



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
November 18, 2013**

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

Agenda Item Number: 7A  
November 18, 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: **13-11-110**  
Adopted on: **11/18/2013**

Agenda Item Number: 7A  
November 18, 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 September 1, 2013, to and including September 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 reports and confirms the actions of the president.

Attachments

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Location
09/23/2013	Andres, Nelida	Program Coordinator	I	CEELS Dean - WDCE
09/09/2013	Bent, Kristal M	Enrollment Services Specialist	I	Admission & Enroll Mgt
09/09/2013	Cunningham, Alicia	Accts Payable Technician	F	Business Services
09/23/2013	George, Kunjamma T	Nursing Lab and Clinical Assoc	J	Health Sciences Dean - TP/SS
09/09/2013	Gomez De Leon, Dalkin A	Building Services Worker	B	Facilities - Central Admin
09/23/2013	Hayams, Benjamin	Campus Cashier	G	Business Services
09/09/2013	Russell, Jackie S	Instructional Assistant	G	Assessment Center - RV
09/07/2013	Schmidt, Kari B	Library Technical Services Mgr	M	Library - Central
09/09/2013	Yang, Jie	Accts Payable Technician	F	Business Services

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Location
09/21/2013	Anderson, Franklin <sup>1</sup>	Building Services Worker	B	19	Facilities - Central Admin
09/27/2013	Beckman, Bradley W	Systems Engineer	L	5	OIT Engineering Services
09/06/2013	DeFrank, Douglas S	Systems Engineer	L	5	OIT - Central Admin
09/27/2013	Lehrer, Beverly S <sup>1</sup>	Librarian II	K	8	Library - TP/SS

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	1	2	0	6
Male	0	2	1	0	0	3
<b>TOTAL</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>9</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

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

**FACULTY**

**FACULTY EMPLOYMENTS: None**

<sup>1</sup> Retirement

**FACULTY SEPARATIONS**

Effective

Date	Name	Position Title	YOS	Location
9/13/2013	Hill, Candice J	Associate Professor	3	Dean of Humanities - RV

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: Ethnicity and Gender**

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

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

Agenda Item Number: 7B  
November 18, 2013

**AMENDMENT TO RESOLUTION 13-06-069**

**BACKGROUND**

At its June 10, 2013, meeting, the Board of Trustees approved a plan for one-time (that is, with no increase to base salary) lump sum performance recognition bonuses for associate and support staff in FY14.

Following the calculation of the cost of the bonus program, a College memorandum to employees was distributed to announce the date on which salary enhancements would appear in employee paychecks. The memorandum also listed the bonus amount.

A review of the bonus program calculation indicated that the total amount needed for all eligible employees exceeded the original amount by \$2,000, which is 0.67 percent more than originally approved. As a result, the updated one-time bonus for associate and support staff exceeded \$300,000. Therefore, Resolution 13-06-069 must be amended to account for this difference.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a total of \$302,000 for the College's FY14 one-time lump sum performance recognition bonuses for associate and support staff employees to be individually allocated.

**BACKUP INFORMATION**

Board Resolution 13-06-069

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSON**

Ms. Porter

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

Resolution Number: **13-11-111**  
Adopted on: **11/18/2013**

Agenda Item Number: 7B  
November 18, 2013

**Subject: Amendment to Resolution 13-06-069**

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WHEREAS, At its June 10, 2013, meeting, the Board of Trustees approved a plan for one-time lump sum performance recognition bonuses for associate and support staff in FY14 in the cumulative amount of \$300,000; and

WHEREAS, A review of the bonus program calculation indicated that the total amount needed for all eligible employees exceeded the original amount by \$2,000, which is 0.67 percent more than originally approved; and

WHEREAS, Resolution 13-06-069 must be amended to account for this difference; now therefore be it

Resolved, that the Board of Trustees authorizes a total of \$302,000 for the College's FY14 one-time lump sum performance recognition bonuses for associate and support staff employees, to be individually allocated.

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

Agenda Item Number: 8  
November 18, 2013

**ADOPTION OF POLICY: 68005–RESEARCH MISCONDUCT**

**General Information**

<b>Policy Number:</b>	68005
<b>Policy Title:</b>	Research Misconduct
<b>Contained in Chapter:</b>	Chapter VI–Fiscal and Administrative Affairs
<b>Reason for Policy:</b>	The Office of Research Integrity of the US Department of Health and Human Services requires that all grantees have a research misconduct policy. As a federal grantee, all of Montgomery College’s federally sponsored research is subject to research misconduct rules. This new policy will satisfy the requirements for policy language and establish a broad and flexible approach to handling research misconduct in accordance with our research and granting agencies.

**Purpose of Each Policy Element**

<b>Section</b>	<b>Purpose</b>
I.	Intent of Montgomery College’s research and grant program.
II.	Board of Trustees’ commitment to research misconduct prevention and research misconduct definition.
III.	Statement of policy regarding research misconduct and applicability to sponsored research and grants.
IV.	Expectation for education to increase awareness of the policy.
V.	Statement authorizing the president to develop procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 68005–Research Misconduct.

BACKUP INFORMATION

Resolution  
Policy 68005–Research Misconduct

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSON

Ms. Nuell

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

Resolution Number: **13-11-112**  
Adopted on: **11/18/2013**

Agenda Item Number: 8  
November 18, 2013

**Subject: Adoption of Policy: 68005–Research Misconduct**

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WHEREAS, The Office of Research Integrity of the US Department of Health and Human Services requires that all grantees have a research misconduct policy; and

WHEREAS, The issues related to federal expectations regarding the identification and reporting of research and grant misconduct have been researched under the direction of the president; and

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

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

Resolved, That Policy 68005–Research Misconduct 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: 9A  
November 18, 2013

**ADOPTION OF THE FY15 CAPITAL BUDGET**

**BACKGROUND**

The proposed FY15 capital budget and six-year FY15–20 capital improvement program were presented and discussed at the October 21, 2013, Board of Trustees meeting. The capital improvement program is supported by and implements the College's Facilities Master Plan. The request for FY15 is the first half of the FY15–16 biennial capital budget and totals \$53,023,000. The proposed capital budget was presented to the Board at its October meeting for review and discussion. No changes to the budget were requested by the Board. The Board's adoption of the proposed FY15 capital budget is necessary for the county executive's consideration of these requests in the county's capital improvement program. Attached is a summary table that shows the proposed FY15 request by project, along with the actual FY14 appropriation for each project.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the proposed FY15 capital budget, which requests a total of \$53,023,000 in FY15 and authorize the president to transmit the project description forms to the county executive for approval and recommendation in the county's capital improvement programs.

**BACKUP INFORMATION**

Board Resolution  
FY15 Capital Budget Summary  
Proposed FY15 Capital Budget Request

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSON**

Dr. Yeatts

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

Resolution Number: **13-11-113**  
Adopted on: **11/18/2013**

Agenda Item Number: 9A  
November 18, 2013

**Subject: Adoption of the FY15 Capital Budget**

WHEREAS, On the basis of the College's Facilities Master Plan, the proposed FY15 capital budget and six-year FY15–20 capital improvement program have been developed by appropriate College personnel; and

WHEREAS, The proposed FY15–16 biennial capital budget and six-year FY15–20 capital improvement program must be transmitted to the Montgomery county government for inclusion in the county executive's recommended capital improvements program; and

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

Resolved, That the Board of Trustees adopt the proposed FY15 capital budget and six-year FY15–20 capital improvement program and authorize the president of the College to transmit the project description forms to the county executive for approval and recommendation in the county's capital improvement programs.