**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
September 22, 2014**

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 7
September 22, 2014

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College. This item covers actions over three months, May–July of 2014.

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
05/05/2014	Drake, Victoria L	Librarian II	K	Library - TP/SS
05/19/2014	Green, Britney	Administrative Aide II	G	Business/Computer Applications Dean
05/05/2014	Mudgett, Cade P	Locksmith	H	Facilities Operations - RV
05/05/2014	Nelson, Tara D	Safety & Security Manager	K	Facilities Security - RV
05/19/2014	Perez, Barbara I	Office Associate	E	CW Dean Stu Access-GT Stu Services

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Location
05/02/2014	Bass, Karen L	Human Resources Manager	L	16	Human Resources, Devel and Engage
05/30/2014	Best, Michael T[1]	Safety & Security Shift Supv	H	33	Facilities Security - TP/SS
05/30/2014	Bostic, Paula F[1]	Learning Center Manager	K	37	AELP, Linguistics and Speech Dean
05/30/2014	Braham, Brenda S[1]	Elec Res & Web Tech Librarian	L	24	Library - Central
05/30/2014	Brandenburg, Elizabeth A[1]	Instructional Lab Coordinator	I	44	Engineering/Computer Science Dean
05/30/2014	Carey-Fletcher, Kathleen[1]	Director III	P	24	Social Science Dean
05/30/2014	Cromwell, Cynthia K[1]	IT Project and Planning Mgr	M	41	OIT Central Administration
05/30/2014	Cromwell, Ross P[1]	Senior Acad Computing Mgr	M	36	OIT Central Administration
05/09/2014	DeLong, Karen B	Instructional Associate	H	6	GITE - Gudelsky Inst Tech Educ
05/30/2014	Grisham, Brenda S[1]	Financial Aid Counselor	J	36	Financial Aid
05/30/2014	Hainer, Diane[1]	Administrative Aide II	G	37	CW Dean Stu Succ Stu Services -RV
05/30/2014	Hayre, Debra A[1]	Safety & Security Manager	K	32	Facilities Security - RV
05/31/2014	Heineman, Joyce[1]	Systems Engineer	L	15	OIT Engineering Services
05/30/2014	Holcomb, Carl D[1]	Building Maintenance Mechanic	H	39	Facilities Operations - RV
05/02/2014	Homan, Elizabeth S	Director of Communications	P	10	Advancement-Media/Public Relation
05/30/2014	Le, Lap Q[1]	Building Equipment Mechanic	H	30	Facilities Operations - RV
05/15/2014	Lucido, Andrea F	Administrative Aide III	H	6	President
05/30/2014	Navarro, Sheila K[1]	Administrative Aide II	G	28	Social Science Dean
05/30/2014	Nguyen, Tien V[1]	Building Equipment Mechanic	H	27	Facilities Operations - RV
05/30/2014	O'Keefe, Kristin T	Spec Asst to the Pres, Stra Co	O	15	President
05/30/2014	Price, Barbara[1]	MCTV Prog Acqs & Outreach Spec	J	42	MCTV10 - Montgomery College TV
05/30/2014	Stephens, Yvonne H[1]	Equity & Diversity Specialist	K	31	Equity & Diversity
05/30/2014	Summers, Alice V[1]	Transcript Evaluation Tech	G	26	Admission Services
05/30/2014	Walker, Debra S[1]	Customer Service Rep	F	18	WDCE Central Administration
05/16/2014	Womick, Michael S	Safety & Security Shift Supv	H	1	Facilities Security - RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	1	0	0	**4**
Male	1	0	0	0	0	**1**
TOTAL	**2**	**2**	**1**	**0**	**0**	**5**

[1] Retirement

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	**TOTAL**
Female	17	2	0	0	0	**19**
Male	3	1	0	2	0	**6**
TOTAL	**20**	**3**	**0**	**2**	**0**	**25**

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Location
05/23/2014	Allen, Carol A[2]	Professor	24	Mathematics Dean
05/23/2014	Bateman, Jacqueline M	Associate Professor	1	Health Sciences Dean
05/23/2014	Chism, Carolyn W[1]	Professor	30	English and Reading Dean
05/23/2014	Cox, Mary E	Assistant Professor	1	Health Sciences Dean
05/23/2014	Curling, John J[1]	Professor	35	Health Sciences Dean
05/23/2014	Davidson, Roxanne T[1]	Professor	18	Fine Perform Visual Arts Dean
05/23/2014	Foster, John G[1]	Professor	42	Business/Computer Applications Dean
05/23/2014	Froom, Leroy E[1]	Professor	29	Fine Perform Visual Arts Dean
05/23/2014	Heyn, Alan S[1]	Professor	38	Biology and Chemistry Dean
05/23/2014	Jamin, Francine M[1]	Professor	28	Humanities Dean
05/23/2014	Jenkins, Gail W[1]	Professor	23	Biology and Chemistry Dean
05/23/2014	Jimenez, Celsa M	Assistant Professor	<1	English and Reading Dean
05/23/2014	Kifonidis, Elizabeth C[1]	Professor	13	Health Sciences Dean
05/23/2014	King, Susan M[1]	Professor	23	Engineering/Computer Science Dean
05/23/2014	Levy, Martin[1]	Professor	12	Mathematics Dean
05/23/2014	Mandel, Sharon D[1]	Professor	22	Humanities Dean
05/23/2014	Neuwirth, Sharyn E[1]	Professor	11	Humanities Dean
05/23/2014	North, Percy[1]	Professor	24	Fine Perform Visual Arts Dean
05/23/2014	Okim, Komelia H[1]	Professor	40	Fine Perform Visual Arts Dean
05/23/2014	Olexik, William A[1]	Professor	41	Biology and Chemistry Dean
05/23/2014	Sachs, Rose L[1]	Professor	33	CW Dean Stu Success-RV Stu Services
05/23/2014	Schorr, Norman[1]	Professor	41	Social Science Dean
05/23/2014	Shaw, Nancy B[1]	Professor	13	Engineering/Computer Science Dean
05/23/2014	Soderberg, William C[1]	Professor	42	Humanities Dean
05/23/2014	Tabb, Sharon L[1]	Professor	23	Health Sciences Dean
05/23/2014	Thomas, Nichole G	Professor	<1	CW Dean-Student Engag-TPSS Stu Svcs
05/23/2014	Torkan, Hossein[1]	Professor	30	Engineering/Computer Science Dean
05/23/2014	Walters, James F[1]	Professor	41	CW Dean-Student Engag-TPSS Stu Svcs

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	**TOTAL**
Female	13	3	1	1	0	**18**
Male	9	0	0	1	0	**10**
TOTAL	**22**	**3**	**1**	**2**	**0**	**28**

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[1] Retirement

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
06/16/2014	Adelsberger, Mark	Safety & Security Officer	E	Facilities Security - GT
06/02/2014	Christenson, Julie K	Instructional Assistant	G	AELP, Linguistics and Speech Dean
06/02/2014	Davis, Frances N	Instructional Assistant	G	Biology and Chemistry Dean
06/16/2014	Edwards, Thomas C	Safety & Security Officer	E	Facilities Security - RV
06/16/2014	Jayasinghe, Sai G	Instructional Associate	H	Mathematics Dean
06/30/2014	Jones, Cassandra	Director of Assessment	N	Plan & Instit Effective
06/30/2014	Milke, Heather	Strategic Communications Dir	N	Advancement-Media/Public Relation
06/02/2014	Ogunyemi, Lapo	Systems Engineer	L	OIT Engineering Services
06/16/2014	Philbin, Richard M	Building Equipment Mechanic	H	Facilities Operations - GT
06/16/2014	Roy, Pallabi	Institutional Reporting Coord	L	Institutional Research & Analysis
06/02/2014	Schmehl, Perry	Computer Support Specialist	I	OIT Academic Services
06/02/2014	Schoonmaker, Martha A	Director I	N	VP/Provost - STEM
06/16/2014	Varghese, George K	Purchasing Agent I	H	Procurement

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Location
06/30/2014	Aquilino, Gabrielle[3]	Safety & Security Officer	F	29	Facilities Security - RV
06/27/2014	Banks, Lashon T	Executive Associate I	I	8	English and Reading Dean
06/30/2014	Bartlett, Patricia M[1]	Dean of Instruction	P	11	Business/Computer Applications Dean
06/30/2014	Buchanan, Sherri D[1]	Safety & Security Shift Super	H	29	Facilities Security - RV
06/30/2014	Coliton, Cecilia A[1]	Space Planning Analyst	J	14	Facilities - Central Admin
06/27/2014	Kramer, Tina E[1]	Communications Proj Mgr	J	14	Advancement-Media/Public Relation
06/30/2014	Leibrand, Wayman E[1]	Grounds Maintenance Worker	C	13	Facilities Operations - RV
06/20/2014	Leurig, Barbara F[1]	Student Info Systems Mgr	L	18	Admission Services
06/27/2014	Palaszynski, Edmund W[1]	Program Manager II	L	12	BITS Dean WDCE
06/30/2014	Pearl, Donald M	Sr VP for Academic Affairs	S	2	Sr VP for Academic Affairs
06/30/2014	Yancy, Joseph[1]	Institutional Reporting Coord	L	16	Institutional Research & Analysis

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	1	0	2	0	**7**
Male	4	1	0	1	0	**6**
TOTAL	**8**	**2**	**0**	**3**	**0**	**13**

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	6	1	0	0	0	**7**
Male	3	1	0	0	0	**4**
TOTAL	**9**	**2**	**0**	**0**	**0**	**11**

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[1] Retirement

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Location
06/27/2014	Aalai, Azadeh	Associate Professor	4	AELP, Linguistics and Speech Dean
06/30/2014	Hill, Audrey T[1]	Professor	10	CW Dean Stu Access Stu Services - GT

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: Ethnicity and Gender

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
07/14/2014	Coleman, Beverly	Education Opportunity Ctr Mgr	L	Sr VP for Student Services
07/28/2014	Cruz, Tameka A	Financial Aid Counselor	J	Financial Aid
07/14/2014	Dorsey, Latisha N	Safety & Security Officer	F	Facilities Security - GT
07/14/2014	Fadl, Ali	Project Manager II (Fac)	K	Facilities - Central Admin
07/14/2014	Frush, Theresa L	Safety & Security Officer	F	Facilities Security - RV
07/28/2014	Herrera, Kimberly F	Student Life Manager	L	CW Dean-Student Engag Stu Svcs - TP/SS
07/28/2014	Kapusta, Natalie E	Quality Assurance Manager (IT)	M	OIT Application Services
07/14/2014	Laing, Joyce E	Program Manager I	K	Health Sciences Institute - WDCE
07/14/2014	Maldonado, Andres G	Academic Coach	K	ACES-Achiev College Excell & Success
07/14/2014	Navas, Lorraine C	Technology Training Spec II	K	Human Resources, Devel, and Engagement
07/28/2014	Xia, Qi	Instructional Associate	H	Mathematics Dean

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Location
07/29/2014	Bangura, Daniel S	Building Equipment Mechanic	H	4	Facilities Operations - TP/SS
07/11/2014	Borcherding, Kristin W	Service Learning Coordinator	I	7	CW Dean Stu Access Stu Services - GT
07/31/2014	Jupin, Judy L [4]	Financial Aid Specialist	I	15	Financial Aid

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	4	0	1	1	**9**
Male	1	0	1	0	0	**2**
TOTAL	**4**	**4**	**1**	**1**	**1**	**11**

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Location
07/04/2014	Kuhns, Chad	Assistant Professor	4	Mathematics

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[4]Retirement

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: Ethnicity and Gender

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

Agenda Item Number: 8A
September 22, 2104

REQUEST FOR APPROVAL OF THE
ONLINE BUSINESS ASSOCIATE OF ARTS DEGREE

BACKGROUND

The Maryland State Plan for Postsecondary Education 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 is committed to providing students with flexible options that broaden access to programs that are critically needed by employers.

Business is among the most in-demand degree programs nationally. Montgomery College's highly successful Business program provides a solid foundation for those transferring to a four-year college, for those entering the workforce, and for those already in the workforce wanting a competitive advantage. Currently, both traditional classroom and online learning are available for students. The development of a fully online Business associate of arts degree furthers the College's vision to "…be characterized by agility and relevance as it meets the dynamic challenges facing our students and community" by sustaining our relevance with expanded degree delivery options. This online program will allow Montgomery College to serve a greater portion of the community with educational options designed for the 21st century. Parents, career changers, and full-time workers will be able to balance their many responsibilities while earning their degrees in a friendly online format.

The high standard of a Montgomery College education will remain the same. This online program will follow the same curriculum at the same cost, and will be taught by the same expert faculty who teach on campus. All instructors have been trained and certified in online quality assurance. Assessment of student learning outcomes will be conducted by the Collegewide Assessment Team. Students will enjoy online access to the benefits of the College's superior student support services.

No additional resources are needed for implementation of offering this degree online.

Upon the Board's approval, as described in the Education Article of the Annotated Code of Maryland, section 16-103, an application will be submitted for state approval to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Board of Trustees approve the online Business associate of arts degree and that an application for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Business Program Curriculum
Section 16-103 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Associate Professor Foster
Dean Michaelian
Dr. Mills

Resolution Number: **14-09-131**   Agenda Item Number: 8A
Adopted on: **9/22/2014**   September 22, 2014

Subject: Request for Approval of the Online Business Associate of Arts Degree

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

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

WHEREAS, The online Business program is consistent with Montgomery College's mission of empowering students to change their lives by meeting the dynamic challenges facing our students; and

WHEREAS, The online Business program is consistent with Montgomery College's vision of access and affordability; and

WHEREAS, The highly successful Business program continues to grow and Montgomery College views the online delivery method as a viable option in efforts to increase student completion; and

WHEREAS, The online program curriculum is coherent and comparable in academic rigor to the on-campus classroom programs offered in traditional instructional formats; and

WHEREAS, The program will be established and overseen by the same qualified faculty who currently teach on campus and are trained in the use of technology in an online format, including training in the learning management system and pedagogy of online education; and

WHEREAS, Faculty and instructional designers work together to determine what technology is appropriate to meet program learning outcomes; and

WHEREAS, The student learning outcomes are the same whether the student enrolls in on-campus or online courses, and student achievement of learning outcomes will be assessed by the Collegewide Assessment Team; and

WHEREAS, Enrolled students have online access to all student services including academic support services, financial aid resources, and e-learning library resources; and

WHEREAS, The Office of Institutional Research and Analysis will provide information about program retention; 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

<u>Resolved</u>, That the members of the Board of Trustees approve the online Business associate of arts degree; and be it further

<u>Resolved</u>, That an application for approval of the online Business associate of arts degree be forwarded to the Maryland Higher Education Commission.

Business Associate of Arts Degree

This curriculum is designed for students planning to transfer to a four-year college and major in general business or a more specialized field of business such as finance, accounting, international business, marketing, or management. It also provides a solid foundation for students planning to major in economics or pre-law. Completion of all requirements for this curriculum will lead to the award of the AA degree in business. Note: Many credits earned in the management certificate requirements may not be applied toward an AA in Business. Students should seek advice from a counselor.

Business students may be eligible for the Macklin Business Institute scholars program, a competitive honors program which includes seminars, special honors courses, mentoring, the possibility of an internship, and a scholarship. Students potentially interested in this program should take ECON 201, ECON 202, or ACCT 222 in the sophomore year. For more information on this program see this catalog, the Montgomery College website, or a counselor.

First Semester		
BSAD 101	Introduction to Business	3
CMAP 120	Introduction to Computer Applications	3
OR		
CMSC 110	Computer Concepts†	3
	Behavioral and social sciences distribution ‡	*3*
	Mathematics foundation*	*3-4*
	Elective**	3
Second Semester		
BSAD 210	Statistics for Business and Economics	
OR		
MATH 117	Elements of Statistics	3
	Arts distribution	*3*
	English foundation	*3*
	Natural sciences distribution with lab	*4*
	Speech foundation	*3*
Third Semester		
ACCT 221	Accounting I	4
ECON 201	*Principles of Economics I (BSSD)*	*3*
MGMT 201	Business law	
OR		
	Elective ††	3
	Health foundation	*1-3*
	Humanities distribution	*3*
Fourth Semester		

ACCT 222	Accounting II	4
ECON 202	Principles of Economics II	3
	Arts or humanities distribution	3
	Natural sciences distribution	3
	Elective ‡‡	2
	Total Credit Hours 60-63	

* Students should consult an adviser regarding the requirements of transfer institutions.
** ENGL 101 will satisfy this elective or if necessary, use as needed to fulfill the 60 credit requirement.
†† Students should consult an adviser regarding the requirements of transfer institutions. For some institutions, MGMT 201 may be appropriate, for others (e.g. The Smith School at the University Maryland) another course will.
‡‡ If necessary use as needed to fill the 60 credit requirement.

Program Outcomes for the Business Associate of Arts Degree

#	Upon completion of this program a student will be able to:
1	Interpret and evaluate financial information to assist business decision making.
2	Apply economic principles to business decision making.
3	Apply basic ethical principles to businesses practices.
4	Use appropriate analytical and statistical tools and technology to support business practice

Agenda Item Number: 8B
September 22, 2014

REQUEST FOR APPROVAL OF THE
ONLINE COMPUTER SCIENCE AND TECHNOLOGIES
ASSOCIATE OF ARTS DEGREE

BACKGROUND

The Maryland State Plan for Postsecondary Education 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 is committed to providing students with flexible options that broaden access to programs that are critically needed by employers.

Computer Science and Technologies is among the most in-demand degree programs nationally. Montgomery College's highly successful Computer Science program provides a solid foundation for those transferring to a four-year college, for those entering the workforce, and for those already in the workforce wanting a competitive advantage. Currently, both traditional classroom and online learning are available for students. The development of a fully online Computer Science and Technologies associate of arts degree furthers the College's vision to "…be characterized by agility and relevance as it meets the dynamic challenges facing our students and community" by sustaining our relevance with expanded degree delivery options. This online program will allow Montgomery College to serve a greater portion of the community with educational options designed for the 21st century. Parents, career changers, and full-time workers will be able to balance their many responsibilities while earning their degrees in a friendly online format.

The high standard of a Montgomery College education will remain the same. This online program will follow the same curriculum at the same cost, and will be taught by the same expert faculty who teach on campus. All instructors have been trained and certified in online quality assurance. Assessment of student learning outcomes will be conducted by the Collegewide Assessment Team. Students will enjoy online access to the benefits of the College's superior student support services.

No additional resources are needed for implementation of this degree.

Upon the Board's approval, as described in the Education Article of the Annotated Code of Maryland, section 16-103, an application will be submitted for state approval to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Board of Trustees approve the online Computer Science and Technologies associate of arts degree and that an application for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Computer Science and Technologies Program Curriculum
Section 16-103 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Professor Webb
Dr. Kehnemouyi
Dr. Mills

Resolution Number: **14-09-132**   Agenda Item Number: 8B
Adopted on: **9/22/2014**   September 22, 2014

Subject: **Request for Approval of the Online Computer Science and Technologies**
                    Associate of Arts Degree

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

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

WHEREAS, The online Computer Science and Technologies program is consistent with Montgomery College's mission of empowering students to change their lives by meeting the dynamic challenges facing our students; and

WHEREAS, The online Computer Science and Technologies program is consistent with Montgomery College's vision of access and affordability; and

WHEREAS, The highly successful Computer Science and Technologies program continues to grow and Montgomery College views the online delivery method as a viable option in efforts to increase student completion; and

WHEREAS, The online program curriculum is coherent and comparable in academic rigor to the on-campus classroom programs offered in traditional instructional formats; and

WHEREAS, The online program will be established and overseen by the same qualified faculty who currently teach on campus and are trained in the use of technology in an online format, including training in the learning management system and pedagogy of online education; and

WHEREAS, Faculty and instructional designers work together to determine what technology is appropriate to meet program learning outcomes; and

WHEREAS, The student learning outcomes are the same whether the student enrolls in on-campus or online courses, and student achievement of learning outcomes will be assessed by the Collegewide Assessment Team; and

WHEREAS, Enrolled students have online access to all student services including academic support services, financial aid resources, and e-learning library resources; and

WHEREAS, The Office of Institutional Research and Analysis will provide information about program retention; 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

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<u>Resolved</u>, That the members of the Board of Trustees approve the online Computer Science and Technologies associate of arts degree; and be it further

<u>Resolved</u>, That an application for approval of the online Computer Science and Technologies associate of arts degree be forwarded to the Maryland Higher Education Commission.

Computer Sciences and Technologies Associate of Arts Degree

This degree is designed for students who plan to transfer to a four-year degree program in computer science, or for students in mathematics, science, or technical areas who wish to acquire skills in computer software development for scientific and technical applications. The courses in the program provide an academic core of the theoretical concepts of computer science combined with the fundamentals of structured design and development techniques for computer programming.

Students are expected to demonstrate college-level skills in English, mathematics, and elementary programming.

Not all computer science courses transfer to all institutions. Please consult an advisor or the transfer institution before selecting elective courses.

There are two tracks available in the Computer Science and Technologies Associate of Arts Degree: Computer Science and Information Systems.

Computer Science and Technologies Associate of Arts:
Computer Science Track Program Requirements

This transfer degree track is designed for students who plan to transfer to a four-year degree program in computer science, or for students in mathematics, science, or technical areas who wish to acquire skills in computer software development for scientific and technical applications. The courses in the program provide an academic core of the theoretical concepts of computer science combined with the fundamentals of structured design and development techniques for computer programming.

Students are expected to demonstrate college-level skills in English, mathematics, and elementary programming.

Not all computer courses transfer to all institutions. Please consult an advisor or the transfer institution before selecting elective courses.

First Semester		
CMSC 140	Introduction to Programming	3
ENGL 101	Introduction to college Writing*	3
MATH 181	Calculus I (MATF)	4
	Art distribution	3
	Behavioral and social sciences distribution†	3
	Semester Total:	**16**
Second Semester		
CMSC 203	Computer Science I	4
MATH 182	Calculus II	4
	English foundation	3
	Health foundation	1
	Speech foundation	3
	Semester Total:	**15**
Third Semester		

CMSC 204	Computer Science II	4
	Humanities distribution	3
	Natural science distribution with lab	4
	Elective‡	3
	Semester Total:	**14**
Fourth Semester		
CMSC 207	Introduction to Discrete Structures	4
	Arts or humanities distribution	3
	Behavioral and social sciences distribution †	3
	Natural sciences distribution	3
	Elective‡	2-3
	Semester Total:	**15-16**
	Total Credit Hours	**60-61**

* ENGL 101 if needed, for ENGL 102/103 or otherwise any program elective or MATH 282 or MATH 284. Please consult an advisor or transfer institution for assistance with course selection.
† The two three-credit-hour behavioral and social sciences courses must be from different disciplines.
‡ See department adviser for elective or equivalent course substitution if appropriate. Not all CMSC courses transfer to all institutions. Please consult an adviser or the transfer institution before selecting elective courses.

#	Upon completion of this computer science program track a student will be able to	Course(s) in the program that support program outcomes (designator & number)
1	Analyze, design and implement computer programs.	CMSC 140, CMSC 203, CMSC 204, CMSC 207, MATH 181, MATH 182
2	Demonstrate proficiency in a high level programming language.	CMSC 140, CMSC 203, CMSC 204
3	Demonstrate proficiency in current design techniques, i.e. Object Oriented Design.	CMSC 203, CMSC 204

Computer Science and Technologies Associate of Arts: Information Systems Track Program Requirements

This transfer degree track is for students who plan to transfer to a four-year program such as information systems or information management. The curriculum is designed to present a broad

coverage of concepts applying to the theory and management of information, analytical techniques in the development of computer-based information systems, and practical experience with business programming.

Due to the variation in such programs at four-year institutions, students are urged to consult an adviser about specific course selections.

First Semester		
CMSC 110	Computer Concepts*	3
ENGL 101	Introduction to College Writing†	3
	Art distribution	3
	Behavioral and social sciences distribution‡	3
	Mathematics foundation	3 -4
	Semester Total:	**15-16**
Second Semester		
CMSC 140	Introduction to Programming	3
	Elective**	3
	English foundation	3
	Natural sciences distribution with lab	4
	Speech foundation	3
	Semester Total:	**16**
Third Semester		
CMSC 243	Systems Analysis and Design	3
	Behavioral and social sciences distribution	3
	Humanities distribution	3
	Elective**	3
	Elective**	3
	Semester Total:	**15**
Fourth Semester		
	Arts or humanities distribution	3
	Health foundation	1-3
	Natural sciences distribution	3-4
	Elective**	4
	Elective**	3
	Semester Total:	**14-17**
	Total Credit Hours	**60-63**

*May be replaced by another CMSC course with departmental consent.
† ENGL 101, if needed for ENGL 102/103, or program elective.
Please consult an advisor or transfer institution for assistance with course selection.
‡ The two three-credit-hour behavioral and social sciences (BSSD) courses must be from different disciplines. Contact department advisor for transfer requirements for specific schools. Students applying to business schools should consider using economics as an elective because it meets transfer and BSSD requirements. If you have any questions, please see a department adviser.
** Select electives based on transfer institution requirements. See an adviser for assistance and use

ARTSYS for Maryland transfer school requirements, http://artweb.usmd.edu.
Note: There must be at least 12 credits total at the 200-level for an AA degree.

#	Upon completion of this information systems program track a student will be able to:
1	Analyze components of computer information systems.
2	Analyze, design, and implement computer programs using a high level programming language.
3	Demonstrate proficiency in analysis and design techniques.

Agenda Item Number: 8C
September 22, 2014

GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE PROGRAM CERTIFICATE IN SUMMER, 2014

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. In the event that the ratification by the Board of Trustees takes place after the date of conferral of the degrees and certificates to the graduates, the Board of Trustees must ratify, confirm, and authorize the conferral retroactively ("nunc pro tunc") to the past date of conferral.

RECOMMENDATION

The Board of Trustees is asked to ratify, confirm, and authorize 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, nunc pro tunc to the date of such conferral action.

BACKUP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Dungy
Dr. Rai

RESOURCE PERSONS

Ms. Gregory
Mr. Sorrell

Resolution Number: **14-09-133**   Agenda Item Number: 8C
Adopted on: **9/22/2014**   September 22, 2014

Subject: Graduates Receiving the Associate Degree and the Program Certificate in Summer, 2014

WHEREAS, It is necessary that the Board ratify, confirm, and authorize the past conferral of degrees and certificates 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 summer 2014 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, confirms, and authorizes 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, nunc pro tunc to the past date on which such conferral took place.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 8D
September 22, 2014

ACCEPTANCE OF ANNUAL PROGRESS REPORT
ON PROGRAMS OF CULTURAL DIVERSITY PLAN

BACKGROUND

Maryland state legislation passed in 2008 requires every higher education institution to develop and implement a plan for a program of cultural diversity. Accordingly, each "cultural diversity plan must include an implementation strategy and time line for meeting the goals." In addition, the Maryland Higher Education Commission (MHEC) requires an annual progress report from institutions. Reports must be approved by the governing boards prior to submission.

MHEC reviews the progress reports and monitors compliance with the diversity goals of the State Plan for Higher Education; MHEC must report to the General Assembly on the extent to which the institutions are in compliance with the diversity goals of the State Plan for Higher Education.

The Montgomery College plan for programs of cultural diversity was approved by the Board of Trustees in June 2013. The plan runs from Fiscal Year 2014 through Fiscal Year 2020 and is aligned with the College's strategic plan, *Montgomery College 2020.* Within this context, the plan articulates the College's commitment to cultural diversity and inclusion by identifying 22 proposed strategies and 96 strategic action measures.

The progress report before the Board now is the progress report on the plan's first year of implementation, Fiscal Year 2014. The report highlights some of the ways Montgomery College addresses diversity among its students, faculty and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access. Because of the importance of implementing this plan and producing measurable results, annual reports will be presented to the Board of Trustees for submission to MHEC.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report and authorize the president to forward it to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Montgomery College Programs of Cultural Diversity Annual Progress Report (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Dr. Scott

Resolution Number: **14-09-134**   Agenda Item Number: 8D
Adopted on: **9/22/2014**   September 22, 2014

Subject: **Acceptance of Annual Progress Report on Program of Cultural Diversity Plan**

WHEREAS, Maryland legislation requires each higher education institution to have a cultural diversity plan; and

WHEREAS, In June 2013, the Board of Trustees approved a College plan aligned with *Montgomery College 2020* to cover Fiscal Year 2014 through Fiscal Year 2020; and

WHEREAS, Annually each institution's governing board must approve and submit to the Maryland Higher Education Commission a progress report on the institution's implementation of the cultural diversity plan; and

WHEREAS, The Maryland Higher Education Commission must review the progress report and monitor compliance; and

WHEREAS, Montgomery College has developed the annual progress report of the College's programs of cultural diversity that provides insight into the way the College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access; and

WHEREAS, The annual progress report demonstrates the College's commitment and good faith efforts for removing barriers to expand and sustain diversity and producing measurable results; and

WHEREAS, The Office of Human Resources and Strategic Talent Management has coordinated contributions from administrative offices and each campus in the development of the annual progress report; and

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

Resolved, That the attached Montgomery College Programs of Cultural Diversity Annual Progress Report is accepted by the Board of Trustees; and be it further

Resolved, That the president is authorized to submit the report to the Maryland Higher Education Commission.

Agenda Item Number: 9A
September 22, 2014

POLICY MODIFICATION: 31101–Employee Privileges

General Information

Policy Number:	31101
Contained in Chapter:	Chapter Three
Policy Title:	Employee Privileges
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	September 22, 2014

Changes, Additions, Deletions

Line Number	Purpose
2	Deletion of "regular" as a description of full- and part-time employees.
2	Deletion of "Community" in the Montgomery College institutional name.
21-28	Reordering of the protected classes in alphabetical order to comply with recommended federal, state, and county guidelines and for consistency with related College policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 31101–Employee Privileges.

BACKUP INFORMATION

Resolution
Policy 31101–Employee Privileges (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Porter
Dr. Scott

Resolution Number: **14-09-135**   Agenda Item Number: 9A
Adopted on: **9/22/2014**   September 22, 2014

Subject: Policy Modification: 31101–Employee Privileges

WHEREAS, The Board of Trustees created 31101–Employee Privileges in 1987; and

WHEREAS, The policy has served an important purpose in identifying certain privileges and protections of full-time and part-time employees of 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 31101–Employee Privileges be amended as indicated in the attached draft; and be it further

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

Chapter:	Personnel	Modification No. **002**
Subject:	**Employee Privileges**	

1 I. The purpose of this policy statement is to identify certain privileges of full-time and
2   part-time ~~regular~~ employees of Montgomery ~~Community~~ College within the employment
3   environment. Many of these privileges are stated in other College policies and
4   procedures.
5
6   A. The College recognizes that employees expect privacy and freedom from
7   coercion in all matters not connected with official duties, including choice of
8   nonconflicting outside employment activities, associates, dress, physical
9   appearance, and financial affairs, except insofar as such matters may adversely
10   reflect upon the College or that disclosure of outside employment, activities and
11   financial affairs may be required by the State Ethics Commission and under the
12   College's conflict of interest policy and procedures.
13
14   B. Unless prohibited by law, an employee may examine all official personnel files
15   and other records concerning oneself; may submit materials to correct, rebut or
16   clarify any information contained in those files or records; and may have
17   materials not related to employment or official duties excluded from their records.
18
19   C. Employees have the right to full and equal consideration for employment and
20   career development opportunities on the basis of demonstrated or potential
21   ability for the job, without regard to ==age, color, citizenship status, covered==
22   ==veteran status, disability, gender, gender identity, genetic information,==
23   ==national origin, marital status, race, religion, sexual orientation, or for any==
24   ==other reason subject to applicable federal, state and county laws and==
25   ==regulations== ~~race, color, age, sex, marital status, citizenship status, handicap,~~
26   ~~religious belief, national origin, or status as a disabled veteran or veteran of the~~
27   ~~Vietnam era, subject to the affirmative action program and applicable laws, rules,~~
28   ~~regulations, policies and procedures~~.
29
30   D. Employees have the right to form and join organizations of the employee's choice
31   on professional matters and conditions of employment or refrain therefrom
32   subject to the provisions of applicable law.
33
34   E. Employees will not be required or expected to perform personal, non-College
35   related services; performance ratings will not be influenced by the performance
36   or nonperformance of such services.
37
38   F. College employees have the right, as individuals, to free political expression and
39   to participate in politics or political campaigns as individuals, not as
40   representative of the College's position as an institution.
41
42   G. College employees have the right to perform job duties free from any obligation
43   to contribute, financially or otherwise, or to render service to any candidate or
44   political party.
45

46   H.   College employees have the right to perform job duties free from any obligation
47   to contribute, financially or otherwise, or to render service to any charitable
48   organization.

49

50   II.   College employees may expect that an effort will be made to resolve employee(s)
51   problems or grievances and that there will not be retaliation for filing or assisting in filing a
52   grievance or complaints alleging discrimination.

53

54   III.   The President is authorized to establish procedures to implement this policy.

55

56

57   _____

58   Board Approval: September 21, 1987; **September 22, 2014**

Agenda Item Number: 9B
September 22, 2014

POLICY MODIFICATION: 68005–Research Misconduct

General Information

Policy Number:	68005
Contained in Chapter:	Chapter Six
Policy Title:	Research Misconduct
Policy Creation Date:	December 16, 2013
Most Recent Modification Date:	September 22, 2014

Changes, Additions, Deletions

Line Number	Purpose
11-12	Deletion of "research and grant-funded project directors" and addition of "employees, students, volunteers, or contractors" to comply with federal Office of Research Integrity regulations.

RECOMMENDATION

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

BACKUP INFORMATION

Resolution
Policy 68005–Research Misconduct (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSON

Ms. Nuell

Resolution Number: **14-09-136**   Agenda Item Number: 9B
Adopted on: **9/22/2014**   September 22, 2014

Subject: Policy Modification: 68005–Research Misconduct

WHEREAS, The Board of Trustees created 68005–Research Misconduct in 2013; and

WHEREAS, The policy has served an important purpose in promoting a sound and responsible program of research and grants and preventing misconduct in the exercise of research and grant activities 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 68005–Research Misconduct be amended as indicated in the attached draft; and be it further

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

Chapter: Fiscal and Administrative Affairs   Modification No. _001_

Subject: **Research Misconduct**

1   I.   Montgomery College is dedicated to the development and advancement of new
2   knowledge and practices designed to meet the diverse and changing educational, social,
3   economic, and cultural needs of the community. It seeks to achieve this goal through a
4   sound and responsible program of research and grants.
5
6   II.   The Board of Trustees is committed to the prevention of misconduct in the exercise of all
7   research and grant activities within the College. For the purposes of this policy, research
8   misconduct means fabrication, falsification, or plagiarism in proposing, performing, or
9   reviewing research and grants, or in reporting research and grant results.
10
11   III.   It is the policy of the Board of Trustees to require all **employees, students, volunteers,**
12   **or contractors** ~~research and grant-funded project directors~~ to abide by the research
13   misconduct policy and to promptly report all allegations and incidents of research
14   misconduct.
15
16   IV.   Education is a key element of this policy. The College will provide education and
17   information, as appropriate, for students and employees engaged in research to enhance
18   understanding and increase awareness of the College's Research Misconduct Policy.
19
20   V.   The President is authorized and directed to establish procedures and/or to implement this
21   policy.
22
23   _____
24   Board Approval: December 16, 2013; **September 22, 2014**

AWARD OF CONTRACT FOR
CONSTRUCTION ADMINISTRATION SERVICES
FOR THE SCIENCE WEST BUILDING RENOVATION
ON THE ROCKVILLE CAMPUS – BID 606-004

BACKGROUND

Request:	This contract will provide architectural and engineering construction administration services for the Science West Building renovation on the Rockville Campus. The Mathematics Department, the Math/Science Center, and general purpose classrooms are in this building.
Office/SVP Originating Request:	Vice President of Facilities and Security and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive Sealed Proposal (which occurred in 2006)
Bid Number:	606-004
Explanation of Request:	The Board of Trustees approved a contract resulting in the appointment of Burt Hill, Inc. (now Stantec Architecture, Inc.), as project architect in 2006 under resolution 06-06-063 to provide design services for one new construction and two renovation projects on the Rockville Campus: the new Science Center, the Science East renovation, and the Science West renovation.

Since funding for various aspects of these projects comes from different fiscal years' budgets, the Board must act to authorize components at different times as needed.

For that reason, in 2009, the Board took action in resolution 09-03-025 to award Burt Hill, Inc. (now Stantec), the contract for architecture and engineering services for the Science East and Science West renovations. And in 2012, the Board passed resolution 12-01-01 to award construction administration of Science East renovation to the company.

The contract being brought before the Board in this action item stems from the action taken in resolution 06-06-063 and awards the contract for construction administration of the Science West renovation to Stantec |

	Architecture, Inc.
Reason Being Brought to Board:	1. Board approval is required for the Department of General Services approval of contracts for state-funded projects. 2. Board approval is required for awards valued over $250,000.
Certification:	The director of procurement certifies that the 2006 proposal for construction administration services awarded to Burt Hill, Inc. (now Stantec Architecture, Inc.), was subject to extensive review and negotiation with College staff, and that the contract for construction administration services for the Science West Building renovation was also subject to extensive review and negotiation with College staff. The vice president of finance/chief finance officer certifies that funds are available in the appropriate capital funds budget.
Dollar Amount:	$1,070,088
Vendor Name:	Stantec Architecture, Inc.
Vendor Address:	1056 Thomas Jefferson Street NW Washington, DC 20007-3813
Minority Status:	Not applicable
Term of Contract:	NA

RECOMMENDATION

It is recommended that, contingent upon Maryland Department of General Services approval, a contract for architectural and engineering construction administration services for the Science West Building renovation on the Rockville Campus be awarded to Stantec Architecture, Inc., of Washington, DC, at a fee of $1,070,088.

BACKUP INFORMATION

Board Resolution

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Dr. Yeatts

Resolution Number: **14-09-137**   Agenda Item Number: 10
Adopted on: **9/22/2014**   September 22, 2014

Subject: Award of Contract for Construction Administration Services for the Science West Building Renovation on the Rockville Campus – Bid 606-004

WHEREAS, The vice president of facilities and security is requesting approval of architectural and engineering construction administration services for the Science West Building renovation; and

WHEREAS, The Board of Trustees appointed Burt Hill, Inc., (now Stantec Architecture, Inc.) as project architect to provide design and construction administration services for construction of the Rockville Campus Science Center and also for future renovations of the Science East and West buildings in June 2006 under Resolution 06-06-063; and

WHEREAS, The Board of Trustees also awarded a contract for complete design services for the renovation of the Science West Building on the Rockville Campus to Stantec Architecture, Inc., in March 2009 under Resolution 09-03-025; and

WHEREAS, Based upon the Board's prior appointment of Burt Hill, Inc. (now Stantec Architecture, Inc.), the Facilities Office requested a fee proposal from Stantec Architecture, Inc., and negotiated a final fee for architectural and engineering construction administration services for the Science West Building renovation; and

WHEREAS, The vice president of finance/chief finance officer certifies that, contingent upon Maryland State Department of General Services approval, funds are available in the FY09 capital budget fund to enable the College to award the construction administration services contract for the Science West Building renovation as recommended; and

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

Resolved, That contingent upon Maryland Department of General Services approval, a contract for architectural and engineering construction administration services for the Science West Building renovation on the Rockville Campus is awarded to Stantec Architecture, Inc., of Washington, DC, at a fee of $1,070,088; and be it further

Resolved, That the Board of Trustees respectfully requests of the Maryland Department of General Services, full state-eligible funding for this contract; and be it further

Resolved, That following state approval, the president is authorized to execute the contract with Stantec Architecture, Inc., of Washington, DC, on behalf of the College for architectural and engineering construction administration services for the Science West Building renovation on the Rockville Campus.

Agenda Item Number: 11
September 22, 2014

FY14 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. This action is an annual action brought to the Board at its first meeting each year to address the previous fiscal year's budget.

During FY14, the College reallocated additional resources to support the strategic facilities master plan and academic restructuring.

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. The request is automatically approved after 30 days if the council fails to take action.

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

Resolution Number: **14-09-138**   Agenda Item Number: 11
Adopted on: **9/22/2014**   September 22, 2014

Subject: FY14 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, then the request is automatically approved as requested; and

WHEREAS, During FY14 the College reallocated resources to support the strategic facilities master plan; and

WHEREAS, During FY14 the College reallocated resources to support the restructuring of the academic affairs division; 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 authorizes, subject to county council approval, a functional budget transfer as listed below; and be it further

Functional Category	Approved FY14 Budget	Transfer from (-) to (+)	Amended FY14 Budget
Instruction	$76,587,905	-	$76,587,905
Academic Support	$34,726,155	$451,130	$35,177,285
Student Services	$27,803,996	-	$27,803,996
Operation/Maintenance	$32,288,958	$42,265	$32,331,223
Institutional Support	$52,749,136	($493,395)	$52,255,741
Scholarships & Fellowships	$3,571,545	-	$3,571,545
Total	$227,727,695	-	$227,727,695

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