



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
December 16, 2013**

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

Agenda Item Number: 8A  
December 16, 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: **13-12-114**  
Adopted on: **12/16/2013**

Agenda Item Number: 8A  
December 16, 2013

**Subject: Personnel Actions Confirmation**

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period from and including October 1, 2013, to and including October 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 October 1, 2013 to and including October 31, 2013

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Location
10/07/2013	Bayhurst, Paul M	Instructional Associate	H	Science Math Engineering - RV
10/07/2013	Bright, Gwendolyn V	Customer Service Rep	F	WDCE - Central Admin
10/07/2013	Daniels, Dana M	Financial Aid Assistant	F	Financial Aid - RV
10/21/2013	Harich, Jason D	Construction Trades Worker	H	Facilities - Central Admin
10/07/2013	Thomas, Varghese	IT Client Services Manager	M	OIT Client Services

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Location
10/01/2013	Betsey, Daniel	Purchasing Agent	J	< 1	Procurement
10/14/2013	Houk, Stephen H	MCTV Production Manager	K	< 1	MCTV10 - Montgomery College TV
10/31/2013	Johnston, Cynthia E	Director of Project Management	O	7	Facilities - Central Admin
10/31/2013	Prakash, Sanjiv	Analyst-Programmer	L	< 1	OIT - Central Administration
10/25/2013	Schaeffer, Allison J	Learning Center Asst Manager	J	< 1	Dean of Humanities - RV
10/25/2013	Wiebusch, Norman K	Project Manager II Mgr (Fac)	K	3	Facilities - Central Admin
10/02/2013	Woodbury, Shonta N	ACES Readiness Coordinator	L	< 1	ACES-Achiev Colleg Excell & Success

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

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

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: None**

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

Agenda Item Number: 8B

December 16, 2013

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND  
THE PROGRAM CERTIFICATE IN SUMMER, 2013**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the Chief Enrollment Services and Financial Aid Officer, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of graduates who have successfully completed the requirements of a program, subject to certification of the Chief Enrollment Services and Financial Aid Officer.

BACKUP INFORMATION

Attached Resolution List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Rai  
Dr. Walker-Griffea

RESOURCE PERSONS

Ms. Gregory  
Mr. Sorrell

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

Resolution Number: **13-12-115**  
Adopted on: **12/16/2013**

Agenda Item Number: 8B  
December 16, 2013

**Subject: Graduates Receiving the Associate Degree and the Program Certificate in  
Summer, 2013**

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WHEREAS, It is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, The Chief Enrollment Services and Financial Aid Officer (the "Officer") has certified that the students of Montgomery College, as listed on the attachment, have successfully completed in the summer 2013 semester the courses and curriculum prescribed by the faculty, and meet all other requirements of the College for the degrees and certificates that those students are seeking; and

WHEREAS, The faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate's degrees and certificates, subject to certification by the Officer that such students have met all applicable requirements; and

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

Resolved, That the Board of Trustees ratifies the faculty's conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate's degrees and certificates, subject to certification by the Officer that such students have met all applicable requirements.

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

Agenda Item Number: 8C  
December 16, 2013

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND  
THE PROGRAM CERTIFICATE IN FALL 2013**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the Chief Enrollment Services and Financial Aid Officer, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the Chief Enrollment Services and Financial Aid Officer.

BACK UP INFORMATION

Board Resolution  
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai  
Dr. Walker-Griffea

RESOURCE PERSONS

Ms. Gregory  
Mr. Sorrell

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

Resolution Number: **13-12-116**  
Adopted on: **12/16/2013**

Agenda Item Number: 8C  
December 16, 2013

**Subject: Graduates Receiving the Associate Degree and the Program Certificate in Fall 2013**

WHEREAS, It is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, The Chief Enrollment Services and Financial Aid Officer (the "Officer") has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the fall 2013 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

WHEREAS, The faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate's degrees and certificates, subject to certification by the Officer that such students have met all applicable requirements; and

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

Resolved, That the Board of Trustees ratifies the faculty's conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate's degrees and certificates, subject to certification by the Officer that such students have met all applicable requirements.

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

Agenda Item Number: 8D  
December 16, 2013

**NATIONAL AND STATE OF MARYLAND  
DESIGNATED AWARENESS DAYS AND MONTHS FOR 2014**

**BACKGROUND**

Federal and state laws have designated specific days and months throughout the year to recognize and celebrate America's diversity. These designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage.

Montgomery College is a diverse, multiethnic, multicultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities. The designated national and state awareness days and months create unique opportunities at Montgomery College to acknowledge and celebrate these contributions with our local, regional, and national communities.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt this resolution to reaffirm its support of the programs and activities at Montgomery College to commemorate and celebrate the federal and state of Maryland awareness days and months. It is also recommended that the Board encourages the College community to participate in such campus- and community-based activities.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

**RESOURCE PERSON**

Dr. Scott

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

Resolution Number: **13-12-117**  
Adopted on: **12/16/2013**

Agenda Item Number: 8D  
December 16, 2013

**Subject: National and State of Maryland Designated Awareness Days and Months for 2014**

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WHEREAS, Federal and state laws have designated and proclaimed specific days and months throughout the year to acknowledge and celebrate diversity and ethnic and cultural heritages; and

WHEREAS, The designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American and Polish American heritage; and

WHEREAS, Montgomery College is a diverse, multiethnic, multicultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees and communities; and

WHEREAS, Montgomery College supports programs and activities that acknowledge, commemorate and celebrate the contributions of its diverse students, faculty, staff, and members of its diverse surrounding communities; and

WHEREAS, The College will plan various events and host speakers for a designated federal or state awareness day or month celebration; and

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

Resolved, That the Board of Trustees hereby endorses observances of designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby supports the work of the College through activities for designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourages all members of the Montgomery College community to participate in planning programs and activities and attending observances for designated federal and state awareness days and months.

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

Agenda Item Number: 9  
December 16, 2013

**ACCEPTANCE OF THE MONTGOMERY COLLEGE AUDITED FINANCIAL STATEMENTS  
FOR JUNE 30, 2013, AND 2012**

BACKGROUND

Montgomery College is required to conduct an annual audit of the College's financial statements.

The audit of financial statements for June 30, 2013 and 2012 was conducted by CliftonLarsonAllen, LLP, Certified Public Accountants and Consultants, and certified by the senior vice president for administrative and fiscal services and by the president.

The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment.

RECOMMENDATION

It is recommended that the Board of Trustees accept the audited financial statements for June 30, 2013 and 2012.

BACKUP INFORMATION

Board Resolution  
Audited Financial Report, June 20, 2013 (Trustees only)  
Financial Statements, June 30, 2013 and 2012 (Trustees only)  
Memo from Auditor, September 27, 2013 (Trustees only)  
Independent Auditors' Report on Internal Control over Financial Reporting (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Sherman

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

Resolution Number: **13-12-117**  
Adopted on: **12/16/2013**

Agenda Item Number: 9  
December 16, 2013

**Subject: Acceptance of the Montgomery College Audited Financial Statements for  
June 30, 2013, and 2012**

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WHEREAS, Montgomery College is required to conduct an annual audit of the College's financial statements; and

WHEREAS, The audit of financial statements for June 30, 2013, and 2012 was conducted by CliftonLarsonAllen, LLP, Certified Public Accountants and Consultants, and certified by the senior vice president for administrative and fiscal services and by the president; and

WHEREAS, The audit was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and

WHEREAS, The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment; and

WHEREAS, The Board of Trustees was informed that the College's financial statements are free of material misstatement and that the audit tests conducted by the firm did not uncover any material weaknesses; and

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

Resolved, That the Board of Trustees accepts the audited financial statements for June 30, 2013, and 2012.

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

Resolution Number: **13-12-119**  
Adopted on: **12/16/2013**

Agenda Item Number: 10A  
December 16, 2013

**Subject: Recognition of Dr. Gregory R. Wahl**

---

WHEREAS, Dr. Gregory R. Wahl, faculty member in the department of English, Takoma Park/Silver Spring Campus, has served the College with dedication and distinction since 2003; and

WHEREAS, His extraordinary passion for and dedication to the students in his developmental English classes is evidenced by his efforts to help the most underprepared of our students complete the developmental course sequence and move on to successfully graduate or transfer to other colleges or universities; and

WHEREAS, His skillful, compassionate, and innovative teaching style, attested to by his many students, has provided them with the skills necessary to conquer their fears of failure in developmental English; and

WHEREAS, During his time as Director of the Writing and Reading Center, he worked tirelessly to increase our students' access to the services provided by both the Center and the library and was especially effective at advocating for resources to fund crucial changes in the physical structure of the Writing and Learning Center to support student success; and

WHEREAS, Dr. Wahl has been a leader in efforts to promote student success by creating learning communities that pair developmental courses with credit courses and has also been instrumental in efforts to integrate writing assignments and pedagogy into College science courses; and

WHEREAS, He was the subject of a *Chronicle of Higher Education* article, entitled "The Second Chance Club," which documented Professor Wahl's amazing efforts throughout an entire semester to help his students succeed in the English developmental sequence when their academic, social, and environmental challenges are so great; and

WHEREAS, He has contributed to the education of his students by developing their abilities to navigate in and contribute to an increasingly diverse and globalized world; and

WHEREAS, Dr. Wahl is a National Science Education for New Civic Engagements and Responsibilities Leadership Fellow, faculty adviser for Cengage Learning TeamUP Faculty Programs, and a member of various advisory committees and working groups on writing in the disciplines and the teaching of writing; and

WHEREAS, Dr. Wahl is active in helping to secure honors and scholarships for students and serves as the writing adviser to student applicants for the prestigious and highly selective Jack Kent Cooke transfer scholarship, as a judge for the College's poetry competition, and as a Stand Tall And Reach scholarship essay reader; and

WHEREAS, Dr. Wahl has given conference presentations on music, fiction and poetry, films, and authors and has published reviews and original scholarship in numerous journals and anthologies; and

WHEREAS, Faculty colleagues and College administrators, in recognizing his outstanding ability and dedication to teaching and contributions to the College and the community, supported his nomination as Professor of the Year to the United States Professors of the Year Awards Program; and

WHEREAS, The US Professors of the Year Awards Program, sponsored by The Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education, is a national program for recognizing excellent undergraduate teaching; and

WHEREAS, The criteria for selection include extraordinary dedication to undergraduate teaching, demonstrated by excellence and involvement with undergraduate students; scholarly approach to teaching and learning; contribution to undergraduate education in the institution, community, and profession; and support from colleagues, as well as current and former students; and

WHEREAS, Dr. Wahl has been named as the 2013 Carnegie Foundation for the Advancement of Teaching Maryland Professor of the Year from a nationally competitive pool of outstanding community college and university educators; and

WHEREAS, The president of the College recommends this public recognition of Dr. Gregory R. Wahl on the occasion of this exemplary award; now therefore be it

Resolved, That the members of the Board of Trustees recognize and commend Dr. Gregory R. Wahl upon being named the 2013 Maryland Professor of the Year; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Dr. Gregory R. Wahl.

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

Resolution Number: **13-12-120**  
Adopted on: **12/16/2013**

Agenda Item Number: 10B  
December 16, 2013

**Subject: Retirement and Award of Emerita Status to Professor DeAnne D. Adams**

---

WHEREAS, Professor DeAnne D. Adams served Montgomery College with enthusiasm and dedication for 46 years as a full-time faculty member and retired from the College as of June 1, 2013; and

WHEREAS, Professor Adams taught courses in the Rockville English Department, including Techniques of Reading and Writing, Introduction to Literature, Introduction to World Mythology, and an honors course, Greek Tragedy and Modern Drama; and

WHEREAS, She also taught courses in the American English Language Program; and

WHEREAS, She assisted with the revision of the principles of English grammar curriculum, as well as with the revision of the English Department chair selection process; and

WHEREAS, Professor Adams served on the Evaluation Committee, the Composition Committee, the Techniques of Reading and Writing Competency Exam Evaluation Committee, and the Committee on Academic and Admission Appeals; and

WHEREAS, She served on the Grade Appeals Committee, including serving as chair; and

WHEREAS, She participated in such professional development initiatives as the Two-Year College English Association Conference and the F. Scott Fitzgerald Literary Conference; and

WHEREAS, Professor Adams is held in high regard by her colleagues and students as a positive and versatile teacher who is well-organized, encourages students to think critically, demonstrates sensitivity to student needs, and supports student development within and beyond classroom hours; 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 interim senior vice president for academic affairs and the president of the College recommend this public recognition of Professor DeAnne D. Adams on the occasion of her retirement; now therefore be it

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

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

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

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

Resolution Number: **13-12-121**  
Adopted on: **12/16/2013**

Agenda Item Number: 10C  
December 16, 2013

**Subject: Retirement Recognition of Mr. Franklin Anderson**

---

WHEREAS, Mr. Anderson served Montgomery College with enthusiasm and dedication for over 19 years as a full-time staff member in the Office of Facilities and retired from the College as of October 1, 2013; and

WHEREAS, Mr. Anderson served as a building services worker in Facilities on the Rockville campuses and was an outstanding employee; and

WHEREAS, He has provided excellent customer service to the College community and provided noteworthy logistical and planning services that enabled the Facilities Office to fulfill its mission; and

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

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Franklin Anderson 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. Franklin Anderson for his contributions to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number: **13-12-122**  
Adopted on: **12/16/2013**

Agenda Item Number: 10D  
December 16, 2013

**Subject: Retirement of Ms. Helen B. Friedkin**

---

WHEREAS, Ms. Helen B. Friedkin served Montgomery College with dedication and devotion as an administrative professional at the Rockville Campus for 37 years and retired as of May 1, 2013; and

WHEREAS, Ms. Friedkin served the Department of Speech, Dance and Theatre as an administrative aide, office manager, and first line contact for the students, faculty, staff, and the public; and

WHEREAS, She was selected as Employee of the Month in December, 1991; and

WHEREAS, Ms. Friedkin supported the Emergency Scholarship Fund Committee's fundraising efforts by offering her time and skills to creating the first Montgomery College cookbook, *Main Courses and Other Recipes*; and

WHEREAS, She willingly and diligently assumed extra administrative responsibilities beginning in 1994, when the American Sign Language program was initiated on the Rockville Campus and housed in the Department of Speech, Dance, and Theatre; and

WHEREAS, Ms. Friedkin has been described as an exemplary employee who provided outstanding service to the College; and

WHEREAS, Ms. Friedkin was respected by her colleagues for her job knowledge, work standards, service to others, and initiative; and

WHEREAS, The interim senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Helen B. Friedkin 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. Helen B. Friedkin 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. Helen B. Friedkin.

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

Resolution Number: **13-12-123**  
Adopted on: **12/16/2013**

Agenda Item Number: 10E  
December 16, 2013

**Subject: Retirement of Mr. Richard “Doc” E. Gladhill**

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WHEREAS, Mr. Richard “Doc” E. Gladhill served Montgomery College with enthusiasm and dedication for 34 years as a full-time staff member in the Office of Facilities and retired from the College as of January 1, 2013; and

WHEREAS, Mr. Gladhill started at Montgomery College as a maintenance mechanic I in the carpentry shop, and was promoted to building maintenance mechanic II in 1986 and then promoted to building maintenance mechanic lead of Rockville Facilities in July 1997 until his retirement; and

WHEREAS, Mr. Gladhill was known for making sure his customers were happy and work was acceptable; and

WHEREAS, He utilized his extensive knowledge of carpentry and building systems to maintain the campus offices and classrooms, and also constructed items such as cabinets and shelving units and oversaw small renovation projects; and

WHEREAS, Mr. Gladhill was a good leader of carpenters, and taught and mentored his staff, and shared his knowledge in special events during staff appreciation week;

WHEREAS, Mr. Gladhill earned an associate’s degree from Frederick Community College, completed an additional 16 credit hours at Montgomery College in supervision, and received many accommodations, and letters of appreciation for his dedication, tireless work ethic, and commitment to the College’s mission; and

WHEREAS, He demonstrated his care for the community when he accompanied his church group to areas affected by Hurricane Katrina in order to assist with repairs; and

WHEREAS, Mr. Gladhill will be greatly missed in his retirement; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Richard Gladhill 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. Richard “Doc” E. Gladhill for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number: **13-12-124**

Agenda Item Number: 10F

Adopted on: **12/16/2013**

December 16, 2013

**Subject: Retirement of Ms. Diane L. Marceau**

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WHEREAS, Ms. Diane L. Marceau served Montgomery College with enthusiasm and dedication for over 40 years as a full-time staff member in the accounts receivable unit of the Office of Business Services and retired as of June 1, 2013; and

WHEREAS, She earned an associate's degree in general education from Montgomery College in 1972 and began her employment at the College shortly thereafter; and

WHEREAS, Ms. Marceau worked in the registrar's office on the Takoma Park/Silver Spring Campus, followed by the Security Office on the Rockville Campus, and the Cashier's Office on the Germantown Campus, and subsequently in the accounts receivable unit within the Office of Business Services where she worked for more than 30 years; and

WHEREAS, She was known for providing students with clear information about finances, and for serving students with compassion; and

WHEREAS, Ms. Marceau served as the student account specialist and coordinated the Perkins Loan Program, formerly known as the National Direct Student Loan Program; and

WHEREAS, Ms. Marceau developed a cooperative and collaborative working relationship between Business Services and the Office of Financial Aid as well as with outside service organizations including the state of Maryland; and

WHEREAS, Her colleagues will miss her dedication and years of wisdom garnered while serving the students of the College; and

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

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Diane L. Marceau.

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

Resolution Number: **13-12-125**  
Adopted on: **12/16/2013**

Agenda Item Number: 10G  
December 16, 2013

**Subject: Retirement Recognition of Ms. Maria S. Narvaez**

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WHEREAS, Ms. Maria S. Narvaez served Montgomery College with enthusiasm and dedication for over 14 years as a full-time staff member and retired from the College as of April 17, 2013; and

WHEREAS, Ms. Narvaez started her career as a full-time building services worker in the Office of Facilities; and

WHEREAS, she has provided excellent customer service to the College community and provided noteworthy logistical and planning services that enabled the Facilities Office to fulfill its mission; and

WHEREAS, She has been an outstanding member of the Rockville Campus Facilities Office; and

WHEREAS, Her colleagues will truly miss her collegial spirit and customer service focus in supporting students, faculty, and staff; and

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

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Maria S. Narvaez for her contributions to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Ms. Maria S. Narvaez.

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

Resolution Number: **13-12-126**  
Adopted on: **12/16/2013**

Agenda Item Number: 10H  
December 16, 2013

**Subject: Retirement of Dr. Robert R. Romano**

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WHEREAS, Dr. Robert R. Romano served Montgomery College with enthusiasm and dedication for six years as a full-time staff member and retired from the College as of August 1, 2013; and

WHEREAS, He began his employment as an instructional assistant in the Rockville Math/Science Center and later progressed to instructional associate; and

WHEREAS, Dr. Romano provided outstanding tutoring and instructional support to students in all courses of several disciplines; and

WHEREAS, Dr. Romano utilized his long and distinguished career as an educator, researcher, and lifelong learner to serve the students who use the center to provide academic, professional, and personal guidance; and

WHEREAS, Throughout his career at Montgomery College, he pursued professional development from a variety of sources, and provided training to staff and students; and

WHEREAS, Dr. Romano was involved with the collegewide learning center network of The Academy of Program, Project, and Engineering Leadership known as APPEL Corps, and participated in a variety of student-centered events; and

WHEREAS, Dr. Romano provided meticulous attention to the development of the center's primary resource inventory and historical record-keeping; and

WHEREAS, The students and staff of the Center will miss his indomitable spirit, remarkable sense of humor, his helpful advice, and outstanding support of the instructional process for students and the operational standards of the Math/Science Center; and

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

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

Resolved, That this resolution becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Robert R. Romano.

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

Agenda Item Number: 11  
December 16, 2013

**AWARD OF CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES  
FOR THE ROCKVILLE PARKING GARAGE, ROCKVILLE CAMPUS, BID NO. 613-005**

**BACKGROUND**

This contract award provides for architectural and engineering services for the Rockville Parking Garage on the Rockville Campus. The parking structure is planned for approximately 800 vehicles and will be located on the east end of Lot #4 adjacent to the Physical Education Building in accordance with the College's Facilities Master Plan.

A Request for Proposal (RFP) for architectural and engineering services was advertised on June 19, 2013, and received by 98 firms. Eleven proposals were received on July 18, 2013. In accordance with the College's qualification-based selection process for consultant services, a selection committee comprised of staff from the Office of Facilities as well as campus academic staff completed a thorough review and evaluation of all proposal submissions and identified three highly qualified firms for interviews. Based on the interviews and the final evaluation of each firm's qualifications, the selection committee recommended that Carl Walker, Inc., of Woodbury, New Jersey, be appointed project architect for the Rockville Parking Garage.

Based upon this recommendation, the Office of Facilities requested a fee proposal from the project architect for professional services for the design of the Rockville Parking Garage. Negotiations with the project architect resulted in a final fee of \$1,732,999. In addition, reimbursable expenses for travel, reproduction, and similar expenses are estimated to be \$60,000, and will be separately paid from project funds when submitted and approved over the course of this contract. The final fee compares favorably with the College's estimated cost for this project in the amount of \$2,152,000. Board approval is required for contract awards valued above \$250,000.

Funding for design services for the project was approved in the FY14 capital budget. Sufficient funds are available for the award of the design contract. Carl Walker, Inc., has extensive experience in the design of parking facilities for higher education institutions. Staff reviewed the firm's references and received favorable responses.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contract with Carl Walker, Inc., of Woodbury, New Jersey, to be appointed project architect in order to provide design and construction administration services and architectural and engineering design services for the Rockville Campus Parking Garage at a fee of \$1,732,999.

**BACKUP INFORMATION**

Board Resolution  
Bid Summary (Trustees only)  
Bidders' List (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Dr. Yeatts

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

Resolution Number: **13-12-127**  
Adopted on: **12/16/2013**

Agenda Item Number: 11  
December 16, 2013

**Subject: Award of Contract for Architectural and Engineering Services for the Rockville Parking Garage, Rockville Campus, Bid No. 613-005**

WHEREAS, In accordance with the approved and amended Facilities Master Plan for the Rockville Campus, the vice president of facilities and security requests the appointment of an architectural and engineering services consultant for the Rockville Parking Garage on the east end of Lot #4 adjacent to the Physical Education Building; and

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

WHEREAS, A Request for Proposal for Architectural and Engineering Services was publicly advertised on June 19, 2013, in *The Washington Post* and *Baltimore Sun* newspapers and the eMaryland Marketplace and Montgomery College Procurement websites; and

WHEREAS, Ninety-eight firms received the Request for Proposals, and 11 proposals for this project were submitted to the Office of Procurement by 3:00 p.m. local time on July 18, 2013; and

WHEREAS, In conformance with the College's consultant selection process, a selection committee composed of representatives of the Office of Facilities and the Rockville Campus reviewed and evaluated all of the project submissions; and

WHEREAS, All proposals were rated and ranked as outlined by the Request for Proposal's method of award; and

WHEREAS, Three highly qualified firms were selected for interviews; and

WHEREAS, The committee recommended that the firm of the Carl Walker, Inc., from Woodbury, New Jersey, be named project architect for the Rockville Parking Garage on the Rockville Campus; and

WHEREAS, Based upon this recommendation, the Facilities Office requested a fee proposal from Carl Walker, Inc., and negotiated a final fee for architectural and engineering professional design services for the Rockville Parking Garage; and

WHEREAS, The vice president of finance certifies that funds are available in the FY14 Capital Budget to enable the College to award a design services contract for the Rockville Campus Parking Garage as recommended; and

WHEREAS, Board approval is required for contract awards valued above \$250,000; and

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

Resolved, That Carl Walker, Inc., of Woodbury, New Jersey, is appointed project architect to provide architectural and engineering design services for the Rockville Campus Parking Garage; and be it further

Resolved, That a contract for architectural and engineering professional design services for the Rockville Campus Parking Garage is awarded to Carl Walker, Inc., of Woodbury, New Jersey, at a fee of \$1,732,999; and be it further

Resolved, That the president is authorized to execute a contract with Carl Walker, Inc., of Woodbury, New Jersey, on behalf of the College, for architectural and engineering professional design services for the Rockville Campus Parking Garage.

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

Agenda Item Number: 12  
December 16, 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: **13-12-128**  
Adopted on: **12/16/2013**

Agenda Item Number: 12  
December 16, 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: 12  
December 16, 2013

**ADOPTION OF THE FY15 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS**

**BACKGROUND**

During the November 18, 2013 public meeting of the Board of Trustees, the president presented the proposed FY15 current fund, enterprise and other fund budgets. The Board understands the fiscal challenges facing county and state decision-makers while developing a budget that is sustainable and affordable within the budget environment. The Board also recognizes the College's need to meet its mission by (a) obtaining funding from external sources for specific purposes in keeping with the mission and goals, (b) protecting and enhancing access; (c) providing a quality education through programs and services and (d) maintaining reasonable tuition and fee rates. The proposed budget includes support for salary improvement and benefit cost increases as well as supporting *Montgomery College 2020* strategic priorities which include educational excellence, student success and completion, and community engagement.

The proposed current fund budget is \$244,446,889, which is approximately a 7.3 percent increase over the FY14 College Budget. The current fund budget assumes \$151,648,831 in support from the county and state.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the proposed FY15 current fund, enterprise, and other funds budgets.

**BACKUP INFORMATION**

Board Resolutions  
Part A: Adoption of the FY15 Current and Enterprise Budgets  
Part B: Adoption of the FY15 Other Funds Budgets

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSONS**

Ms. Hickey  
Ms. Sherman

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

Resolution Number: **13-12-129**  
Adopted on: **12/16/2013**

Agenda Item Number: 12  
December 16, 2013

**Subject: Adoption of the FY15 Current and Enterprise Budgets**

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WHEREAS, During the November 18, 2013, meeting of the Board of Trustees, the president presented the proposed FY15 current fund, enterprise, and other funds budgets; and

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

WHEREAS, The current fund budget assumes \$151,648,831 in support from the county and state; and

WHEREAS, This budget includes salary improvement and benefit cost increases; and

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

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

Resolved, That the Board of Trustees adopts the FY15 operating budget in the amount of \$244,446,889 for the current fund, \$18,200,204 for the Workforce Development & Continuing Education fund, and \$5,918,157 for the Auxiliary Enterprises fund.

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

Resolution Number: **13-12-129**  
Adopted on: **12/16/2013**

Agenda Item Number: 12  
December 16, 2013

**Subject: Adoption of the FY15 Other Funds Budgets**

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

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

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

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

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

Resolved, That the president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY15, provided expenditures do not exceed revenues.