



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
October 20, 2014**

<u>Board Resolution#</u>		<u>Pages</u>
14-10-139	Personnel Actions Confirmation	3-6
14-10-140	Retirement Recognition and Award of Bronze Medallion to Dr. Patricia Bartlett	7-8
14-10-141	Retirement Recognition and Award of Bronze Medallion to Dr. Edmund Palaszynski	9-10
14-10-142	Retirement Recognition and Award of Bronze Medallion to Mr. Joseph Yancy Jr.	11-12
14-10-143	Retirement Recognition and Award of Silver Medallion to Professor Audrey Hill	13-14
14-10-144	Retirement Recognition and Award of Silver Medallion to Professor Gail Jenkins	15-16
14-10-145	Retirement Recognition of Ms. Lois Anderson	17
14-10-146	Retirement Recognition of Ms. Gabrielle Aquilino	18
14-10-147	Retirement Recognition of Ms. Sherri Buchanan	19-20
14-10-148	Retirement Recognition of Ms. Cecilia Coliton	21-22
14-10-149	Retirement Recognition of Mr. John Dillon	23
14-10-150	Retirement Recognition of Ms. Joyce Heineman	24
14-10-151	Retirement Recognition of Ms. Judy Jupin	25-26
14-10-152	Retirement Recognition of Mr. Wayman Leibrand	27
14-10-153	Retirement Recognition of Ms. Barbara Leurig	28

14-10-154	Retirement Recognition of Ms. Debra Walker	29
14-10-155	Sole Source Award of Contract, Multiple Media Advertising Services	30-32
14-10-156	New Policy 61009–Tax-Exempt Bond Compliance	33-35
14-10-157	Policy Modification 76001–Vehicle Registration and Parking	36-38
14-10-158	Approval of Offering Statement	39

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

Agenda Item Number: 7
October 20, 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.

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: **14-10-139**
Adopted on: **10/20/2014**

Agenda Item Number: 7
October 20, 2014

Subject: Personnel Actions Confirmation

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period August 1, 2014, through August 31, 2014; 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 August 1, 2014, through August 31, 2014

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
08/25/2014	Bergtold, David S	Learning Center Manager	K	Mathematics Dean
08/25/2014	Brumfield, Angela	Building Services Worker	B	Facilities Operations - GT
08/11/2014	Burke, Sharon	Web Editor	I	Grants & Business Development
08/11/2014	Buscher, Tonya	Administrative Aide II	G	Compliance
08/25/2014	Gibbs, Darren M	Building Services Worker	B	Facilities Operations - GT
08/11/2014	Haller, Bradley K	Grounds Maintenance Worker	C	Facilities Operations - GT
08/25/2014	Mancilla Medina, Mady L	Building Services Worker	B	Facilities Operations - GT
08/11/2014	Sengbusch, Jennifer K	Instructional Lab Coordinator	I	Biology and Chemistry Dean
08/25/2014	Smokes, Lucrecia	Customer Service Representative	F	Financial Aid
08/25/2014	Turner, Michael L	Customer Service Representative	F	Financial Aid
08/11/2014	Whitman, Carl	VP of Instruct & Info Tech-CIO	Q	OIT Central Administration

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Location
08/29/2014	Benavides, David L	Financial Records Assistant	G	15	Business Services
08/13/2014	Chang, Eun-Woo	Dean of Instruction	P	3	Engineering/Computer Science Dean
08/07/2014	Christenson, Julie K	Instructional Assistant	G	<1	AELP, Linguistics and Speech Dean
08/01/2014	Church, Mary M	Operations Director	N	16	WDCE Central Administration
08/15/2014	Diallo, Adama	Administrative Aide II	G	7	Biology and Chemistry Dean
08/01/2014	Governski, Meryl C	Speech Writer	L	3	Advancement-Media/Public Relation
08/29/2014	Hutchison, Allison B	Instructional Associate	H	1	AELP, Linguistics and Speech Dean
08/01/2014	Karp, Christopher B	Plant Maint and Operations Mgr	L	12	Facilities Operations - RV
08/29/2014	Paik, Inkook ¹	Analyst-Programmer	L	27	OIT Central Administration

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	2	0	0	0	6
Male	3	2	0	0	0	5
TOTAL	7	4	0	0	0	11

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	1	0	0	0	5
Male	2	0	0	2	0	4
TOTAL	6	1	0	2	0	9

¹ Retirement

FACULTY

FACULTY EMPLOYMENTS

Effective

Date	Name	Position Title	Location
08/18/2014	Bateman, Jacqueline M	Associate Professor	Health Sciences Dean
08/18/2014	Bergmann, Samantha J	Assistant Professor	Social Science Dean
08/18/2014	Best-Otubu, Carla F	Assistant Professor	Health Sciences Dean
08/18/2014	Bonaparte, Rachel N	Assistant Professor	AELP, Linguistics & Speech Dean
08/18/2014	Buckles, Georgia P	Professor	Business/Computer Appl Dean
08/18/2014	Chen, Thomas K	Assistant Professor	Biology and Chemistry Dean
08/18/2014	Elphick, Keith J	Assistant Professor	English and Reading Dean
08/18/2014	Haag, Kathleen K	Assistant Professor	CW Dean Stu Success - RV Stu Svs
08/18/2014	Hernandez, Diego F	Assistant Professor	AELP, Linguistics and Speech Dean
08/18/2014	LaPilusa, Barbara C	Assistant Professor	CW Dean Stu Access - GT Stu Svs
08/18/2014	Lee, Eun Ju	Assistant Professor	Fine Perform Visual Arts Dean
08/18/2014	Lee, Jason	Associate Professor	Mathematics Dean
08/18/2014	Lima, Allyson C	Assistant Professor	Humanities Dean
08/18/2014	Maiden, Natalie L	Associate Professor	Health Sciences Dean
08/18/2014	Maunaga Trajkovic, Dijana	Assistant Professor	AELP, Linguistics & Speech Dean
08/18/2014	McLaughlin, Jessica	Assistant Professor	Social Science Dean
08/18/2014	Nickens-Gaither, Lakisha	Assistant Professor	Health Sciences Dean
08/18/2014	Palmer, Alycia M	Assistant Professor	Biology and Chemistry Dean
08/18/2014	Pelham, Brett	Professor	Social Science Dean
08/18/2014	Peters, Monique A	Assistant Professor	Mathematics Dean
08/18/2014	Powers, Genesis Z	Assistant Professor	AELP, Linguistics and Speech Dean
08/18/2014	Scarfone, Melissa	Associate Professor	CW Dean Stu Success - RV Stu Svs
08/18/2014	Schneider, Victoria P	Assistant Professor	Biology and Chemistry Dean
08/18/2014	Shell-Gellasch, Amy E	Associate Professor	Mathematics Dean
08/18/2014	Smith, Diana	Assistant Professor	Mathematics Dean
08/18/2014	Stringer, Natalie L	Assistant Professor	Biology and Chemistry Dean
08/18/2014	Sweeney, Michelle P	Assistant Professor	English and Reading Dean
08/18/2014	Tran, MinhVan T	Assistant Professor	Biology and Chemistry Dean
08/18/2014	Vargas, David A	Professor	Engineering/Computer Science Dean
08/18/2014	Wu, Hsi-Mien B	Associate Professor	Engineering/Computer Science Dean

FACULTY SEPARATIONS: None

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	16	4	0	2	0	22
Male	3	0	2	3	0	8
TOTAL	19	4	2	5	0	30

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

Resolution Number: **14-10-140**
Adopted on: **10/20/2014**

Agenda Item Number: 8A1
October 20, 2014

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Dr. Patricia Bartlett**

WHEREAS, Dr. Patricia Bartlett served Montgomery College with enthusiasm and dedication for 11 years and retired from the College as of July 1, 2014; and

WHEREAS, Dr. Bartlett began her employment at the College in 2003 and over her 11 years served as an instructional designer, interim director of the Center for Teaching and Learning (CTL), acting instructional dean, and finally instructional dean of business, information sciences, and hospitality management; and

WHEREAS, She developed CTL fellowships for both full-time and part-time faculty by creating fellowship seminar curricula and facilitating fellowship seminars, coordinated the Professional Development Program for New Faculty, created sessions for new faculty orientation, and ensured that program offerings were relevant for newly hired faculty; and

WHEREAS, In her leadership in the CTL, Dr. Bartlett expanded CTL's Boot Camp, a part-time faculty member orientation program, produced the CTL Faculty Professional Development Super Saturday conference, coordinated CTL workshops, and planned the Winter Mini Conferences; and

WHEREAS, Her keen administrative oversight of the Rockville Campus Evening and Weekend Office ensured seamless, efficient service for part-time faculty members seeking office support; and

WHEREAS, Dr. Bartlett provided oversight and support for the Macklin Business Institute, and facilitated its growth into an academically rigorous and highly successful two-year program of experiential learning for business students; and

WHEREAS, She facilitated a successful merger of departments at the Rockville Campus, which combined the Computer Applications and Computer Science departments; and

WHEREAS, She served as a valuable resource on major committees including the Rockville Faculty Council, Rockville Campus Council, College Area Review, Collegewide Assessment, Placement, and Developmental Issues Steering, First Year Experience, and Middle States Self-Study; and

WHEREAS, Dr. Bartlett distinguished herself as a member of the Collegewide Curriculum Committee, and provided her expertise in course and program outcomes; and

WHEREAS, She received commendations for her work as convener of collegewide deans and as lead dean on revising and updating the evaluation process for adjunct faculty; and

WHEREAS, Dr. Bartlett supervised and promoted the exceptional work of the Marriott Hospitality Center by providing guidance and vision to a grant-funded program that offers educational opportunities for hospitality management students; and

WHEREAS, She worked tirelessly with the J. Willard and Alice S. Marriott Foundation, the Gordon and Marilyn Macklin Foundation, and the College's Office of Institutional Advancement on donor relations on behalf of students in premier academic programs; and

WHEREAS, Dr. Bartlett provided administrative supervision to Phi Theta Kappa, the international honor society for students at two-year colleges; and

WHEREAS, She led a work group that completed two major curricular revisions to update the associate of arts in business degree and the certificate in management; and

WHEREAS, She served as an active member and offered her time and expertise as the College's representative on several community organizations including the Maryland Consortium for Adjunct Faculty Professional Development, Rockville Scholarship Foundation, Rockville Chamber of Commerce, Montgomery County Academies of Finance and Hospitality, and the Macklin Business Institute Advisory Board; and

WHEREAS, Dr. Bartlett is held in high regard as a consummate professional who expects quality work from herself and those she supervises, and who places a high priority on building trust as well as on promoting the development of faculty and staff throughout the College; and

WHEREAS, College policy provides that all administrators who retire with a minimum of 10 years of service with Montgomery College shall be designated administrator emeritus(a) with the appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Patricia Bartlett on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Patricia Bartlett 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 Dr. Patricia Bartlett is granted the status of Administrator 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 Dr. Patricia Bartlett is awarded the Bronze Medallion in recognition of her outstanding service to the College and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; 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 and the Bronze Medallion be presented to Dr. Patricia Bartlett.

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

Resolution Number: **14-10-141**
Adopted on: **10/21/2014**

Agenda Item Number: 8A2
October 20, 2014

Subject: Retirement and Award of Bronze Medallion to Dr. Edmund Palaszynski

WHEREAS, Dr. Edmund Palaszynski served Montgomery College with enthusiasm and dedication for 13 years as a full-time staff member and retired from the College as of July 1, 2014; and

WHEREAS, Dr. Palaszynski began his career at the College in 2001 as a full-time staff member in the Office of Information Technology, and subsequently held positions with the Information Technology Institute in the Workforce Development & Continuing Education (WD&CE) division; and

WHEREAS, He led the WD&CE Information Technology Institute and built it into a high enrollment and high instructional quality unit at the College, recruited and mentored more than 100 faculty during that time, and motivated a high-performing team; and

WHEREAS, Dr. Palaszynski designed and oversaw customized information technology technical training contracts for many local businesses, Montgomery County governmental organizations, and nonprofits serving thousands of employees; and

WHEREAS, He made a major contribution to the College through his work on the blue ribbon governance committee that originated and designed the new participatory governance system; and

WHEREAS, Dr. Palaszynski served for many years on the Staff Senate and for two years on the WD&CE Campus Council; and

WHEREAS, He collaborated with the Montgomery County Arts and Humanities Commission to deliver the IT Professional Development Series of short courses designed for the arts community; and

WHEREAS, Dr. Palaszynski also collaborated with the Lockheed Martin Corporation on the delivery of high-end cybersecurity training courses for the Colleges' students; and

WHEREAS, He cultivated a course series in Health Information Technology designed to meet the emerging demand for digital electronic health records; and

WHEREAS, Dr. Palaszynski designed and oversaw the delivery of information technology courses at Our House, a residential living facility for teens; and

WHEREAS, Dr. Palaszynski designed and oversaw the delivery of digital literacy courses at community locations working with the Montgomery County Housing Opportunities Commission; and

WHEREAS, He worked collaboratively with Montgomery County agencies in shaping technology training for the correctional community in partnership with state and county correctional officials; and

WHEREAS, He was presented the National Association of Counties Achievement Award by County Executive Isiah Leggett for his work on the innovative governmental programs that provided “best practices” examples for other aspiring municipal governments; and

WHEREAS, Dr. Palaszynski received a distinguished service award from the State Director of the Maryland Corrections system and from Montgomery County Corrections Director for his work in bringing higher education opportunities to returning offenders; and

WHEREAS, He contributed significantly to the nationally recognized Second Chance Act for Careers and Technology for the Reintegration of Ex-offenders Through Training and Certification Grant awarded through the US Department of Justice; and

WHEREAS, Dr. Palaszynski is widely recognized for his distinguished service both in and outside the College community, particularly as he has been honored by the state and local officials in his work in shaping higher education in the corrections community, his outstanding work in building the Information Technology Institute, and the respect and esteem he has received from his colleagues for his exemplary teamwork, willingness to help and to mentor, and willingness to share his knowledge with all who might benefit; and

WHEREAS, He provided technology training leadership, business leadership, mentoring to other employees, through sterling and committed work in the community on behalf of the College; and

WHEREAS, Dr. Palaszynski supported and assisted many people throughout the College community and is held in high esteem by all; and

WHEREAS, He will be deeply missed in the unit and throughout the College community; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Edmund Palaszynski 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. Edmund Palaszynski 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 Dr. Palaszynski be awarded the Bronze Medallion in recognition of his distinguished service to the College and community, and as an expression of gratitude of the College for his exemplary dedication and professional commitment to further the goals of the College; 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 and the Bronze Medallion be presented to Dr. Edmund Palaszynski.

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

Resolution Number: **14-10-142**
Adopted on: **10/21/2014**

Agenda Item Number: 8A3
October 20, 2014

Subject: Retirement and Award of Bronze Medallion to Mr. Joseph Yancy Jr.

WHEREAS, Mr. Joseph Yancy Jr. served Montgomery College as a staff member in the Office of Institutional Research and Analysis for 15 years, and retired on July 1, 2014; and

WHEREAS, Mr. Yancy began his career at the College in 1998, and served ably and effectively as coordinator of institutional reporting, where he brought many years of experience with higher education data systems, and data collection at the Maryland Higher Education Commission (MHEC), to enhance his service at the College; and

WHEREAS, During his employment, he worked with representatives from the Office of Information Technology (OIT) and led the development of the College's data warehouse and finance data systems; and

WHEREAS, Mr. Yancy worked tirelessly, collaboratively, and successfully with OIT and other units at the College to maintain the integrity and utility of the data warehouse to support requests from both internal and external constituents for research and data; and

WHEREAS, Mr. Yancy has maintained the highest standards of performance as a College staff member and has a richly deserved reputation as the expert for the College's data on students, academics, and other institutional data; and

WHEREAS, Mr. Yancy annually developed and submitted aggregate and unit-record reports required by MHEC and the federal government's National Center for Education Statistics' Integrated Postsecondary Education Data System in a consistently on-time and accurate manner; and

WHEREAS, Mr. Yancy has designed, developed, implemented, and maintained several major data submission projects with external entities in support of student tracking and student progress research, for example, as part of a Kresge Foundation-funded collaborative project with the University of Maryland University College, and on a regular basis with several other four-year institutions such as those at the Universities at Shady Grove; and

WHEREAS, Mr. Yancy was an integral part of the work team that installed the Banner student information system and served for many years on the Banner Coordinating Committee to assist in facilitating communication and integration among the functional units that accessed the student information system, such as Offices of Human Resources, Finance, Alumni, and Financial Aid; and

WHEREAS, Mr. Yancy participated actively in national and regional Banner conferences and workshops, and has consistently maintained annual memberships and participated in presentations in the Maryland Community College Research Group, the Maryland Association for Institutional Research, and the Northeast Association of Institutional Research; and
WHEREAS, Mr. Yancy's professional standing in the Maryland research community has resulted in him being requested to participate in the development and testing of the Financial

Aid Information System for MHEC, as well as several of the new reporting systems in the revised MHEC Maryland Annual Collection, and hundreds of requests for consultation from statewide colleagues on the collection, maintenance, aggregation, summarization, or presentation of student and academic information; and

WHEREAS, Mr. Yancy initiated the College's participation in the National Student Clearinghouse's data exchange, by which the data regarding students who transferred from the College could be tracked, summarized, and disseminated; and

WHEREAS, His work prompted statewide efforts and enabled transfer information to become available and integral to several student-tracking and accountability-related data collection efforts; and

WHEREAS, Mr. Yancy's constant good nature, willingness to be of assistance, sophistication with data maintenance and reporting, and his commitment to comprehensible, fair, and complete data are widely admired personal and professional characteristics; and

WHEREAS, Mr. Yancy always held and communicated a high personal regard for the worth of his colleagues and constituents and was unflinching in his attempts to help with requests for data, information, or advice; and

WHEREAS, Mr. Yancy received frequent expressions of thanks and appreciation for the quality, relevance, and utility of his output; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The chief of staff/chief strategy officer and the president of the College recommend this public recognition of Mr. Joseph Yancy Jr. 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. Joseph Yancy Jr. 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 Mr. Joseph Yancy Jr. is awarded the Bronze Medallion in recognition of his outstanding service to the College and as an expression of gratitude of the College for his dedication and professional commitment to further the goals of the College; 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 and the Bronze Medallion be presented to Mr. Joseph Yancy Jr.

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

Resolution Number: **14-10-143**
Adopted on: **10/21/2014**

Agenda Item Number: 8B1
October 20, 2014

**Subject: Retirement and Award of Emerita Status and Silver Medallion to
Professor Audrey Hill**

WHEREAS, Professor Audrey Hill has served Montgomery College with enthusiasm and dedication for 11 years as a full-time faculty member and retired from the College as of July 1, 2014; and

WHEREAS, Professor Hill began her career at the College in 2003 as a lead transfer counselor at the Germantown Campus; and

WHEREAS, She served as lead counselor for early placement students, working closely with Montgomery County Public Schools (MCPS) and frequently hosting MCPS staff at the College for training and professional meetings; and

WHEREAS, Professor Hill was an excellent teacher in student development courses; and

WHEREAS, She was a founding member of the Transfer Scholarship Committee; and

WHEREAS, Professor Hill has consistently provided wisdom and guidance to thousands of students; and

WHEREAS, She annually coordinated the Student Parent Information Nights for MCPS seniors at the Germantown Campus; and

WHEREAS, She provided ongoing leadership and support for the annual scholarship conference, now held at the Universities at Shady Grove; and

WHEREAS, Professor Hill has been a member of the Potomac and Chesapeake Association for College Admission Counseling since 1984; and

WHEREAS, Professor Hill was a recipient of an Outstanding Faculty Award; and

WHEREAS, Professor Hill was the first community college counselor appointed to the Board of Directors of the Common Application, Inc., in 2003; and

WHEREAS, She served as President of the National Association for College Admission Counseling (NACAC) where she received the Gayle C. Wilson Award for Outstanding Service to NACAC, the profession, and to the community; and

WHEREAS, She also received The College Board's Bernard P. Ireland Award, described by The College Board as "the highest individual award that is given to Middle States Regional Assembly members" for her contributions to students and the field of education in general; and

WHEREAS Professor Hill continued to be active in professional organizations after her leadership terms by giving many presentations at national and regional conferences on the college admissions and transfer process; and

WHEREAS, She mentored new counselors and provided ongoing guidance during their first three years of employment and beyond; and

WHEREAS, Professor Hill has shared her gifts of caring and motivating every student she encounters; and

WHEREAS, She is known by her colleagues and her students as a dedicated teacher, counselor, and talented educator who will be deeply missed in her department; 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, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College and the community and the profession; and

WHEREAS, The interim senior vice president for student services and the president of the College recommend this public recognition of Professor Audrey Hill 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 Audrey Hill for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Audrey Hill is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Audrey Hill is awarded the Silver Medallion in recognition of her outstanding service to the College, the community, and her profession and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and that a copy of this resolution and the Silver Medallion be presented to Professor Audrey Hill.

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

Resolution Number: **14-10-144**
Adopted on: **10/21/2014**

Agenda Item Number: 8B2
October 20, 2014

**Subject: Retirement and Award of Emerita Status and Silver Medallion to
Professor Gail Jenkins**

WHEREAS, Professor Gail Jenkins has served Montgomery College with enthusiasm and dedication for 24 years as a full-time faculty member and retired from the College as of June 1, 2014; and

WHEREAS, Professor Jenkins was an outstanding full-time faculty member who taught human anatomy and physiology, microbiology, and general biology at the Takoma Park/Silver Spring Campus; was lead author of a widely used college textbook; and a leader in a national professional organization; and

WHEREAS, She consistently provided wisdom and guidance to the faculty and to the department as chair of the Department of Biology, Physical Education, and Health Sciences; and

WHEREAS, Professor Jenkins served in the campus Vice President and Provost Office as an administrative associate; and

WHEREAS, She enriched the curriculum by co-developing the Physical Therapist Assistant Program as well as the AS degree in Science; and

WHEREAS, She was an early adopter of online learning and developed outstanding materials and resources for her students; and

WHEREAS, Professor Jenkins demonstrated service to the College Community by serving on numerous administrator and faculty search committees; serving as a campus representative for Equal Employment Opportunity/Equity; serving as Phi Theta Kappa Advisor for the Takoma Park/Silver Spring chapter (Kappa Omega); and serving on the faculty contract negotiation team; and

WHEREAS, She provided leadership to the College by serving as a representative to the Academic Assembly; serving as Chair of the Takoma Park/Silver Spring Faculty Council, and serving on Provost's Advisory Council; and

WHEREAS, She was awarded a Faculty Outstanding Service Award by the College; a sabbatical to develop computer-based instructional media in Anatomy and Physiology; and a National Institute for Staff and Organizational Development Excellence Award for Outstanding Contributions to Teaching and Learning from the University of Texas; and

WHEREAS, She wrote several local and national grants, and obtained over \$300,000 in equipment and software donations for the College from industry as well as contributions to the Physical Therapist Assistant Program; and

WHEREAS, She was lead author of the textbook *Anatomy and Physiology: From Science to Life*, published by John Wiley and Sons, Inc., which is adopted by over 100 institutions in the US and other countries, as well as by Montgomery College; and

WHEREAS, Professor Jenkins served the national Human Anatomy and Physiology Society as Executive Committee member and Treasurer; and

WHEREAS, She hosted a mid-Atlantic regional Human Anatomy and Physiology Society conference at the Takoma Park/Silver Spring Campus; and

WHEREAS, Professor Jenkins is known by her colleagues and her students as a devoted teacher and talented educator who will be deeply missed in her department; 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, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College, the community, and the profession; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Gail Jenkins 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 Gail Jenkins for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Gail Jenkins is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Gail Jenkins is awarded the Silver Medallion in recognition of her distinguished service to the College, the community, and her profession, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Professor Gail Jenkins.

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

Resolution Number: **14-10-145**
Adopted on: **10/21/2014**

Agenda Item Number: 8C1
October 20, 2014

Subject: Retirement of Ms. Lois Anderson

WHEREAS, Ms. Lois Anderson served Montgomery College with enthusiasm and dedication for 25 years as a full-time staff member and retired from the College as of May 1, 2013; and

WHEREAS, Ms. Anderson began her career at the College in 1988 as a media specialist and librarian of the Takoma Park/Silver Spring campus, then moved to become IT systems training coordinator with the Office of Information Technology and the Center for Professional and Organizational Development, and subsequently served as Interim Director of Libraries before retiring; and

WHEREAS, She worked tirelessly over the course of several years to provide training and technical assistance to numerous faculty, staff, and administrators, and helped them to effectively and efficiently use the Banner System; and

WHEREAS, Ms. Anderson was a valued contributor and technical adviser to the development of the College's first customized Banner Computer-Based Training module for employees; and

WHEREAS, Her commitment and dedication to the mission of the College was demonstrated by her exemplary service on collegewide committees, including the Banner Coordinating Committee and Lead Teams, Commencement Committee, Staff Senate, and Staff Professional Day; and

WHEREAS, Ms. Anderson was committed to professional development and lifelong learning, and participated in over 100 different training and development offerings during the course of her career; and

WHEREAS, She conducted herself in an exemplary manner, demonstrating excellent customer service, fairness, kindness, and integrity in the performance of her official job duties and voluntary service to the College; and

WHEREAS, Ms. Anderson earned the admiration, respect, and friendship of faculty, staff, and administrators across all campuses and throughout all divisions of the College; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Lois Anderson 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. Lois Anderson 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. Lois Anderson.

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

Resolution Number: **14-10-146**
Adopted on: **10/21/2014**

Agenda Item Number: 8C2
October 20, 2014

Subject: Retirement of Ms. Gabrielle Aquilino

WHEREAS, Ms. Gabrielle Aquilino served Montgomery College with enthusiasm and dedication for 29 years as a full-time staff member and retired from the College as of July 1, 2014; and

WHEREAS, Ms. Aquilino began her employment at the College in 1985 as a student assistant in the Office of Safety and Security, then became a safety and security officer I, and later progressed to be acting safety and security officer II, and retired as shift supervisor; and

WHEREAS, She served the College by utilizing her skills learned both on the job and from outside organizations, including the Federal Emergency Management Agency and Gallaudet University; and

WHEREAS, Ms. Aquilino provided emergency medical response, assisted with special event security, intervened with disruptive individuals, and provided supervision to safety and security personnel; and

WHEREAS, She received numerous letters of commendation from members of the College community, including the Rockville City Police, staff, faculty, students, community patrons, and peers; and

WHEREAS, Ms. Aquilino served the College community during many managerial and administrative changes and reorganizations with integrity, reliability, and stability; and through many crises, including the terrorist attacks on September 11, 2001, and the beltway sniper incident; and

WHEREAS, She has stood as a leader and example for personnel in her unit, inspiring many employees who have gone on to join law enforcement agencies or greater responsibilities at the College; and

WHEREAS, The staff in her unit will miss her expertise and congeniality; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Gabrielle Aquilino 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. Gabrielle Aquilino 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. Gabrielle Aquilino.

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

Resolution Number: **14-10-147**
Adopted on: **10/21/2014**

Agenda Item Number: 8C3
October 20, 2014

Subject: Retirement of Ms. Sherri Buchanan

WHEREAS, Ms. Sherri Buchanan served Montgomery College with enthusiasm and dedication for 30 years as a full-time staff member and retired from the College as of July 1, 2014; and

WHEREAS, Ms. Buchanan began her employment at the College in 1984 as a student assistant in the Office of Safety and Security, then became a safety and security officer I, during which time she served as acting safety and security officer II, and later progressed to safety and security officer II, and served as acting safety and security manager, and retired as shift supervisor; and

WHEREAS, She served the College by utilizing her skills learned both on the job and from outside organizations, including the Federal Emergency Management Agency and Gallaudet University; and

WHEREAS, She provided emergency medical response, assisted with special event security, intervened with disruptive individuals, and provided supervision to safety and security personnel; and

WHEREAS, Ms. Buchanan ensured a safe academic and working environment; and

WHEREAS, She received many College awards including, two Recognition Awards, a Sustained Performance Award, and an Outstanding Service Award; and

WHEREAS, Ms. Buchanan also received numerous letters of commendation from members of the College community, including the Rockville City Police, staff, faculty, students, community patrons, and peers; and

WHEREAS, She pursued academic study at the College; and

WHEREAS, Ms. Buchanan served the College community during many managerial and administrative changes and reorganizations with integrity, reliability, and stability; and through many crises, including the terrorist attacks on September 11, 2001, and the beltway sniper incident; and

WHEREAS, She has stood as a leader and example for personnel in her unit, inspiring many employees who have gone on to join law enforcement agencies or greater responsibilities at the College; and

WHEREAS, The staff in her unit will miss her logical and decisive leadership, expertise, and congeniality; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Sherri Buchanan 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. Sherri Buchanan 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. Sherri Buchanan.

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

Resolution Number: **14-10-148**
Adopted on: **10/21/2014**

Agenda Item Number: 8C4
October 20, 2014

Subject: Retirement of Ms. Cecilia Coliton

WHEREAS, Ms. Cecilia Coliton served Montgomery College with enthusiasm and dedication for 15 years as a full-time staff member and retired from the College as of July 1, 2014; and

WHEREAS, Ms. Coliton began her employment at the College in 1999 as a collegewide course scheduling supervisor, when the Banner information system was initially being implemented at the College; and

WHEREAS, Prior to her employment at the College, Ms. Coliton worked full-time at the Catonsville Community College, now the Community College of Baltimore County—Catonsville in the Records Office for 28 years, and used the knowledge gained from this extensive experience in her service to Montgomery College; and

WHEREAS, She joined the Central Facilities staff in a new position as space planning analyst, working on the initial integration of Banner and its coding, and scheduling procedures with the space inventory activities; and

WHEREAS, Ms. Coliton consistently worked to develop a customer-service approach to solving problems, provided a solid relationship between those units and individuals who provided academic scheduling services, the facilities office with its space inventory, and space planning activities; and

WHEREAS, She graduated from the College's 13th class of the Leadership Development Institute; and

WHEREAS, Ms. Coliton received an Recognition Award from the Office of the Executive Vice President for Academic and Student Services and Office of Planning and Institutional Effectiveness for "exemplifying the best aspects of staff work at the College—teamwork, competency, creativity and generosity of spirit"; and

WHEREAS, She received a Recognition Award from the Germantown Campus for going "way above and beyond to help Germantown with spring scheduling issues"; and

WHEREAS, Ms. Coliton received two Service, Outreach, and Support (SOS) awards for exceeding expectations and inspiring, recognizing, and celebrating service excellence; and

WHEREAS, She earned the respect and friendship of colleagues, staff, and faculty during her time at the College; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Cecilia Coliton 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. Cecilia Coliton 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. Cecilia Coliton.

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

Resolution Number: **14-10-149**
Adopted on: **10/21/2014**

Agenda Item Number: 8C5
October 20, 2014

Subject: Retirement of Mr. John Dillon

WHEREAS, Mr. John Dillon served Montgomery College with enthusiasm and dedication for nine years as a full-time staff member and retired from the College as of January 1, 2014; and

WHEREAS, Mr. Dillon began his employment at the College in 2004 as a safety and security officer of the Germantown Campus and served there until his retirement; and

WHEREAS, He worked tirelessly to ensure the safety and security of all members of the College community through patrolling; serving as a campus response team member; enforcing traffic regulations, and reporting violations of criminal laws as delineated in the Annotated Code of Maryland; and

WHEREAS, Mr. Dillon's commitment and dedication to the mission of the College enabled him to forge a strong relationship with a great many faculty and staff members, which in turn provided a reliable channel of exchange in matters of mutual concern; and

WHEREAS, He conducted himself in an exemplary manner, demonstrated integrity, fairness, and equanimity in all situations arising during the course of her tenure as a safety and security officer; and

WHEREAS, Mr. Dillon earned the respect and friendship of a great many students, faculty, staff, and administrators collegewide; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. John Dillon on the occasion of his retirement; and

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. John Dillon 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. John Dillon.

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

Resolution Number: **14-10-150**
Adopted on: **10/21/2014**

Agenda Item Number: 8C6
October 20, 2014

Subject: Retirement of Ms. Joyce Heineman

WHEREAS, Ms. Joyce Heineman served Montgomery College with enthusiasm and dedication for 15 years as a full-time staff member and retired from the College as of June 1, 2014; and

WHEREAS, Ms. Heineman began her career at the College in 1999 as a network engineer and later progressed as systems engineer; and

WHEREAS, She played an integral role with the responsibility for backup/recovery of all College servers, system administration for all AIX servers (Banner, Voyager), administration of the enterprise Storage Area Network (SAN) and support for applications such as AppWorx; and

WHEREAS, Ms. Heineman devoted long hours and overnight periods to emergency and routine maintenance tasks as necessary; and

WHEREAS, Ms. Heineman played a vital role as liaison between engineering and applications groups within the Office of Information Technology as the key resource and expert in AppWorx and IBM TSM/Tivoli backups, and was able to resolve significant and difficult issues; and

WHEREAS, She served in various roles within the Staff Senate, including service as a senator representing off-campus staff, service as Chair of the Communications Committee for the Staff Senate, and service in helping to plan Staff Enrichment Day; and

WHEREAS, She received the Staff Distinguished Service Award. An award established from an endowment fund left by Ms. Peggy Bebee, former Special Assistant to the President for Staff Concerns; and

WHEREAS, Ms. Heineman will be missed by those who worked with her, not only as a colleague, but also as a friend; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Joyce Heineman 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. Joyce Heineman 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. Joyce Heineman.

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

Resolution Number: **14-10-150**
Adopted on: **10/21/2014**

Agenda Item Number: 8C7
October 20, 2014

Subject: Retirement of Ms. Judy Jupin

WHEREAS, Ms. Judy Jupin served Montgomery College with enthusiasm and dedication for 15 years as a full-time staff member and retired from the College as of August 1, 2014; and

WHEREAS, Ms. Jupin began her career at the College in 1999 as a financial aid specialist in the Office of Student Financial Aid at the Rockville Campus and has been a loyal and valued member of the Office of Student Financial Aid team;

WHEREAS, She has been a constant achiever, working tenaciously as a financial aid specialist, coordinating the hiring of students for both the federal work-study program, and assisting in the hiring of student assistants; and

WHEREAS, Ms. Jupin has worked with College staff, supervisors, and community employers in placing students and resolving personnel issues; and

WHEREAS, She served in an integral role in the development and implementation of our annual Student Recognition Awards Program; and

WHEREAS, Her responsibilities also included reviewing, awarding, and managing a student caseload for which she was responsible for keeping abreast with the latest trends and policies in awarding federal financial aid; and

WHEREAS, Ms. Jupin has represented the College in numerous capacities with the faculty, staff, and the College community in explaining the changes and effects of all financial aid related issues; and

WHEREAS, She has received personal commendations from students, staff, and College community constituents, including several Service, Outreach, and Support (SOS) Awards, several certificate of appreciations from the student support services programs; and

WHEREAS, Ms. Jupin has served as a liaison between the Office of Student Financial Aid and many of the Colleges' partners serving as the guest presenter on financial aid applications and financial aid awarding processes for community events, as well as church and community organizations; and

WHEREAS, She served as an exemplary employee in being a spirited team member through the sharing of her knowledge of financial aid and the office planning of the unit's annual training update, and through her demonstrated passion for working with and helping students in realizing their goals and dreams; and

WHEREAS, Ms. Jupin has been instrumental in developing and implementing new processes for the financial aid office, and assisted in the development of consumer information to be distributed to students, staff, and the College community; and

WHEREAS, Ms. Jupin will always be remembered for her influence on teamwork as she fostered positive and caring working relationships; and

WHEREAS, The interim senior vice president for student services and the president of the College recommend this public recognition of Ms. Judy Jupin 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. Judy Jupin 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 becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Judy Jupin.

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

Resolution Number: **14-10-152**
Adopted on: **10/21/2014**

Agenda Item Number: 8C8
October 20, 2014

Subject: Retirement of Mr. Wayman Leibrand

WHEREAS, Mr. Wayman Leibrand served Montgomery College with enthusiasm and dedication for 13 years as a full-time staff member and retired from the College as of July 1, 2014; and

WHEREAS, Mr. Leibrand began his employment at the College in 2001 as a general maintenance worker for the grounds department at the Rockville Campus for his entire career at the College; and

WHEREAS, He performed all jobs possible within the grounds department and mastered the use of all grounds equipment; and

WHEREAS, Mr. Leibrand has showed great professionalism and took pride in his work; and

WHEREAS, He is the most senior member of the Rockville Campus grounds crew, and on occasion, in the absence of the supervisor and or the lead worker, would handle leading tasks, which he completed with respect and professionalism; and

WHEREAS, Mr. Leibrand received a Special Recognition Award recommended by his supervisor for going above and beyond his required duties; and

WHEREAS, His attention to detail, his high quality service to the students, faculty, staff, and the entire College community is to be commended; and

WHEREAS, The senior vice president for administrative and fiscal services, and the president of the College recommend this public recognition of Mr. Wayman Leibrand on this occasion of his retirement; now therefore be it.

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Wayman Leibrand for his 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. Wayman Leibrand.

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

Resolution Number: **14-10-153**
Adopted on: **10/21/2014**

Agenda Item Number: 8C9
October 20, 2014

Subject: Retirement of Ms. Barbara Leurig

WHEREAS, Ms. Barbara Leurig served Montgomery College with enthusiasm and dedication for 18 years as a full-time staff member and retired from the College as of July 1, 2014; and

WHEREAS, Ms. Leurig began her employment at the College in 1996 as a program assistant in the Office of Continuing Education of the Rockville Campus, and became course coordinator and assistant director for the Information Technology Institute, served as research analyst in the Office of Planning and Institutional Research, and later progressed to student information systems manager in Enrollment Services; and

WHEREAS, She utilized her vast experience in implementing several student service improvements including a streamlined application process, as well as refinement and enhancement of many data-reporting processes; and

WHEREAS, Ms. Leurig actively participated in College governance system and served as the Chair of the Staff Senate and on numerous committees; and

WHEREAS, She received the Special Recognition Award, which honored her assistance in facilitating the acquisition, development, and scheduling of facilities used for training of the faculty and staff of the College; and

WHEREAS, Ms. Leurig's strong work ethic was evident through her high quality and volume of work produced; and

WHEREAS, Her wealth of institutional knowledge and spirited nature will be missed, particularly in regards to data and technological decisions and implementations; and

WHEREAS, The interim senior vice president for student services and the president of the College recommend this public recognition of Ms. Barbara Leurig 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. Barbara Leurig 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. Barbara Leurig.

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

Resolution Number: **14-10-154**
Adopted on: **10/21/2014**

Agenda Item Number: 8C10
October 20, 2014

Subject: Retirement of Ms. Debra Walker

WHEREAS, Ms. Debra Walker served Montgomery College with enthusiasm and dedication for 18 years as a full-time staff member and retired as of June 1, 2014; and

WHEREAS, Ms. Walker began her employment at the College in 1996 as secretary to the Dean of the Humanities Department at the Rockville Campus, later progressed to serve as secretary to the Dean of the Humanities Department at the Germantown Campus, and—after taking a break from her career—returned as a customer service representative in Workforce Development & Continuing Education; and

WHEREAS, Ms. Walker's commitment to the students and to the goals of improving customer service enriched the College's provision of services and culminated toward the end of her career; and

WHEREAS, She fostered excellence and an interest in customer service to the College community; and

WHEREAS, Ms. Walker pursued professional development in particular by enrolling in multicultural diversity training and customer service training to improve the services provided to the College's community; and

WHEREAS, She fostered the collaborations between the customer service team, developed positive team relationships, and provided excellent customer service to students, faculty, staff including, the Youth Program, the Graduate Transition Program, and English as a Second Language programs; and

WHEREAS, Ms. Walker's colleagues will miss her ever-present team spirit as a committed, dependable, cooperative, and professional role as part of the customer service team; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Debra Walker 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. Debra Walker for her outstanding 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. Debra Walker.

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

Agenda Item Number: 9
October 20, 2014

**SOLE SOURCE AWARDS OF CONTRACT
MULTIPLE MEDIA ADVERTISING SERVICES**

BACKGROUND

Request:	Purchase of Multiple Media Advertising Services
Office/SVP Originating Request:	Senior Vice President for Advancement and Community Education
Award Type:	Sole Source
Bid Number:	Not Applicable
Explanation of Request:	<p>As part of the collegewide ongoing marketing campaign and to better target a wide audience, the Marketing Department of the Advancement and Community Engagement division desires to use a more integrated and flexible marketing model that will allow it to reach specific audiences during specific time periods. That audience includes, but is not limited to, current and prospective students, parents, alumni, patrons, donors, and elected officials.</p> <p>Proprietary advertising sources are used to increase College visibility and exposure year-round and include radio, cable television, online and mobile ads, and outdoor/transit signs (such as busses, bus shelters, and commuter rail).</p>
Reason Being Brought to Board:	Board approval is required for sole source awards valued at \$100,000 and above.
Certification:	The director of procurement affirms that the requested sole source awards are justified since media advertising is inherently single-sourced based on entity ownership and proprietary services, markets/areas covered, schedules, and breadth of access to targeted audiences. The vice president of finance/chief financial officer certifies that funds are available in the FY15 operating budget.
Dollar Amount:	The aggregate five-year total for these contracts is \$3,625,000 with an annual not-to-exceed aggregate amount of \$725,000 (with the annual not-to-exceed amounts of \$250,000 for cable television; \$200,000 for radio; \$150,000 for outdoor/transit; and \$125,000 for cinema).

Vendor Name and Address:	<ul style="list-style-type: none"> • Cable Television: Comcast Spotlight, Philadelphia, PA • Radio: Clear Channel, Laurel, MD • Outdoor/Transit: CBS Outdoor, Washington, DC • Cinema: National CineMedia, Centennial, CO
Minority Status:	N/A
Term of Contract:	November 1, 2014 – October 31, 2015

RECOMMENDATION

It is recommended that the Board of Trustees approve sole source awards of contract for multiple media advertising services to Comcast Spotlight of Philadelphia, PA; Clear Channel of Laurel, MD; CBS Outdoor of Washington, DC; and National CineMedia of Centennial, CO, based on unit needs and budgets, for a one-year term beginning November 1, 2014, for a not-to-exceed annual aggregate amount of \$725,000 (specifically, with the annual not-to-exceed amounts of \$250,000 for Comcast Spotlight; \$200,000 for Clear Channel; \$150,000 for CBS Outdoor; and \$125,000 for CineMedia).

It is further recommended that contracts be renewed for four one-year terms under same terms and conditions, provided service is satisfactory, funding is available, and is in the best interest of the College.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSONS

Ms. Burl
Mr. Johnson

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

Resolution Number: **14-10-155**
Adopted on: **10/21/2014**

Agenda Item Number: 9
October 20, 2014

Subject: Sole Source Awards of Contract, Multiple Media Advertising Services

WHEREAS, The Board of Trustees approved multiple sole source awards of contract to various contractors under several different resolution numbers (for example, recently Resolution 11-05-065) for radio, print, cable television, online, and digital advertising services; and

WHEREAS, Due to enhanced College goals, media mergers and acquisitions, and increased costs, additional approval is necessary to renew and increase services dependent on need; and

WHEREAS, Advertising services are critical for communicating College information about programs, events, activities, and services, and the College must use a more fluid marketing model for an ongoing, responsive, collegewide marketing campaign to achieve optimal results; and

WHEREAS, The senior vice president for advancement and community engagement has requested sole source contract awards to multiple media for advertising services; and

WHEREAS, The director of procurement affirms that advertising is inherently a bona fide sole source when the College has identified select media based on medium type, market coverage, timing, and target audience demographics, and the vice president of finance/chief financial officer certifies that funds are available in the FY15 operating budget; and

WHEREAS, Sole source procurement contracts valued at \$100,000 and above require Board approval; and

WHEREAS, College policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

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

Resolved, That sole source awards of contract for multiple media advertising services be awarded to Comcast Spotlight of Philadelphia, PA; Clear Channel of Laurel, MD; CBS Outdoor of Washington, DC; and National CineMedia of Centennial, CO, based on unit needs and budgets, for a one-year term beginning November 1, 2014, for an annual not-to-exceed aggregate amount of \$725,000; and be it further

Resolved, That the contracts be renewed for four additional one-year terms under the same terms and conditions, provided service is satisfactory, funding is available, and renewal is in the best interest of the College.

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

Agenda Item Number: 10A
October 20, 2014

ADOPTION OF POLICY: 61009–TAX-EXEMPT BOND COMPLIANCE

General Information

Policy Number:	61009
Contained in Chapter:	Chapter Six
Policy Title:	Tax-Exempt Bond Compliance
Policy Creation Date:	October 20, 2014

Reason for Policy

Since 2005, Montgomery College has participated in municipal bond transactions involving tax-exempt revenue bonds issued by the Montgomery County Revenue Authority. The College’s participation in the Bond issuance is subject to two regulatory regimes: (1) Federal securities laws regulate the disclosure of information in connection with securities offerings and require ongoing disclosure about the College after the bonds are issued; and (2) The Internal Revenue Code and regulations of the Internal Revenue Service regulate municipal bonds that are tax-exempt and impose post-issuance obligations concerning project use and other matters. The College must comply with applicable requirements of these regimes both when the tax-exempt Bonds are issued and throughout the life of such Bonds. It is best practice for the College to have a policy and administrative procedures that delineate clear lines of responsibility for compliance with these initial and disclosure requirements and ongoing IRS requirements for maintenance of the tax-exempt status of the bonds.

Purpose of Each Policy Element

Section	Purpose
I	Rationale for the policy
II	Statement of policy regarding compliance with federal securities law disclosure requirements
III	Statement of policy regarding compliance with Internal Revenue Code with respect to tax-exempt bonds
IV	Authorizes use of legal counsel, financial advisor, and rebate consultant in connection with tax-exempt bond compliance
V	Statement of policy limitation related to reporting suspected fraud and financial wrongdoing
VI	Statement of policy applicability to bond financing
VII	Statement authorizing the president to develop procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 61009–Tax-Exempt Bond Compliance.

BACKUP INFORMATION

Resolution
Policy 69001–Tax-Exempt Bond Compliance

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Sorrell

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

Resolution Number: 14-10-156
Adopted on: 10/21/2014

Agenda Item Number: 10A
October 20, 2014

Subject: Adoption of Policy: 61009–Tax-Exempt Bond Compliance

WHEREAS, The president has identified the need for a policy to address federal requirements for compliance with tax exempt bonds; and

WHEREAS, The issues related to federal expectations regarding tax-exempt bond financing, participation, and compliance 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 61009–Tax-Exempt Bond Compliance 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: 10B2
October 20, 2014

POLICY MODIFICATION: 76001–Vehicle Registration and Parking

General Information

Policy Number:	76001
Contained in Chapter:	Chapter Seven
Policy Title:	Vehicle Registration and Parking
Policy Creation Date:	February 25, 1985
Most Recent Modification Date:	April 18, 2007

Changes, Additions, Deletions

Line Number	Purpose
1	Relocated authorization for hangtag requirements from section IV to section I and updated the language
2-4	Relocated language from section V to section I to clarify allowable College regulation of parking and vehicle registration
7-9	New language related to policy applicability and the creation and publication of parking fee schedules and fines
11-12	Language deleted as unnecessary with new applicability statement in section II
14-18	Language deleted as unnecessary; revisions to section I adequately capture the intent of the deleted section IV
20-26	Provides language consistency with other Board of Trustees policies; most of the deleted language is shortened and captured in section I

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 76001–Vehicle Registration and Parking.

BACKUP INFORMATION

Resolution
Policy 76001–Vehicle Registration and Parking (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Janet Wormack

RESOURCE PERSON

Dr. Dewey Yeatts

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

Resolution Number: **14-10-157**
Adopted on: **10/21/2014**

Agenda Item Number: 10B2
October 20, 2014

Subject: Policy Modification: 76001–Vehicle Registration and Parking

WHEREAS, The Board of Trustees created 76001–Vehicle Registration and Parking in 1985;
and

WHEREAS, The policy has served an important purpose in addressing the regulation of parking
at College facilities and the registration of vehicles for students, employees, vendors, and
visitors; 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 76001–Vehicle Parking and Registration be amended as indicated in the
attached draft to update and clarify the language; and be it further

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

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

Agenda Item Number: 11
October 20, 2014

**APPROVAL OF PORTIONS OF A PRELIMINARY OFFICIAL STATEMENT FOR THE
REFINANCING OF THE MORRIS AND GWENDOLYN CAFRITZ FOUNDATION ARTS
CENTER ON THE TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

Montgomery College (the "College") renovated an existing building on its Takoma Park/Silver Spring Campus in Silver Spring, Maryland, into the Morris and Gwendolyn Cafritz Foundation Arts Center (the "Project"), which was financed in 2005 by proceeds of revenue bonds of the Montgomery County Revenue Authority (the "Issuer").

On June 23, 2014, the Board adopted an omnibus resolution (Resolution 14-06-127) authorizing the College to implement a refinancing of these 2005 revenue bonds through the issuance by the Issuer of refunding bonds.

A substantially final draft of a Preliminary Official Statement of the Issuer for the refunding bonds has been developed and furnished to the Board. It contains information about the College, its operations and finances, the Major Facilities Reserve Fund, the Project and legal agreements as well as financial statements of the College (the "College Information").

This resolution approves the College Information that is contained in the draft Preliminary Official Statement and authorizes the president and senior vice president for administrative and fiscal services to modify or supplement such information to comply with securities laws and market practices, to correct inaccuracies or omissions, or to make changes that are necessary or desirable in connection with the sale of the refunding bonds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the College Information in the draft Preliminary Official Statement and direct and empower the president and senior vice president for administrative and fiscal services to modify or supplement such information.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Sherman
Mr. Sorrell

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

Resolution Number: **14-10-158**
Adopted on: **10/21/2014**

Agenda Item Number: 11
October 20, 2014

Subject: Approval of Portions of a Preliminary Official Statement for the Refinancing of the Morris and Gwendolyn Cafritz Foundation Arts Center on the Takoma Park/Silver Spring Campus

WHEREAS, Montgomery College (the "College") utilizes the Morris and Gwendolyn Cafritz Foundation Arts Center on its Takoma Park/Silver Spring Campus in Silver Spring, Maryland (the "Project"); and

WHEREAS, In 2005, the Montgomery County Revenue Authority (the "Issuer") issued its Lease Revenue Bonds (Montgomery College Arts Center Project) Series 2005A (the "2005 Bonds") in the aggregate amount of \$33,000,000 to finance the Project; and

WHEREAS, On June 23, 2014, the Board adopted an omnibus resolution (Resolution 14-06-127) authorizing the College to implement a refinancing of these 2005 revenue bonds (the Omnibus Resolution"); and

WHEREAS, The Issuer will issue revenue bonds (the "Refunding Bonds") to refinance the Project; and

WHEREAS, The Issuer will issue its preliminary official statement and its official statement in connection with the sale of the Refunding Bonds; and

WHEREAS, The preliminary official statement and the official statement will contain information about the College, its operations and finances, the Major Facilities Reserve Fund, the Project and legal agreements as well as financial statements of the College (the "College Information") and such information has been provided by the College; and

WHEREAS, A draft of the preliminary official statement has been provided to the Board of Trustees; and

WHEREAS, In connection with the refinancing of the Project, it is desirable for the College to approve the inclusion of the College Information in the preliminary official statement and official statement; and

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

Resolved, That the College Information contained in the draft preliminary official statement that has been presented to the Board is hereby approved for use in connection with the issuance and distribution by the Issuer of its preliminary official statement and final official statement for the Refunding Bonds, and it is further

Resolved, That the president and senior vice president for administrative and fiscal services are severally hereby authorized, directed and empowered (i) to provide, modify, and supplement the College Information so as to meet the requirements of securities laws and market practices, to correct inaccuracies or omissions or to make changes that are necessary or desirable in

connection with the issuance and sale of the Refunding Bonds and, (ii) when appropriate, to confirm that the preliminary official statement for the Refunding Bonds is deemed final as of its date for purposes of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934, as amended ("Rule 15c2-12"), except for permitted omissions; and the use and distribution by the Issuer or its underwriters of a preliminary official statement and final official statement containing College Information is hereby approved; and it is further

Resolved, That the provisions of the Omnibus Resolution (Resolution 14-06-127) are ratified and confirmed; and it is further

Resolved, That if any one or more provisions of these resolutions should be determined by a court of competent jurisdiction to be contrary to law, then such provisions shall be deemed severable from the remaining provisions hereof and the invalidity thereof shall in no way affect the validity of the other provisions of these resolutions; and it is further

Resolved, That if any provisions of these resolutions shall be held or deemed to be or shall, in fact, be inoperative, or unenforceable or invalid in any particular case in any jurisdiction or jurisdictions, or in all cases, because it conflicts with any constitution or statute or rule of public policy, or for any other reason, such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions wherein contained inoperative or unenforceable or invalid to any extent whatever.