



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
May 16, 2016**

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

Agenda Item Number: 7
May 16, 2016

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: **16-05-053**
Adopted on: **5/16/2016**

Agenda Item Number: 7
May 16, 2016

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 March 1, 2016, through March 31, 2016; 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 March 1, 2016, through March 31, 2016

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
03/14/2016	Savona, Laurie A	Academic Affairs Off Operations Dir	N	Senior VP for Academic Affairs
03/14/2016	Toscano, Caroline F	Faculty Profess Devel Manager	M	Distance Learning
03/28/2016	Verdak, Christopher D	Librarian II	K	Library - GT

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
03/31/2016	Andrews, Marilyn V	Customer Service Technician	E	13	Bookstore - RV
03/31/2016	Arsenault, John P ¹	Customer Service Technician	E	8	Bookstore - Cafritz Arts Center
03/31/2016	Burke, Paul J	Interim Retail Operations Mgr	J	3	Bookstore - RV
03/11/2016	Cabrera, Romano G	Building Services Worker	B	4	Facilities - Central Admin
03/26/2016	Collier, Richard D ²	IT Support Specialist	I	1	OIT Academic Services
03/31/2016	Etey Benissan, Tete	Acting Retail Oper Asst Mgr	G	2	Bookstore - RV
03/31/2016	Halpine, Chek Y ¹	Systems Engineer	L	26	OIT Engineering Services
03/31/2016	Higdon, Donald B ¹	Retail Oper Purchasing Mgr	K	6	Bookstore - Central
03/31/2016	Jackson, Jason D	Logistics Technician	F	10	Bookstore - RV
03/31/2016	Kalidas, Paul	Retail Operations Manager	J	14	Bookstore - TP/SS
03/31/2016	Martins, Nee A ¹	Logistics Technician	F	20	Bookstore - RV
03/31/2016	McCalla, Lavourne A	Cust Serv (Retail Ops Tech)	E	6	Bookstore - GT
03/31/2016	McCarron, Elizabeth L	Retail Operations Asst Mgr	G	13	Bookstore - TP/SS
03/31/2016	Nicolaisen, Anna L ¹	Book Buyer	H	13	Bookstore - Central
03/08/2016	Paz, Ruberman	Instructional Assistant	G	3	CW Dean-Student Engag-TPSS Stu Svcs
03/31/2016	Pollins, Thomas J ¹	Book Buyer	H	41	Bookstore - Central
03/31/2016	Rhea, Calvin D ¹	Logistics Technician	F	21	Bookstore - RV
03/31/2016	Soleimani, Fariba	Merchandise Buyer	H	10	Bookstore - Central
03/31/2016	Wolf, Steven	Mktg & Graphics Svcs Mgr	K	26	Bookstore - Central
03/31/2016	Yeh, Ching-Ling	Accounting Technician	F	25	Aux Support Services
03/31/2016	Zanga, Philip R	Retail Operations Asst Mgr	G	21	Bookstore - GT

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	2	0	2	0	7
Male	7	4	1	2	0	14

¹ Retirement

² Deceased

TOTAL	10	6	1	4	0	21
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FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 8A
May 16, 2016

ADOPTION OF NEW POLICY 62004–CROWDFUNDING

General Information

Policy Number:	62004
Contained in Chapter:	Chapter Six
Policy Title:	Crowdfunding
Policy Creation Date:	May 16, 2016

Reason for Policy

Montgomery College seeks to expand its fundraising efforts to capitalize on the demand for more choice in how potential donors interact with the College. Many institutions have implemented crowdfunding as a method of fundraising that leverages the nature of the growing digital demographic and provides the tools, networks, and outreach to which social media users have grown accustomed. The intent of this policy is to create a framework for internet-based social fundraising whereby an individual or group of individuals associated with Montgomery College may solicit the general public for donations to support a project or initiative.

Purpose of Each Policy Element

Section	Purpose
I.	Definition of crowdfunding
II.	Designation of the Montgomery College Foundation, Inc., as a receiving agency authorized to engage in and coordinate crowdfunding campaigns and requires that all gifts be compliant with the College's mission.
III.	Requirement that all crowdfunded projects comply with College policies and local, state, and federal laws. Also stipulates that funds may not be redirected or used as a pass-through to any third parties.
IV.	Designates the Montgomery College Foundation as the point of contact for those wishing to conduct crowdfunding campaigns. Additional stipulation that crowdfunding volunteers are prohibited from keeping any portion of the raised funds.
V.	Statement authorizing the President to develop procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 62004–Crowdfunding.

BACKUP INFORMATION

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

Resolution Number: **16-05-054**
Adopted on: **5/16/2016**

Agenda Item Number: 8A
May 16, 2016

Subject: Adoption of New Policy 62004–Crowdfunding

WHEREAS, The president has identified the need for a policy to address the use of crowdfunding as a means of fundraising on behalf of the College; and

WHEREAS, The issues related to crowdfunding 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 policy; now therefore be it

Resolved, That Policy 62004–Crowdfunding be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

Resolution
Policy 62004–Crowdfunding

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSON

Ms. Pina

Chapter: Fiscal and Administrative Affairs

Modification No. 001

Subject: **Crowdfunding**

- 1 I. Crowdfunding is an internet-based social fundraising effort in which an individual or group
2 of individuals solicit the general public for donations to support a project or initiative.
3
- 4 II. The Montgomery College Foundation, Inc. (the "Foundation") has been designated by the
5 College as a receiving agency for all gifts donated to benefit the institution. The College
6 confirms that the Foundation is authorized to support approved technology platforms to
7 host crowdfunding campaigns and, with appropriate approval, will support campaigns
8 launched via an approved platform. All gifts must be compliant with the College's mission.
9
- 10 III. To ensure compliance with College policies and local, state, and federal laws, all
11 crowdfunding projects must be pre-approved by the appropriate program director, chair,
12 dean, vice president, and/or senior vice president along with the Foundation's
13 crowdfunding committee. Projects cannot violate any laws. Funds may not be re-directed
14 or be used as a pass-through to any third-party entities. The College reserves the right to
15 decline any project based on content or to discontinue an active fundraiser at any time
16 due to a group's eligibility status. The College reserves the right to discontinue any
17 crowdfunding effort without notice for any failure to comply with College policies or if a
18 college group's or student group's status has been deemed ineligible. All monies raised
19 will be used for the stated intention.
20
- 21 IV. Persons wishing to conduct crowdfunding campaigns must apply to the Foundation on a
22 form specified by the Foundation for this purpose. All crowdfunding volunteers are strictly
23 prohibited from keeping any portion of the funds raised.
24
- 25 V. The President is authorized to establish procedures necessary to implement this policy.
26

27 _____
28 Board Approval: _____, 2016

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

Agenda Item Number: 8B
May 16, 2016

**ADOPTION OF NEW POLICY 66004–ELECTRONIC INFORMATION TECHNOLOGY
ACCESSIBILITY**

General Information

Policy Number:	66004
Contained in Chapter:	Chapter Six
Policy Title:	Electronic Information Technology Accessibility
Policy Creation Date:	May 16, 2016

Reason for Policy

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibit postsecondary institutions from discriminating against individuals with disabilities. The US Department of Education’s Office for Civil Rights (OCR) has indicated through complaint resolution agreements and other documents that institutions covered by the ADA and Section 504, which use the Internet for communication regarding their programs, goods, or services, must make that information accessible. In an OCR settlement agreement, the federal agency stated that whether the communication is via media, print, or the Internet, postsecondary institutions must “effectively communicate” with individuals with disabilities including students, faculty, staff, and the wider community. This proposed Electronic Information Technology Accessibility Policy ensures technology that is created, maintained, or obtained by Montgomery College is accessible to all students, including those with disabilities.

Purpose of Each Policy Element

Section	Purpose
I.	Statement of College’s commitment to providing equal access to all students.
II.	Rationale and compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act 2009.
III.	Policy statement mandating accessible web pages, universal design hardware and software, accommodations for work and learning environments, and the accessible dissemination of electronic documents and multimedia on College web pages.
IV.	Undue burden/non-availability exemption to the policy.
V.	Presidential authorization to implement procedures.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 66004–Electronic Information Technology Accessibility.

BACKUP INFORMATION

Resolution
Policy 66004–Electronic Information Technology Accessibility

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Moy
Mr. Whitman

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

Resolution Number: **16-05-055**
Adopted on: **5/16/2016**

Agenda Item Number: 8B
May 16, 2016

**Subject: Adoption of New Policy 66004–Electronic Information Technology
Accessibility**

WHEREAS, The president has identified the need for a policy to address the accessibility of electronic information technology and equal access for all students, employees, and members of the College community; and

WHEREAS, The issues related to electronic information technology accessibility 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 policy; now therefore be it

Resolved, That Policy 66004–Electronic Information Technology Accessibility be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

Chapter: Fiscal Affairs

Modification No. 001

Subject: **Electronic Information Technology Accessibility**

- 1 I. Montgomery College is committed to providing equal access to College programs,
2 services and activities, and environments in which electronic information technology is
3 used.
4
- 5 II. Implementing this policy will help ensure that all individuals have access to information
6 technology associated with administration and services, courses of instruction,
7 departmental programs, and College-sponsored activities as required by Section 504 of
8 the Rehabilitation Act of 1973 and the Americans with Disabilities Act As Amended
9 (2009).
10
- 11 III. It is the policy of the Board of Trustees that the College will:
12
 - 13 A. Use web page design standards that improve accessibility for all, including those
14 with disabilities.
15
 - 16 B. Use hardware and software products that promote universal design and access.
17
 - 18 C. Design and implement work and learning environments that accommodate all
19 users.
20
 - 21 D. Disseminate electronic documents and multimedia on web pages that are
22 consistent with this policy.
23
- 24 IV. Undue burden and/or non-availability of accessible technology may qualify as an
25 exemption from this Policy.
26
- 27 V. The president is authorized and directed to establish procedures necessary to implement
28 this policy.
29

30
31 Board Approval: _____, 2016

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

Agenda Item Number: 8C
May 16, 2016

MODIFICATION OF POLICY 31009–EMPLOYEE INDEBTEDNESS

General Information

Policy Number:	31009
Contained in Chapter:	Chapter Three
Policy Title:	Employee Indebtedness
Policy Creation Date:	October 28, 1991
Most Recent Modification Date:	October 28, 1991

Changes, Additions, Deletions

Line Number	Purpose
4-7	Added clarifying language that overpayment is a legal debt and that the policy of the College is to initiate recovery efforts expeditiously.
9-10	Clarified that employee notification will include all available options for repayment and not just limited to payroll deduction.
13-14	Added language, consistent with other policies, authorizing the president to establish procedures.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 31009–Employee Indebtedness.

BACKUP INFORMATION

Resolution
Policy 31009–Employee Indebtedness (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Sherman

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

Resolution Number: **16-05-056**
Adopted on: **5/16/2016**

Agenda Item Number: 8C
May 16, 2016

Subject: Modification of Policy 31009–Employee Indebtedness

WHEREAS, The Board of Trustees created Policy 31009–Employee Indebtedness in 1991; and

WHEREAS, The policy has served an important purpose in supporting prudent fiscal control of College resources; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

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

Resolved, That Policy 31009–Employee Indebtedness 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 Indebtedness**

1 I. The Board of Trustees recognizes that prudent fiscal control includes the active collection
2 of all indebtedness, including employee indebtedness.
3

4 **II. If an employee or former employee has been overpaid by the College, the**
5 **overpayment is a legal debt and must be repaid in full. It is the policy of**
6 **Montgomery College to initiate recovery efforts on all employee indebtedness as**
7 **soon as the debt is discovered.**
8

9 III. **In all cases, College employees will be notified of any indebtedness and given the**
10 **available options for repayment** ~~given prior notice of a proposed deduction from their~~
11 ~~salary to offset the employee's debt~~ and an opportunity to rebut the College's claim.
12

13 **IV. The president is authorized to establish procedures necessary to implement this**
14 **policy.**
15

16
17 Board Approval: October 28, 1991; _____, **2016**.

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

Agenda Item Number: 8D
May 16, 2016

MODIFICATION OF POLICY 41001–ADMISSION TO MONTGOMERY COLLEGE

General Information

Policy Number:	41001
Contained in Chapter:	Chapter Four
Policy Title:	Admission to Montgomery College
Policy Creation Date:	April 21, 1980
Most Recent Modification Date:	September 17, 2002

Changes, Additions, Deletions

Line Number	Purpose
1	Deleted header as unnecessary within reorganized sections.
3	Deleted “Community” from College name.
7	Shifted existing language into a renumbered Section II for consistency with other policies; deleted “Community” from College name.
17	Shifted existing language into a renumbered Section III for consistency with other policies.
24-25	Added new Section IV with language, consistent with other policies, authorizing the president to establish procedures.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 41001- Admission to Montgomery College.

BACKUP INFORMATION

Resolution
Policy 41001-Admission to Montgomery College (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown
Dr. Rai

RESOURCE PERSON

Dr. Gregory

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

Resolution Number: **16-05-057**
Adopted on: **5/16/2016**

Agenda Item Number: 8D
May 16, 2016

Subject: Modification of Policy 41001–Admission to Montgomery College

WHEREAS, The Board of Trustees created Policy 41001–Admission to Montgomery College in 1980; and

WHEREAS, The policy has served an important purpose in honoring the College’s commitment of equal opportunity in student admissions and financial assistance; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

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

Resolved, That Policy 41001–Admission to Montgomery College be amended as indicated in the attached draft; and be it further

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

Chapter: Student Affairs

Modification No. 006

Subject: Admission to Montgomery College

I. ~~Admissions Policy~~

Montgomery ~~Community~~ College is committed to a policy of equal opportunity in student admissions, student financial assistance and other student policies and procedures without regard to age, sex, race, color, religious belief, national origin, or disability.

II. It is the policy of the Board of Trustees of Montgomery ~~Community~~ College that all who are high school graduates, or the equivalent, and who can benefit from the programs and services of the College, shall qualify for admission. Others may also, under certain circumstances, be considered for admission. In order to accommodate the various interests and goals of persons requesting admission to the College, applicants, depending on their objectives and educational background, are admitted to the credit programs and courses of the College in the following categories: degree or certificate seeking (curriculum decided); degree or certificate seeking (curriculum undecided); or non-degree seeking.

III. In setting priorities for admission to limited-enrollment curricula, the President (or designee) is authorized to establish minimum standards for admission to such curricula, as well as criteria to rank applicants for admission to such curricula in circumstances where the number of applicants exceeds the number of available spaces.

Applicants may also be admitted to noncredit continuing education courses.

IV. **The President is authorized to develop procedures necessary to implement this policy.**

Board Approval: April 21, 1980; April 21, 1986; May 21, 1990; June 18, 2001; September 17, 2002; **_____**, 2016.

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

Agenda Item Number: 8E
May 16, 2016

**MODIFICATION OF POLICY 54001–WORKFORCE DEVELOPMENT & CONTINUING
EDUCATION PROGRAM**

General Information

Policy Number:	54001
Contained in Chapter:	Chapter Five
Policy Title:	Workforce Development & Continuing Education Program
Policy Creation Date:	April 21, 1986
Most Recent Modification Date:	September 22, 2009

Changes, Additions, Deletions

Line Number	Purpose
2	Added clarifying language that specifically speaks to the target audiences.
10	Modified language to provide more clarity and accurately reflect offerings.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 43001–Workforce Development & Continuing Education Programs.

BACKUP INFORMATION

Resolution
Policy 43001–Workforce Development & Continuing Education Programs (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSON

Mr. Payne

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

Resolution Number: **16-05-058**
Adopted on: **5/16/2016**

Agenda Item Number: 8E
May 16, 2016

Subject: Modification of Policy 54001–Workforce Development & Continuing Education Program

WHEREAS, The Board of Trustees created Policy 54001–Workforce Development & Continuing Education Program in 1986; and

WHEREAS, The policy has served an important purpose in setting forth the value of noncredit programs and the College’s responsiveness to community needs; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and been updated; and

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

Resolved, That Policy 54001–Workforce Development & Continuing Education Program be amended as indicated in the attached draft; and be it further

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

Chapter: Educational Program

Modification No. 004

Subject: **Workforce Development & Continuing Education Program**

- 1 I. The Workforce Development & Continuing Education programs include the administration
2 of off-campus credit courses **for business, nonprofit, and governmental agencies**
3 and the development and administration of all noncredit offerings.
4
- 5 II. Credit courses and programs offered through Workforce Development & Continuing
6 Education are subject to the same academic standards, policies, and procedures as are
7 campus-based credit courses and programs.
8
- 9 III. The noncredit program includes courses, activities, and programs of a postsecondary
10 nature which are ~~nontraditional in structure~~ **of various lengths and formats** and are
11 responsive to community needs.
12
- 13 IV. The primary area of service will be Montgomery County. However, in accordance with
14 Board policy, the County community may also be served by conducting some programs
15 at out-of-county locations.
16
- 17 V. The Vice President for Workforce Development & Continuing Education is responsible
18 and accountable to the President for the management of all programs offered through the
19 Workforce Development & Continuing Education unit.
20
- 21 VI. In order to facilitate the development and offering of a wide variety of continuing
22 education programs, the College President or designee is authorized, within the authority
23 of pertinent Board policies:
24
 - 25 A. To establish a separate, continuing, revolving fund and budget that will be used
26 to support the budgets adopted by the Board of Trustees for the support of the
27 College's Workforce Development & Continuing Education program. This fund
28 shall be for the receipt and expenditure of tuition, fees, special charges, state aid,
29 grants, and other revenue necessary to conduct a continuing education program.
30
 - 31 B. So that the Workforce Development & Continuing Education program is
32 self-supporting, to establish the tuition and fees to be charged by those who
33 enroll or otherwise participate in the various noncredit continuing education
34 offerings.
35
 - 36 C. To establish a salary schedule for noncredit instructional faculty that operates
37 within the guidelines necessary for the support of the programs and activities
38 sponsored by Workforce Development & Continuing Education.
39
- 40 VII. All Workforce Development & Continuing Education programs will be conducted and
41 financed in accordance with applicable State laws and regulations and in compliance with
42 the policies and procedures of the College.
43
- 44 VIII. The President is authorized to establish procedures to implement this policy.
45
46

47 Board Approval: April 21, 1986; July 17, 1989, effective July 1, 1989; September 22, 2009; ,
48 **2016**

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

Agenda Item Number: 8F
May 16, 2016

**MODIFICATION OF POLICY 58002--ASSESSMENT TESTING AND
APPROPRIATE COURSE PLACEMENT**

General Information

Policy Number:	58002
Contained in Chapter:	Chapter Five
Policy Title:	Assessment Testing and Appropriate Course Placement
Policy Creation Date:	July 19, 1982
Most Recent Modification Date:	July 18, 1994

Changes, Additions, Deletions

Line Number	Purpose
1-11	Revised Section I to provide a stronger connection to the College's primary goal of student success.
12-16	Moved original policy statement to Section II and added existing references to program quality, academic readiness, and program pathways as additional rationales for assessment testing and placement.
18-21	Shifted existing language into Section II with additions noted above and added language, consistent with other policies, authorizing the president to develop procedures.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 58002--Assessment Testing and Appropriate Course Placement.

BACKUP INFORMATION

Resolution
Policy 58002--Assessment Testing and Appropriate Course Placement (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown
Dr. Rai

RESOURCE PERSON

Ms. Saenz

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

Resolution Number: **16-05-059**
Adopted on: **5/16/2016**

Agenda Item Number: 8F
May 16, 2016

Subject: Modification of Policy 58002–Assessment Testing and Appropriate Course Placement

WHEREAS, The Board of Trustees created Policy 58002–Assessment and Appropriate Course Placement in 1982; and

WHEREAS, The policy has served an important purpose in facilitating institutional accountability, program quality, student success, student retention, and completion; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

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

Resolved, That Policy 58002–Assessment and Appropriate Course Placement be amended as indicated in the attached draft; and be it further

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

Chapter: Educational Program

Modification No. 004

Subject: **Assessment Testing and Appropriate Course Placement**

- 1 I. ~~Because student completion and retention and program quality are significant outcome~~
2 ~~measures by which higher education in general and the College in particular are~~
3 ~~evaluated, the Board of Trustees of Montgomery College endorses a process of~~
4 ~~appropriate course placement and directs the President to develop appropriate methods~~
5 ~~of implementation and evaluation and to annually report on the program.~~ **Student**
6 **success is the primary goal of Montgomery College and the driving force behind**
7 **everything related to the College. We further acknowledge that among the ways to**
8 **facilitate student success and allow them to progress through their chosen**
9 **pathway is through the assessment of student academic skills and the placement**
10 **of students in appropriate courses.**
- 11
- 12 II. **Program quality, student completion, and student retention are important outcome**
13 **measures by which the College holds itself accountable. The Board of Trustees of**
14 **Montgomery College endorses a process of assessment and placement so that**
15 **students are able to enroll in courses for which they demonstrate academic**
16 **readiness and which will enable them to move through their program pathway.**
- 17
- 18 II. ~~Course placement will be based on the results of appropriate measures and academic~~
19 ~~advising processes that evaluate the students' entry level skills, and thereby permit~~
20 ~~students to enroll in courses for which they demonstrate academic readiness.~~ **The**
21 **president is authorized to develop procedures to implement this policy.**
- 22
- 23
- 24

25 Board Approval: July 19, 1982; May 16, 1988; July 18, 1994; _____, 2016.

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

Agenda Item Number: 9A
May 16, 2016

**AWARD OF CONTRACT,
SCIENCE & APPLIED STUDIES BUILDING, RENOVATION AND ADDITION (PHASE ONE)
GERMANTOWN CAMPUS, BID 616-004**

BACKGROUND

Request:	The Science and Applied Studies Building renovation and addition (phase 1) on the Germantown Campus.
Office/SVP Originating Request:	Vice President of Facilities and Security, and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	616-004
Explanation of Request:	<p>This project provides for the realignment and renovation of space in the Science and Applied Studies Building (SA) on the Germantown Campus in accordance with the College's Facilities Master Plan. The renovated building will house open class labs, classrooms, offices and support space related to the physics, engineering, and mathematics departments. This work represents the first phase of a planned two-phase project. The second phase will occur after the construction of a new Germantown Student Services Center Building, which is proposed in the long-term plan for the Campus.</p> <p>With an August 2018 completion date of the SA renovation, the project contract documents, including drawings and specifications, were prepared by architectural and engineering consultants and Central Facilities staff for the Phase One renovation and addition of the Science and Applied Studies Building. The cost estimate submitted by the architect during the preparation of the construction documents was \$27,300,000, and the approved Maryland state-funded construction budget for the project is \$30,840,000.</p> <p>A two-part request for proposal process was used to afford the College the benefit of a best-value solicitation and to meet the project delivery requirement to complete the work this summer. The contract will be awarded to the most responsible and responsive qualified bidder with the lowest base price total that can meet or exceed the terms, conditions, and specifications of this solicitation, including project delivery requirements.</p>

Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies the planned use of funds are available in the FY16 capital budget.
Total Dollar Amount:	\$28,714,002
Vendor Name:	Hess Construction + Engineering Services, Inc.
Vendor Address:	804 West Diamond Avenue, Suite 300 Gaithersburg, Maryland 20878
Minority Status:	N/A
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Hess Construction + Engineering Services, Inc., of Gaithersburg, Maryland, for the Phase One Science and Applied Studies Building Renovation and Addition Project on the Germantown Campus for a total amount of \$28,714,002.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Dr. Yeatts

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

Resolution Number: **16-05-060**
Adopted on: **5/16/2016**

Agenda Item Number: 9A
May 16, 2016

Subject: Award of Contract, Science & Applied Studies Building, Renovation and Addition (Phase One), Germantown Campus, Bid 616-004

WHEREAS, The vice president of facilities and security and the vice president for administrative and fiscal services are requesting an award of contract for Science and Applied Studies Building renovation and addition (Phase One) on the Germantown Campus; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants, and a two-part Request for Proposal method was used for this project to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a Request for Proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on January 6, 2016, in the *Baltimore Sun* and the *Washington Post*; and posted on the Montgomery College Procurement website and eMaryland Marketplace; and 167 companies downloaded the solicitation from the Procurement website; and

WHEREAS, On January 29, 2016, eight responses were received and recorded in the Office of Procurement by 1:00 p.m. local time; and

WHEREAS, After evaluation of Part A–Contractor Qualification proposals, six contractors submitting proposals were deemed qualified to be interviewed and have their Part B–Price Proposals opened; and

WHEREAS, Following the evaluation of Part B–Price Proposals, it was determined that Hess Construction + Engineering Services, Inc., of Gaithersburg, Maryland, submitted the lowest base bid price of \$28,714,002 and met all College specifications; and

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

WHEREAS, The vice president of finance/chief finance officer certifies that the planned use of funds are available in the FY16 capital budget to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, and insurance for the Science and Applied Studies Building Renovation and Addition Phase One Project on the Germantown Campus be awarded to Hess Construction + Engineering Services, Inc., of Gaithersburg, Maryland, at the submitted base bid price of \$28,714,002; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 9B
May 16, 2016

**AWARD OF CONTRACT,
STUDENT SKILLS PROFILER AND VIRTUAL INTERNSHIP TOOL,
BID 916-008**

BACKGROUND

Request:	Student Skills Profiler and Virtual Internship Tool
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	916-008
Explanation of Request:	<p>In October 2014, Montgomery College, in partnership with 13 other community colleges across Maryland, was awarded a \$14.9 million Trade Adjustment Community College Career Training (TAACCCT) grant from the US Department of Labor to develop career pathways for students seeking employment in the cybersecurity and IT industries. Through this grant, students will receive intensive career counseling, including training in job search techniques, interviewing skills, and resume building, so that they will be prepared to seek employment in entry level positions within the cyber and IT industries.</p> <p>Additionally, students will be given the opportunity to participate in internship programs with our industry partners, so that they will be able to gain on-the-job experience, further enhancing their career prospects.</p> <p>The student skills profiler and virtual internship tool will be the main conduit for allowing the students to explore employment and internship opportunities with our partner businesses, as well as, allowing our industry partners to directly recruit from our program participants.</p>
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies that funds are available in the FY16 grant budget.
Total Dollar Amount for Year One:	\$75,000
Vendor Name/Address:	United Solutions, LLC 51 Monroe Street, Suite 1210 Rockville, MD 20850
Minority:	Yes

Term of Contract:	One-year contract, with up to four one-year renewal options. Five-year total is \$375,000.
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RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to United Solutions, LLC, of Rockville, Maryland, for the procurement of a student skills profiler and virtual internship tool for a one-year total of \$75,000.

It is further recommended that the contract be renewed for up to four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Rai
Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Greenfield

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

Resolution Number: **16-05-061**
Adopted on: **5/16/2016**

Agenda Item Number: 9B
May 16, 2016

**Subject: Award of Contract, Student Skills Profiler and Virtual Internship Tool,
Bid 916-008**

WHEREAS, The senior vice president for academic affairs and the senior vice president for administrative and fiscal services are requesting the purchase of a student skills profiler and virtual internship tool; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec.16-311, a request for proposal was publically advertised in a local Montgomery County newspaper on February 25, 2016, and posted on the Montgomery College procurement website and eMaryland Marketplace; and

WHEREAS, Forty-five companies downloaded the solicitation from the procurement website; and on March 22, 2016, seven responses were received and recorded in the Office of Procurement; and

WHEREAS, Upon evaluation by appropriate College staff, it was determined that the proposal submitted by United Solutions, LLC, of Rockville, Maryland, was the highest ranked, meeting all College requirements; and

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

WHEREAS, The vice president of finance/chief financial officer certifies that planned use of funds for this project are available in the FY16 capital budget; and

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

Resolved, That a contract be awarded to United Solutions, LLC, of Rockville, Maryland, for the purchase of a student skills profiler and virtual internship tool for a total one-year price of \$75,000; and be it further

Resolved, That the student skills profiler and virtual internship tool contract be renewed for up to four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College, and that the five-year total expense will be \$375,000.

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

Agenda Item Number: 9C
May 16, 2016

**AWARD OF CONTRACT,
WORKDAY SOFTWARE IMPLEMENTATION AND CHANGE MANAGEMENT SERVICES,
BID 916-011**

BACKGROUND

Request:	Workday Software Implementation and Change Management Services
Office/SVP Originating Request:	Vice President of Instructional and Information Technology/Chief Information Officer and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	916-011
Explanation of Request:	Upon completion of an extensive evaluation of the institution's current—but outdated (22 years old) and costly-to-maintain—ERP (enterprise resource planning) system, the College has elected to replace it with the Workday ERP solution, which includes human capital and financial management functions. In order to configure the software and design business practices to meet College requirements, the assistance of an experienced Workday implementation partner is needed. In addition, change management services are required to assist employees with the transition to an entirely new ERP system.
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies that funds are available in the FY16 capital budget.
Annual Dollar Amount:	Up to \$2,122,176
Vendor Name/Address:	Sierra-Cedar, Inc. 1255 Alderman Drive Alpharetta, Georgia 30005
Minority Status:	Not Applicable
Term of Contract:	May 2016 through June 2019

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Sierra-Cedar, Inc., of Alpharetta, Georgia, for the procurement of Workday implementation and change management services for a total price up to \$2,122,176. The contract term will be effective upon award up to June 30, 2019.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Whitman

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

Resolution Number: **16-05-062**
Adopted on: **05/16/2016**

Agenda Item Number: 9C
May 16, 2016

Subject: Award of Contract, Workday Software Implementation and Change Management Services, Bid 916-011

WHEREAS, The vice president of instructional and information technology/chief information officer and the senior vice president for administrative and fiscal services are requesting the purchase of Workday software implementation and change management services; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec.16-311, a request for proposal was publically advertised in a local Montgomery County newspaper on March 24, 2016, and posted on the Montgomery College procurement website and eMaryland Marketplace; and

WHEREAS, Thirty-nine companies downloaded the solicitation from the procurement website; and on April 7, 2016, five responses were received and recorded in the Office of Procurement; and

WHEREAS, Upon evaluation by appropriate College staff, it was determined that the proposal submitted by Sierra-Cedar, Inc., of Alpharetta, Georgia, was the highest ranked, meeting all College requirements; and

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

WHEREAS, The vice president of finance/chief financial officer certifies that planned use of funds for this project are available in the FY16 capital budget; and

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

Resolved, That a contract be awarded to Sierra-Cedar, Inc., of Alpharetta, Georgia, for the purchase of Workday software implementation and change management services for a total price up to \$2,122,176. The contract term will be effective upon award up to June 30, 2019.

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

Agenda Item Number: 10A
May 16, 2016

**APPROVAL OF MEMORANDUM OF AGREEMENT—COLLECTIVE BARGAINING AGREEMENT
BETWEEN MONTGOMERY COLLEGE AND THE AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES, AFL-CIO, COUNCIL 67, LOCAL 2380**

BACKGROUND

Representatives of the Board of Trustees and the Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO, have reached an agreement through re-opener negotiations resulting in amendments to the staff collective bargaining agreement. The modifications reflect the many items agreed to by the two negotiating teams. The membership of the American Federation of State, County, and Municipal Employees, AFL-CIO chapter ratified the agreement on May 10, 2016. There are 40 amendments within the following 10 articles to the agreement:

1. Article 2: Management Functions (Article 2A-Non-Discrimination)
2. Article 3: Discipline and Discharge
3. Article 4: Grievance Procedure
4. Article 5: Seniority
5. Article 6: Hours of Work
6. Article 7: Wages
7. Article 8: Leave of Absence
8. Article 11: Union Privileges
9. Article 12: Insurance and Other Benefits
10. Article 14: Scope of Agreement

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the amendments to the collective bargaining agreement; authorize the Board Chair to execute the memorandum of settlement; and delegate to the president the authority and responsibility to implement and administer the agreement.

BACKUP INFORMATION

Resolution
Tentative Agreement, May 16, 2016 (Board Members Only)
AFSCME Collective Bargaining Update (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Porter
Dr. Williams

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

Resolution Number: **16-05-063**
Adopted on: **5/16/2016**

Agenda Item Number: 10A
May 16, 2016

Subject: Approval of Memorandum of Agreement—Collective Bargaining Agreement between Montgomery College and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 67, Local 2380

WHEREAS, Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO (AFSCME Local 2380), is the exclusive representative authorized to negotiate on behalf of certain staff members at Montgomery Community College; and

WHEREAS, A tentative agreement with amendments to collective bargaining agreement has been negotiated by teams representing the Board of Trustees and the AFSCME Local 2380; and

WHEREAS, Within the tentative agreement there are a total of 40 amendments articulated in Article 2: Management Functions (Article 2A-Non-Discrimination); Article 3: Counseling, Discipline and Discharge; Article 4: Grievance Procedure; Article 5: Seniority; Article 6: Hours of Work; Article 7: Wages; Article 8: Leave of Absence; Article 11: Union Privileges; Article 12: Insurance and Other Benefits; and Article 14: Scope; and

WHEREAS, On May 10, 2016, the members of the AFSCME Local 2380 ratified the tentative agreement; and

WHEREAS, The Board negotiating team recommends approval of the tentative agreement by the Board; and

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

Resolved, That the Board of Trustees approves the amendments to the collective bargaining agreement set forth in the attached tentative agreement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the tentative agreement between the Board of Trustees of Montgomery Community College and Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the collective bargaining agreement.

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

Agenda Item Number: 10B
May 16, 2016

**APPROVAL OF MEMORANDUM OF AGREEMENT—COLLECTIVE BARGAINING AGREEMENT
BETWEEN MONTGOMERY COLLEGE AND THE AMERICAN ASSOCIATION OF UNIVERSITY
PROFESSORS, MONTGOMERY COLLEGE CHAPTER**

BACKGROUND

Representatives of the Board of Trustees and the American Association of University Professors, Montgomery College Chapter, reached an agreement as a result of re-opener negotiations resulting in amendments to the full-time faculty collective bargaining agreement.

Having negotiated in good faith pursuant to Section 8.5 of the agreement between management and the chapter, the parties agree to the following adjustment for wages pursuant to Section 8.2(A) for the fiscal academic year 2017.

For fiscal academic year 2017, which is effective the first day of the academic year on August 22, 2016, there shall be a one percent (1%) wage adjustment and, for faculty members who have been in the bargaining unit for at least one semester as of the beginning of the fiscal academic year, and an increment of three and one-half percent (3.5%) to the extent that an employee's salary does not exceed the maximum of the salary range. The amendments to the agreement include: increment adjustments in FY17 and general wage adjustments equal to one percent (1%) of salary.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the collective bargaining agreement; authorize the Board Chair to execute the memorandum of agreement; and delegate to the president the authority and responsibility to implement and administer the agreement.

BACKUP INFORMATION

Agreement dated May 5, 2016 (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Porter
Dr. Williams

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

Resolution Number: **16-05-064**
Adopted on: **05/16/2016**

Agenda Item Number:10B
May 16, 2016

Subject: Approval of Memorandum of Agreement—Collective Bargaining Agreement between Montgomery College and the American Association of University Professors, Montgomery College Chapter

WHEREAS, The American Association of University Professors (AAUP), Montgomery College Chapter, is the exclusive representative authorized to negotiate on behalf of full-time faculty members at Montgomery College; and

WHEREAS, A tentative agreement with amendments to the collective bargaining agreement has been negotiated by teams representing the Board of Trustees and the Montgomery College Chapter of the American Association of University Professors; and

WHEREAS, On May 5, 2016, the members of the American Association of University Professors, Montgomery College Chapter ratified the tentative agreement; and

WHEREAS, The negotiating team representing the Board recommends approval of the tentative agreement by the Board; and

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

Resolved, That the Board of Trustees approves the amendments to the collective bargaining agreement set forth in the attached tentative agreement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the tentative agreement between the Board of Trustees of Montgomery College and the American Association of University Professors, Montgomery College Chapter; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the collective bargaining agreement.

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

Agenda Item Number: 10C
May 16, 2016

**APPROVAL OF MEMORANDUM OF AGREEMENT—COLLECTIVE BARGAINING AGREEMENT
BETWEEN MONTGOMERY COLLEGE AND SERVICE EMPLOYEES INTERNATIONAL UNION,
LOCAL 500, CtW**

BACKGROUND

Representatives of the Board of Trustees and the Service Employees International Union, Local 500, CtW (SEIU) reached an agreement, pending ratification by the SEIU Local 500, CtW, membership, as a result of re-opener negotiations. Having negotiated in good faith pursuant to Section 9.4 of the agreement between management and the union, the parties agree to a one percent (1%) reduction in the wage rates for the 2016–2017 academic year. Amendments to the agreement also include adjustment to the initial salary placement.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the collective bargaining agreement, pending ratification by SEIU Local 500, CtW; authorize the Board Chair to execute the memorandum of agreement; and delegate to the president the authority and responsibility to implement and administer the agreement.

BACKUP INFORMATION

Resolution
Tentative Agreement (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Porter
Dr. Williams

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

Resolution Number: **16-05-065**
Adopted on: **05/16/2016**

Agenda Item Number: 10C
May 16, 2016

**Subject: Approval of Memorandum of Agreement—Collective Bargaining Agreement
between Montgomery College and Service Employees International Union,
Local 500, CtW**

WHEREAS, The Service Employees International Union, Local 500, CtW (SEIU) is the exclusive representative authorized to negotiate on behalf of certain part-time faculty members at Montgomery College; and

WHEREAS, A tentative agreement with amendments to the collective bargaining agreement has been negotiated by teams representing the Board of Trustees and the SEIU Local 500; and

WHEREAS, The members of SEIU Local 500 are scheduled on May 20, 2016, for a ratification vote on the tentative agreement; and

WHEREAS, The negotiating team representing the Board recommends approval of the tentative agreement by the Board; and

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

Resolved, That the Board of Trustees adopts and approves the amendments to the collective bargaining agreement set forth in the attached tentative agreement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the tentative agreement between the Board of Trustees of Montgomery College and Service Employees International Union, Local 500, CtW; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the collective bargaining agreement.