



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
June 15, 2015**

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

Agenda Item Number: 7  
June 15, 2015

**APPROVAL OF *BOARD PERSPECTIVES* FOR FY15**

**BACKGROUND**

*Board Perspectives* is an annual publication of the Montgomery College Board of Trustees. Public reflection statements are considered a national best practice for college governing bodies and provide a vehicle to demonstrate stewardship of the public perspective. They are intended to stimulate community consideration and invite broader input.

Published at the end of each fiscal year, *Board Perspectives* serves as a summary of the Board's work. In it, the Board reflects on the College and its own leadership during the year. In addition, it also considers important dynamics and issues in the College's future. The annual statement is posted on the Board's website and shared with the College as well as with members of the community.

This year's edition of *Board Perspectives* focuses on student success in the classroom and in the workplace, academics at the College, the role of data, and non-cognitive barriers to success. The College has made substantial progress in these areas and has laid the foundation for more progress in the year ahead.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve its FY15 edition of *Board Perspectives*.

**BACKUP INFORMATION**

Board Resolution  
*Board Perspectives* (Board members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

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

Resolution Number: **15-06-044**

Agenda Item Number: 7  
June 15, 2015

Adopted on: **6/15/2015**

**Subject: Approval of *Board Perspectives* for FY15**

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

WHEREAS, Public reflection statements are considered a national best practice for college governing bodies and provide a vehicle to demonstrate stewardship of the public perspective; and

WHEREAS, *Board Perspectives* is intended to stimulate community consideration and invite broader input on key College issues; and

WHEREAS, The College, its leadership, faculty, and staff continue to serve the community with a focus on student success; and

WHEREAS, This year's edition of *Board Perspectives* focuses on student success in the classroom and in the workplace, academics at the College, the role of data, and non-cognitive barriers to success; and

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

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

Resolved, That the Board of Trustees is confident that the president and the senior leadership team along with the entire College community will rise to the Board's expectations; and be it further

Resolved, That the Board of Trustees approves the 2015 edition of *Board Perspectives*.

# BOARD PERSPECTIVES

## Achieving the Promise

Prepared by the Montgomery College Board of Trustees • June 2015



**MONTGOMERY COLLEGE BOARD OF TRUSTEES**

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**DR. DERIONNE P. POLLARD**  
Secretary/Treasurer and President of Montgomery College

This was a year focused on students and student success at Montgomery College.

This was also a year that saw changes in the College's external environment. The Maryland statewide elections ushered in a new administration. With a recovering national and regional economy—though sluggishly recovering—state and local governments were challenged to meet funding needs. In addition, the College experienced a slight downturn in enrollment.

Nevertheless, we focused on student success in the classroom and on success in the workplace. We did this during the first year of operating with a new academic structure. And we did this with enhanced data.

### **Achieving the Promise**

Along with the whole College community, the Board engaged in a yearlong discussion and reflection on how we ensure success for all our students. This included extensive consideration of a student success policy by a Board committee. The new policy expresses the Board's commitment to student success and embraces the systemic practices that help students complete a degree, a certificate, or other personal educational goal.

In addition, through monthly reports from the President, as well as dialogues with governance councils, the Board focused on how the College can improve the success of students from groups underrepresented in higher education. Over the past two years, collegewide task forces studied and developed implementation plans to address this issue at the College. The dedication and devotion to students shown by these groups reflect a deeply caring College community. These groups inspire us and have developed what may be a national model for addressing this issue.

At the beginning of the academic year, we had a name for this issue—we called it "Closing the Achievement Gap." By the end of the year, at the recommendation of President DeRionne Pollard, who sought a more accurate and compelling term, we are calling it "Achieving the Promise." Indeed an education is a promise—the singular promise that can change a life, change a family, and change a society.

Achieving the Promise is at the heart of student success at the College.

### **Workforce Development**

A second student success dialogue was taking place in our county this year—a dialogue about workforce needs. The College was front and center in this conversation, as it should be. We knew that the leaders and businesses of Montgomery County were aware that the College is a leader in workforce development.

Or were they?

In compiling a comprehensive report of the College's efforts in workforce development, the first of its kind, we documented a most impressive enterprise that is a workforce engine for the county. We might have even surprised ourselves at seeing exactly how much the College does.

The county dialogue continues on this critical need to create well-educated workers to better our economy. The direction the countywide effort will take remains to be determined, but this Board is determined that the College must be at the table. In fact, we believe the College should be at the head of the table. Who better to lead this effort than the organization that does this work every day and does more of it than anyone else?

These two dialogues, Achieving the Promise and workforce development, while having taken place largely independent of one another, are actually interwoven at their core. A successful student who achieves the promise is a student who is workforce-ready. Our College makes that happen by empowering students to change their lives.

### **Academics at the College**

These two promising and interwoven efforts of Achieving the Promise and workforce development now rest on the foundation of a new academic structure at the College. The Board was pleased to see the development and implementation of the new academic structure, a collegewide array of departments, disciplines, and positions with better lines of responsibility and communication.

We already have seen some fruits from this new organization, including several completely online degrees—a goal we have supported for some time—and a revamped general studies program. The importance of the revisions to the general studies degree cannot be stressed too much. More students are enrolled in the general studies program than in any other major at the College. It is a transfer program that sends more students to universities—some with the completed degree, some without—than any other. Its design and its function must be of a quality that assures students success after transfer, and success in the workplace.

### **Centrality of a Data Focus**

President Pollard has reminded us and the whole College community that “you can't change your data if you don't know your data.” Sometimes it can seem as if we are swimming in an ocean of data; we have so many internal and external reports. Three deliberate efforts this year have made a difference in our institutional focus on data.

The first effort comes in the monthly data focus articles the President provides the Board in her *Monthly Outlook* publication. Each of these has provided a different insight about a key element of the College's students and operations. These included:

- Enrollment: What We Mean When We Talk about the Numbers
- Programs of Study: Who is Enrolled in What
- Performance Accountability Report: Annual Review of Student Progress
- Online Learning: Growth and Digital Options for Teaching and Learning
- Maryland Community Colleges: How Do We Stack Up?
- The College's Jack of All Trades: Workforce Development & Continuing Education
- True Cultural Diversity: Montgomery College Students' Countries of Origin
- Montgomery County Public Schools Graduates Who Attend Montgomery College
- Montgomery College Graduates More than 2,000 Students Each Year
- Montgomery College Is a Major Montgomery County Employer

The second effort was the development of a Board Dashboard, which contains the 10 most important things the Board should know about the College—who our students are and how they are doing. Our Dashboard contains:

- Credit Student Demographics Data
- Noncredit Student Demographics Data
- Credit Students by Method of Instruction
- Enrollment in Precollege Courses
- Student Awards by Ethnicity/Race
- Transfer Students by Completion Level and Ethnicity/Race
- Transfer Students by In-state/Out-of-state and Ethnicity/Race
- Completion by Cohort and Ethnicity/Race
- Student Persistence by Cohort and Ethnicity/Race
- Pell Grants Paid by Ethnicity/Race

The third effort is the Student Success Score Card, announced by the President at her 2015 State of the College Address in April. The Score Card contains important information for everyone, but most especially for faculty and staff. Progress data dominates the Score Card, that is, data that is *actionable*. And these are data broken down by race, gender, and age group, so everyone can concentrate on each demographic group to assure they are all succeeding.

The Score Card contains:

- New Students' Attempts and Completion of "Gateway Courses" in Their First Year
- New Students' Need for Developmental English Coursework and Attempted/Completion in Their First Year
- New Students' Need for Developmental Mathematics Coursework and Attempted/Completion in Their First Year
- New Students' "Return Rates"—Fall-to-Spring and Fall-to-Fall
- Course Pass Rates

- Attainment of Credit-Level “Milestones” by New Students
- Scholarship Recipients
- Expenditures from Unrestricted General Current Fund
- Graduates—Time and Credits to Award
- Students Who Transferred to Four-Year Institutions
- Graduation and Transfer Rates for Fall 2010
- New, Full-Time, Degree- or Certificate-Seeking Students Three Years after Entry
- Four-Year Average of Annual Graduation and Transfer Rates for New, Full-Time, Degree- or Certificate-Seeking Students Three Years after Entry

All of these are tools, each with a different data set, but with the same purpose—to help every member of the Montgomery College community stay focused on students. In these data are important indicators regarding issues that impact student success. We are especially interested in seeing a higher rate of completion—for all students, of every race and ethnicity. With the Board Dashboard giving key indicators about completion focused on the end of the educational journey, the Student Success Score Card provides data that faculty and staff can use to have an impact *during* a student’s journey.

In addition to this Board-level and institution-level view of data, the new academic structure has more deeply engrained a sense of student success built on data analysis in its work. This spirit of attention to data will, no doubt, have a profound impact on student success.

With this collection of useful, Montgomery College-focused data, the Board, and indeed the College community, can say we are coming to know our data. And that is the first step to changing our data.

### **Community-building to Address Non-cognitive Barriers**

As a Board, we have been acutely aware of various non-cognitive barriers to learning and students achieving success. These include family stress, financial problems, competing jobs, transportation, childcare, language barriers, as well as medical, psychiatric, and substance-use problems.

In order to help students complete a degree or certificate, the College must have competence and resources to support students in overcoming non-cognitive barriers. To achieve this distinctive competence, the College must establish mutually beneficial and interdependent partnerships with organizations and businesses that help solve non-cognitive barriers while students attend college.

Conceptually, the Board supports such partnerships, especially in the context of an interactive “college town” that includes and surrounds the three Montgomery College campuses. As this concept develops, there will be opportunities to deepen these partnerships and to explore the feasibility and receptiveness of promoting new

community strategies such as residence models near campuses for students and employees.

## **Looking Ahead**

The College will continue to build on this year's progress in the coming year. We look forward to supporting efforts to "move the needles" of our data reports in a positive direction and we know that the leadership, faculty, and staff of the College will be innovative in their efforts to do so.

In addition, in the coming year, the Board will encourage three specific efforts that support student success:

- Providing even more clarity to different academic programs with an emphasis on guided pathways for students
- Implementing student-centered practices such as on-time registration
- Launching the work of reaccreditation scheduled for 2018

Majors designed with a clear pathway and limited options for students are showing promise in enhancing completion in community colleges across the country. We know a concerted approach at Montgomery College to create such pathways will make a difference.

We salute the College's efforts to implement on-time registration, that is, registration that ends before classes begin. While this might sound like a restriction, it is actually a key principle of starting smart: be registered and be present for class. Again, community colleges are adopting this model across the country. While we know almost every school reports a drop in enrollment during its first year of implementation, the long-term impact is positive for student success. In addition, we are impressed by the efforts College staff have made to encourage students to adapt and improve their academic habits.

Finally, in the coming year, the College launches its work on reaccreditation with a self-study steering committee to be formed and with data collection and analyses over the course of 2016 and into 2017, with a final self-study to be presented to the Board in fall of 2017. This process is another opportunity to understand our successes in student success and our opportunities for improvement.

## **Conclusion**

This was indeed a year focused on students and student success at Montgomery College.

The Board, the College community, and the Montgomery County community can all be proud of the investment made in the community's college, the College that strives every day to empower students to change their lives.

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

Agenda Item Number: 8A  
June 15, 2015

**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**

Ms. Porter

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

Resolution Number: **15-06-045**  
Adopted on: **6/15/2015**

Agenda Item Number: 8A  
June 15, 2015

**Subject: Personnel Actions Confirmation**

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WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period April 1, 2015, through April 30, 2015; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS

From April 1, 2015, through April 30, 2015

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
04/27/2015	Ahmed, Farid A	Instructional Associate	H	Biology and Chemistry Dean
04/27/2015	Baker, Tonya L	Executive Associate I	I	VP/Provost - STEM
04/27/2015	Hydoski, Kelly L	Instructional Associate	H	Mathematics Dean
04/13/2015	Jamison, Byron A	Course Scheduling Assistant	G	WDCE Central Administration
04/27/2015	Melake, Admasu B	Instructional Lab Coordinator	I	Biology and Chemistry Dean
04/27/2015	Vuong, Khanh V	Library Tech Assistant	F	Library - Central

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
04/14/2015	Adams, Thomas B	Building and Grounds Maint Mgr	K	15	Facilities - Central Admin
04/01/2015	Ammann, Brian D	Safety & Security Officer	F	3	Facilities Security - RV
04/11/2015	Borena, Bekele	Building Services Worker	B	2	Facilities Operations - TP/SS
04/30/2015	Getzandanner, Sharon A <sup>1</sup>	Transcript Evaluation Tech	G	27	Admission Services
04/10/2015	Laing, Joyce E	Program Manager II	L	0	Health Sciences Institute WDCE
04/30/2015	Leep, Judith H <sup>1</sup>	Campus Circulation Supervisor	H	21	Library - GT
04/03/2015	Rozek, Amy O	Director II	O	2	CW Dean Stu Access - GT Stu Services
04/30/2015	Wilson, Evelyn D	Instructional Assistant	G	2	CW Dean Student Engag – TP/SS Stu Svcs

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	0	0	0	0	2
Male	0	2	0	2	0	4
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>6</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

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

**FACULTY**

<b>TOTAL</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>
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**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS**

Effective

Date	Name	Position Title	YOS	Department
04/03/2015	Leger, Michel H	Professor	8	CW Dean-Student Engag – TP/SS Stu Svcs

**FACULTY SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	0	0	0	0	0
Male	1	0	0	0	0	1
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

<sup>1</sup> Retirement

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

Agenda Item Number: 8B  
June 15, 2015

**PROPOSAL FOR NAMING  
THE MICHAEL AND SHANNON PRIDDY  
MEDICAL LEARNING LABORATORY IN THE HEALTH SCIENCES CENTER BUILDING  
ON THE TAKOMA PARK/SILVER SPRING CAMPUS**

**BACKGROUND**

In preparation for its first capital campaign to construct a building with private support, the Board of Trustees approved a policy allowing College facilities to be named for individuals and organizations whose contributions to the College have been of an outstanding nature.

Michael Priddy is a current trustee and long-time donor to the Montgomery College Foundation. Mr. Priddy has also played a critical role in the philanthropy of AFCEA-Bethesda Chapter in supporting scholarships for Montgomery College students. Mr. Priddy has helped raise over \$300,000 for the Montgomery College Foundation.

Michael and Shannon Priddy recently committed a \$60,000 gift to the Montgomery College Foundation to support health sciences programs and need-based credit and noncredit scholarships for students.

Because their generosity has had an immeasurable impact on the College, its students, the faculty, and the College's image in the community, this naming proposal recognizes Michael and Shannon Priddy's support by naming The Medical Learning Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus in their honor. The Priddy family gift amount is commensurate with past donations to name existing spaces within buildings.

**RECOMMENDATION**

It is recommended that the Montgomery College Board of Trustees approve the proposed resolution to name The Medical Learning Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus in Michael and Shannon Priddy's honor as The Michael and Shannon Priddy Medical Learning Laboratory.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Sears

RESOURCE PERSON

Ms. Garvin Aquilino

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

Resolution Number: **15-06-046**  
Adopted on: **6/15/2015**

Agenda Item Number: 8B  
June 15, 2015

**Subject: Proposal for Naming The Michael and Shannon Priddy Medical Learning Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus**

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WHEREAS, Michael and Shannon Priddy have committed to donate \$60,000 to the Montgomery College Foundation to support health sciences programs and need-based credit and noncredit scholarships for students; and

WHEREAS, Mr. Priddy's generosity and philanthropic efforts have totaled over \$300,000 and continue to have an immeasurable impact on the College, its students, the faculty, and its image in the Montgomery County and Washington, DC, communities; and

WHEREAS, The senior vice president for advancement and community engagement, vice president and provost of the Takoma Park/Silver Spring Campus, and vice president of facilities and security recommend naming The Medical Learning Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus as The Michael and Shannon Priddy Medical Learning Laboratory; and

WHEREAS, The vice president and provost of the Takoma Park/Silver Spring Campus, the senior vice president for advancement and community engagement, executive director of the Montgomery College Foundation, the Foundation Executive Committee, and the president have carefully considered the implications of this request and support this recommendation; now therefore be it

Resolved, That the Board of Trustees approves the naming of The Medical Learning Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus as The Michael and Shannon Priddy Medical Learning Laboratory in recognition of the Priddy family's generous philanthropic support.

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

Agenda Item Number : 8C  
June 15, 2015

**PROPOSAL FOR NAMING THE BARBARA NUBILE  
SIMULATION LABORATORY IN THE HEALTH SCIENCES CENTER BUILDING  
ON THE TAKOMA PARK/SILVER SPRING CAMPUS**

**BACKGROUND**

In preparation for its first capital campaign to construct a building with private support, the Board of Trustees approved a policy allowing College facilities to be named for individuals and organizations whose contributions to the College have been of an outstanding nature.

Barbara Nubile has served as an associate dean and director of nursing at Montgomery College. Ms. Nubile has been the driving force in writing private and public grants to support the health sciences students since her arrival at the College. Through Ms. Nubile's efforts, the College has received several million dollars in federal and state grants and in philanthropy for health sciences facilities, scholarships, equipment, and programs. Most importantly, Ms. Nubile has impacted the lives of hundreds of students on their journeys to successful careers.

Because her dedication and commitment has had an immeasurable impact on the College, its students, faculty, and staff, this proposal recognizes Barbara Nubile by naming The Simulation Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus in her honor. Based on her efforts and impact, this is commensurate with past naming of spaces within existing buildings.

**RECOMMENDATION**

It is recommended that the Montgomery College Board of Trustees approve the proposed resolution to name The Simulation Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus in Barbara Nubile's honor as The Barbara Nubile Simulation Laboratory.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Sears

**RESOURCE PERSONS**

Dr. Rai  
Dean Pickwick

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

Resolution Number: **15-06-047**  
Adopted on: **6/15/2015**

Agenda Item Number: 8C  
June 15, 2015

**Subject: Proposal for Naming the Barbara Nubile Simulation Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus**

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WHEREAS, Barbara Nubile has raised several million dollars in public grants and private philanthropy to support health sciences facilities, scholarships, equipment, and programs; and

WHEREAS, Ms. Nubile's efforts have had an immeasurable impact on the College, including hundreds of students, faculty, staff, and its image in the Montgomery County and Washington, DC, communities; and

WHEREAS, Ms. Nubile has served the College with distinction for years as associate dean and director of nursing at Montgomery College; and

WHEREAS, The senior vice president for academic affairs, the senior vice president for advancement and community engagement, the vice president and provost of the Takoma Park/Silver Spring Campus, and vice president of facilities and security recommend naming The Simulation Laboratory in the Health Sciences Building on the Takoma Park/Silver Spring Campus as The Barbara Nubile Simulation Laboratory; and

WHEREAS, The senior vice president for academic affairs, the vice president and provost of the Takoma Park/Silver Spring Campus, the senior vice president for advancement and community engagement, and the president have carefully considered the implications of this request and support this recommendation; now therefore be it

Resolved, That the Board of Trustees approves the naming of The Simulation Laboratory in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus as The Barbara Nubile Simulation Laboratory in recognition of Barbara Nubile's tremendous contributions to the College and its students.

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

Resolution Number: **15-06-048**  
Adopted on: **6/15/2015**

Agenda Item Number: 9A  
June 22, 2015

**Subject: Tribute to Daniel Rascher for Reaching the 300th-Win Milestone as  
Montgomery College Baseball Coach**

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WHEREAS, Mr. Daniel Rascher began his coaching career with Montgomery College during the 2005–2006 academic year; and

WHEREAS, Coach Rascher has been providing outstanding leadership to the baseball players for nine seasons as head coach; and

WHEREAS, He has guided the team to seven National Junior College Athletic Association World Series appearances; and

WHEREAS, Coach Rascher has mentored 17 All-Americans at Montgomery College and six Academic All-Americans; and

WHEREAS, On March 29, 2015, Coach Rascher notched his 300th win at Montgomery College with a victory over the Shenandoah University junior varsity team in the first game of a doubleheader; and

WHEREAS, The members of the Board of Trustees wish to recognize Coach Rascher for his outstanding leadership of the Montgomery College baseball program and express their sincere appreciation and congratulations to Coach Rascher for his 300 victories; now therefore be it

Resolved, That the Board of Trustees of Montgomery College is extending its best wishes and congratulations to Coach Daniel Rascher on his 300th-win milestone; and be it further

Resolved, That this resolution become a part of the minutes of this meeting of the Board of Trustees, and that a copy be presented to Coach Daniel Rascher.

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

Resolution Number: **15-06-049**

Agenda Item Number: 9B  
June 15, 2015

Adopted on: **6/15/2015**

**Subject: Appreciation of Service to Carlos Mejia-Ramos**

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WHEREAS, The governor of the State of Maryland appointed Mr. Carlos Mejia-Ramos as the student member of the Board of Trustees for a term beginning July 1, 2014; and

WHEREAS, Mr. Mejia-Ramos served the Board of Trustees with distinction and dedication; and

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

WHEREAS, He brought energy and enthusiasm that encouraged the Board as a whole to ensure that the best interests of the College and its students were being served; and

WHEREAS, He advocated for a Student Trustee Scholarship Program that will be supported by the Montgomery College Foundation in the future; and

WHEREAS, Mr. Mejia-Ramos committed to strong trusteeship by availing himself of professional opportunities that allowed him to learn and grow in his trustee responsibilities at Montgomery College; and

WHEREAS, Mr. Mejia-Ramos supported student advocacy efforts with state and local government officials that helped to secure needed public support for the College; and

WHEREAS, His service to others and commitment to education during his time at Montgomery College focused on training and assisting students through activities with the Student Senate, MC Got Talent, and Inter Club Council; and

WHEREAS, Mr. Mejia-Ramos served as the liaison to the Montgomery College Alumni Association's Board of Governors during his tenure on the Board; and

WHEREAS, Mr. Mejia-Ramos participated in the activities, events, ceremonies, and testimonial opportunities asked of him as a trustee; and

WHEREAS, In recognition of his distinguished service to the Board of Trustees of the College, the students, and the College community the Board recommends this recognition to Mr. Carlos Mejia-Ramos; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Carlos Mejia-Ramos for his service and significant contributions to Montgomery College, to the Board of Trustees, students, and Montgomery County, and extend their best wishes to him for his continued good health, happiness, and academic success.

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

Resolution Number: **15-06-050**  
Adopted on: **6/15/2015**

Agenda Item Number: 9C1  
June 15, 2015

**Subject: Retirement Recognition of Mr. William Coefield**

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WHEREAS, Mr. William Coefield served Montgomery College with enthusiasm and dedication for over 18 years as a full-time staff member and retired from the College as of March 1, 2015; and

WHEREAS, He began his employment as a building service worker on the Rockville Campus; and

WHEREAS, He provided over 18 years of excellent customer service to the College community and provided noteworthy planning and leadership that enabled the Facilities Department to fulfill its mission; and

WHEREAS, He was an outstanding member of the Rockville Campus Facilities Department and received numerous letters of appreciation and awards, and completed the MC Management Training Program; and

WHEREAS, His colleagues will miss his collegial spirit and customer service focus in supporting students, faculty, and staff; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. William Coefield on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. William Coefield for his contributions to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number: **15-06-051**  
Adopted on: **6/15/2015**

Agenda Item Number: 9C2  
June 15, 2015

**Subject: Retirement of Mr. Carlos E. Estrada**

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WHEREAS, Mr. Carlos E. Estrada served Montgomery College with enthusiasm and dedication for more than 15 years as a part-time staff member and retired from the College as of March 1, 2015; and

WHEREAS, He was a network systems specialist monitoring the College's Rockville data center on weekends; and

WHEREAS, His colleagues in the Office of Information Technology recognize and appreciate his service to the College; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Carlos E. Estrada on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Carlos E. Estrada for his service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number: **15-06-052**  
Adopted on: **6/15/2015**

Agenda Item Number: 9C3  
June 15, 2015

**Subject: Retirement Recognition of Mr. Charles E. Hardy**

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WHEREAS, Mr. Charles E. Hardy served Montgomery College with enthusiasm and dedication for over 13 years as a full-time staff member and retired from the College as of April 1, 2015; and

WHEREAS, He was employed at Montgomery College as a building service worker on the Rockville Campus; and

WHEREAS, He provided 13 years of excellent customer service to the College community that enabled the Facilities Department to fulfill its mission; and

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

WHEREAS, His colleagues will miss his collegial spirit and customer service focus in supporting students, faculty, and staff; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Charles E. Hardy on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Charles E. Hardy for his contributions to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number: **15-06-053**  
Adopted on: **6/15/2015**

Agenda Item Number: 9C4  
June 15, 2015

**Subject: Retirement of Ms. Judith H. Leep**

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WHEREAS, Ms. Judith H. Leep served Montgomery College with enthusiasm and dedication for more than 21 years as a full-time staff member and retired from the College as of May 1, 2015; and

WHEREAS, She served ably and effectively as campus circulation supervisor at the Germantown Library and utilized her vast experience in the College's libraries to facilitate the work of these important centers for student learning, and to improve and manage changes in technology to better serve students, faculty, and staff; and

WHEREAS, She fostered a sense of commitment to the libraries and the wider community thereby earning the admiration and respect of her colleagues, students, and faculty; and

WHEREAS, Through her leadership, she built and nurtured an excellent and dedicated staff over the years that reflected her dedication and service to students, faculty, and staff; and

WHEREAS, Her colleagues will miss her honesty, dedication, collegiality, enthusiasm, professionalism, outgoing spirit, sense of humor, and hard work; and

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

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Judith H. Leep.

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

Resolution Number: **15-06-054**

Agenda Item Number: 9C5  
June 15, 2015

Adopted on: **6/15/2015**

**Subject: Retirement of Mr. Patrick J. Machogu**

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WHEREAS, Mr. Patrick J. Machogu served Montgomery College with enthusiasm and dedication for more than 22 years as a full-time staff member and retired from the College as of March 1, 2015; and

WHEREAS, He began his employment at Montgomery College as a learning lab instructor on the Takoma Park/Silver Spring Campus, later progressing to the position of instructional assistant of the newly created Assessment Center and then transitioned to the position of assessment center manager at the Takoma Park/Silver Spring Campus; and

WHEREAS, Mr. Machogu utilized his vast experience in computers and networking to provide technical experience in the learning labs as well as being a key player in designing and implementing a stand-alone Assessment Center at the Takoma Park/Silver Spring Campus, as well as off-campus centers, including centers at the Walter Reed Army Medical Center and at local high schools, to meet the increased demand for student testing; and

WHEREAS, Throughout his career at Montgomery College, he pursued professional development opportunities by enrolling in seminars related to assessment, computers, and programming to support changing technology and student needs, and served as a member of the Maryland Community College Affinity Group to stay abreast of evolving trends in higher education assessment and testing; and

WHEREAS, He provided a pleasant, distraction-free testing environment where students could comfortably complete tests and assessments, and he helped in supporting the College's agenda for a common student experience; and

WHEREAS, Mr. Machogu actively participated in the Staff Senate on the Takoma Park/Silver Spring Campus and as a resource person for several committees where testing and assessment expertise was needed; and

WHEREAS, His colleagues will miss his presence and commitment to support the mission of the College and to meet the dynamic challenges facing students and the community; and

WHEREAS, The senior vice president for student services and the president of the College recommend this public recognition of Mr. Patrick J. Machogu on the occasion of his retirement; now therefore be it

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

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

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

Resolution Number: **15-06-055**  
Adopted on: **6/15/2015**

Agenda Item Number: 9D1  
June 15, 2015

**Subject: Retirement and Award of Emerita Status to Professor Andrea K. Adams**

WHEREAS, Professor Andrea K. Adams served Montgomery College with enthusiasm and dedication for more than 11 years as a full-time faculty member and retired from the College as of June 1, 2015; and

WHEREAS, Professor Adams served as chair of graphic design for the School of Art + Design, where she advised and mentored students; and

WHEREAS, She taught a full array of art and design courses, including typography, color theory, and figure drawing, as well as the first-year seminar for art students; and

WHEREAS, She reviewed the art portfolios of incoming students for merit-based scholarships, reviewed student "professional practice" presentations, and worked with typography students to design poetry selected by the Friends of the Takoma Park Library for the library's Spring Poetry Walk; and

WHEREAS, She led students on field trips to the National Gallery of Art, the Renwick Gallery, the Hirshhorn Museum, and other area museums as well as museums in Philadelphia and New York; and

WHEREAS, Professor Adams assisted with moving the School of Art + Design to the Takoma Park/Silver Spring Campus and with developing The Morris and Gwendolyn Cafritz Foundation Arts Center; and

WHEREAS, Service to her department and discipline included chairing the School of Art + Design's Student Activities Committee and participating in the annual Faculty Arts Show, the College Area Review for Graphic Design, and as a member of the Search Committee for the Collegewide Dean of the Arts; and

WHEREAS, Service to her campus and College included participating in the Takoma Park/Silver Spring Campus Faculty Council, assisting with the Council's Learning College Fair, working on the MC4 Campus Faculties Salisbury University Exhibition, and representing the School of Art + Design in the Information Technology Academic Area Review Faculty Workgroup, among other activities; and

WHEREAS, She completed Montgomery College's 12th Leadership Development Institute and was a member of both the American Institute of Graphic Arts and the University and College Designers Association, whose Education Summit she attended; and

WHEREAS, Professor Adams is held in high regard by her colleagues and students for her thorough course preparation, extensive subject knowledge, use of clear examples, effective

course delivery, ability to stay current in the graphic design field; and willingness to “go the extra mile” on behalf of students; and

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

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

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Andrea K. Adams for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Andrea K. Adams is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Andrea K. Adams.

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

Resolution Number: **15-06-056**  
Adopted on: **6/15/2015**

Agenda Item Number: 9D2  
June 15, 2015

**Subject: Retirement and Award of Emerita Status to Dr. Avis T. Jones-Petlane**

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WHEREAS, Dr. Avis T. Jones-Petlane served Montgomery College with passion and dedication for more than 22 years as a full-time faculty member and retired from the College as of June 1, 2015; and

WHEREAS, She was respected for her teaching, scholarship, service, and intellectual contributions in the department of American English Language; and

WHEREAS, She guided her students with care, commitment, and understanding through their language learning process; and

WHEREAS, Dr. Jones-Petlane consistently provided wisdom and guidance to the faculty and the department as course coordinator of the American English Language Program (AELP); and

WHEREAS, She provided valuable contributions to the Teaching to Increase Diversity and Equity in Science, Technology, Engineering, and Mathematics grant project and the AELP redesign efforts by providing critical research reports; and

WHEREAS, Dr. Jones-Petlane exhibited exemplary leadership skills on various College committees including the Cultural Diversity Committee, the College Area Review, the Middle States Accreditation Team (Self-Study Report) Steering Committee, the Montgomery College Student Achievement and Retention Team, the Montgomery College Faculty Resource Team, and the Collegewide Assessment, Placement, and Developmental Issues Committee; and

WHEREAS, Dr. Jones-Petlane accepted the challenge of other non-teaching responsibilities including serving as Center for Teaching and Learning associate for diversity, administrative associate to the Rockville Campus Office of the Provost, and co-chair of the Rockville Campus 40th Anniversary Steering Committee; and

WHEREAS, Dr. Jones-Petlane brought distinction to herself and the College through her work abroad as visiting professor, Macau Millennium College, Macau, China ; senior Fulbright professor in teacher training and curriculum development; Institut Keguruan Dan Ilmu Pendidikan Manado, Sulawesi, Indonesia; and English language teacher trainer fellow, US Department of State, Eastern Europe, Bulgaria; and

WHEREAS, Dr. Jones-Petlane is known by her colleagues and her students as a dedicated teacher and talented educator who will be deeply missed in her department; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Avis T. Jones-Petlane on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Avis T. Jones-Petlane for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Avis T. Jones-Petlane is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Avis T. Jones-Petlane.

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

Resolution Number: **15-06-057**  
Adopted on: **6/15/2015**

Agenda Item Number: 9D3  
June 15, 2015

**Subject: Retirement and Award of Emerita Status to Professor Jeannette M. Kartchner**

WHEREAS, Professor Jeannette M. Kartchner served Montgomery College with enthusiasm and dedication for more than 15 years as a full-time faculty member and retired from the College as of June 1, 2015; and

WHEREAS, Professor Kartchner consistently provided wisdom and guidance to the faculty and to the department as chair of the Computer Sciences and Technologies Department for three years; and

WHEREAS, She served ably and effectively as a computer science and technologies faculty member at the Rockville Campus for 15 years, teaching an array of courses that included beginning programming, object-oriented programming, Computer Science I and II, the Unix/Linux operating system, and systems analysis and design; and

WHEREAS, She prepared syllabi and course outcomes for most computer science courses; coordinated the standardization of all core articulated courses for computer science; and developed online versions of Computer Science I and II along with an online Fundamentals of Computer Programming course; and

WHEREAS, She launched an annual programming competition for high school students in Montgomery County that has since expanded into a competition for teams of high school women and college women in Maryland and northern Virginia; and

WHEREAS, Professor Kartchner was involved in the articulation development and review of computer science courses for all Maryland state universities, some Maryland private colleges, some Virginia state universities, George Washington University, and Georgia Tech; and

WHEREAS, She was involved in planning and coordinating department curriculum reviews as well as the department review for the Maryland Higher Education Commission; and

WHEREAS, She chaired and participated in search committees for hiring department faculty, department staff, and College administrators; and

WHEREAS, She participated in the Perkins grant proposal for the Computer Programming Certificate; and

WHEREAS, Her professional development included completing the Academic Leadership Program at Montgomery College, participating in numerous courses and workshops, and presenting a workshop on personal whiteboards at the Maryland Consortium for Adjunct Faculty Professional Development; and

WHEREAS, Professor Kartchner is held in high regard by her colleagues and students for her detailed and logical instruction, encouragement of student participation, clear thinking, and sense of humor, as well as for creating a positive learning environment that is both friendly and challenging; and

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

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

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Jeannette M. Kartchner for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Jeannette M. Kartchner is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Jeannette M. Kartchner.

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

Resolution Number: **15-06-058**  
Adopted on: **6/15/2015**

Agenda Item Number: 9E1  
June 15, 2015

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to  
Professor Robert G. White**

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WHEREAS, Professor Robert G. White served Montgomery College with enthusiasm and dedication for more than 42 years as a full-time faculty member and retired from the College as of July 1, 2015; and

WHEREAS, He was respected not only for his teaching, scholarship, and service, but for his humanistic perspective and intellectual contributions to the life of the College in the departments known over the course of his tenure as the Department of Philosophy, Professional Writing, and Foreign Languages; the Department of Reading, ESL, World Languages and Philosophy; and the Department of World Languages and Philosophy; and

WHEREAS, Professor White was instrumental in the creation of the highly regarded Montgomery Scholars program, having served on the core planning committee; and

WHEREAS, He ably and effectively continued his work with the Montgomery Scholars since its inception in 1999, teaching, mentoring, and advising in the program; and

WHEREAS, He taught in both the English and philosophy disciplines and created an interdisciplinary degree that provided breadth to both programs; and

WHEREAS, He made outstanding contributions to the academic curriculum at Montgomery College in the areas of philosophy, religion, and honors seminars, having taught an abundance of honors courses and individual tutorials; and

WHEREAS, Professor White maintained an extremely active professional and intellectual agenda over the course of his career that enhanced and enriched his teaching; and

WHEREAS, Before the full-time faculty bargaining unit was established, Professor White redesigned the evaluation process and documents in his department allowing for specific recognition of faculty accomplishments, thereby increasing morale among his colleagues; and

WHEREAS, He was a beloved and inspiring teacher of thousands of students in philosophy, religion, and honors at the Rockville Campus for more than 42 years; and

WHEREAS, He assisted numerous students, going far above and beyond expectations in providing them with substantial personal and academic support; and

WHEREAS, He served for many years as a judge for the Wilbur Award, a national award for outstanding religious documentaries; and

WHEREAS, Professor White served as a faculty mentor and colleague to new faculty in the humanities over the years; and

WHEREAS, He sponsored the Philo Café group involving hundreds of students for the last 16 years; and

WHEREAS, He established and endowed the Myron/White award to recognize outstanding students in philosophy at the annual student award convocation; and

WHEREAS, Professor White inspired his colleagues and his students with his depth of knowledge and insight in philosophy and beyond; and

WHEREAS, Professor White is known by his colleagues and his students as a dedicated teacher, talented educator, and generous colleague who will be deeply missed in his department; and

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

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

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

Resolved, That Professor Robert G. White is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Robert G. White is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Robert G. White.

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

Resolution Number: **15-06-059**  
Adopted on: **6/15/2015**

Agenda Item Number: 9E2  
June 15, 2015

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to Mr. James E. Tarver**

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WHEREAS, Mr. James E. Tarver served Montgomery College with enthusiasm and dedication for more than 13 years as an administrator and retired from the College as of February 1, 2015; and

WHEREAS, He contributed significantly throughout the years in his position as director of facilities, Rockville Campus, excelled in every aspect of his job duties and responsibilities, and directly contributed to student success by successfully managing the Rockville Campus and supervising his staff in a manner that vastly improved physical plant conditions for student learning; and

WHEREAS, Mr. Tarver's commitment to his work is evidenced by his outstanding managerial skills and by his receiving an Outstanding Service Award in 2002; and

WHEREAS, Mr. Tarver was instrumental in overseeing a budget of \$6.6 million for operating the Rockville Campus Facilities Department, planning and directing all facilities activities on the campus including operations and plant maintenance, custodial, grounds, facilities use events, pool operations, and safety and security to ensure a comfortable working and learning environment for the college community; and

WHEREAS, Through his leadership, Mr. Tarver managed the construction of an additional parking lot that increased student parking by 409 spaces and successfully managed a three-year landscaping, walkway, and site-parking safety project that improved the accessibility and appearance of the campus; and

WHEREAS, Mr. Tarver was successful in assisting with the design and construction of the Science Center at the Rockville Campus, which resulted in a vastly improved learning environment for students; and

WHEREAS, Mr. Tarver provided leadership for the first web-based computerized maintenance managerial system for the Facilities Department to accurately manage personnel workload and improve customer service; and

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

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

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. James E. Tarver on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. James E. Tarver for his valuable contributions and service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Mr. James E. Tarver is granted the status of Administrator Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding his rank; and be it further

Resolved, That Mr. James E. Tarver is awarded the Bronze Medallion in recognition of his distinguished service and as an expression of gratitude by the College for his exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Mr. James E. Tarver.

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

Resolution Number: **15-06-060**  
Adopted on: **6/15/2015**

Agenda Item Number: 9E3  
June 15, 2015

**Subject: Retirement and Award of Bronze Medallion to Ms. Sharon A.  
Getzandanner**

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WHEREAS, Ms. Sharon A. Getzandanner served Montgomery College with enthusiasm and dedication for more than 27 years as a full-time staff member in the Admissions and Records Office and retired from the College as of May 1, 2015; and

WHEREAS, She began her employment at Montgomery College as an administrative assistant in the Rockville Admissions and Records Office and in the spring of 1989 moved to the Germantown Admissions and Records Office as a transfer evaluation technician and graduation coordinator; and

WHEREAS, Ms. Getzandanner utilized her vast experience in the College's Admissions and Records Offices to assist in the implementation of Banner, help shape transfer evaluation and graduation processes, and provide outstanding and valuable service to students, faculty, staff, and administrators at Montgomery College; and

WHEREAS, She received an Outstanding Service Award in 1994 as well as numerous awards and letters of appreciation from students, faculty, staff, and administrators at Montgomery College; and

WHEREAS, She earned her associate of arts degree in general studies from Montgomery College and regularly pursued professional development related to admissions, registration and records, transfer evaluation, graduation processes, and customer service; and

WHEREAS, Ms. Getzandanner served as a resource member for the Academic Appeals Committee and an active member of the Graduation Committee for much of her career and provided training to faculty and staff on Banner processes since its implementation; and

WHEREAS, During her lengthy career, she provided leadership on numerous initiatives in the Admissions and Records Office, chaired numerous committees, served as interim campus registrar in 2013; and

WHEREAS, Ms. Getzandanner volunteered in community organizations, including service as a 4-H organization leader and youth group leader in her church; and

WHEREAS, Her colleagues will miss her valuable institutional knowledge and her caring and concern for students; and

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

WHEREAS, The interim senior vice president for student services and the president of the College recommend this public recognition of Ms. Getzandanner on the occasion of her retirement; now therefore be it

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

Resolved, That Ms. Sharon A. Getzandanner is awarded the Bronze Medallion in recognition of her distinguished service and as an expression of gratitude by the College for her exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Ms. Sharon A. Getzandanner.

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

Resolution Number: **15-06-061**  
Adopted on: **6/15/2015**

Agenda Item Number: 9F  
June 15, 2015

**Subject: Retirement and Award of Emerita Status and Silver Medallion to Dr. Karen A. Roseberry**

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WHEREAS, Dr. Karen A. Roseberry served Montgomery College with dedication and distinction for more than 16 years as a full-time administrator and is retiring from the College as of July 1, 2015; and

WHEREAS, During her tenure, she served with distinction as the dean of student development at the Germantown Campus, and then as the collegewide dean of student access and Germantown student services; and

WHEREAS, She provided innovative leadership to the campus, the College, various functions including the departments of Counseling and Advising, Student Life, Assessment Centers, the Center for Multicultural and International Students, Disability Support Services, Student Employment Services, recruiters, Response Center, Welcome Centers, Assessment Centers, and athletics; and

WHEREAS, Dr. Roseberry chaired the collegewide task force to investigate success programs for new students; served as lead dean for developing and then leading the First Year Experience (FYE) Program, which was defined as a set of orientation activities for first semester students; provided numerous trainings and conferences for those who taught the First Year Seminar; co-chaired the Advising Steering Group; and led the selection process for the Germantown Campus Board of Trustees Scholars from 1999 to 2015; and

WHEREAS, She was the lead dean for the College Area Review process for the College's student development areas, coordinated common activities of the campuses, and tracked progress on student development initiatives; and

WHEREAS, She established key positions such as associate dean at Germantown Campus, coordinator of adult services, international and transfer counselors, director of student access, collegewide director of assessment centers, FYE counselors and coordinator, Achieving Collegiate Excellence and Success (ACES) director and coordinator, ACES coaches, manager of Welcome Centers, and was the hiring administrator for the majority of current student services professionals at the Germantown Campus and Student Access; and

WHEREAS, Dr. Roseberry established the Germantown Options for Adult Students (GOAL) Program in response to an increasing need to better serve adult students; and

WHEREAS, She was the lead dean for the 25th anniversary of the Germantown Campus; and

WHEREAS, She co-chaired the steering committee for the College's self-study in 2008 during the reaccreditation process with the Middle States Commission on Higher Education; was a

member of the College's Middle States Accreditation Periodic Review Committee, which focused on student services; and participated in eight Middle States accreditation peer visits to other community colleges; and

WHEREAS, She co-chaired the development of the Behavioral Intervention Team (BIT) at the College and established the Germantown Behavioral Intervention Team with the goal of providing a safe and conducive environment in which to learn and work; and

WHEREAS, She initiated a pilot program to help students prepare for placement testing through Advancer Plus, which not only resulted in higher student scores, but the success of this pilot led the Workforce Development & Continuing Education unit to adopt the program for all campuses; and

WHEREAS, Dr. Roseberry, as collegewide dean of student access, implemented Welcome Centers in four locations in order to assist students in the enrollment process; and

WHEREAS, She established common operational procedures for assessment centers and hired a collegewide director; and

WHEREAS, She participated in a number of College committees and groups such as Academic Assembly; Academic Regulations Committee; Collegewide Assessment, Placement, and Developmental Issues Steering Committee; College Enrollment Management Advisory Team; Transfer Council with the Universities at Shady Grove; and Student Services Leadership Team; and

WHEREAS, She co-chaired the ACES task force that designed and implemented the ACES Program, which has approximately 1,500 students; hired the director and 10 coaches; and established the program at 10 high schools in the Montgomery County Public Schools system and on each College campus within 10 months; and

WHEREAS, She provided leadership in the hiring of a consultant to evaluate collegewide disability support services, which resulted in the hiring of the disability support services director; and

WHEREAS, She introduced and implemented student conduct tracking software and provided training for those who used the system; and

WHEREAS, She coordinated three sets of "Mental Health First Aid" trainings for all counselors collegewide; and

WHEREAS, She was the primary writer and initial director of the Project Aware grant to provide suicide prevention training for faculty, staff, and students; and

WHEREAS, Dr. Roseberry chaired the statewide Chief Student Affairs Officers Affinity Group in 2011–2012, a role in which she co-authored a study on college completion; and

WHEREAS, She provided numerous presentations on FYE and ACES to participants at regional and national conferences; and

WHEREAS, Dr. Roseberry co-wrote the plan for providing student services for the Universities at Shady Grove, part of the University System of Maryland; and

WHEREAS, Dr. Roseberry is held in high esteem by supervisors, staff, peers, and students and has distinguished herself as an accomplished, highly valued, and dedicated leader and colleague; and

WHEREAS, The senior vice president for student services and the president of the College recommend this public recognition of Dr. Roseberry on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Karen A. Roseberry for her many contributions to the College; and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Karen A. Roseberry is granted the status of Administrator Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. Karen A. Roseberry is awarded the Silver Medallion in recognition of her outstanding service to the College and as an expression of gratitude of the College for her exemplary dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution and the Silver Medallion be presented to Dr. Karen A. Roseberry.

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

Agenda Item Number: 10A  
June 15, 2015

**AWARD OF CONTRACT  
FOR  
OFFICE PRODUCTS AND SUPPLIES, BID 515-017**

BACKGROUND

Request:	Establish contract with vendor of office products and supplies
Office/SVP Originating Request:	The Vice President of Finance/Chief Finance Officer and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	515-017
Explanation of Request:	The College has a continual need for office products and supplies. This award provides for a continuation of this service. Having a contract for office products and supplies enhances operational efficiencies, reduce transactional costs associated with purchasing office supplies, and empowers end-users to make low dollar, high-volume purchases online. The contract provides competitive pricing, continues to meet time-sensitive departmental office supply needs, and provides the College with quarterly monetary rebates based on spending. The current contract (with a different vendor) also provides rebates to the College, which have totaled \$230,000. The current contract awarded under resolution 05-52, expires on June 30, 2015.
Reason Being Brought to Board:	Board approval is required for awards valued over \$250,000
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief finance officer certifies that funds have been requested in the FY16 operating budget.
Dollar Amount:	Estimated Annual Spending: \$1,100,000
Vendor Name/Address:	W.B. Mason Brockton, MA 02303
Minority Status:	Not Applicable
Term of Contract:	One-year with four one-year renewals

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to W.B. Mason of Brockton, Massachusetts, for the purchase of office products and supplies, for a one-year term beginning July 1, 2015.

It is further recommended that the contract be renewed for four additional one-year periods, as long as service is satisfactory, funds are available, and it is in the best interest of the College.

## BACKUP INFORMATION

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

## RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

## RESOURCE PERSONS

Mr. Johnson  
Ms. Sherman

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

Resolution Number: **15-06-052**  
Adopted on: **6/15/2015**

Agenda Item Number: 10A  
June 15, 2015

**Subject: Award of Contract for Office Products and Supplies, Bid 515-017**

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WHEREAS, The vice president of finance/chief finance officer and the senior vice president for administrative and fiscal services have requested an award of contract for the purchase of office products and supplies to support departmental, instructional, and administrative needs throughout the College; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff; and the vice president of finance/chief finance officer certifies that funds have been requested in FY16 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in a local Montgomery county newspaper on April 8, 2015, and listed on College and State procurement websites; and

WHEREAS, The the bid information was downloaded by 36 firms, and 10 responses, including three no-bids, were received, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on April 24, 2015; and

WHEREAS, Submitted proposals were evaluated by appropriate College staff and, following the evaluation, it was determined that the proposal submitted by W.B. Mason of Brockton, Massachusetts, was the lowest priced qualified proposal and meets all College requirements; and

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

Resolved, That a contract to purchase office products and supplies be awarded to W.B. Mason of Brockton, Massachusetts, for a one-year term beginning July 1, 2015 for an estimated annual total of \$1,100,000, and be it further

Resolved, That the contract be renewed for four additional one-year periods, as long as service is satisfactory, funds are available, and it is in the best interest of the College.

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

Agenda Item Number: 10B  
June 15, 2015

**AWARD OF CONTRACT  
FOR  
EXCLUSIVE POURING RIGHTS, BID 915-011**

**BACKGROUND**

Request:	Exclusive pouring rights
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	915-011
Explanation of Request:	The College would like to continue its partnership with a soft drink company as the exclusive provider of beverages for all three campuses and off-site locations. In consideration for exclusive pouring rights at the College, the soft drink provider would provide monetary and philanthropic considerations, which include guaranteed minimum commissions, support of the College's athletic endeavors, performing and fine arts programs, scholarships, and the Montgomery College Foundation. The current contract that was awarded under resolution 05-51 expires June 30, 2015.
Reason Being Brought to Board:	Board approval is required for competitive sealed bid awards valued over \$250,000
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff.
Contribution back to College:	Five-year total: \$592,500
Vendor Name/Address:	Pepsi Beverages Company Columbia, Maryland 21046
Minority Status:	Not Applicable
Term of Contract:	July 1, 2015 – June 30, 2020

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract to Pepsi Beverages Company of Columbia, Maryland, for exclusive pouring rights, for a five-year term beginning July 1, 2015, with a total five-year contribution to the College of \$592,500.

**BACKUP INFORMATION**

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson  
Ms. Sherman

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

Resolution Number: **15-06-063**  
Adopted on: **6/15/2015**

Agenda Item Number: 10B  
June 15, 2015

**Subject: Award of Contract for Exclusive Pouring Rights, Bid 915-011**

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WHEREAS, The senior vice president for administrative and fiscal services has requested a contract to enter into a partnership with a soft drink company for exclusive pouring rights; and

WHEREAS, In consideration for exclusive pouring rights at the College, the soft drink provider would provide monetary and philanthropic considerations, which include guaranteed minimum commissions, support of the College's athletic endeavors, performing and fine arts programs, scholarships, and the Montgomery College Foundation; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in a local Montgomery county newspaper on February 18, 2015, and posted on the College and State of Maryland procurement websites; and

WHEREAS, The bid information was downloaded by 14 firms, and one response was received, publicly opened, read aloud, and recorded, beginning at 3:00 p.m., on April 3, 2015; and

WHEREAS, Upon evaluation, it was determined that the proposal submitted by Pepsi Beverages Company of Columbia, Maryland, was deemed responsive and responsible and guarantees a five-year financial return to the College in the amount of \$592,500; and

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

Resolved, That a contract for exclusive pouring rights be awarded to Pepsi Beverages Company of Columbia, Maryland, for a five-year term beginning July 1, 2015, with a total five-year contribution to the College of \$592,500.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Agenda Item Number:  
June 15, 2015

**AWARD OF CONTRACT  
FOR  
RECRUITMENT STAFF AUGMENTATION SERVICES, BID 915-007**

**BACKGROUND**

Request:	Recruitment staff augmentation services
Office/SVP Originating Request:	Associate Senior Vice President of Human Resources and Strategic Talent Management and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	915-007
Explanation of Request:	The purpose of investing in enhanced talent acquisition support services through an external provider is to ensure Montgomery College's proactivity and readiness to effectively address the challenges that employers will face in FY16 and beyond—including managing forthcoming baby boomer retirements; contributing to the College's strategic initiatives such as "Achieving the Promise;" ensuring a comprehensive approach to achieving diversity goals and increasing the number of diverse applicants and hires; maximizing search results and customer satisfaction. Additionally, through the service, the College will also strive to enhance and improve advertising, talent attraction, applicant screening, employer branding, as well as the recruitment processes. A proactive, solutions-driven approach will return valuable hiring managers' time back to student-focused initiatives and outcomes and will also enable the Office of Human Resources and Strategic Talent Management to focus on more strategic talent acquisition work, top talent retention, compliance, and forthcoming strategic talent management initiatives, which will better serve the College and the five generations represented in our workforce.
Reason Being Brought to Board:	Board approval is required for awards valued over \$250,000
Certification:	The director of procurement certifies that specifications were developed by appropriate College

	staff, and the vice president of finance/chief finance officer certifies that funds have been requested in the <b>FY15</b> operating budgets.
Dollar Amount:	Annual estimated amount: \$350,000
Vendor Name/Address:	Wilson HCG (Primary) Tampa, Florida 33602 Hudson Global Resources Management, Inc. (Secondary) New York, NY 10022
Minority Status:	N/A
Term of Contract:	One year with four additional one-year renewals

### RECOMMENDATION

It is recommended that the Board of Trustees approve an award a contract to Wilson HCG of Tampa, Florida, as the primary contractor and to Hudson Global Resources Management, Inc., of New York, New York, as the secondary contractor for the recruitment of staff augmentation services, for a one-year term beginning on July 1, 2015, for an annual estimated amount of \$350,000.

It is further recommended that the contract be renewed for four additional one-year periods, as long as service is satisfactory, funds are available, and it is in the best interest of the College.

### BACKUP INFORMATION

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

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

### RESOURCE PERSONS

Mr. Johnson  
Ms. Porter

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

Resolution Number: 15-06-064  
Adopted on: 6/15/2015

Agenda Item Number: 10C  
June 15, 2015

**Subject: Award of Contract for Recruitment Staff Augmentation Services, Bid 915-007**

WHEREAS, The associate senior vice president of human resources and strategic talent management and the senior vice president for administrative and fiscal services has requested a contract for the purchase of recruitment staff augmentation services; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief finance officer certifies that funds have been requested in the **FY15** operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in a local Montgomery County newspaper on April 8, 2015, and listed on the College and State procurement websites; and

WHEREAS, bid information was downloaded by 143 firms, and 19 responses were received, including one no-bid and six bids deemed non-responsive (because one did not meet the required qualifications, and the remaining five failed to participate in the bidder presentation portion of the proposal evaluation process), publicly opened, read aloud, and recorded, beginning at 3:00 p.m., on February 18, 2015; and

WHEREAS, Submitted proposals were evaluated and ranked by appropriate staff and, following the evaluation, it was determined that proposals submitted by Wilson HCG of Tampa, Florida, and Hudson Global Resources Management, Inc., of New York, New York, were the highest rated proposals and meet all College requirements; and

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

Resolved, That a contract for the recruitment of staff augmentation services be awarded to Wilson HCG of Tampa, Florida, as the primary contractor and Hudson Global Resources Management, Inc., of New York, New York, as the secondary contractor, for a one-year term beginning July 1, 2015 with an annual estimated amount of \$350,000; and be it further

Resolved, That the contract be renewed for four additional one-year periods, as long as service is satisfactory, funds are available, and it is in the best interest of the College.

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

Agenda Item Number: 11A  
June 15, 2015

**FINAL ADOPTION OF THE FY16 COLLEGE CAPITAL BUDGET**

**BACKGROUND**

On May 21, 2015, the Montgomery County Council approved the College's FY16 capital budget by appropriating \$54,242,000 to fund 14 projects. The council's approved budget (Council Resolution 18-143) is made up of the following:

Project	College's FY16 Request	Council Final Action
ADA Compliance–College	50,000	50,000
Capital Renewal	1,653,000	1,033,000
Collegewide Physical Education Renovations	4,200,000	4,200,000
Energy Conservation–College	125,000	125,000
Facility Planning–College	270,000	270,000
Instructional Furniture & Equipment–College	270,000	270,000
Germantown Science and Applied Studies Renovation, and Addition–Phase 1	30,840,000	30,840,000
IT Information Technology	7,370,000	7,370,000
IT Student Learning Support Systems	1,400,000	1,400,000
IT Network Operating Center	2,000,000	2,000,000
IT Network Infrastructure & Support Systems	1,800,000	1,800,000
Planned Lifecycle Asset Replacement–College	2,700,000	2,700,000
Planning, Design & Construction	1,484,000	1,484,000
Site Improvements	700,000	700,000
<b>TOTAL</b>	<b>54,862,000</b>	<b>54,242,000</b>

The approved FY16 capital budget provides full construction funding for the Germantown Science and Applied Studies renovation, and addition project. The county approved a modest increase for state-approved cost escalation of four percent for this project, which is split equally between the state and the county.

The approved FY16 capital budget also includes a new project for collegewide physical education building renovations, which is funded through student fees. Citing fiscal reasons, the county decreased the capital renewal project by \$620,000. The remaining projects shown above are funded 100 percent by the county.

The county also reduced the following out-year capital budget projects: capital renewal (FY17–\$1,000,000), roof replacements (FY17/FY18–\$552,000), and site improvements (FY18–\$95,000).

### RECOMMENDATION

It is recommended that the Board adopt the FY16 capital budget as appropriated by the Montgomery County Council and authorize the president to implement the approved budget. The attached resolution provides for the formal action taken each year following the council's appropriation of the College's capital budget.

### BACKUP INFORMATION

Board Resolution  
Other Approved Projects

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

### RESOURCE PERSON

Dr. Yeatts

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

Resolution Number: **15-06-065**  
Adopted on: **6/15/2015**

Agenda Item Number: 11A  
June 15, 2015

**Subject: Final Adoption of the FY16 College Capital Budget**

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WHEREAS, On November 10, 2014, by Board Resolution 14-11-163, the Board of Trustees adopted the FY16 College capital budget request; and

WHEREAS, On May 21, 2015, by Council Resolution 18-143 the Montgomery County Council approved the College's FY15–20 capital improvements program and approved the FY16 capital budget with new appropriations totaling \$54,242,000 to fund 14 projects; and

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

Resolved, That the Board of Trustees adopts the FY16 College capital budget, and authorizes the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to Council Resolution 18-143.

MONTGOMERY COLLEGE  
FY16 Capital Budget  
Other Approved Projects (No Funds Requested in FY16)

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

Germantown Bioscience Education Center  
Germantown Observation Drive Reconstruction  
Elevator Modernization  
Rockville Computer Science Alterations  
Rockville Macklin Tower Alterations  
Rockville Science East Renovation  
Rockville Science West Renovation  
Rockville Student Services Center  
Roof Replacement

**Out-year projects with no previous appropriation (FY15-20):**

Germantown Student Services Center  
TP/SS Math & Science Center

**Deleted out-year projects (FY15-20):**

None

**Projects pending close out:**

None

**Projects closed out as of July 1, 2015:**

Germantown Science and Technology Park Infrastructure  
Rockville Campus Science Center  
TP/SS Health Sciences Expansion

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

Agenda Item Number: 11B  
June 15, 2015

**PETITION FOR STATE FUNDING**

**BACKGROUND**

On May 21, 2015, the Montgomery County Council appropriated the College's FY16 capital budget, including funds for one state-assisted project, the Germantown Science and Applied Studies Building renovation and addition. The county executive and the county council have been informed that the College will petition the state for final approval of this project's funding.

The state and county funding levels for the project are outlined below. The FY16 appropriation for the Germantown Science and Applied Studies Building renovation and addition project is \$30,840,000 (\$15,420,000 in county aid and \$15,420,000 through state support).

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY16 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petition.

**RECOMMENDATION**

It is recommended that the Board of Trustees formally request the county council to petition the state for \$15,420,000 for construction of the Germantown Science and Applied Studies Building renovation and addition project.

**BACKUP INFORMATION**

Board Resolution  
County Council Resolution  
Project Description Form

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSON**

Dr. Yeatts

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

Resolution Number: 15-06-066  
Adopted on: 6/15/2015

Agenda Item Number: 11B  
June 15, 2015

**Subject: Proposal to Construct a Public Junior/Community College or Additions  
Thereeto, Germantown Science and Applied Studies Building Renovation and  
Addition Project for Construction**

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

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking construction for the Science and Applied Studies Building renovation and addition project on the Germantown Campus of the College and has determined that the sum of \$15,420,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the construction of the Science and Applied Studies Building renovation and addition project on the Germantown Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY16 State of Maryland capital budget by the 2015 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$15,420,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

\_\_\_\_\_, Secretary-Treasurer  
Board of Trustees of  
Montgomery Community College

Date: \_\_\_\_\_

Resolution No.: \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: County Council

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Subject: Petition for state grant of \$15,420,000 for the construction of the Science and Applied Studies Building renovation and addition project on the Germantown Campus of the College.

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Science and Applied Studies Building renovation and addition project on the Germantown Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the county council to petition the Maryland Higher Education Commission for a grant of \$15,420,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY16 capital budget for Montgomery College, the Board of Trustees proposed undertaking the construction of the Science and Applied Studies Building renovation and addition project on the Germantown Campus of the College. On May 21, 2015, the county council approved \$15,420,000 for this project, contingent on the receipt of \$15,420,000 from the state in FY16.
3. In April 2015, the state General Assembly and the Governor approved the FY16 state of Maryland capital budget, which included \$15,420,000 for the construction of the Science and Applied Studies Building renovation and addition project on the Germantown Campus of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

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

1. In accordance with the enactment by the 2015 session of the General Assembly of the FY16 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission for a grant of \$15,420,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the construction, Science and Applied Studies Building renovation and addition project on the Germantown Campus of the College, and the county council has not already agreed to fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

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Linda M. Lauer  
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. **00-00-000**  
Germantown Science and Applied Studies Building renovation and addition  
PDF #P136600

## Germantown Science & Applied Studies Phase 1-Renov (P136600)

Category	Montgomery College	Date Last Modified	11/17/14
Sub Category	Higher Education	Required Adequate Public Facility	No
Administering Agency	Montgomery College (AAGE15)	Relocation Impact	None
Planning Area	Germantown	Status	Planning Stage

	FY14	Thru FY14	Rem 6 Years	Total FY15	FY 16	FY 17	FY 18	FY 19	FY 20	Beyond 6 Yrs
<b>EXPENDITURE SCHEDULE (\$000s)</b>										
Planninn Desian and Sunervision	4 529	2 622	397	1510	1510	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0
Site Innrovements and Utilities	0	0	0	0	0	0	0	0	0	0
Construction	30 840	0	0	30 840	0	5000	15000	10840	0	0
Other	5020	0	0	5020	0	0	0	5020	0	0
<b>Total</b>	<b>40 389</b>	<b>2 622</b>	<b>397</b>	<b>37 370</b>	<b>1510</b>	<b>5 000</b>	<b>15000</b>	<b>15860</b>	<b>0</b>	<b>0</b>

<b>FUNDING SCHEDULE (\$000s)</b>										
G.O. Bonds	20 799	1583	199	19017	891	2 500	7 500	8 126	0	0
State Aid	19590	1039	198	18 353	619	2 500	7 500	7 734	0	0
<b>Total</b>	<b>40 389</b>	<b>2 622</b>	<b>397</b>	<b>37 370</b>	<b>1510</b>	<b>5 000</b>	<b>15000</b>	<b>15860</b>	<b>0</b>	<b>0</b>

<b>OPERATING BUDGET IMPACT (\$000s)</b>										
Enernv				315	0	0	0	100	105	110
Maintenance				633	0	0	0	127	253	253
<b>Net mpact</b>				<b>948</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>227</b>	<b>358</b>	<b>363</b>
Full Time Eauivalent\FTE\					0.0	0.0	0.0	4.0	4.0	4.0

### APPROPRIATION AND EXPENDITURE DATA (000s)

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Appropriation Request</td> <td style="text-align: right;">FY 16</td> <td style="text-align: right;">30 840</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supplemental Appropriation Request</td> <td></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Transfer</td> <td></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Cumulative Appropriation</td> <td></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Expenditure / Encumbrances</td> <td></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Unencumbered Balance</td> <td></td> <td style="text-align: right;">1,886</td> </tr> </table>	Appropriation Request	FY 16	30 840	Supplemental Appropriation Request			Transfer			Cumulative Appropriation			Expenditure / Encumbrances			Unencumbered Balance		1,886	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Date First Appropriation</td> <td style="text-align: right;">FY 13</td> </tr> <tr> <td style="border-bottom: 1px solid black;">First Cost Estimate</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Current Scope</td> <td style="text-align: right;">FY 16</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Last FY's Cost Estimate</td> <td style="text-align: right;">39</td> </tr> </table>	Date First Appropriation	FY 13	First Cost Estimate		Current Scope	FY 16	Last FY's Cost Estimate	39
Appropriation Request	FY 16	30 840																									
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Last FY's Cost Estimate	39																										

### Description

This project provides for the realignment and renovation of space in the Science and Applied Studies building (65,015 GSF) on the Germantown Campus in accordance with the College's Facilities Master Plan (9/10) and the building educational space specifications. The renovated building will house open class labs, classrooms, offices and support space related to the physics, engineering, and mathematics departments. The Science and Applied Studies Renovation will occur in two phases. The first phase involves the renovation of the second floor, and a 29,330 GSF building addition, to support the Physics, Engineering, and Mathematics disciplines. There will be vacant space in the building when various departments move to the Bioscience Education Center, which makes necessary to renovate this building to support new disciplines. The current building layout is inappropriate for the Physics, Engineering, and Mathematics departments, which makes necessary to renovate laboratory spaces, classrooms, and faculty and staff offices. This building also has outdated laboratory equipment, which does not properly support the new functions, and technological changes in teaching methods. Programmatic changes are necessary to prepare this building for these uses. The second phase of this project will deal with the renovation of the first floor. Overall growth at the Germantown Campus in combination with the transition to lab instruction for mathematics and engineering expansion has created the demand for additional academic space. Renovation for these disciplines co-locates them near the Bioscience Education Center, creating good programmatic synergy on the campus. Renovation of this facility is contingent on completion of the Bioscience Education Center. Based on student interest, enrollment trends, existing and projected County and State workforce needs, and the teaching and learning strategies, including the final report of The Governor's Science Technology Engineering Mathematics Task Force, investing in STEM to Secure Maryland's Future, the Germantown Campus will be well positioned to meet the needs of its students and the region. Design funding for this project was appropriated in FY13.

### Estimated Schedule

Project construction is scheduled to be completed in the Winter of 2018. The project schedule is delayed by one year due to delays in the production schedule.

### Cost Change

The cost of this project has increased to match the State's allowed cost escalation factor (4%).

### Justification

## Germantown Science & Applied Studies Phase 1-Renov (P136600)

Under the application of the State space guidelines, the enrollment growth on the Germantown Campus has resulted in a significant instructional space deficit. The Germantown Campus has a 2022 projected instructional space deficit of 132,252 NASF and a total space deficit anticipated to be 227,390 NASF. In addition, this project will position the College to address workforce shortages in the Science, Technology, Engineering, and Mathematics fields. This project will impact local and Maryland workforce shortages through educating students to fill technical jobs. Relevant studies include the Collegewide Facilities Master Plan Update (1113), the Renovation/Addition to Sciences & Applied Studies Building at Montgomery College Germantown Campus, Part 1, Part 2 (3111), and the Collegewide Facilities Conditions Assessment Update (pending 11/13).

### Other

FY 15 Appropriation: \$0

FY 16 Appropriation: \$30,840,000 Total; \$15,420,000 (GO Bonds), \$15,420,000 (State Aid).

Project expenditures assume that a portion of Information Technology (IT) equipment costs may be funded through the Information Technology (No. P856509) project.

The construction costs in the expenditure schedule (\$30,840,000) include: site improvement costs (\$2,390,000), building construction costs (\$28,450,000). The building construction cost per gross square foot equals \$436 (\$28,450,000/65,015).

### Disclosures

A pedestrian impact analysis has been completed for this project.

Montgomery College (A15) asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

### Coordination

Facility Planning: College (No. P886686), Science Education Center (No. P056603), Energy Conservation: College (No. P816611), PLAR: College (No. P926659)

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

Agenda Item Number: 11C  
June 15, 2015

**FINAL ADOPTION OF THE FY16 CURRENT FUND AND SPECIAL FUNDS BUDGETS**

**BACKGROUND**

On January 26, 2015, the Board of Trustees adopted a budget in the amount of \$253,770,455 for the current fund. The Board also approved \$18,675,686 for the Workforce Development & Continuing Education (WD&CE) Fund, and \$5,414,054 for the Auxiliary Enterprises Fund, for a total of \$24,089,740 in special fund budgets. It is necessary to re-adopt the budget since the county council's final appropriation for the current fund is \$251,468,195.

County funding increased \$10,900,000 or 9.3 percent from the prior year. During its April 2015 meeting, the Board of Trustees authorized tuition rate increases of \$3 per credit for in-county, \$6 per credit for in-state, and \$9 per credit for out-of-state. This budget includes the use of fund balance of \$7,000,000. Total state aid funding for FY16, includes the operating budget and WD&CE, is \$852,150 less than the amount budgeted for the College in FY15.

This budget funds salary improvements for our faculty, staff, and administrators (\$11,768,470); same service costs of \$545,288, covering scholarships, utilities, leased and maintenance cost increases, and initiatives totaling \$1,523,982, which support staffing our engagement centers, closing the achievement gap initiatives, and an expansion of ACES into one additional high school. This budget also includes a commitment to financial stewardship by reducing organizational budgets by \$5,138,000 and a reduction of \$1,002,000 for a projected change in enrollment and lapse savings.

The other funds (Emergency Plant Maintenance and Repair Fund, Cable Television, Student Activities and Athletics, and Grants) remain as adopted and no further changes are necessary to the Board's original authorization.

There is a provision in this resolution to re-appropriate encumbered FY15 balances in FY16. This action will allow funding for items encumbered in the current fiscal year to automatically be re-appropriated in the next fiscal year.

**RECOMMENDATION**

It is recommended that the Board re-adopt the FY16 current fund and special funds budgets as presented on the attached and authorize the president to implement the budgets that are subject to final county council funding actions in June 2015.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Preston

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

Resolution Number: **15-06-067**  
Adopted on: **6/15/2015**

Agenda Item Number: 11C  
June 15, 2015

**Subject: Final Adoption of the FY16 Current Fund and Special Funds Budgets**

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WHEREAS, The Board of Trustees adopted the College's Fiscal Year 2016 operating budget on January 26, 2015, by Board Resolution 15-01-001; and

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

WHEREAS, The Montgomery County Council considered the budget in work sessions during April and May 2015, and approved \$251,468,195 for the current fund, and \$24,089,740 for the special funds; and

WHEREAS, The county council recognized the valuable contribution that Montgomery College makes to the community and funded \$7,900,000 for compensation of all employees and initiatives; and

WHEREAS, The council has approved the College's FY16 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$251,468,195; and

WHEREAS, By the same resolution, the council appropriated the expenditure authority for the special funds as follows: Workforce Development & Continuing Education fund, \$18,675,686, and Auxiliary Enterprises funds, \$5,414,054; and

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

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

Resolved, That the Board of Trustees hereby re-adopts the FY16 College current fund operating budget in the amount of \$251,468,195; Workforce Development & Continuing Education Fund in the amount of \$18,675,686; and the Auxiliary Enterprises Fund in the amount of \$5,414,054; and be it further

Resolved, That the Board of Trustees authorizes re-appropriation and expenditures of encumbered FY15 appropriations for all funds, permitting the funds to be spent in FY16 (unencumbered appropriations lapse at the end of FY15); and be it further

Resolved, That the functional totals for the Fiscal Year 2016 operating budget will be in the amounts listed in the following table:

		<u>CURRENT FUND</u>	<u>SPECIAL</u>
10	Instruction	\$ 81,507,664	\$ 10,028,454
40	Academic Support	\$ 42,084,922	\$ 4,097,775
50	Student Services	\$ 32,571,287	\$ 2,949,457
60	Operations & Maint. of Plant	\$ 36,129,365	\$ 1,250,000
70	Institutional Support	\$ 55,325,061	\$ 100,000
80	Scholarships & Fellowships	\$ 3,849,896	\$ 250,000
	Auxiliary Expenditures	-0-	\$ 5,414,054
Total		\$ 251,468,195	\$ 24,089,740

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's operating budget during FY16 are in the amounts listed in the table below, subject to final county council funding actions in June, 2015.

		<u>CURRENT FUND</u>	<u>SPECIAL</u>
	County Contribution	\$ 127,633,727	-0-
	State Aid	\$ 33,981,176	\$ 6,019,610
	Tuition & Fees	\$ 81,187,685	\$ 9,843,000
	Miscellaneous	\$ 1,650,000	\$ 5,162,200
	Fund Balance	\$ 7,015,607	\$ 3,064,930
	Net Transfers	-0-	-0-
Total		\$ 251,468,195	\$ 24,089,740

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

Agenda Item Number: 12  
June 15, 2015

**COMPENSATION FOR ADMINISTRATORS AND NON-BARGAINING  
ASSOCIATE AND SUPPORT STAFF IN FY16**

**BACKGROUND**

Each year, during the spring, the Board acts on salary recommendations for administrative, associate, and support staff. Subject to the availability of funds, the president makes recommendations for administrators and non-bargaining associate and support staff salary adjustments. Board action is necessary at this time to authorize general wage and salary adjustments and establish the salary schedule, consistent with the approved FY16 operating budget, for administrators and non-bargaining associate and support staff, and to authorize funds in support of recognition awards for all eligible employees.

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

**RECOMMENDATION**

The president recommends approval of the following resolutions:

1. Non-bargaining Associate and Support Staff and Administrators General Wage Adjustment for FY16. This resolution provides for a two and a half percent (2.5%) general wage adjustment for non-bargaining associate and support staff and administrators for FY16.
2. Non-bargaining Associate and Support Staff Salary Adjustment Increment for FY16. This resolution authorizes an increment, defined by Montgomery College as a salary adjustment expressed as a percentage of an employee's overall base pay, for eligible non-bargaining associate and support staff in the amount of three and a half percent (3.5%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, effective the second full pay period in September 2015. This particular increment is contingent upon the employee's satisfactory performance. Administrators are eligible for a pay-for-performance salary adjustment.
3. Salary Schedule for Non-bargaining Associate and Support Staff and Administrators for FY16. This resolution outlines the pay schedule for all staff and administrative employees, effective July 1, 2015.
4. Associate and Support Staff Recognition Bonus for FY16. This resolution authorizes a one-time (no increase to base salary) lump sum recognition bonus for associate and support staff receiving an overall rating of "far exceeds expectations" or "exceeds expectations."

5. Special Recognition and Outstanding Service Awards for FY16. This resolution authorizes one-time, lump sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.
6. Non-bargaining Associate and Support Staff Shift Differential for FY16. This resolution authorizes the continuation of a shift differential of \$1.03 for hours actually worked for those non-bargaining associate and support staff that are regularly scheduled to work 20 or more hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.
7. Degree Attainment Salary Enhancement for Associate and Support Staff and Administrators for FY16. This resolution authorizes a salary increase equal to one increment, currently equivalent to three and a half percent (3.5%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.

#### BACKUP INFORMATION

Board Resolutions (7)

#### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

#### RESOURCE PERSON

Ms. Porter

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

Resolution Number: **15-06-068**  
Adopted on: **6/15/2015**

Agenda Item Number: 12  
June 15, 2015

**Subject: Non-Bargaining Associate and Support Staff and Administrators General  
Wage Adjustment for FY16**

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Resolved, That the Board of Trustees authorizes a general wage adjustment for eligible non-bargaining associate and support staff and administrators, as determined by the president, of two and a half percent (2.5%) effective July 1, 2015, for those employees already employed on June 30, 2015, whose employment continues uninterrupted into FY16.

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

Resolution Number: **15-06-068**  
Adopted on: **6/15/2015**

Agenda Item Number: 12  
June 15, 2015

**Subject: Non-Bargaining Associate and Support Staff Salary Adjustment Increment for FY16**

---

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

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

Resolved, That all non-bargaining associate and support staff employees who are not at the top of a salary grade and who receive an overall rating on the employee's performance evaluation that meets, exceeds, or far exceeds expectations, are eligible for a salary adjustment increment up to three and a half percent (3.5%) based on annual performance, effective the second full pay period in September 2015; and be it further

Resolved, That all administrators are eligible for a pay-for-performance salary adjustment in accordance to established criteria.

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

Resolution Number: **15-06-068**  
Adopted on: **6/15/2015**

Agenda Item Number: 12  
June 15, 2015

**Subject: Salary Schedule for Non-Bargaining Associate and Support Staff and  
Administrators for FY16**

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

WHEREAS, A review of data concerning salary improvement indicates that it would be appropriate to modify the College pay schedule for FY16 by two and a half percent (2.5%); and

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

Resolved, That the salary schedule for non-bargaining associate and support staff and administrators be approved for FY16 as shown on the attachment.

Attachment

**Salary Schedule for  
Administrative, Associate, and Support Staff  
Montgomery College  
FY16  
(Effective 7/1/15)**

Grade	HOURLY RATE			ANNUAL RATE*		
	Min	Mid	Max	Min	Mid	Max
A	\$14.21	\$19.26	\$24.30	\$29,556.80	\$40,060.80	\$50,544.00
B	\$15.07	\$20.42	\$25.76	\$31,345.60	\$42,473.60	\$53,580.80
C	\$15.96	\$21.63	\$27.30	\$33,196.80	\$44,990.40	\$56,784.00
D	\$16.93	\$22.93	\$28.93	\$35,214.40	\$47,694.40	\$60,174.40
E	\$18.28	\$24.75	\$31.23	\$38,022.40	\$51,480.00	\$64,958.40
F	\$19.75	\$26.73	\$33.70	\$41,080.00	\$55,598.40	\$70,096.00
G	\$21.34	\$28.87	\$36.41	\$44,387.20	\$60,049.60	\$75,732.80
H	\$23.03	\$31.17	\$39.31	\$47,902.40	\$64,833.60	\$81,764.80
I	\$25.35	\$34.29	\$43.22	\$52,728.00	\$71,323.20	\$89,897.60
J	\$27.88	\$37.71	\$47.53	\$57,990.40	\$78,436.80	\$98,862.40
K	\$30.66	\$41.46	\$52.26	\$63,772.80	\$86,236.80	\$108,700.80
L	\$33.72	\$45.60	\$57.47	\$70,137.60	\$94,848.00	\$119,537.60
M	\$36.43	\$49.25	\$62.07	\$75,774.40	\$102,440.00	\$129,105.60
N	\$39.35	\$53.19	\$67.02	\$81,848.00	\$110,635.20	\$139,401.60
O	\$42.49	\$57.48	\$72.47	\$88,379.20	\$119,558.40	\$150,737.60
P	\$45.88	\$62.01	\$78.15	\$95,430.40	\$128,980.80	\$162,552.00
Q	\$48.64	\$65.73	\$82.82	\$101,171.20	\$136,718.40	\$172,265.60
R	\$51.57	\$69.68	\$87.78	\$107,265.60	\$144,934.40	\$182,582.40
S	\$54.65	\$73.84	\$93.03	\$113,672.00	\$153,587.20	\$193,502.40

\*ANNUAL EQUIVALENT RATE FOR FULL-TIME, 12-MONTH EMPLOYEES

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

Resolution Number: **15-06-068**  
Adopted on: **6/15/2015**

Agenda Item Number: 12  
June 15, 2015

**Subject: Associate and Support Staff Recognition Bonus for FY16**

---

Resolved, That the Board of Trustees authorizes a total of \$300,000 for one-time (no increase to base salary) lump sum performance recognition bonuses for associate and support staff employees receiving an overall rating of “far exceeds expectations” or “exceeds expectations” in FY16, to be individually and appropriately allocated.

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

Resolution Number: **15-06-068**  
Adopted on: **6/15/2015**

Agenda Item Number: 12  
June 15, 2015

**Subject: Special Recognition and Outstanding Service Awards for FY16**

---

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY16.

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

Resolution Number: **15-06-068**  
Adopted on: **6/15/2015**

Agenda Item Number: 12  
June 15, 2015

**Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY16**

Resolved, That the Board of Trustees authorizes the continuation of a shift differential of \$1.03 in FY16 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work more than 20 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

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

Resolution Number: **15-06-068**  
Adopted on: **6/15/2015**

Agenda Item Number: 12  
June 15, 2015

**Subject: Degree Attainment Salary Enhancement for Associate and Support Staff and Administrators for FY16**

---

Resolved, That the Board of Trustees authorizes a salary increase equal to one increment, currently equivalent to three and a half percent (3.5%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.

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

Agenda Item Number: 13  
June 15, 2015

**REQUEST FOR APPROVAL OF THE PUBLIC HEALTH SCIENCES  
ASSOCIATE OF SCIENCE DEGREE**

BACKGROUND

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

Public health is the science of promoting health, preventing disease, extending life, and improving quality of life for populations. The scope of public health practice is broad and encompasses a wide range of disciplines, which emerge from the five core areas: behavioral science, epidemiology, biostatistics, administration, and environmental science. The need for public health professionals in this geographic area is growing rapidly with a 21 percent increase in available jobs expected over the next decade. Public health professionals can look forward to numerous opportunities in both the public and private sectors including local, state, and federal agencies, consulting firms, advocacy groups, hospitals, and health care systems.

Montgomery College’s public health sciences associate of science degree will provide students with skills and knowledge necessary to meet the increasing need of employers for an educated workforce as well as provide students a strong foundation in general education. Unlike other public health programs existing in the state, the focus of this unique program is on the natural sciences such as chemistry, biology, anatomy/physiology, genetics, and microbiology in addition to the more traditional courses in the behavioral sciences such as psychology and health behavior.

This program was developed to accommodate the existing articulation agreement between Montgomery College and the University of Maryland’s bachelor of science in public health sciences. None of Montgomery College’s current programs have met all of the requirements of the agreement. This new degree will seamlessly articulate with the bachelor of science in public health sciences being offered at the University of Maryland, College Park campus and at The Universities at Shady Grove higher education center. Students will be able to graduate with an associate’s degree and will be prepared to meet the demands of the four- year program, thereby ensuring both student completion and success.

No additional resources are needed for the implementation of this program. All courses, except for a one-credit capstone course, are currently being offered.

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

### RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the Public Health Sciences associate of science degree and that an application for approval be submitted to the Maryland Higher Education Commission.

### BACKUP INFORMATION

Board Resolution  
Public Health Sciences Program Curriculum  
Section 16-103 of the Education Article of the Annotated Code of Maryland

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

### RESOURCE PERSONS

Professor Ridings  
Dr. Edwards  
Ms. Pickwick

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

Resolution Number: **15-06-069**  
Adopted on: **6/15/2015**

Agenda Item Number: 13  
June 15, 2015

**Subject: Request for Approval of the Public Health Sciences Associate of Science Degree**

---

WHEREAS, The Maryland State Plan for Postsecondary Education states that “Maryland will achieve a system of postsecondary education that advances the educational goals of all by promoting and supporting access, affordability, and completion;” and

WHEREAS, Montgomery College echoes that goal by affirming that the College will “cultivate, implement, and assess student access strategies, initiatives, and resources to ensure Montgomery County residents are provided opportunities to complete a college education;” and

WHEREAS, Public health sciences is part of a growing industry of public health professionals; and

WHEREAS, Montgomery College’s public health sciences associate of science degree will provide students with skills and knowledge necessary to meet the increasing need of employers for an educated workforce as well as provide for students a strong foundation in general education; and

WHEREAS, The degree was created to accommodate the existing articulation agreement between Montgomery College and the University of Maryland’s bachelor of science in public health sciences; and

WHEREAS, The offering of an associate of science for public health sciences will better serve students by offering a seamless transition to the University of Maryland’s program; and

WHEREAS, Students will be able to graduate with their associate’s degree and will be prepared to meet the demands of the four-year program, thereby ensuring both student completion and success; and

WHEREAS, No additional resources are needed for the implementation of the associate of science degree; and

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

Resolved, That the members of the Board of Trustees approve the request for approval of the public health sciences associate of science degree; and be it further

Resolved, That an application for approval of the public health sciences associate of science degree be forwarded to the Maryland Higher Education Commission.

## Public Health Sciences Associate of Science Degree

Public health is the science of promoting health, preventing disease, extending life and improving quality of life for populations. The population can be as small as a community or as large as a country. Public health professionals address the impact of genetics, environment and individual behavior on the health of the population. The mission of public health is accomplished through the development and delivery of educational programs, creation of policy, regulation and administration of resources and continuing research. The scope of public health practice is broad encompassing a wide range of disciplines, which emerge from the five core areas: behavioral science, epidemiology, biostatistics, administration, and environmental health. This degree program is designed to articulate with the BS in public health sciences, University of Maryland School of Public Health. Students may choose to complete this program at either The Universities at Shady Grove higher education center or the main campus in College Park. Students not transferring into the BS in public health sciences are advised to check the requirements of the institution and program to which they intend to transfer.

First Semester		
ENGL 101or Elective*	Introduction to College Writing	3
BIOL 150	Principles of Biology I	4
CHEM 131	Principles of Chemistry	4
HLTH 160	Science and Theory of Health	3
Second Semester		
BIOL 212	Anatomy and Physiology 1	4
CHEM 150	Essentials of Organic and Biochemistry	4
ENGL 102	Critical Reading, Writing and Research	3
PSYC 102	General Psychology	3
	Arts distribution	3
Third Semester		
BIOL 213	Anatomy and Physiology II	4
COMM 108 or COMM 112	Introduction to Human Communication or Business and Professional Speech Communication	3
MATH 150	Elementary Applied Calculus	4
HLTH 225	Introduction to Health Behavior	3
SOCY 100	Introduction to Sociology	3
Fourth Semester		
BIOL 210	Microbiology	4
BIOL 222	Principles of Genetics	4
HLTH 229	Capstone in Public Health Sciences	1
	Humanities distribution	3
	<b>Total Credit Hours</b>	<b>60</b>

\*ENGL 101/ENGL 101A, if needed for ENGL 102/ENGL 103, or HLTH elective.

## Program Outcomes for the Public Health Sciences Associate of Science Degree

#	Upon completion of this program a student will be able to:
1	Identify and analyze credible sources of health information.
2	Describe the biopsychosocial factors that impact human health.
3	List and describe controllable and uncontrollable risk factors for disease.
4	List and describe the leading causes of morbidity and mortality in the US.
5	Analyze the contribution of both controllable and uncontrollable risk factors to the health status of individuals and populations.
6	Evaluate the impact of personal/individual choice in achieving and maintaining good health.
7	Evaluate the impact of individual choice on the health of the population.

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

Agenda Item Number: 14A  
June 15, 2015

**POLICY MODIFICATION: 75003–Restrictions on Tobacco Smoking and Sale of Tobacco Products**

**General Information**

<b>Policy Number:</b>	75003
<b>Contained in Chapter:</b>	Chapter Seven
<b>Policy Title:</b>	Restrictions on Tobacco Smoking and Sale of Tobacco Products
<b>Policy Creation Date:</b>	October 20, 2013
<b>Most Recent Modification Date:</b>	April 28, 2008

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
Policy Title	Modified Policy title to “Restrictions on Smoking, Tobacco, and Sale of Related Products” to better reflect the expanded scope of the policy to cover all smoking related activities and products in addition to those that contain tobacco.
1-2	Added “and smoke” to encompass intent to prohibit e-cigarettes as well as tobacco.
2-5	Deleted these two sentences as unnecessary.
5-6	Added language that references new county regulations.
7-11	Added “and smoke” to encompass intent to prohibit e-cigarettes as well as tobacco.
13-28	Added new definitions that mirror those found in new county legislation.
30	Added “smoking and tobacco use” to the header of this section for better readability.
32-45	Deleted language that only spoke to tobacco use to make the policy more comprehensive.
47	Added new section that prohibits the sale of smoking and tobacco products in college facilities.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the modifications to Policy 75003–Restrictions on Tobacco Smoking and the Sale of Tobacco Products, and the policy henceforth be known as Restrictions on Smoking, Tobacco, and the Sale of Related Products.

BACKUP INFORMATION

Resolution

Policy 75003–Restrictions on Smoking, Tobacco, and the Sale of Related Products (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Dr. Yeatts

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

Resolution Number: **15-06-070**  
Adopted on: **6/15/2015**

Agenda Item Number: 14A  
June 15, 2015

**Subject: Policy Modification: 75003–Restrictions on Smoking, Tobacco, and the Sale of Related Products**

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WHEREAS, The Board of Trustees created 75003–Restrictions on Tobacco Smoking and Sale of Tobacco Products in 2003; and

WHEREAS, The policy has served an important purpose in addressing the health and safety of students, employees, and the community regarding the use of tobacco and the exposure to secondhand smoke; and

WHEREAS, Members of the College community have encouraged and initiated the dialogue to expand the policy to cover all forms of smoking; and

WHEREAS, Montgomery County has passed and implemented a ban on the use of e-cigarettes in the same places where other smoking products are used; and

WHEREAS, The policy has been reviewed and updated; and

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

Resolved, That Policy 75003–Restrictions on Smoking, Tobacco, and the Sale of Tobacco Products be amended as indicated in the attached draft to update the policy title and clarify the intent to create a smoke and tobacco-free environment; and be it further

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

Chapter: Facilities

Modification No. 01

Subject: Restrictions on Smoking, Tobacco, and Sale of Tobacco Products

I. Montgomery College recognizes its leadership role in promoting and maintaining a tobacco **and smoke**-free environment. A majority of faculty, staff, and students do not smoke or use tobacco products; tobacco use is objectionable to many non-tobacco users. A recent report issued by the United States Surgeon General concluded that there is no acceptable level of exposure to secondhand tobacco smoke. Therefore, **in compliance with all applicable county regulations and** in conjunction with its efforts to educate students, faculty, staff and the community about the importance of health and safety, Montgomery College is a tobacco **and smoke**-free institution. Enforcing a tobacco **and smoke**-free policy is possible because the College places value on individual responsibility and leadership. As such, every member of the Montgomery College community shares equally in the responsibility for adhering to and respectfully enforcing the **smoke and** tobacco-free policy.

**II. For the purposes of this policy,**

**Electronic cigarettes are defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.**

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**III. Specifically, smoking and tobacco use:**

- A. ~~Tobacco use~~ is prohibited in **or on** all College-owned property and within leased College office and classroom space. ~~The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.~~
- B. ~~Tobacco use~~ is prohibited in all indoor and outdoor facilities, including athletic fields, amphitheaters, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, terraces, in privately owned vehicles and campus bus stops;
- C. ~~Tobacco use~~ is prohibited in College-owned or leased vehicles; **and**
- D. ~~Tobacco use~~ is prohibited at meetings or conferences sponsored by Montgomery College.
- E. ~~Tobacco products will not be sold in College facilities.~~

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IV. The President is authorized to develop and implement procedures to implement this policy.

Board Approval: June 16, 2003; April 28, 2008;     , 2015

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

Agenda Item Number: 14B  
June 15, 2015

**ADOPTION OF POLICY: 41000–STUDENT SUCCESS**

**General Information**

<b>Policy Number:</b>	41000
<b>Contained in Chapter:</b>	Chapter Four
<b>Policy Title:</b>	Student Success
<b>Policy Creation Date:</b>	June 22, 2015

**Reason for Policy**

Serving students and empowering them to change their lives is at the core of the Montgomery College mission. Montgomery College and indeed community colleges across the nation have long been dedicated to access to higher education. The national dialogue on higher education in recent years has shifted from *access* to *success*. In other words, it is not enough to get students into the institution; it is just as important—perhaps more important—that they are successful in completing a degree or certificate. In 2013, the state of Maryland embraced this sentiment in legislation when the College and Career Readiness and College Completion Act became law. With laws such as this, student success is not just an idea, it is a requirement.

In the 1990s, Montgomery College articulated the value placed on student success in two institutional statements, the Student Success Model and the Student Success Credo. These are powerful testaments to the College community’s aspirations and expectations regarding student success. Establishing a Montgomery College policy on student success advances and incorporates these values into a Board statement on the critical importance of the institution’s systemic embrace of the practices shown to help students complete a degree, a certificate, or other personal educational goal. A policy also articulates the Board of Trustees’ commitment to student success as well as its compliance with state law.

**Purpose of Each Policy Element**

<b>Section</b>	<b>Purpose</b>
I.	Rationale for the policy derived from the Montgomery College Student Success Credo.
II.	Definition of student success.
III.	Principles of student success derived from the Montgomery College Student Success Credo and which apply to students, college services, faculty and staff, and institutional processes.
IV.	Expectations of student behaviors that will facilitate student success.

V.	Outlines the practices that the College will require students to engage in to maximize their success.
VI.	Statement of the College's commitment to tracking and assessing student success and commitment to using those results to improve.
VII.	Statement authorizing the President to develop procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 41000–Student Success.

BACKUP INFORMATION

Resolution  
Policy 41000–Student Success

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Dungy  
Dr. Rai

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

Resolution Number: **15-06-071**  
Adopted on: **6/15/2015**

Agenda Item Number: 14B  
June 15, 2015

**Subject: Adoption of Policy: 41000–Student Success**

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WHEREAS, The president has identified the need for a policy to address the College’s commitment to student success as the driving force behind College planning, budgeting, and decision-making; and

WHEREAS, The issues related to clarifying student goals and expectations, defining student success, and best practices that maximize student success 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 modifications; now therefore be it

Resolved, That Policy 41000–Student Success be adopted as indicated in the attachment; and be it further

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

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Chapter: Student Affairs

Modification No. 001

Subject: **Student Success**

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1 I. Student Success

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3 Student success is the primary goal of Montgomery College. Achieving student success  
4 will be the driving force behind College planning, budgeting, and decision-making.  
5 Success is accomplished through a collaborative effort to achieve learning that actively  
6 engages students, faculty, and staff. Student success can be measured by identifying  
7 and clarifying student goals and expectations upon entry, assessing student progress  
8 and experiences through their courses, and evaluating student outcomes at the time of  
9 exit. Montgomery College fulfills its implicit contract with the larger community when  
10 student success is achieved.

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12 II. Defining Student Success

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14 Acknowledging that success goals are unique to individual students, all stakeholders in  
15 the educational enterprise will contribute to strategies that enhance student learning  
16 outcomes with particular attention to the success rates of students who begin their  
17 studies in developmental courses, students who plan to transfer in a particular field, and  
18 students whose goals are to increase skills by earning a certificate or Associates Degree.

19  
20 Montgomery College believes in specific actions and measurable results to support  
21 students towards their academic and career goals. There are many valid measures of  
22 student success and achievement. Montgomery College measures will include:

- 23 o academic progress measured by GPA (by semester, cumulative, and trend  
24 direction);
- 25 o retention and persistence measured by continuous enrollment and by credit hour  
26 acquisition over time;
- 27 o student goal attainment measured by transfer, employment, licensure and  
28 graduation.

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30 III. Principles of Student Success

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32 A. Student success is accomplished when students:

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- 34 1. read, write, and speak at the college level;
- 35 2. use mathematics tools and concepts at the college level;
- 36 3. use information resources, including developing technology, to support  
37 continued learning;
- 38 4. are positive, motivated learners who accept responsibility for their success;
- 39 5. are self-confident, independent, and active learners with critical thinking skills  
40 enabling lifelong learning; and
- 41 6. are tolerant and flexible, and aware of the interdependence of modern  
42 society.

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44 B. Student success is facilitated through:

- 45
- 46 1. assessing student academic skills and placing students in appropriate  
47 courses;

- 48 2. counseling and advising students to establish focused and realistic  
49 educational, career, and personal goals;
- 50 3. assessing ongoing development, clarification, and refinement of student  
51 goals throughout the educational process;
- 52 4. teaching students with challenging, but nurturing and encouraging,  
53 instructional methods; and
- 54 5. providing effective and appropriate learning support programs and services.  
55
- 56 C. Student success is enabled when faculty and staff are committed to:  
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- 58 1. providing a positive, welcoming climate that reflects an ethical, caring college  
59 community;
- 60 2. taking a personal interest by encouraging, assisting, and respecting the  
61 individual potential in each student; and
- 62 3. setting personal performance expectations that reflect their commitment to  
63 student success.  
64
- 65 D. Student success is further ensured when the College:  
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- 67 1. is responsive to the community's needs and sets goals to meet them;
- 68 2. clearly and effectively communicates information internally and externally;
- 69 3. provides a physical environment conducive to learning and the development  
70 of a sense of community among students, faculty, and staff;
- 71 4. offers students a comprehensive co-curricular program;
- 72 5. is responsive to the needs of faculty and staff directly involved in the learning  
73 process;
- 74 6. develops plans, allocates resources, and assigns administrative time to  
75 activities contributing to student success;
- 76 7. provides professional development opportunities for faculty and staff that  
77 enhance the learning environment;
- 78 8. maintains a reward system that recognizes faculty and staff contributions to  
79 students and their learning; and
- 80 9. regularly evaluates (with student input) all aspects of the College instruction,  
81 as well as support and administrative offices, and uses the data to improve  
82 such aspects.

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84 IV. Student Commitment to Success

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86 Furthermore, as committed partners toward their continued success, Montgomery  
87 College students will:

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89 A. Be champions of their own learning.

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91 MC students will become familiar with policies, programs, and activities expressly  
92 established to promote student success. Students will also attend adviser  
93 meetings and respond to email prompts from the College.  
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95 B. Be champions of their peers' learning.

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97 MC students are part of a campus culture that leaves no one behind. Students  
98 will work with faculty and staff and take leadership in engaging peers in creating  
99 conditions for equity in achievement at Montgomery College.  
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C. Connect with Montgomery College.  
Students will utilize, to their benefit, the tremendous variety of *supports* (financial aid, grants, scholarships), *programs* (ACES, federal grants), *services* (welcome centers, faculty advisers, tutoring, learning centers, libraries, community engagement centers), and *opportunities* (clubs, councils, community service events).

D. Commit to academic progress.  
Degree seeking students and transfer students, with support from Montgomery College, will establish a reasonable yet ambitious course plan to which they are expected to adhere. Recognizing that requirements are established to support their success, students will attend class, register on-time, meet deadlines, and participate in all required activities for their program and for the College.

V. Student Success Practices

Montgomery College will require students to engage in practices recognized as maximizing student success. These include, but are not limited to the following.

- A. On-time registration: Students will be expected to register for classes before class begins. Late registration will be limited to a small set of exceptions.
- B. Preparation for college: College programs will engage the community and local schools to inform and prepare prospective students regarding college-readiness skills and programs to ensure highest performance on placement assessments.
- C. College preparatory requirements: College programs will engage the community and local schools to inform and prepare prospective students about the college-readiness skills needed to enter and to be successful in their chosen field of study.
- D. Selection of degree or certificate plan: Processes will be in place for students to understand their options for transfer and/or career academic programs and develop plans to meet their desired goals.
- E. Comprehensive advising system: The College will engage in consistent, ongoing, and well-defined advising efforts for students beginning with the admission process and continuing through completion of student goals.

VI. Holding Ourselves Accountable

Student success at Montgomery College will be tracked and measured for the purpose of achieving individual student success and the purpose of identifying potential systemic improvements.

Montgomery College is committed to adhere to and respond to success measures as reflected in annual federal and state accountability reports, College departmental performance matrix, and other accountability assessment methodologies. The Montgomery College performance evaluation process will ensure that all college employees have a clear understanding of their role in helping students succeed and will be responsible for improvements. The College president and employees will primarily focus their decisions and actions on the Montgomery College Student Success Report Card.

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VII. The president is authorized and directed to establish procedures necessary to implement this policy.

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Board Approval: \_\_\_\_\_, 2015