



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

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

Wednesday, January 24, 2018 • 8:00 p.m.

<u>Resolution Number</u>		<u>Pages</u>
18-01-001	Personnel Actions Confirmation	2–4
18-01-002	Adoption of Policy 31005–Medical Examinations and Fitness for Duty	5–7
18-01-003	Adoption of Policy 51005–Field Trips	8–10
18-01-004	Adoption of Policy 69001–Corporate Sponsorships	11–13
18-01-005	Contract Change Order, Media Buying Service Provider, Bid 917-008	14–16
18-01-006	Acceptance of the Self-Study for Submission to the Middle States Commission on Higher Education	17–18
18-01-007	Adoption of the FY19 Current, Enterprise, and Other Funds Budgets	19–21

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

Agenda Item Number: 8
January 24, 2018

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

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

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number: 18-01-001
Adopted on: 1/24/2018

Agenda Item Number: 8
January 24, 2018

Subject: Personnel Actions Confirmation

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period November 1, 2017, through November 30, 2017; and

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

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

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
11/06/2017	Abraham, Bridget T	BOT Operations & Services Spec	J	Board of Trustees
11/06/2017	McCormack, Cynthia L	Foundation Coordinator	J	Advancement - Development
11/06/2017	Primosch, Eurae M	Achiev the Promise Prog Coord	K	Achieving the Promise-ATP Academic
11/06/2017	Rashaw, Benita	Student Affairs Init Prog Mgr	L	Sr VP for Student Services
11/06/2017	Varron, Michael A	Safety & Security Officer	F	Facilities Security - RV
11/06/2017	Welsh, Kok Phin	Instructional Support Trainer	J	OIT Application Services

STAFF SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
11/09/2017	Gilliam, David P	Senior Instructional Assistant	<1	Biology and Chemistry Dean
11/07/2017	Jenkins, Charles M	Senior Instructional Assistant	4	Biology and Chemistry Dean
11/20/2017	Johnson, Helen T	Accountant I	2	BITS Dean WDCE
11/17/2017	McKay, Jenna L	Administrative Aide II	4	Business/Computer Applications Dean
11/03/2017	Perez, Rodolfo	Grounds Maintenance Worker	4	Facilities - Central Admin

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	0	2	0	5
Male	1	0	0	0	0	1
TOTAL	2	2	0	2	0	6

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 9A
January 24, 2018

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

General Information

Policy Number:	31105
Contained in Chapter:	Chapter Three
Policy Title:	Medical Examinations and Fitness for Duty
Policy Creation Date:	January 24, 2018

Reason for Policy

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

Purpose of Each Policy Element

Section	Purpose
I.	Recognition of the College’s commitment to providing a safe workplace for the benefit of the College community.
II.	Policy statement that the College may require current employees to undergo medical examinations under limited circumstances to determine fitness for duty and to ensure the safety of the employee, other employees, students, the College, and the public. The policy requires that such examinations be conducted in compliance with applicable law and that medical examinations not be used a substitute for disciplinary action.
III.	Statement of continued adherence to related Policy 32106–Employment of Individuals with Disabilities and Policy 35004–Leave Program.
IV.	Authorization for the President to develop procedures to implement the Board policy.

RECOMMENDATION

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

BACKUP INFORMATION

Resolution
Policy 31105–Medical Examinations and Fitness for Duty

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number: 18-01-002
Adopted on: 1/24/2018

Agenda Item Number: 9A
January 24, 2018

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

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

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

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

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

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

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

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

Agenda Item Number: 9B
January 24, 2018

ADOPTION OF POLICY: 51005–Field Trips

General Information

Policy Number:	51005
Contained in Chapter:	Chapter Five
Policy Title:	Field Trips
Policy Creation Date:	January 24, 2018

Reason for Policy

Field trips and other out-of-classroom instructional activities are a valuable part of the learning process and contribute to student success. When conducting field trips or other off-campus excursions that are part of a College course, it is important that such activities be planned in ways that maximize student learning and minimize risk. This new policy requires that students be given prior notice of any required field trip and that participation be limited to authorized students, faculty, and staff. Additionally, the policy clarifies that field trips are College-sponsored events and, as such, all relevant policies and procedures apply to all participants. Finally, the policy places some limitations on field trips to minimize risk to participants and the College.

Purpose of Each Policy Element

Section	Purpose
I.	Recognition of the value of field trips as an integral part of the educational experience.
II.	Definition of what constitutes a field trip for purposes of this policy.
III.	Policy statement that students must be given prior notice that a course requires a field trip and limits participation to authorized students, faculty, and staff.
IV.	Statement that field trips are College-sponsored events and, as such, participants are expected to abide by all relevant College policies and procedures.
V.	Statement that participation is done so at one's own risk and that any violation of College policies and procedures may be subject to appropriate disciplinary action.
VI.	This section provides specific limitations regarding safety, the participation of minors, and trips conducted outside of the territorial United States.
VII.	Statement authorizing the President to establish procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 51005–Field Trips.

BACKUP INFORMATION

Resolution
Policy 51005–Field Trips

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSON

Ms. Terry

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

Resolution Number: 18-01-003
Adopted on: 1/24/2018

Agenda Item Number: 9B
January 24, 2018

Subject: Adoption of Policy: 51005–Field Trips

WHEREAS, The president has identified the need for a policy to articulate and establish clear guidance on conducting field trips and other instructional-related off-campus activities; and

WHEREAS, The issues related to establishing guidelines for field trips have been researched under the direction of the president; and

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

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

Resolved, That Policy 51005–Field Trips be adopted as indicated in the attachment; and be it further

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

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

Agenda Item Number: 9C
January 24, 2018

ADOPTION OF POLICY: 69001–Corporate Sponsorships

General Information

Policy Number:	69001
Contained in Chapter:	Chapter Six
Policy Title:	Corporate Sponsorships
Policy Creation Date:	January 24, 2018

Reason for Policy

Business and community sponsorships often benefit the College and, when conducted appropriately, can serve as a revenue source to support student success. It is important that any sponsorships entered into by the College be consistent with the College’s mission and values. This new policy recognizes the mutual benefits that sponsorship arrangements can bring and sets specific limitations on their use to protect the reputation, assets, and image of the College.

Purpose of Each Policy Element

Section	Purpose
I.	Recognition that business and community sponsorships can be mutually beneficial when conducted in a manner consistent with the College’s mission.
II.	Policy statement that any sponsorship must be a positive reflection on the College and be aligned with the College’s mission and brand.
III.	Policy statement restricting the advertising of or sponsorship of certain products and services across all College media platforms and reserving the right of the College to rescind sponsorship agreements in the event of a change in circumstances with the sponsor.
IV.	Authorizes the Office of Advancement and Community Engagement for the oversight, planning, and execution of all sponsorship agreements in order to provide a single, consistent point of contact for College sponsorships.
V.	Statement authorizing the President to establish procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 69001–Corporate Sponsorships.

BACKUP INFORMATION

Resolution
Policy 69001–Corporate Sponsorships

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSON

Mr. Enloe

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

Resolution Number: 18-01-004
Adopted on: 1/24/2018

Agenda Item Number: 9C
January 24, 2018

Subject: Adoption of Policy: 69001–Corporate Sponsorships

WHEREAS, The president has identified the need for a policy to establish clear guidance on the planning and development of community and corporate sponsorships in support of student success; and

WHEREAS, The issues related to the use of community and corporate sponsorships in higher education have been researched under the direction of the president; and

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

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

Resolved, That Policy 69001–Corporate Sponsorships be adopted as indicated in the attachment; and be it further

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

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

Agenda Item Number: 10
January 24, 2018

CONTRACT CHANGE ORDER, MEDIA BUYING SERVICE PROVIDER, BID 917-008

BACKGROUND

Request:	Change order to request an increase in the total annual estimated maximum spend for marketing and advertising services
Office/SVP Originating Request:	Senior Vice President for Advancement and Community Engagement and the Vice President of Communications
Award Type:	Competitive
Bid Number:	917-008
Explanation of Request:	On March 20, 2017, the Board of Trustees approved a contract for a media buying service provider under resolution 17-03-028, for a total annual estimated amount of \$700,000. Since the award of this contract, the Office of Advancement and Community Engagement has identified additional marketing needs to increase outreach to targeted groups, including low income residents and others in underserved communities, military service members and veterans, in addition to communities where languages other than English are spoken. In addition, expanded marketing efforts will support additional promotion of Workforce Development & Continuing Education programs. Furthermore, the additional funds will enhance the College's brand awareness and deliver messaging about the institution's positive impact on the community. Increasing the annual award amount from \$700,000 to \$1,100,000 will allow the College to meet these additional needs.
Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25 percent of the originally Board-approved contract award.
Certification:	The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business and financial strategy officer certifies that funds are available in the FY18 operating budget.

Estimated Annual Dollar Amount:	\$1,100,000
Vendor Name/Status:	EFK Group, LLC
Minority Status:	NA
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the annual estimated dollar amount of this contract, which was previously awarded under resolution 17-03-028, to \$1,100,000, to address additional marketing, advertising, and outreach needs.

BACKUP INFORMATION

Board Resolution Policy 63001
Resolution 17-03-028

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSONS

Mr. Johnson
Mr. Gilmer

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

Resolution Number: 18-01-005
Adopted on: 1/24/2018

Agenda Item Number:
January 24, 2018

Subject: Contract Change Order, Media Buying Service Provider, Bid 917-008

WHEREAS, The senior vice president for advancement and community engagement and the vice president of communications are requesting a change order to increase the estimated annual dollar amount to an existing award of contract; and

WHEREAS, On March 20, 2017, the Board of Trustees approved an award of contract under resolution 17-03-028, for an annual estimated amount of \$700,000; and

WHEREAS, An increase to the annual estimated award amount is being requested to address additional marketing, advertising, and outreach needs; and

WHEREAS, The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business and financial strategy officer certifies that funds are available in the FY18 operating budget; and

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

Resolved, That the Board of Trustees approve an increase in the annual estimated contract, which was previously awarded under resolution 17-03-028, to \$1,100,000 to address additional marketing, advertising, and outreach needs.

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

Agenda Item Number: 11
January 24, 2018

**ACCEPTANCE OF THE SELF-STUDY
FOR SUBMISSION TO THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

BACKGROUND

Montgomery College is a candidate for re-accreditation by the Middle States Commission on Higher Education (MSCHE) in 2018. As part of that process, the College is required to submit its Self-Study to the Commission by January 26, 2018.

The Self-Study Steering Committee, under the leadership of its co-chairs have worked to prepare the report, which has undergone extensive discussion and review by the College community. The final report provides comprehensive information to determine and demonstrate how the College meets the standards set forth in the Commission's *Characteristics of Excellence*.

The details of the Self-Study and status reports have been presented to the Board regularly since the process began in 2015. In addition, the Board met with the College's Commission liaison at the start of the process, and, most recently, with the chair of the evaluation team during her preliminary visit in October 2017.

The final report is presented now for the Board's acceptance.

RECOMMENDATION

It is recommended that the Board of Trustees accept the College's 2018 Self-Study to be submitted to the Middle States Commission on Higher Education.

BACKUP INFORMATION

Montgomery College 2018 Self-Study (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Dr. Benjamin
Dr. Gregory
Ms. Peery

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

Resolution Number: 18-01-006
Adopted on: 1/24/2018

Agenda Item Number: 11
January 24, 2018

**Subject: Acceptance of the Self-Study for Submission to the Middle States
Commission on Higher Education**

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

WHEREAS, As part of that process, the College is required to compose and submit a Self-Study to the Commission by January 26, 2018; and

WHEREAS, The Self-Study was prepared by members of the Self-Study Steering Committee under the leadership of its co-chairs, and has been reviewed by the College community, the Senior Administrator Leadership Team, and the president; and

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

Resolved, That the Board of Trustees accepts the College's 2018 Self-Study with the understanding that the president of the College will submit it to the Middle States Commission on Higher Education as presented, or with minor editorial changes, if needed.

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

Agenda Item Number: 12
January 24, 2018

ADOPTION OF THE FY19 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

During the December 11, 2017, public meeting of the Board of Trustees, the president presented the proposed FY19 current, enterprise, and other fund budgets. The Board expressed understanding of the fiscal challenges facing county and state decision-makers while developing a budget that is sustainable and affordable within the budget environment. The Board also expressed its recognition of the need to meet the College's mission by (a) obtaining funding from external sources for specific purposes in keeping with the mission and goals, (b) protecting and enhancing student access, (c) providing a quality education through programs and services, and (d) maintaining reasonable tuition and fee rates. The proposed budget expresses the Board's and president's desire and commitment to student learning, access and completion, safety and security, and their commitment to support salary improvements.

The Board is being asked to approve a total adjusted appropriation amount of \$314,858,489, an amount that is 0.28 percent above the total appropriation for FY18. Adjustments to the proposed budget were made to reflect an additional \$160,000 representing the proceeds from the sale of the property at the Takoma Park/Silver Spring Campus, and to support additional funds in grants and contracts of \$400,000 for the ESOL program, and an update to the auxiliary services projection of \$90,000.

The proposed current fund budget is \$265,910,238, which represents an approximately 1.5 percent increase over the FY18 College budget. The current fund budget assumes \$180,243,703 in support from the county and state.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY19 current, enterprise, and other funds budgets.

BACKUP INFORMATION

Board Resolutions
Part A: Adoption of the FY19 Current and Enterprise Budgets
Part B: Adoption of the FY19 Other Funds Budgets

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Hickey
Ms. Chantry

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

Resolution Number: 18-01-007
Adopted on: 1/24/2018

Agenda Item Number: 12
January 24, 2018

Subject: Adoption of the FY19 Current and Enterprise Budgets

WHEREAS, During the December 11, 2017, meeting of the Board of Trustees, the president presented the proposed FY19 current, enterprise, and other funds budgets; and

WHEREAS, The Board understands the fiscal challenges facing county and state decision-makers while developing a budget that is sustainable and affordable within the current fiscal environment; and

WHEREAS, The Board also recognizes the College's need to meet its mission by (a) obtaining funding from external sources for specific purposes in keeping with the mission and goals, (b) protecting and enhancing student access, (c) providing a quality education through programs and services, and (d) maintaining reasonable tuition and fee rates; and

WHEREAS, This budget expresses the Board's and president's desire and commitment to student learning, access and completion, safety and security, and their commitment to support salary improvements as well as associated benefit increases; and

WHEREAS, The current fund budget assumes \$180,243,703 in support from the county and state; and

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

Resolved, That the Board of Trustees adopts the FY19 operating budget in the amount of \$265,910,238 for the current fund, \$17,677,384 for the Workforce Development & Continuing Education fund, and \$1,700,000 for the Auxiliary Enterprises fund; and be it further

Resolved, That the budgeted amounts are subject to funding and appropriate action by the Montgomery County Government, and the amounts are subject to further technical refinement before the budget is submitted for recommendation to the county executive and the county council.

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

Resolution Number: 18-01-007
Adopted on: 1/24/2018

Agenda Item Number: 12
January 24, 2018

Subject: Adoption of the FY19 Other Funds Budgets

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

WHEREAS, The exact funding of special College projects and/or proposals is not certain at this time; and

WHEREAS, Amounts shown in the budget document for student activities and athletics, cable television, emergency plant maintenance and repair fund, major facilities reserve fund, Montgomery College 50th anniversary endowment fund, transportation fund, and federal, state, and private grants and contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

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

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that these amounts are estimates; and be it further

Resolved, That the president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY19, provided expenditures do not exceed revenues.