



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
June 10, 2013**

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

Agenda Item Number: 6  
June 10, 2013

**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, Development, and Engagement 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. Espinosa

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

Resolution Number: **13-06-062**  
Adopted on: **6/10/2013**

Agenda Item Number: 6  
June 10, 2013

**Subject: Personnel Actions Confirmation**

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

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including April 1, 2013, to and including April 30, 2013; and

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

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

Attachment

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From and Including April 1, 2013, to and Including April 30, 2013

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
04/22/2013	Alston-Jackson, Jennie Y	Building Services Worker Lead	D	Facilities Office - Central Admin
04/22/2013	Beiter, John E	Safety & Security Shift Supv	H	Facilities Security - RV
04/22/2013	Goldsworthy, Scott T	Instructional Assistant	G	GITE - Gudelsky Inst Tech Educ
04/22/2013	Gustavson, Stacey C	Enroll & Student Access Mgr	J	CW Dean Stu Access-GT Stu Services
04/08/2013	Jimenez, Ambar M	Building Services Worker	B	Facilities Office - Central Admin
04/08/2013	Mandrekas, Roberta S	Administrative Aide II	G	Business Mgt Info Sci Dean - RV
04/22/2013	Vithidkul, Derek K	Office Associate	E	Business Mgt Info Sci Dean - RV

**STAFF SEPARATIONS**

Effective Date	Name	Position Title	Grade	YOS	Location
04/29/2013	Alston-Jackson, Jennie Y	Building Services Worker Lead	D	<1	Facilities Office - Central Admin
04/30/2013	Anderson, Lois J <sup>1</sup>	IT Systems Training Coord	J	25	Office Human Resources Dev & Engage
04/30/2013	Chau, Quynh V <sup>1</sup>	Accts Payable Technician	F	12	Office of Business Services
04/26/2013	Davis, Kimberly L	Administrative Aide III	H	9	Health Sciences Dean - TP/SS
04/19/2013	Eslami, Zainab	Instructional Associate	H	7	Bus Science Math Tech Dean - GT
04/30/2013	Friedkin, Helen B <sup>1</sup>	Administrative Aide II	G	36	Fine Perform Visual Arts RV
04/13/2013	Hahn, Tina	Instructional Lab Coordinator	I	<1	Science Math Engineering RV
04/11/2013	Jones, Cathy P	Sr VP for Admin & Fiscal Svcs	S	1	Office Sr VP of Admin & Fiscal Serv
04/30/2013	Luallen, James H <sup>1</sup>	Dir of IT Applications Service	O	10	OIT Central Administration
04/17/2013	Narvaez, Maria S <sup>1</sup>	Building Services Worker	B	13	Facilities Office - Central Admin
04/29/2013	Waldo, Garritt	Building Services Worker	B	7	Facilities Office - Central Admin

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	1	0	0	0	4
Male	2	0	0	1	0	3
<b>TOTAL</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>7</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	5	2	1	1	0	9
Male	0	2	0	0	0	2
<b>TOTAL</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>11</b>

<sup>1</sup> Retirement

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS**

Effective

Date	Name	Position Title	Location
04/29/2013	Gresham, Jeri	Associate Professor	CW Dean-Student Engag-TPSS Stu Svcs

**FACULTY SEPARATIONS: None**

**FACULTY EMPLOYMENTS: Ethnicity and Gender**

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

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

Agenda Item Number: 7  
June 10, 2013

**REQUEST FOR APPROVAL OF THE DIGITAL ANIMATION  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**BACKGROUND**

The Maryland State Plan for Postsecondary Education strongly recommends that higher education strive to meet the education needs of the students and the state by providing for the development of a highly qualified workforce. Montgomery College echoes that recommendation by encouraging continuous learning for our students and by holding ourselves accountable for meeting economic and workforce development needs.

According to the Bureau of Labor Statistics, favorable job growth is expected for digital animators. Digital animation is widely used in broadcast media, gaming and simulation, motion graphics, web design, forensics, and medical technologies. As the animation industry grows, so does the need for qualified professionals. Most animation positions require at least an associate's degree in animation. The Digital Animation associate of applied science degree (AAS) is designed to provide students with skills necessary for entry or junior-level employment in the animation industry or for potential transfer to another institution. Students in this program will explore animation concepts and gain hands-on experience using industry standard hardware and software and motion capture systems.

Since this Digital Animation AAS replaces and expands upon the Gaming Track offered in the Computer Gaming and Simulation associate of arts degree, no additional resources are needed for the implementation of this degree. Promotional materials are currently under development with funds from a Perkins Grant.

Following the Board's approval of a new academic program, an application is submitted for state approval to the Maryland Higher Education Commission.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Digital Animation associate of applied science degree and that an application for approval be submitted to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

Board Resolution  
Digital Animation Program Curriculum (Board members only)

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Pearl

RESOURCE PERSONS

Mr. Riggs  
Dr. Preston

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

Resolution Number: **13-06-063**

Agenda Item Number: 7

Adopted on: **6/10/2013**

June 10, 2013

**Subject: Request for Approval of the Digital Animation Associate of Applied  
Science Degree**

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WHEREAS, the Maryland Higher Education Committee has strongly recommended that campuses offer ongoing programs that encourage fulfilling the educational needs of students and the needs of the state by providing a highly qualified workforce; and

WHEREAS, Montgomery College is committed to meet the needs of the state, the community, and its students and holds itself accountable in meeting economic and workforce development needs; and

WHEREAS, according to the Bureau of Labor Statistics, favorable job growth for animators is expected as digital animation is widely used in broadcast media, gaming and simulation, motion graphics, web design, forensics, and medical technologies; and

WHEREAS, most animation positions require at least an associate's degree in animation; and

WHEREAS, the Digital Animation AAS is designed to provide students with skills necessary for entry or junior-level employment in the animation industry or for potential transfer to another institution; and

WHEREAS, Montgomery College already has the resources needed to implement this degree; and

WHEREAS, the senior vice president for academic affairs and the president of the College recommend the approval of the program; now therefore be it

Resolved, That the members of the Board of Trustees approve the Digital Animation associate of applied science degree; and be it further

Resolved, That an application for approval of the Digital Animation associate of applied science degree be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 8A  
June 10, 2013

**FINAL ADOPTION OF THE FY14 COLLEGE CAPITAL BUDGET**

BACKGROUND

On May 23, 2013, the county council approved the College's FY14 capital budget by appropriating \$66,520,000 to fund 16 projects. The Council's approved budget (Council Resolution No. 17-755) is made up of the following:

<u>Project</u>	<u>FY14 Request</u>	<u>Council Final Action</u>
ADA Compliance – College	\$ 50,000	\$ 50,000
Capital Renewal	1,654,000	1,654,000
Energy Conservation – College	125,000	125,000
Facility Planning – College	270,000	270,000
Germantown Bioscience Education Center	14,413,000	14,413,000
Instructional Furniture & Equipment – College	270,000	270,000
IT Information Technology	8,500,000	8,244,000
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 Life-Cycle Asset Replacement–College	4,000,000	4,000,000
Planning, Design & Construction	1,413,000	1,413,000
Rockville Parking Garage	3,200,000	3,200,000
Roof Replacement–College	227,000	227,000
Science West Building Renovation	26,498,000	26,498,000
Site Improvements	700,000	700,000
<b>TOTAL</b>	<u>\$66,520,000</u>	<u>\$66,264,000</u>

Due to a memorandum of understanding between the College and the county, the Information Technology project has been reduced by \$256,000 in FY14, and \$495,000 in FY15. These funds have been transferred to the Montgomery County FiberNet project (P509651).

The approved FY14 capital budget provides funding for many ongoing level-of-effort projects, such as site improvements, planned lifecycle asset replacement, and energy conservation as well as funding for major projects such as the Germantown Campus Bioscience Education Center and the Rockville Campus Science West Renovation.

RECOMMENDATION

It is recommended that the Board adopt the FY14 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

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Dr. Yeatts

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

Resolution Number: **13-06-064**  
Adopted on: **6/10/2013**

Agenda Item Number: 8A  
June 10, 2013

**Subject: Final Adoption of the FY14 College Capital Budget** \_\_\_\_\_

WHEREAS, on November 12, 2012, by Board Resolution #12-11-092, the Board of Trustees adopted the FY14 College capital budget; and

WHEREAS, on May 23, 2013, by Council Resolution #17-755 the Montgomery County Council approved the College's FY13–18 Capital Improvements Program and approved the FY14 capital budget with new appropriations totaling \$66,264,000 to fund 16 projects; and

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

Resolved, That the Board of Trustees adopt the FY14 College capital budget, and authorize the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to Council Resolution No. 17-755.

MONTGOMERY COLLEGE  
FY14 Capital Budget  
Other Approved Projects (No Funds Requested in FY14)

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

Germantown Observation Drive Reconstruction  
Germantown Science and Applied Studies Building Renovation, and Addition Phase 1  
Germantown Science and Technology Park Infrastructure  
Elevator Modernization  
Outdoor Athletic Facilities  
Rockville Computer Science Alterations  
Rockville Macklin Tower Alterations  
Rockville Parking Lot and Tennis Court Relocation  
Rockville Science Center  
Rockville Science East Renovation  
Rockville Student Services Center  
TP/SS Health Sciences Expansion

**Outyear projects with no previous appropriation (FY13–18):**

Germantown Student Services Center  
TP/SS Math & Science Center

**Deleted outyear projects (FY13–18):**

None

**Projects pending close out:**

Germantown Childcare Center

**Projects closed out as of July 1, 2013:**

Life Safety Systems  
TP/SS Commons Renovation

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

Agenda Item Number: 8B  
June 10, 2013

**PETITIONS FOR STATE FUNDING**

**BACKGROUND**

On May 23, 2013, the Montgomery County Council appropriated the College's FY14 capital budget including funds for two state-assisted projects: the Germantown Bioscience Education Center, and the Rockville Science West Building Renovation. The county executive and the county council have been informed that the College will petition the state for final approval of each project's funding.

The state and county funding levels for the project are outlined below. The FY14 appropriation for the Germantown Bioscience Education Center project is \$14,413,000 (\$9,442,000 from the county and \$4,971,000 in state aid). The FY14 appropriation for the Rockville Science West Building Renovation project is \$26,498,000 (\$13,249,000 from the county and \$13,249,000 in state aid).

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 FY14 state 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 the following grants: \$4,971,000 for the furniture, fixtures, and equipment for the Germantown Bioscience Education Center project; and \$13,249,000 for construction for the Rockville Science West Building Renovation project.

**BACK-UP INFORMATION**

Board Resolution  
County Council Resolutions  
Project Description Forms

**SENIOR RESPONSIBLE ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSON**

Dr. Yeatts

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

Resolution Number: **13-06-065**  
Adopted on: **6/10/2013**

Agenda Item Number: 8B  
June 10, 2013

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto, Germantown Bioscience Education Center project Furniture, Fixtures, and Equipment**

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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 certain the furniture, fixtures, and equipment of the Bioscience Education Center project on the Germantown Campus of the College and has determined that the sum of \$4,971,000 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 furniture, fixtures, and equipment of the Bioscience Education Center 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 FY14 State of Maryland Capital Budget by the 2013 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 \$4,971,000, 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 \$4,971,000 for the design of the furniture, fixtures, and equipment of the Bioscience Education Center 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 furniture, fixtures, and equipment of the Bioscience Education Center 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 \$4,971,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY14 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking furniture, fixtures, and equipment of the Bioscience Education Center project on the Germantown Campus of the College. On May 23, 2013, the County Council approved \$9,442,000 for this project, contingent on the receipt of \$4,971,000 from the State in FY14.
3. In April 2013, the State General Assembly and the Governor approved the FY14 State of Maryland Capital Budget, which included \$4,971,000 for furniture, fixtures, and equipment of the Bioscience Education Center 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 2013 session of the General Assembly of the FY14 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$4,971,000 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 less than the Montgomery County approved estimated state share of the total cost for furniture, fixtures, and equipment of the Bioscience Education Center project on the Germantown Campus of the College, and if 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 Bioscience Education Center – Renovation PDF #P056603

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

Resolution Number: **13-06-065**  
Adopted on: **6/10/2013**

Agenda Item Number: 8B  
June 10, 2013

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto, Rockville Science West Building Renovation Project for Construction**

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 certain the construction of the Rockville Science West Building Renovation project on the Rockville Campus of the College and has determined that the sum of \$13,249,000 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 Rockville Science West Building Renovation project on the Rockville 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 FY14 State of Maryland Capital Budget by the 2013 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 \$13,249,000, 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 \$13,249,000 for the Construction of the Rockville Science West Building Renovation Project on the Rockville 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 Rockville Science West Building Renovation project on the Rockville 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 \$13,249,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY14 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking the construction of the Rockville Science West Building Renovation project on the Rockville Campus of the College. On May 23, 2013, the County Council approved \$13,249,000 for this project, contingent on the receipt of \$13,249,000 from the State in FY14.
5. In April 2013, the State General Assembly and the Governor approved the FY14 State of Maryland Capital Budget, which included \$13,249,000 for the construction of the Rockville Science West Building Renovation project on the Rockville 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 2013 session of the General Assembly of the FY14 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$13,249,000 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 the construction of the Rockville Science West Building Renovation project on the Rockville Campus of the College, and the County Council has not already agreed to the 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  
Science West Building Renovation PDF #P076622

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

Agenda Item Number: 8C  
June 10, 2013

**FINAL ADOPTION OF THE FY14 CURRENT FUND AND SPECIAL FUNDS BUDGETS**

**BACKGROUND**

On January 25, 2013, the Board of Trustees adopted a budget in the amount of \$229,530,499 for the current fund. The Board also approved \$17,411,500 for the Workforce Development & Continuing Education (WD&CE) fund and \$5,771,815 for the Auxiliary Enterprises Fund for a total of \$23,183,315 in special funds budgets. It is necessary to re-adopt the budget since the county council's final appropriation for the current fund is \$227,727,695.

The FY14 final operating budget represents a 4.4 percent increase (\$9,691,096) from the prior year and a 4.4 percent increase in county funding (\$4,164,972). During its April 2013 meeting, the Board of Trustees approved the College's recommendation that there would be no increase in tuition rates per credit hour for in-county, in-state, and out-of-state students and that the current fees remain the same. Beginning with the fall 2013 semester, in-county students will continue to pay \$112 per credit hour, in-state students will pay \$229 per credit hour, and out-of-state students will pay \$314 per credit hour. This budget includes use of fund balance of \$8.2 million. Total state aid that includes the operating budget and WD&CE increased \$1.8 million.

The budget includes \$7,711,000 for salary improvements, \$500,000 for Achieving Collegiate Success and Excellence (ACES) initiative, \$419,000 for community engagement and outreach initiatives, and \$89,000 for Board of Trustees grants and other scholarships.

The other funds (emergency plant maintenance & repair fund, cable television, student activities and athletics, and grants) do not need to be re-adopted because no changes are necessary to the Board's original authorization.

There is a provision in this resolution to re-appropriate encumbered FY13 balances in FY14. 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 FY14 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, 2013.

**BACKUP INFORMATION**

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Hickey

Ms. Sherman

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **13-06-066**  
Adopted on: **6/10/2013**

Agenda Item Number: 8C  
June 10, 2013

**Subject: Final Adoption of the FY14 Current Fund and Special Funds Budgets**

WHEREAS, the Board of Trustees ratified the College's Fiscal Year 2014 operating budget on January 25, 2013, by Board Resolution #13-01-012; 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, 2013, and approved \$227,727,695 for the current fund, and \$23,183,315 for the special funds; and

WHEREAS, the county council recognized the valuable contribution that Montgomery College makes to the community and added \$500,000 for the College's Achieving Collegiate Success and Excellence (ACES) initiative; and

WHEREAS, the council has approved the College's FY14 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$227,727,695; and

WHEREAS, by the same resolution, the council appropriated the expenditure authority for the special funds as follows: Workforce Development & Continuing Education fund, \$17,411,500, and Auxiliary Enterprises funds, \$5,771,815; and

WHEREAS, the College, seeking to be consistent with other county agencies and colleges in Maryland, requests the authority for encumbered expenditures to carry 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 FY14 College current fund operating budget in the amount of \$227,727,695; Workforce Development & Continuing Education fund in the amount of \$17,411,500; and the Auxiliary Enterprises fund in the amount of \$5,771,815; and be it further

Resolved, That the Board of Trustees authorizes re-appropriation and expenditures of encumbered FY13 appropriations for all funds, permitting the funds to be spent in FY14 (unencumbered appropriations lapse at the end of FY13); and be it further

Resolved, That the functional totals for the Fiscal Year 2014 operating budget will be in the amounts listed in the following table:

		<b><u>CURRENT FUND</u></b>	<b><u>SPECIAL FUNDS</u></b>
10	Instruction	\$ 76,587,905	\$ 8,794,766
40	Academic Support	34,726,155	4,106,534
50	Student Services	27,803,996	2,970,200
60	Operations & Maint. Of Plant	32,288,958	1,290,000
70	Institutional Support	52,749,136	100,000
80	Scholarships & Fellowships	3,571,545	150,000
	Auxiliary Expenditures	-0-	5,771,815
Total		227,727,695	23,183,315

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 FY14 are in the amounts listed in the table below, subject to final county council funding actions in June, 2013.

		<b><u>CURRENT FUND</u></b>	<b><u>SPECIAL FUNDS</u></b>
	County Contribution	\$ 98,933,727	-0-
	State Aid	31,688,491	6,147,053
	Tuition & Fees	87,253,251	9,450,000
	Miscellaneous	1,650,000	5,795,615
	Fund Balance	8,202,226	1,790,647
	Net Transfers	-0-	-0-
Total		227,727,695	23,183,315

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

Agenda Item Number: 9A  
June 10, 2013

**MODIFICATION OF COLLEGE POLICY 11001–BOARD OF TRUSTEES BYLAWS**

**BACKGROUND**

The bylaws of the Board of Trustees provide the official framework for its scope of authority and responsibilities, legal obligations, and rules of meeting order. From time to time, the Board reviews its bylaws to ensure they are up-to-date and aligned with new practices or standards. The bylaws are contained as the first element in the College's Policies and Procedures Manual as item 11001.

The revisions proposed for the bylaws include new sections on ethical standards and behavior, and the conduct of electronic meetings. Sections on Trustee Emeriti recognition and public participation at meetings have been moved from other sections of the Policies and Procedures Manual into the bylaws. In addition, other minor editorial changes are proposed for accuracy and clarity.

**RECOMMENDATION**

The executive committee of the Board recommends that the full Board adopt the revised bylaws as contained in the attachment.

**BACK-UP INFORMATION**

Policy 11001–Board of Trustees Bylaws (revised version)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

**RESOURCE PERSONS**

Mr. Dietz  
Mr. Sorrell

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

Resolution Number: **13-06-067**  
Adopted on: **6/10/2013**

Agenda Item Number: 9A  
June 10, 2013

**Subject: Modification of College Policy 11001—Board of Trustees Bylaws**

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WHEREAS, the bylaws of the Board of Trustees provide the official framework for its scope of authority and responsibilities, legal obligations, and rules of meeting order; and

WHEREAS, the Board reviews its bylaws from time to time to ensure they are up-to-date and aligned with new practices or standards; and

WHEREAS, revisions proposed for the bylaws include new sections on ethical standards and behavior, and the conduct of electronic meetings; and

WHEREAS, two sections have been moved from other parts of the Policies and Procedures Manual into the bylaws; and

WHEREAS, other editorial changes for accuracy and clarity have been made; now therefore be it

Resolved, That the Board of Trustees adopts the revisions to its bylaws.

Attachment

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

Agenda Item Number: 9B  
June 10, 2013

**MODIFICATION OF COLLEGE POLICY 58001–COLLEGE CALENDAR**

BACKGROUND

The College calendar is set annually with fall and spring semesters and summer sessions. A committee of employees advises the senior vice president for academic affairs in proposing future calendars. Employees are provided with paid holidays throughout the calendar year as stipulated in Policy 58001–College Calendar.

The proposed change to Policy 58001 provides for the president's authority to designate additional holidays and implement an alternative schedule of holidays or paid days off, if the president determines that such is in the best interest of the College.

RECOMMENDATION

The president recommends the modification of policy 58001–College Calendar, as attached.

BACKUP INFORMATION

Policy 58001–College Calendar (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Pearl

RESOURCE PERSONS

Mr. Dietz  
Mr. Sorrell

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

Resolution Number: **13-06-068**  
Adopted on: **6/10/2013**

Agenda Item Number: 9B  
June 10, 2013

**Subject: Modification of College Policy 58001—College Calendar**

WHEREAS, the College's calendar is set annually with fall and spring semesters and summer sessions; and

WHEREAS, a committee of employees advises the senior vice president for academic affairs in proposing future calendars; and

WHEREAS, holidays throughout the calendar year are stipulated in Policy 58001—College Calendar; now therefore be it

Resolved, That Policy 58001 be amended (as attached) to provide the president with the authority to designate additional holidays and to implement an alternative schedule of holidays or paid days off, if the president determines that such is in the best interest of the College; and be it further

Resolved, That the president is authorized to approve the College calendar and to develop procedures to implement this policy.

Attachment

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

Agenda Item Number: 10  
June 10, 2013

**COMPENSATION IN FY14**

**BACKGROUND**

Each year, during the spring, the Board acts on salary for administrative, associate, and support staff. Salaries for bargaining unit employees belonging to AAUP, AFSCME, and SEIU are negotiated with union representatives. Board action is necessary at this time to establish the salary schedule for non-bargaining administrators, associate, and support staff and to authorize general wage and salary adjustments, an increase in shift differential, and funds in support of recognition awards for all eligible employees for FY14.

**RECOMMENDATION**

The president recommends approval of the following resolutions:

1. Non-Bargaining Associate and Support Staff and Administrators General Wage Adjustment for FY14. This resolution provides for a two and a quarter percent (2.25%) general wage adjustment for non-bargaining associate and support staff for FY14.
2. Non-Bargaining Associate and Support Staff Salary Increment Adjustment for FY14. This resolution authorizes an increment adjustment 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 2013. Administrators are eligible for a pay-for-performance salary adjustment in accordance with 35001CP–Compensation Programs, Section IIX, C.
3. Salary Schedule for Non-Bargaining Administrators, Associate, and Support Staff for FY14. This resolution outlines the pay schedule for all staff and administrative employees, effective July 1, 2013.
4. Associate Staff and Support Staff Recognition Bonus for FY14. 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 FY14. 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. Degree Attainment – Salary Enhancement for Associate and Support Staff and Administrators for FY14. This resolution authorizes a degree advancement equal to one

increment for earning a progressively higher degree from a regionally accredited institution as outlined in procedure 35001CP–Compensation Programs, Section X.

7. Non-Bargaining Associate and Support Staff Shift Differential for FY14. This resolution authorizes a shift differential of \$1.03 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 p.m. and 6:30 a.m.

#### BACKUP INFORMATION

Board Resolutions (7)  
Policy & Procedure 35001/35001CP–Compensation Programs  
Procedure 38001CP–Recognition Awards

#### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

#### RESOURCE PERSON

Ms. Espinosa

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

Resolution Number: **13-06-069**  
Adopted on: **6/10/2013**

Agenda Item Number: 10  
June 10, 2013

**Subject: Non-Bargaining Associate and Support Staff and Administrators  
General Wage Adjustment for FY14**

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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 quarter percent (2.25%) effective July 1, 2013, for those employees already employed on June 30, 2013, whose employment continues uninterrupted into FY14.

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

Resolution Number: **13-06-069**  
Adopted on: **6/10/2013**

Agenda Item Number: 10  
June 10, 2013

**Subject: Non-Bargaining Associate and Support Staff Salary Adjustment Increment  
for FY14**

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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 of three and a half percent (3.5%) based on annual performance, effective the second full pay period in September 2013; and be it further

Resolved, That all administrators are eligible for a pay-for-performance salary adjustment in accordance with 35001CP-Compensation Programs, Section IX.C.

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

Resolution Number: **13-06-069**  
Adopted on: **6/10/2013**

Agenda Item Number: 10  
June 10, 2013

**Subject: Salary Schedule for Non-Bargaining Administrators, Associate and Support Staff for FY14**

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

WHEREAS, a review of data concerning salary improvement indicates that it would be appropriate to modify the College pay scheduled for FY14 by two and a quarter percent (2.25%); and

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

Resolved, That the salary schedule for non-bargaining administrators, associate and support staff be approved for FY14 as shown on the attachment.

Attachment

**Salary Schedule for  
Administrative, Associate, and Support Staff  
Montgomery College  
FY14  
(Effective 7/1/13)**

<b>Grade</b>	<b>HOURLY RATE</b>				
	<b>ANNUAL RATE*</b>				
	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>	
A	\$13.13	\$22.46	\$27,310.40	\$46,716.80	
B	\$13.92	\$23.80	\$28,953.60	\$49,504.00	
C	\$14.75	\$25.22	\$30,680.00	\$52,457.60	
D	\$15.65	\$26.73	\$32,552.00	\$55,598.40	
E	\$16.89	\$28.86	\$35,131.20	\$60,028.80	
F	\$18.25	\$31.14	\$37,960.00	\$64,771.20	
G	\$19.72	\$33.64	\$41,017.60	\$69,971.20	
H	\$21.28	\$36.32	\$44,262.40	\$75,545.60	
I	\$23.42	\$39.94	\$48,713.60	\$83,075.20	
J	\$25.76	\$43.92	\$53,580.80	\$91,353.60	
K	\$28.33	\$48.30	\$58,926.40	\$100,464.00	
L	\$31.16	\$53.11	\$64,812.80	\$110,468.80	
M	\$33.66	\$57.36	\$70,012.80	\$119,308.80	
N	\$36.36	\$61.93	\$75,628.80	\$128,814.40	
O	\$39.26	\$66.97	\$81,660.80	\$139,297.60	
P	\$42.40	\$72.21	\$88,192.00	\$150,196.80	
Q	\$44.94	\$76.53	\$93,475.20	\$159,182.40	
R	\$47.65	\$81.12	\$99,112.00	\$168,729.60	
S	\$50.50	\$85.97	\$105,040.00	\$178,817.60	

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

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

Resolution Number: **13-06-069**  
Adopted on: **6/10/2013**

Agenda Item Number: 10  
June 10, 2013

**Subject: Associate and Support Staff Recognition Bonus for FY14**

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 in FY14, to be individually allocated per 35001CP–Compensation Programs, Section IX.B.

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

Resolution Number: **13-06-069**  
Adopted on: **6/10/2013**

Agenda Item Number: 10  
June 10, 2013

**Subject: Special Recognition and Outstanding Service Awards for FY14**

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 FY14 as outlined in 38001CP–Recognition Awards.

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

Resolution Number: **13-06-069**  
Adopted on: **6/10/2013**

Agenda Item Number: 10  
June 10, 2013

**Subject: Degree Attainment – Salary Enhancement for Associate and Support Staff and Administrators for FY14**

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Resolved, That the Board of Trustees authorizes a degree advancement equal to one increment for earning a progressively higher degree from a regionally accredited institution as outlined in procedure 25001CP–Compensation Programs, Section X.

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

Resolution Number: **13-06-069**  
Adopted on: **6/10/2013**

Agenda Item Number: 10  
June 10, 2013

**Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY14**

Resolved, That the Board of Trustees authorizes the continuation of a shift differential of \$1.03 in FY14 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 p.m. and 6:30 a.m.