOMMENDATION

The Board of Trustees is requested to ratify adoption of the FY2012 Current Fund, Enterprise and Other Funds Budgets.

BACK-UP INFORMATION

Board Resolution  
Budget Letter to the County (Trustees only)

RESOURCE PERSONS

Ms. Dimon  
Mr. Moore

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

Resolution Number: **11-02-009**  
Adopted on: **2/28/2011**

Agenda Item Number: 9  
February 28, 2011

**Subject: Ratification of the FY2012 Current, Enterprise and Other Funds Budgets**

WHEREAS, on January 31, 2011 the FY2012 Proposed Current Fund, Enterprise and Other Funds Budgets were presented to the Board of Trustees; and

WHEREAS, on February 7, 2011 the Board of Trustees voted unanimously to approve the FY2012 Current Fund, Enterprise and Other Funds Budgets and will ratify the vote on February 28, 2011; and

WHEREAS, every effort was made to present a budget that was sustainable and affordable given the difficult economic times the County and State are facing; and

WHEREAS, this budget assumes level funding from the County and State; and

WHEREAS, all College needs were funded through the reallocation of funds; and

WHEREAS, it was necessary to reduce the same services budget by \$4.7 million which affected every unit in the College; and

WHEREAS, this budget includes no salary improvement and might need to be revised once all the county unions reach an agreement; and

WHEREAS, the College still has millions of dollars in unrequested well justified needs; and

WHEREAS, during budget deliberations the Board's first priority was to the College's mission of academic excellence, access, and student success; and

WHEREAS, every effort was made to maintain the quality of programs and services at Montgomery College while realizing the need to conserve public funds and maintain reasonable tuition and fee rates; and

WHEREAS, the Board of Trustees held a public hearing to present the budget to the College and the community; and

WHEREAS, appropriate changes to the Proposed Budget have been made in compliance with Board of Trustees action; now therefore be it

Resolved, That the Board of Trustees ratify adoption of the FY2012 Operating Budget in the amounts of \$218,109,546 for the Current Fund, \$16,136,583 for the Workforce Development and Continuing Education Fund, and \$6,451,173 for the Auxiliary Enterprises Fund. These amounts are subject to funding and appropriate action by the Montgomery County Government. The amounts are subject to further technical refinement before the budget is submitted for recommendation to the County Executive and the County Council.

DPP:abg

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

Resolution Number: **11-02-009**  
Adopted on: **2/28/2011**

Agenda Item Number: 9  
February 28, 2011

**Subject: FY2012 Budget Approval - Other Funds**

WHEREAS, the College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, the exact funding of special College projects and/or proposals is not certain; and

WHEREAS, amounts shown in the budget document for Student Activities and Athletics, Cable TV, Emergency Plant Maintenance and Repair Fund, Major Facilities Reserve Fund, Montgomery College 50<sup>th</sup> Anniversary Endowment Fund, Transportation Fund, and Federal, State, and Private Grants and Contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, it is essential to the success of these special programs for the President to have flexibility to deal with the changing external circumstances associated with these programs; now therefore be it

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that the amounts are not fixed; and be it further

Resolved, That the President is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY2012, provided expenditures do not exceed revenues.

DPP:abg

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

Agenda Item Number: 10  
February 28, 2011

**MODIFICATION OF BOARD OF TRUSTEES BY-LAWS**

**BACKGROUND**

The Montgomery College Board of Trustees consists of ten members with one member being an enrolled student in good standing at the College. There are a number of responsibilities and obligations of the Board which are the foundation of trusteeship. These responsibilities and obligations include the avoidance of actual or perceived conflict of interest in acting as a member of the Board of Trustees. Members of the Board of Trustees must be proactive in avoiding situations in which the self-interests of the trustee is incompatible with the best interests of the College. Therefore it was determined that the Bylaws of the Board of Trustees should include a conflict of interest provision, whereby trustees are required to refrain from accepting or resign from any leadership position of an organization or group within the College community that represents the interests of faculty, staff, or students.

**RECOMMENDATION**

It is recommended that the Board of Trustees By-Laws in College Policy 11001, Section II.A.2 Responsibilities and Obligations of the Board, Individual Trustees and the President, Individual Trustee Responsibilities and Obligations, be changed.

**BACK-UP INFORMATION**

Board Resolution  
Appropriate Sections in College Policy 11001

**RESOURCE PERSON(S)**

Dr. Michelle T. Scott  
Mr. Clyde Sorrell

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

Resolution Number: **11-02-010**  
Adopted on: **2/28/2011**

Agenda Item Number: 10  
February 28, 2011

**Subject: Modification of Board of Trustees By-Laws**

WHEREAS, there are a number of responsibilities and obligations of the Board which are the foundation of trusteeship; and

WHEREAS, the Board is committed to governing by a code of ethics that includes avoiding conflicts of interest and duality of interest in conducting all affairs of the College; and

WHEREAS, it was determined that the Board of Trustee members will refrain from accepting, or will resign, from any leadership position of an organization or group within the College community that represents the interests of faculty, staff, or students; and

WHEREAS, the Board of Trustees may amend its by-Laws as needed; now therefore be it

Resolved, That the College Policy regarding the Board of Trustees By-Laws is amended as indicated on the attachment.

DPP:mts

Attachment

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Chapter: Board of Trustees

Modification No.

Subject: **Board of Trustees Bylaws**

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II. Responsibilities and Obligations of the Board, Individual Trustees and the President

A. Board and Individual Trustees

There are a number of responsibilities and obligations of the Board which are the foundation of trusteeship. Some of these responsibilities and obligations must be observed by Board members from the standpoint of the Board as a whole and others must be observed from the standpoint of Board Trustees as individuals.

1. Board Responsibilities and Obligations

The Board shall:

- a. define the role and mission of the College and establish institutional objectives;
- b. be responsible for selecting, evaluating, and, if necessary, terminating the President;
- c. monitor the instructional programs including academic policy and the evaluation of current curricular offerings and consider recommendations for the addition of new programs and termination or major modification of existing programs;
- d. ensure that comprehensive and continuous short and long-range institutional planning occurs;
- e. ensure that the College is managed in a professional and business-like manner;
- f. engage in positive public relations for the College;
- g. preserve institutional independence from encroachment of that independence from whatever source it might come;
- h. evaluate periodically how well the institution is performing in relationship to the established role and mission of the College;
- i. maintain an atmosphere that encourages innovation and change;
- j. insist on being completely informed about all aspects of the College;
- k. regularly engage in Board self-evaluation;
- l. establish policies for the conduct of the activities of the College; and
- m. establish a communication policy that ensures appropriate channels of communication between the Board and the faculty, students, staff and the surrounding community.

2. Individual Trustee Responsibilities and Obligations

Each Board Trustee shall:

- a. prepare for Board meetings by reviewing materials furnished in advance of the meeting;
- b. communicate recommended Board agenda items to the Board Chair in advance;
- c. maintain confidentiality on all matters discussed at closed meetings of the Board;
- d. participate in continuing education functions and education conferences held by various professional organizations;

- e. attend at least fifty percent (50%) of the meetings of the Board during any consecutive 12-month period to appropriately perform the responsibilities of a trustee and to avoid the resignation provisions of Section 8-501, State Government Article.
- f. refrain from engaging in any activity which is or could give the appearance of being a conflict of interest; **this includes refraining from accepting or resigning from any leadership position of an organization or group within the College community that represents the interests of faculty, staff, or students.**
- g. request Board approval (through the Board Chair) before engaging in any individual activity (other than local travel) that will result in expenditure of College funds;
- h. refrain from involving members of the College staff in Board, College or other activities without consultation with the College President and the Board Chair;
- i. refrain from interfering in the day-to-day administration of the College; and
- j. speak and act only in the best interests of the College.

Board Approval: October 15, 1984; June 17, 1985; June 16, 1986; November 15, 1993; September 18, 2000; February 28, 2011.

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

Agenda Item Number: 11  
February 28, 2011

**ADOPTION OF AACC AND ACCT COLLEGE COMPLETION CHALLENGE:  
A CALL TO ACTION STATEMENT OF COMMITMENT**

**BACKGROUND**

On September 9, 2010, the presidents of the American Association of Community Colleges (AACC) and the Association of Community College Trustees (ACCT) wrote to member CEOs and board chairs to ask them to join in a call to action to engage community college institutions to advance 'the completion agenda' - increasing the number of students who complete degrees, certificates, and other credentials with value in the work place.

As a national imperative, Montgomery College has a commitment to meet the challenge while holding firmly to traditional values of access, affordability, opportunity, and quality.

**RECOMMENDATION**

The Board of Trustees is requested to adopt the American Association of Community Colleges (AACC) and the Association of Community College Trustees' (ACCT) Completion Challenge: *A Call to Action Statement of Commitment*.

**BACK-UP INFORMATION**

Board Resolution

The American Association of Community Colleges (AACC) and the  
Association of Community College Trustees' (ACCT) Completion  
Challenge: *A Call to Action Statement of Commitment*

**RESOURCE PERSON:**

Dr. Pollard

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

Resolution Number: **11-02-011**  
Adopted on: **2/28/2011**

Agenda Item Number: 11  
February 28, 2011

**Subject: Adoption of AACC and ACCT College Completion Challenge: *A Call to Action Statement of Commitment***

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WHEREAS, In an unprecedented and unified action, the American Association of Community Colleges (AACC) and five other national organizations representing the nation's 1,200 community colleges, their governing boards, their faculty and their 11.8 million students have pledged in a statement of commitment to increase student completion rates by 50 percent over the next decade. Leaders of the Association of Community College Trustees, League for Innovation, Center for Community College Student Engagement, National Institute for Staff and Organizational Development, and Phi Theta Kappa joined AACC President George Boggs in signing the *Democracy's Colleges: Call to Action* statement at AACC's national convention on April 20, 2010; and

WHEREAS, On September 9, 2010, the presidents of the American Association of Community Colleges (AACC) and the Association of Community College Trustees (ACCT) wrote to member CEOs and board chairs to ask them to join in a call to action to engage community college institutions to advance 'the completion agenda' - increasing the number of students who complete degrees, certificates, and other credentials with value in the work place; and

WHEREAS, as a national imperative, Montgomery College has a commitment to meet the challenge while holding firmly to traditional values of access, affordability, opportunity, and quality; and

WHEREAS, the Board of Trustees recognizes this commitment to the citizens of Montgomery County and the State of Maryland; and

WHEREAS, the Board of Trustees accepts this national *Call to Action*; and

WHEREAS, the President of the College recommends that the Board adopt the American Association of Community Colleges (AACC) and the Association of Community College Trustees' (ACCT) Completion Challenge: *A Call to Action Statement of Commitment*; now therefore be it

Resolved, That the Board of Trustees adopts the American Association of Community Colleges (AACC) and the Association of Community College Trustees' (ACCT) Completion Challenge: *A Call to Action Statement of Commitment*; and be it further

Resolved, That this resolution be submitted to the American Association of Community Colleges and the Association of Community College Trustees in order to join the roster of other community colleges that have proudly accepted this challenge.

DPP:abg

Attachment



# Accepting the College Completion Challenge

## *A Call to Action*

*In recognition of the central role that **Montgomery College** has in meeting the educational and training needs in our community and, more broadly, in contributing to an educated U.S. citizenry and a competitive workforce, we pledge to do our part to increase in the number of Americans with high quality postsecondary degrees and certifications to fulfill critical local, state, and national goals. With the “completion agenda” as a national imperative, **Montgomery College** has an obligation to meet the challenge while holding firmly to traditional values of access, opportunity, and quality.*

- We believe the student success and completion agenda is the future of **Montgomery College**.
- We believe that completion matters and that every student counts.
- We believe in every student’s potential and responsibility to succeed—and that an engaged student is more likely to persist in college.
- We believe the “open door” must not be a “revolving door,” and that **Montgomery College** must take responsibility for student success.
- We believe that community colleges are the gateways to the middle class and beyond for millions of Americans.
- We believe that community colleges are an invaluable economic engine driving the nation toward renewed and sustained economic prosperity.
- We believe that talented and committed people working “heart and soul” at **Montgomery College** are ready to take on leadership roles to increase student success and college completion.
- We believe to change in institutional culture, from emphasis on access only to emphasis on access and success.
- We commit to courageous conversations about diversity, equity, and evidence reflecting student success and institutional performance.
- We commit, while increasing success rates for all students, to eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.
- We commit to acting on facts to make positive changes in the interest of student success and college completion.
- We commit to promoting faculty and staff development focused on evidence based educational practice.
- We commit to providing development opportunities, for college administrators, trustees, faculty, staff, and students to build and sustain leadership for student success.
- We ask every trustee, administrator, faculty member, counselor, advisor financial aid officer, staff member, and student organization to examine current practices, to identify ways to help students understand the added value of degrees and certifications, and to help them progress toward their goals.
- We ask every student to help one other student succeed.
- We ask community members to support and work with us to help more students succeed.
- We ask elected officials to create the policy conditions that enable, support, and reward our work to strengthen student success.
- We ask other community colleges to join us by signing and sharing this commitment and call to action.

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

Agenda Item Number: 12  
February 28, 2011

**MEMORANDUM OF SETTLEMENT – COLLECTIVE BARGAINING AGREEMENT, AAUP**

BACKGROUND

Representatives of the Board of Trustees and the Montgomery College Chapter, American Association of University Professors, reached an agreement as a result of re-opener negotiations resulting in amendments to the full-time faculty collective bargaining agreement. The amendments to the agreement include: no compensation increases in Fiscal Year 2012 and adjustment to the overall funds available for the Educational Assistance Program, including establishment of a separate fund for the reimbursement of certain expenses related to travel for professional development in the faculty member's discipline. The parties also agreed, in two separate side letters, to alter the eligibility and premium share applicable to future retiree health care for those hired on or after July 1, 2011, and to provide two days of additional paid time off in Fiscal Academic Year 2012. The membership of bargaining unit ratified the agreement on February 18, 2011.

RECOMMENDATION

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

BACK-UP INFORMATION

Resolution

Memorandum of Settlement, February 4, 2011 (Trustees Only)

RESOURCE PERSON(S)

Ms. Espinosa

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

Resolution Number: **11-002-012**  
Adopted on: **2/28/011**

Agenda Item Number: 12  
February 28, 2011

**Subject: Memorandum of Settlement - Collective Bargaining Agreement, AAUP**

WHEREAS, the Montgomery College Chapter, American Association of University Professors, is the exclusive representative authorized to negotiate on behalf of certain full-time faculty members at Montgomery Community College; and

WHEREAS, a Memorandum of Settlement with amendments to the collective bargaining agreement effective August 20, 2001 to August 2015, has been negotiated by teams representing the Board of Trustees and the AAUP as well as side letters pertaining to future retiree health care and one time additional paid time off; and

WHEREAS, on February 18, 2011, the members of the AAUP ratified the Memorandum of Settlement; and

WHEREAS, the Board negotiating team recommends approval of the Memorandum of Settlement by the Board; and

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

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

Resolved, That the Board of Trustees authorizes the Chairman to execute the Memorandum of Settlement between the Board of Trustees of Montgomery Community College and Montgomery College Chapter, American Association of University Professors; and be it further

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

DPP:abg

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

Agenda Item Number: 13  
February 28, 2011

**FUTURE RETIREE HEALTH INSURANCE FOR ELIGIBLE EMPLOYEES  
HIRED ON OR AFTER JULY 1, 2011**

**BACKGROUND**

The current Board policy which governs retiree health insurance benefits was adopted in 1990 and generally provides that employees eligible to retire will receive the opportunity to participate in retiree health insurance with 40% of the premium paid by Montgomery College for those with less than 10 years of employment and 60% of the premium paid by Montgomery College for those with 10 years or more of employment. In partnership with the labor unions representing the full-time faculty, the Montgomery College Chapter of the American Association of University Professors, and certain staff, Local 2380 of the American Federation of State, County, and Municipal Employees, agreements were negotiated to alter the existing eligibility and premium share arrangement for those hired on or after July 1, 2011 as follows: employees shall be eligible to participate in retiree health care plans in the event they are eligible to retire and are at least age 55 and have at least 15 years of service. For those eligible employees with 15-19 years of service who elect to participate in retiree health insurance, 40% of the premium will be paid by Montgomery College. For those eligible employees with 20 years or more of service who elect to participate in retiree health insurance, 60% of the premium will be paid by Montgomery College. No new dependents may be added subsequent to retirement. This resolution is in accord with those agreements and equally applies the criteria for eligibility and premium share to all eligible Montgomery College employees, full-time faculty, staff, and administrators, hired on or after July 1, 2011.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached resolution approving the future retiree health insurance for eligible employees hired on or after July 1, 2011; authorizing the Board Chairman to execute the Memorandum of Agreement; and delegating to the President the authority and responsibility to implement and administer the agreement.

**RESOURCE PERSON(S)**

Ms. Espinosa  
Ms. Lawyer

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

Resolution Number: **11-02-013**  
Adopted on: **2/28/2011**

Agenda Item Number: 13  
February 28, 2011

**Subject: Future Retiree Health Insurance For Eligible Employees Hired on or after July 1, 2011**

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WHEREAS, the current Board policy which governs retiree insurance benefits was adopted in 1990 and provides generally that the College will contribute forty (40) percent of the health insurance premium for those eligible and electing to participate in retiree health insurance with less than 10 years of service and that the College will contribute sixty (60) percent of the health insurance premium for those eligible and electing to participate in retiree health insurance with 10 years or more of service; and

WHEREAS, agreements have been reached with the Montgomery College Chapter, American Association of University Professors, and Local 2380 of the American Federation of State, County, and Municipal Employees, to alter those requirements for eligible bargaining unit employees hired on or after July 1, 2011; and

WHEREAS, these alterations will result in future savings and reduction of other post employment benefit (OPEB) liability for Montgomery College; and

WHEREAS, the President recommends the Board adopt a uniform policy applicable to all eligible staff, full-time faculty, and administrators; and

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

Resolved, That the Board of Trustees approves the following alteration of policy for those regular status staff, full-time faculty, and administrators hired on or after July 1, 2011: employees shall be eligible to participate in retiree health care plans in the event they are eligible to retire and are at least age 55 and have at least 15 years of service. For those eligible employees with 15-19 years of service who elect to participate in retiree health insurance, 40% of the premium will be contributed by Montgomery College. For those eligible employees with 20 years or more of service who elect to participate in retiree health insurance, 60% of the premium will be contributed by Montgomery College. No new dependents may be added subsequent to retirement; and be it further

Resolved, That the Board of Trustees delegates to the President the responsibility and authority to implement and administer this benefit and to further delegate responsibility for the implementation and administration of the benefit to appropriate College staff.

DPP:abg