



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
September 23, 2013**

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

Agenda Item Number: 7
September 23, 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. Porter

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

Resolution Number: **13-09-099**
Adopted on: **9/23/2013**

Agenda Item Number: 7
September 23, 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 May 1, 2013, to and including July 31, 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 reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including May 1, 2013, to and Including May 31, 2013

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
05/20/2013	Allen, Julius R	Safety & Security Officer	E	Facilities Security - GT
05/20/2013	Aninzo, Matthew E	Accountant II	K	Office of Business Services
05/20/2013	Cannon, Allison M	Instructional Lab Coordinator	I	Nat App Bus Mgt Info Sci Dean - TP
05/20/2013	Prakash, Sanjiv	Analyst-Programmer	L	OIT Central Administration
05/20/2013	Robbins, Kathleen M	Instructional Associate	H	Science Math Engineering - RV

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Location
05/31/2013	Baugh, Carol ¹	Response Center Mgr	J	25	Admission & Enroll Mgt Office
05/30/2013	Chatmon, Samuel C	Instructional Lab Coordinator	I	7	Science Math Engineering - RV
05/31/2013	Daniels, Martha C ¹	Building Services Worker	B	38	Facilities Office - Central Admin
05/31/2013	Dimon, Donna L ¹	VP of Budget & Fiscal Analysis	Q	20	Office of Budget & Fiscal Analysis
05/31/2013	Disney, David E ¹	Building Services Worker	B	20	Facilities Office - Central Admin
05/31/2013	Hanlon, Jo A ¹	Operations Director	N	37	WDCE Central Administration
05/31/2013	Hurwitz, Joyce L ¹	Program Assistant	G	42	WDCE Central Administration
05/31/2013	Kawana, Jane M ¹	Administrative Aide II	G	42	Soc Sci Hist Health PE - RV
05/31/2013	Kemp, Anna D ¹	Accts Payable Technician	F	23	Office of Business Services
05/31/2013	Link, Timothy J ¹	Campus Registrar	L	23	Admission & Enroll Mgt Office
05/03/2013	Malloy, Dwayne D	Building Services Worker Lead	D	4	Facilities Office - Central Admin
05/31/2013	Marceau, Diane L ¹	Student Loan Acct Specialist	H	40	Office of Business Services
05/31/2013	Maresco, Denise V ¹	Administrative Aide III	H	34	Fine Perform Visual Arts - RV
05/31/2013	McGregor, Mary C ¹	Administrative Aide II	G	35	Science Math Engineering - RV
05/31/2013	Ottinger, Paula J ¹	Learning Skills Support Spec	K	27	Health Sciences Dean - TP/SS
05/31/2013	Parent, Andre H ¹	Building Services Worker Lead	D	29	Facilities Office - Central Admin
05/03/2013	Poteat, Charles S ¹	Oper & Comm Outreach Svcs Dir	N	11	VP & Provost Office - GT
05/31/2013	Rahimi, Alexander K ¹	Instructional Associate	H	2	Math & Science Center
05/24/2013	Schuster, William C	Instructional Associate	H	2	Science Math Engineering - RV

¹ Retirement

05/31/2013	Sirulnik, Marcia S ¹	Administrative Aide III	H	18	Office of Advancement/Comm Engage
05/31/2013	Smith, Carrington U ¹	Building Services Worker Lead	D	34	Facilities Office - Central Admin

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	8	2	1	1	0	12
Male	3	5	0	1	0	9
TOTAL	11	7	1	2	0	21

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Location
05/24/2013	Abbey, Mary K ¹	Professor	30	Nat App Bus Mgt Info Sci Dean - TP/SS
05/24/2013	Adams, DeAnne D ¹	Professor	45	Dean of Humanities - RV
05/24/2013	Ahlstrom, Edwin A ¹	Professor	41	Fine Perform Visual Arts - RV
05/24/2013	Bateman, Jacqueline M	Associate Professor	<1	Health Sciences Dean - TP/SS
05/24/2013	Brenneman, Robert K ¹	Associate Professor	7	Science Math Engineering - RV
05/24/2013	Chase, Barbara J ¹	Professor	8	Dean of Humanities - RV
05/24/2013	Daudu, Bette J ¹	Professor	24	Arts Humanities Soc Sci Dean - TP/SS
05/24/2013	Donahue, Maria H ¹	Professor	29	Arts Humanities Soc Sci Dean - TP/SS
05/24/2013	Engel, Dorelle	Associate Professor	1	Business Mgt Info Sci Dean - RV
05/24/2013	Fox, John D ¹	Professor	31	Humanities Soc Sci Edu Dean - GT
05/24/2013	Gough, Joan S ¹	Professor - N/T	23	CW Dean Stu Success - RV Stu Services
05/24/2013	Guyton, Garland ¹	Professor	46	Science Math Engineering - RV
05/24/2013	Henry, Malvery P ¹	Professor	30	Soc Sci Hist Health PE - RV
05/24/2013	Henry, Murchison D ¹	Professor	24	Business Mgt Info Sci Dean - RV

¹ Retirement

05/24/2013	Howell, Frederick A ¹	Professor	26	GITE - Gudelsky Inst Tech Educ
05/24/2013	Jacobsen, Charlotte Q ¹	Professor	32	Business Mgt Info Sci Dean - RV
05/24/2013	Justh, Ida M ¹	Professor	27	Business Mgt Info Sci Dean - RV
05/24/2013	Pulju, Anne M	Assistant Professor	<1	Dean of Humanities - RV
05/24/2013	Rahman, Ishrat	Associate Professor	1	Science Math Engineering - RV
05/24/2013	Reed, Patricia L	Instructor	<1	CW Dean-Student Engag - TP/SS Stu Svcs
05/24/2013	Restorff, Kathleen A ¹	Professor	35	Science Math Engineering - RV
05/24/2013	Saidi, Rachel J	Assistant Professor	1	Science Math Engineering - RV
05/24/2013	Vahabzadeh Monshi, Khanda	Associate Professor	<1	Business Mgt Info Sci Dean - RV
05/24/2013	Van Meter, Barbara J ¹	Professor	24	Humanities Soc Sci Edu Dean - GT
05/24/2013	Wee, Leben ¹	Professor	42	Science Math Engineering - RV
05/24/2013	Youth, Helen	Professor	36	Business Mgt Info Sci Dean - RV

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	16	2	0	2	0	20
Male	4	2	0	0	0	6
TOTAL	20	4	0	2	0	26

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

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
06/17/2013	Adams, Cherree G	Purchasing Manager	K	Procurement
06/03/2013	Enomoto, Kyoko	Student Info Systems Spec	I	Admission & Enroll Mgt
06/17/2013	Gischel, Kristen	Safety & Security Officer	E	Facilities Security - GT
06/03/2013	Lansley, Allyson H	Human Resources Specialist I	I	Human Resources Dev & Engage
06/03/2013	Ogiata, Sarah E	Safety & Security Officer	E	Facilities Security - TP/SS
06/17/2013	Oulanova, Elena	Desktop Management Specialist	K	OIT Academic Services
06/17/2013	Vacura, Bradley D	Budget Analyst	L	OIT Central Administration
06/17/2013	Warfel, Michael S	Facilities Service Ctr Supvr	I	Facilities Operations - TP/SS
06/24/2013	Woodbury, Shonta N	ACES Readiness Coordinator	L	Sr VP for Academic Affairs

STAFF SEPARATIONS

Effective

¹ Retirement

Date	Name	Position Title	Grade	YOS	Location
06/25/2013	Bell Wetteroth, Catharine ²	Instructional Assistant	H	6	Dean of Humanities - RV
06/25/2013	Bell, Allison R	Instructional Associate	H	1	Math & Science Center
06/30/2013	Hoffacker, Donna E ¹	Records Management Specialist	J	10	OIT Central Administration
06/28/2013	Mitchell, Judith J ¹	Financial Aid Assistant	F	10	Financial Aid
06/28/2013	Murphy, Aileen M ¹	Instructional Assistant	G	23	Fine Perform Visual Arts - RV
06/30/2013	Price, Martha B ¹	Program Manager I	K	7	WDCE Central Administration
06/28/2013	Snowden, Autry E ¹	Building Services Worker	B	10	Facilities - Central Admin

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	3	0	1	0	7
Male	2	0	0	0	0	2
TOTAL	5	3	0	1	0	9

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	6	0	0	0	0	6
Male	0	1	0	0	0	1
TOTAL	6	1	0	0	0	7

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Location
06/29/2013	Coe, William W ¹	Associate Professor	13	Science Math Engineering - RV
06/11/2013	Wright, James W ¹	Professor	3	GITE - Gudelsky Inst Tech Educ

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

² Deceased

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including July 1, 2013, to and Including July 31, 2013

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
07/15/2013	Baity, Kalecia M	Academic Coach	K	ACES-Achiev Colleg Excell & Success
07/01/2013	Bennett, Bonita F	Administrative Aide II	G	Science Math Engineering - RV
07/15/2013	Brown, Collette R	Administrative Aide II	G	Soc Sci Hist Health PE - RV
07/29/2013	Clark, Sandra G	Campus Registrar	L	Admission & Enroll Mgt
07/01/2013	Etey Benissan, Tete Nene	Customer Serv(Retail Ops Tech)	E	Bookstore - RV
07/01/2013	Gasque, Tarlough A	Collegewide Athletic Coord	K	College Wide Athletics
07/01/2013	Goldstein, Norma W	Dean of Instruction	P	Humanities Soc Sci Edu Dean - GT
07/29/2013	Guido, Jennifer	Assistant to the Deans	K	VP & Provost Office - GT
07/01/2013	Kyaw Win, Ar Kar	Media Technology Specialist	H	OIT Academic Services
07/15/2013	Lee, Denise M	Functional System Analyst	K	Human Resources Dev & Engage
07/15/2013	Lozupone, Ja'Bette L	Administrative Aide III	H	VP & Provost Office - GT
07/29/2013	Lunn, Asia	Academic Coach	K	ACES-Achiev Colleg Excell & Success
07/29/2013	Mbella Mouelle, Stephanie	Academic Coach	K	ACES-Achiev Colleg Excell & Success
07/01/2013	McDonald, Aron M	Financial Records Assistant	G	WDCE Central Administration
07/29/2013	Medrano, Jose M	Academic Coach	K	ACES-Achiev Colleg Excell & Success
07/15/2013	Menassie, Hana	Office Associate	E	Facilities Security - TP/SS
07/01/2013	Moten, Kenisha A	Graduation Technician	G	Admission & Enroll Mgt
07/15/2013	O'Neal, Brian E	MCTV Producer Director II	J	MCTV10 - Montgomery College TV
07/15/2013	Pabian, Brad	Academic Coach	K	ACES-Achiev Colleg Excell & Success
07/15/2013	Philbin, Richard	Media Technology Specialist	H	OIT Academic Services
07/15/2013	Pierre-Louis, Dinacia	Academic Coach	K	ACES-Achiev Colleg Excell & Success
07/15/2013	Robinson, Damien	Academic Coach	K	ACES-Achiev Colleg Excell & Success
07/29/2013	Salaam, Faatimah F	Media Technology Specialist	H	OIT Academic Services
07/15/2013	Sanchez, Natalie S	Academic Coach	K	ACES-Achiev Colleg Excell & Success
07/29/2013	Schaeffer, Allison J	Learning Center Asst Manager	J	Dean of Humanities - RV
07/01/2013	Schleicher, William D	Articul & Transfer Prog Spec	J	Sr VP for Academic Affairs
07/15/2013	Thompson, Natalie S	Response Center Manager	J	Admission & Enroll Mgt
07/01/2013	Toyofuku, Mai M	Environmental Safety Data Asst	H	Facilities - Central Admin
07/15/2013	Weese, Matthew A	Theater Production Technician	I	Performing Arts Center - RV
07/29/2013	White, Lisa	Gift Coordinator	I	Advancement/Comm Engage

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Location
07/05/2013	Benson, John D	Recording Technician	H	8	Fine Perform Visual Arts - RV
07/31/2013	Kameras, Beth A	Program Manager I	K	1	CEELS Dean WDCE
07/04/2013	Ngo, An T	Instructional Assistant	G	10	Dean of Humanities - RV
07/22/2013	Rickert, Catherine A	Instructional Associate	H	2	Arts Humanities Soc Sci Dean - TP/SS
07/31/2013	Romano, Robert R ¹	Instructional Associate	H	5	Math & Science Center

¹ Retirement

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	8	11	0	1	0	20
Male	4	4	1	1	0	10
TOTAL	12	15	1	2	0	30

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Location
07/02/2013	Prince, Steve A	Assistant Professor	2	Humanities Soc Sci Edu Dean - GT
07/29/2013	Yao, Andy S	Professor	20	Business Mgt Info Sci Dean - RV

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: Ethnicity and Gender

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

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

Resolution Number: **13-09-100**
Adopted on: **9/23/2013**

Agenda Item Number: 8A
September 23, 2013

Subject: Retirement of Mr. James H. Luallen

WHEREAS, Mr. James H. Luallen served Montgomery College with dedication and distinction for 10 years and retired from the College as of May 1, 2013; and

WHEREAS, He began his career at the College as the academic computing coordinator in the Office of Information Technology (OIT); and

WHEREAS, Mr. Luallen progressed from being the academic computing coordinator (2003–2006), to information systems manager (2006–2012), to his most recent position as director of information technology application services where he was responsible for the day-to-day leadership and management of the application services team; and

WHEREAS, Mr. Luallen was a highly dedicated, efficient, knowledgeable, and conscientious employee, who consistently produced high quality projects; and

WHEREAS, He was instrumental in ensuring the robust and reliable functioning of the College's main application systems including the enterprise system, Banner; and

WHEREAS, Mr. Luallen served as chair of the Banner Coordination Committee, which provided coordination across all functional areas in the efficient and effective use of the College's business management software, Banner; and

WHEREAS, Mr. Luallen served as chair and co-chair of the IT Applications Advisory Committee, which informed the College community about the portfolio of IT work for the purposes of sharing information, awareness, and coordination; and

WHEREAS, Mr. Luallen represented Montgomery College serving as the chair of the Technical Special Interest Group for the Maryland Community College Technology Advisory Board and worked with other higher education institutions to exchange information about technology deployments; and

WHEREAS, Mr. Luallen's commitment to his work and to the OIT unit is evidenced in the efficient manner in which he carried out his duties; and

WHEREAS, The OIT staff will sincerely miss his support and commitment to the unit; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. James H. Luallen 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 H. Luallen for his many 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. James H. Luallen.

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

Resolution Number: **13-09-101**
Adopted on: **9/23/2013**

Agenda Item Number: 8B
September 23, 2013

Subject: Retirement of Ms. Aileen M. Murphy

WHEREAS, Ms. Aileen M. Murphy served Montgomery College with dedication and distinction as an instructional assistant in the Music Department at the Rockville Campus for 23 years and retired as of July 1, 2013; and

WHEREAS, Ms. Murphy diligently monitored the music lab, assisted students with research, located recordings for faculty, and maintained the media inventory; and

WHEREAS, She carried out her technical responsibilities by skillfully creating master CDs, copying performances onto CDs or DVDs, operating and maintaining equipment, and managing swipe cards; and

WHEREAS, She carried out her library responsibilities by skillfully cataloging recordings and other instructional materials, writing program drafts for musical performances, and conducting periodic inventories; and

WHEREAS, Ms. Murphy is respected by her colleagues for her dependability, flexibility, and organizational skills; and

WHEREAS, Colleagues have praised Ms. Murphy's helpfulness to faculty, staff, and students, noting in particular that she is always willing to give more than is expected on behalf of music students; and

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

Resolved, That the members of the Board of Trustees express their sincere appreciation of Ms. Aileen M. Murphy for her service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and it be 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. Aileen M. Murphy.

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

Resolution Number: **13-09-102**
Adopted on: **9/23/2013**

Agenda Item Number: 8C
September 23, 2013

Subject: Retirement and Award of Emerita Status to Professor Ida M. Justh

WHEREAS, Professor Ida M. Justh has served Montgomery College with dedication for 28 years as a full-time faculty member in the Computer Science and Information and Interactive Technologies Department, after having served as a part-time instructor, and retired from the College as of June 1, 2013; and

WHEREAS, Professor Justh developed and taught numerous computer science courses, including Computer Concepts, Introduction to Programming, and Introduction to Discrete Structures; and

WHEREAS, She continually upgraded her skills and knowledge base to reflect the many technological changes in her discipline; and

WHEREAS, Professor Justh exhibited exemplary organizational skills as the discipline's course scheduler; and

WHEREAS, She received a Faculty Outstanding Service Award in 1990; and

WHEREAS, She demonstrated exceptional commitment to Montgomery College students by advising them throughout her career, particularly in assisting them with transferring to four-year colleges; and

WHEREAS, Professor Justh also demonstrated exceptional commitment by tutoring students who needed individual attention; and

WHEREAS, She participated in the department-sponsored annual programming competition for high school students; and

WHEREAS, Professor Justh served on various committees, including the Writing Across the Curriculum Committee; and

WHEREAS, She demonstrated her commitment to students through the creation of a classroom environment conducive to learning, and demonstrated respect for those she taught as students praised her for her teaching effectiveness; 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 Ida Justh 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 Ida M. Justh 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 Professor Ida M. Justh 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 Professor Ida M. Justh.

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

Agenda Item Number: 9
September 23, 2013

**APPROVAL OF THE GRAPIC DESIGN FOR WEB AND INTERACTION
ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE AND
GRAPHIC DESIGN FOR WEB AND INTERACTION CERTIFICATE**

BACKGROUND

The Maryland State Plan for Postsecondary Education of the Maryland Higher Education Commission (MHEC) strongly recommends that higher education institutions 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.

Graphic designers need to be rooted in traditional design foundations as well as skilled in their ability to design for emerging technologies and media. They must be able to execute attractive, effective, persuasive, and fluid designs for web and mobile applications. According to the US Bureau of Labor Statistics, favorable job growth is expected for graphic designer web professionals. As the web industry continues to grow, the demand for qualified specialists in this rapidly expanding field will further expand for design firm sectors, individual companies, and government agencies. Both the Graphic Design for Web and Interaction AAS degree and certificate will help to meet this demand.

This curriculum program will examine experimental and systematic design methods. Students will effectively prepare designs, content, and graphics for web and interaction and content management systems, and acquire the ability to effectively communicate with professional web developers and other constituents. The degree and certificate will provide students with skills necessary for entry for junior-level employment in the graphic design industry, or for transfer to another institution.

Since the Graphic Design Web and Interaction program consists of currently available courses at the College, there will be minimal additional resources needed for its implementation.

Promotional materials are currently under development with funds from a Perkins Grant.

Following the Board of Trustees’ approval of a new academic program, an application will then be submitted for approval by MHEC.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Graphic Design for Web and Interaction Associate of Applied Science Degree and Graphic Design for Web and Interaction Certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Graphic Web Program Curriculum (Board members only)

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Pearl

RESOURCE PERSONS

Professor Hubley
Dr. Preston
Professor Riggs

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

Resolution Number: **13-09-103**
Adopted on: **9/23/2013**

Agenda Item Number: 9
September 23, 2013

Subject: Approval of the Graphic Design for Web and Interaction Associate of Applied Science (AAS) Degree and Graphic Design for Web and Interaction Certificate

WHEREAS, The Maryland Higher Education Commission has strongly recommended in the Maryland State Plan for Postsecondary Education that colleges 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 meeting 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 US Bureau of Labor Statistics, favorable job growth for web professionals including graphic designers is expected as emerging technologies such as mobile applications increase; and

WHEREAS, The Graphic Design for Web and Interaction degree and certificate are designed to provide students with skills necessary for entry- or junior-level employment in the graphic design 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 following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the Graphic Design for Web and Interaction Associate of Applied Science Degree and Graphic Design for Web and Interaction Certificate; and be it further

Resolved, That an application for approval of the Graphic Design for Web and Interaction Associate of Applied Science Degree and Graphic Design for Web and Interaction Certificate be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 10
September 23, 2013

**AFFIRMATION OF AWARD OF CONTRACT,
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
SCIENCES AND APPLIED STUDIES BUILDING RENOVATION, GERMANTOWN CAMPUS
(BID NO. 613-003)**

BACKGROUND

This contract award provides architectural and engineering design services for phase 1 of the renovation and major addition to the Sciences and Applied Studies Building (SA) on the Germantown Campus. Once renovated, SA will support the physics, engineering, and mathematics disciplines in a two-phase renovation. Phase 1 includes the renovation of the second floor of the building and the provision of a 30,000 gross square foot addition, as well as a new building entrance to the south onto the new campus quadrangle created with the adjacent, and currently under construction, Bioscience Education Center. The budget for the phase 1 renovation and addition (design, construction, and furniture and equipment funding) is \$39,025,000. The phase 2 renovation of the first floor of SA will be separately funded in the future once the various student services units occupying this floor are relocated to a new Student Services Center sometime after FY21. Overall, the state-approved program for the SA renovation will provide the campus with a three-building complex (the other two being the new Bioscience Education Center and the existing High Technology & Science Center) supporting the sciences, technology, engineering, and mathematics programs.

In March 2011, the Facilities Office prepared a facilities construction program for the SA renovation and major addition project. The facilities construction program is also used as the scope of services for this project. Once state program approval was received, the design request for proposals was advertised on April 10, 2013. Since the Board of Trustees did not meet again until September and time was of the essence if the project was to proceed in an expeditious manner, the Board of Trustees was asked to authorize the president, contingent upon state approval, to make the award once the proposals were received and evaluated so that the contract could be submitted to the state for approval. A contract cannot be signed until state approval is received.

The final design contract to be affirmed by this action is \$2,599,450, with an additional \$92,000 in capital project funds authorized to cover customary reimbursable expenses that will be paid when invoiced. The total amount of design costs (\$2,691,450) is 78 percent of the design budget (\$3,435,000), with the fee split of 50/50 between the state and the county.

RECOMMENDATION

It is recommended that the Board of Trustees affirm the appointment of Ziger/Snead, LLP, of Baltimore, Maryland, as project architect for the phase 1 renovation and major addition to the Sciences and Applied Studies Building on the Germantown Campus and that a design contract for this work, contingent upon state approval, is also affirmed with Ziger/Snead, LLP, of Baltimore, Maryland, for the final total negotiated fee of \$2,599,450.

BACKUP INFORMATION

Board Resolution

Board Resolution #13-06-092

Bidders List (Board members only)

Bid Summary (Board members only)

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Dr. Yeatts

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

Resolution Number: **13-09-104**
Adopted on: **9/23/2013**

Agenda Item Number: 10
September 23, 2013

Subject: Affirmation of Award Contract for Architectural and Engineering Design Services, Sciences and Applied Studies Building Renovation, Germantown Campus, Bid 613-003

WHEREAS, On June 24, 2013, by resolution #13-06-092, the Board of Trustees authorized (1), an appointment as project architect for the phase 1 renovation and major addition to the Sciences and Applied Studies Building, (2), an award of contract not to exceed \$4,277,000 for design and construction administration services for the phase 1 renovation and major addition to the Sciences and Applied Studies Building on the Germantown Campus, and (3), required that an agenda item to affirm the results of the award be submitted to the Board of Trustees in the fall; and

WHEREAS, Eighteen responses to the request for proposal were submitted to the Office of Procurement on May 6, 2013; and

WHEREAS, In conformance with the College's consultant selection process, a selection committee composed of representatives of the Germantown Campus and Office of Facilities reviewed and evaluated all of the project submissions, conducted interviews with selected firms, and, based on a final evaluation, recommended a firm as project architect; and

WHEREAS, After all proposals were rated and ranked as outlined by the request for proposal's method of award, six highly qualified firms were selected for interview; following the interviews and a final evaluation, the committee recommended that the firm of Ziger/Snead LLP of Baltimore, Maryland, be named project architect for phase 1 renovation and major addition to the Sciences and Applied Studies Building on the Germantown Campus; and

WHEREAS, Based upon this recommendation, the Office of Facilities staff negotiated a final fee for architectural and engineering professional design services for the phase 1 renovation and major addition to the Sciences and Applied Studies Building on the Germantown Campus; and

WHEREAS, The vice president of finance/chief financial officer certifies that, contingent upon state approval, that funds are available in the capital budget to award a design services contract for the renovation and major addition to the Sciences and Applied Studies Building as recommended; and

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

Resolved, That the appointment of Ziger/Snead, LLP of Baltimore, Maryland, as project architect for design and construction administration services for the phase 1 renovation and major addition to the Sciences and Applied Studies Building on the Germantown Campus is affirmed; and be it further

Resolved, That the award of contract to Ziger/Snead, LLP of Baltimore, Maryland, for the design of the phase 1 renovation and major addition to the Sciences and Applied Studies Building on the Germantown Campus is affirmed at the final total negotiated fee of \$2,599,450, and that an additional \$92,000 in capital project funds are authorized to cover customary reimbursable and supplemental expenses that will be paid when invoiced; and be it further

Resolved, That upon receipt of the necessary approvals, it is affirmed that the president is authorized to execute a contract on behalf of the College for architectural and engineering design services for the phase 1 renovation and major addition to the Sciences and Applied Studies Building on the Germantown Campus.

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

Agenda Item Number: 11
September 23, 2013

POLICY MODIFICATION: 61001–FISCAL CONTROL

General Information

Policy Number:	61001
Contained in Chapter:	Chapter VI, Fiscal and Administrative Affairs
Policy Title:	Fiscal Control
Policy Creation Date:	May 21, 1984
Most Recent Modification Date:	March 19, 2012

Changes, Additions, Deletions

Line Number	Purpose
23	Update chief financial officer's full title
34	Update chief financial officer's full title
64	Update chief financial officer's full title
137	New section to clarify that the fiscal control policy applies to grants and cooperative agreements.
145	New section to clarify that the College, not any individual, is the legal recipient of grants and cooperative agreements.
233	Update chief financial officer's full title
234	Update chief financial officer's full title

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 61001–Fiscal Control.

BACKUP INFORMATION

Resolution
Policy 61001–Fiscal Control (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Sherman

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

Resolution Number: **13-09-105**
Adopted on: **9/23/2013**

Agenda Item Number: 11
September 23, 2013

Subject: Policy Modification: 61001–Fiscal Control

WHEREAS, The Board of Trustees created Policy 61001–Fiscal Control in 1984; and

WHEREAS, The policy has served an important purpose in addressing fiscal control at Montgomery College; 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 61001–Fiscal Control be amended as indicated in the attached draft to update titles of responsible administrators and to include sections on grant funding; and be it further

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

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

Agenda Item Number: 12
September 23, 2013

FY13 OPERATING FUND FUNCTIONAL TRANSFER

BACKGROUND

The operating budget of the College is prepared and approved by major functions established by the Maryland Higher Education Commission. State law requires that transfers of funds between the major functions of the current operating fund be submitted in writing and approved by the county governing body and if the county governing body fails to act on a request for a transfer within 30 days, the request is automatically approved as requested.

It is common for actual expenditures to be different from planned expenditures. Therefore, at the conclusion of a fiscal year, institutions transfer funds from category to category to align actual expenditures to budget within the approved total appropriations. This is an annual action brought to the Board at its first meeting each year to address the previous fiscal year's budget.

Over the last several years, the College administration has made a concerted effort to reallocate funding to support high-priority College initiatives. During FY13, the College reallocated additional resources to support (1) the strategic facilities master plan, (2) the expansion of community engagement activities in support of the College's strategic initiatives, and (3) the realignment of staff salaries per the National Association of College and University Business Officers (NACUBO) guidelines, which impacted the academic and institutional support areas. A functional transfer is necessary to assure that the College's expenditures do not exceed the functional appropriation approved by the county council. The education article of the Annotated Code of Maryland provides guidance on how this transfer is to be accomplished.

Since the College has sufficient expenditure authority in other functions, it is only necessary to request that the county council approve a transfer between functions.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the attached operating fund functional transfer resolution for submission to the county council for approval.

BACKUP INFORMATION

Resolution
Policy 61001–Fiscal Control
Section 16-304 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCES PERSON

Ms. Sherman

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

Resolution Number: **13-09-106**
Adopted on: **9/23/2013**

Agenda Item Number: 12
September 23, 2013

Subject: FY13 Operating Fund Functional Transfer

WHEREAS, Section 16-304(c)(1), of the Education Article of the Annotated Code of Maryland, provides that a community college may not spend more on any major function than the amount appropriated for it; and

WHEREAS, Section 16-304(c)(2)(i), states that transfers of appropriations between major functions shall be submitted in writing and approved by the county governing body before they are made; and

WHEREAS, Section 16-304(c)(2)(i), further states that if the county governing body fails to act on a request for a transfer within 30 days, the request is automatically approved as requested; and

WHEREAS, During FY13 the College reallocated additional resources to support the strategic facilities master plan; and

WHEREAS, The College has realigned staff salary expenditures per the National Association of College and University Business Officers (NACUBO) guidelines, which impacted the academic and institutional support areas; and

WHEREAS, The College has supported the expansion of community engagement activities in support of the College's strategic initiatives; and

WHEREAS, The College has experienced expansion of institutional capacity to respond to growing needs, which impacts facilities requirements; and

WHEREAS, The College has made concerted efforts to reallocate excess funding to support high-priority institutional initiatives; and

WHEREAS, The College will exceed the county's approved functional appropriations if proper action is not taken; and

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

Resolved, That the Board of Trustees hereby authorize, subject to county council approval, a functional budget transfer as listed below; and be it further

Functional Category	Approved FY13 Budget	Transfer from (-) to (+)	Amended FY13 Budget
Instruction	\$79,455,383	(\$3,781,343)	\$75,674,040
Academic Support	\$31,756,917	\$111,428	\$31,868,345
Student Services	\$28,712,424	(\$6,169,798)	\$22,542,626
Operation/Maintenance	\$32,236,452	\$381,351	\$32,617,803
Institutional Support	\$42,384,922	\$9,458,362	\$51,843,284
Scholarships & Fellowships	\$3,490,500	-	\$3,490,500
Total	\$218,036,599	-	\$218,036,599

Resolved, That a copy of the resolution be transmitted to the county executive and county council for approval.