



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
June 19, 2017**

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

Agenda Item Number: 7A
June 19, 2017

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

Mr. Roop

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

Resolution Number: **17-06-046**
Adopted on: **6/19/2017**

Agenda Item Number: 7A
June 19, 2017

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 April 1, 2017, through April 30, 2017; 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 April 1, 2017, through April 30, 2017

STAFF

STAFF EMPLOYMENTS

Effective

| Date | Name | Position Title | Grade | Department |
|------------|---------------------------|------------------------------------|-------|-------------------------------------|
| 04/24/2017 | Bonvillain, Christopher K | Safety & Security Shift Supervisor | H | Facilities Security - RV |
| 04/24/2017 | Calderon, Stephanie C | Instructional Assistant | G | GITE - Gudelsky Inst Tech Education |

STAFF SEPARATIONS

Effective

| Date | Name | Position Title | YOS | Department |
|------------|----------------------------------|------------------------------|-----|-------------------------------------|
| 04/28/2017 | Belldina, Barbara A ¹ | Safety & Security Officer | 13 | Facilities Security - RV |
| 04/07/2017 | Gibbs, Darren M | Building Services Worker | 2 | Facilities Operations - GT |
| 04/21/2017 | Graham, Arlean B | Board Relations Coordinator | 19 | Board of Trustees |
| 04/21/2017 | Lazerus, Allyson H | HR Specialist I -Trainee | 3 | HR and Strategic Talent Management |
| 04/26/2017 | Navudu, Naga Mrudula | Analyst-Programmer | 8 | OIT Application Services |
| 04/12/2017 | Tyagi, Naresh | Accountant II | 6 | Business Services |
| 04/28/2017 | Washington, Tierra J | Executive Associate I | 1 | VP/Provost - Comm, Health, H&PE&Hum |
| 04/28/2017 | Williams, Shandra E | Enroll & Student Access Spec | 3 | CW Dean Stu Access-GT Stu Services |

STAFF EMPLOYMENTS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American | TOTAL |
|--------------|----------|----------|----------|----------|----------|----------|
| Female | 0 | 0 | 1 | 0 | 0 | 1 |
| Male | 1 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | 1 | 0 | 1 | 0 | 0 | 2 |

STAFF SEPARATIONS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American | TOTAL |
|--------------|----------|----------|----------|----------|----------|----------|
| Female | 2 | 3 | 0 | 1 | 0 | 6 |
| Male | 0 | 1 | 0 | 1 | 0 | 2 |
| TOTAL | 2 | 4 | 0 | 2 | 0 | 8 |

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

¹ Retirement

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

Agenda Item Number: 7B
June 19, 2017

**POLICY MODIFICATION: 65001–REIMBURSEMENT FOR TRAVEL
AND RELATED EXPENDITURES**

General Information

| | |
|---------------------------------------|---|
| Policy Number: | 65001 |
| Contained in Chapter: | Chapter Six |
| Policy Title: | Reimbursement for Travel and Related Expenditures |
| Policy Creation Date: | April 26, 1982 |
| Most Recent Modification Date: | April 26, 1982 |

Changes, Additions, Deletions

| Line Number | Purpose |
|--------------------|---|
| 1-7 | Deleted lines 1-2 and moved language to new Section II. Broader scope and purpose for the policy was added that speaks to fiscal responsibility and compliance. |
| 9-14 | New section II articulates the policy on reimbursement related to reasonable, necessary, appropriate, and approved travel. Also includes definition of "College-approved travel." |
| 16-23 | Deleted lines 16-18 and moved language to new section II. Added new language regarding policy applicability. |
| 25-30 | Deleted this language and moved the intent to new section II. |
| 32-33 | Modified presidential authorization to establish procedures to be consistent with other policies. |

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 65001–Reimbursement for Travel and Related Expenditures.

BACKUP INFORMATION

Resolution
Policy 65001–Reimbursement for Travel and Related Expenditures (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Schena

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

Resolution Number: **17-06-047**
Adopted on: **6/19/2017**

Agenda Item Number: 7B
June 19, 2017

Subject: Policy Modification: 65001–Reimbursement for Travel and Related Expenditures

WHEREAS, The Board of Trustees created Policy 65001–Reimbursement for Travel and Related Expenditures in 1982; and

WHEREAS, The policy has served an important purpose in promoting fiscally responsible arrangements for officially approved travel on College business; 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 65001–Reimbursement for Travel and Related Expenditures be amended as indicated in the attached draft; and be it further

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

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

Resolution Number: **17-06-048**
Adopted on: **6/19/2017**

Agenda Item Number: 7C i
June 19, 2017

Subject: Retirement of Mr. Stephen R. Ambrose

WHEREAS, Mr. Stephen R. Ambrose served Montgomery College with enthusiasm and dedication for 40 years as a full-time staff member and retired from the College as of January 1, 2017 and;

WHEREAS, He began his career at Montgomery College as a programmer, during which time he supported finance, budget, and payroll systems; he was later promoted to analysis and programming manager, where he served as the primary analyst programmer for the student information system; and

WHEREAS, Mr. Ambrose helped develop the first online Student accounts receivable and online financial aid system for the College; he was involved in setting up both the student information system and the Banner information system at the College and provided valuable programming advice to both vendors and the implementation team; some of the programs were adopted by the vendor in its main product as well; and

WHEREAS, He received an Outstanding Service Award in 1993 for exceptional work performed on the information resource plan and a Special Recognition Award in 2007; and

WHEREAS, Mr. Ambrose enjoyed helping students have better access to information and data through implementation of various online applications; these applications helped students develop a plan for their academic journey 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 Mr. Stephen R. Ambrose 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. Stephen R. Ambrose 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. Stephen R. Ambrose.

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

Resolution Number: **17-06-049**
Adopted on: **6/19/2017**

Agenda Item Number:7C ii
June 19, 2017

Subject: Retirement of Mr. Mark B. Bandak

WHEREAS, Mr. Mark B. Bandak served Montgomery College with enthusiasm and dedication for more than 32 years and retired from the College on April 1, 2017; and

WHEREAS, He began his employment at Montgomery College as a systems programmer in the Application Services Department on the Rockville Campus, later worked on both the Takoma Park/Silver Spring and Germantown campuses to lead the project for the initial local area network implementation, and eventually worked for the Application Services Department to support the College's payment gateway TouchNet; and

WHEREAS, Mr. Bandak utilized his vast experience both in server technologies and secure networks to help implement core technologies at Montgomery College, which, in turn, enhanced the student experience at the College; and

WHEREAS, Mr. Bandak's commitment to students and to the goals of information literacy enriched the College's provision of services, and culminated toward the end of his career in the College working to achieve payment card industry compliance; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Mark B. Bandak 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. Mark B. Bandak 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. Mark B. Bandak.

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

Resolution Number: **17-06-050**
Adopted on: **6/19/2017**

Agenda Item Number: 7C iii
June 19, 2017

Subject: Retirement of Ms. Kit-Wah P. Boyce

WHEREAS, Ms. Kit-Wah P. Boyce served Montgomery College with enthusiasm and dedication for more than 23 years as a full-time staff member and retired from the College as of February 1, 2017; and

WHEREAS, Ms. Boyce began her career as an instructional assistant in the Office of Disability Support Services on the Rockville Campus before progressing to assistive technology specialist and equity and diversity specialist in the Office of Equity and Diversity, and later in the Office of Human Resources and Strategic Talent Management; and

WHEREAS, She demonstrated initiative in working with students who had difficulty using software programs necessary to complete assignments, and helped them to find alternative methods for them to learn; and

WHEREAS, She learned all aspects of software programs and adaptive technology and combined this with her technical knowledge, analytical skills, and tutoring experience to serve students in an effective manner; and

WHEREAS, She upgraded software in the Learning Center, diagnosed hardware problems, and suggested solutions to computer technicians, thus saving them time when calls came to the center, and she improved and updated the methods to gather and report data, and created new ways to track students' weekly progress on their assignments; and

WHEREAS, Ms. Boyce received a Special Recognition Award in 2011 for supporting the Center for Teaching and Learning with her time and skills and a Special Recognition Award in 2013 for outstanding service and performance; and

WHEREAS, She was a team player and had a genuine concern for students, faculty, and staff with disabilities, and was persistent in finding solutions to enable them to be successful; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Kit-Wah P. Boyce on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation of Ms. Kit-Wah P. Boyce 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. Kit-Wah P. Boyce.

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

Resolution Number: **17-06-051**
Adopted on: **6/19/2017**

Agenda Item Number: 7C iv
June 19, 2017

Subject: Retirement and Award of Emerita Status to Professor Ana Maria P. de Jesus

WHEREAS, Professor Ana Maria P. de Jesus served Montgomery College with enthusiasm and dedication for more than 14 years and retired from the College as of June 1, 2017; and

WHEREAS, Professor de Jesus demonstrated dedication and caring as a full-time faculty member in the diagnostic medical sonography program and served as the clinical coordinator, as well as coordinated efficient use of the sonography lab; and

WHEREAS, She served on various College committees, such as the Diagnostic Medical Sonography Advisory Committee and the Takoma Park/Silver Spring Faculty Council; and

WHEREAS, She participated in many marketing activities such as Health Science Career Days and led tours through the Health Science Center for the Health Sciences Expo; and

WHEREAS, Professor de Jesus maintained her professional credentials by attending national and local continuing education offerings in the field of medical sonography, as well as distance education forums such as the those of Maryland Online Distance Education and Quality Matters, and was instrumental in securing Quality Matters approval for a sonography course; and

WHEREAS, Professor de Jesus served the College community at commencements, Red Cross blood drives on the Takoma Park/Silver Spring Campus, and assisted with hosting professional development opportunities for the medical community at the Takoma Park/Silver Spring Campus; and she was a guest speaker for the Governor's Commission on Asian and Asian Pacific Affairs, Court Appointed Special Advocate of Maryland, and the Commission on Hispanic Affairs; and

WHEREAS, She exhibited leadership in her role as faculty mentor to diagnostic medical sonography adjunct faculty, and was the faculty liaison to diagnostic medical sonography student community service activities; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Ana Maria P. de Jesus 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 Ana Maria P. de Jesus 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 Ana Maria P. de Jesus is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Ana Maria P. de Jesus.

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

Resolution Number: **17-06-052**
Adopted on: **6/19/2017**

Agenda Item Number: 7C v
June 19, 2017

Subject: Retirement of Ms. Maureen F. Feely-Kohl

WHEREAS, Ms. Maureen F. Feely-Kohl served Montgomery College with enthusiasm and dedication for more than 17 years as a full-time staff member and retired from the College as of February 1, 2017; and

WHEREAS, Ms. Feely-Kohl began her career as a part-time instructional aide before progressing to full-time roles as instructional assistant, instructional supervisor, and learning center manager in the Department of Visual and Performing Arts, where she coordinated the Arts Center and galleries; and

WHEREAS, She trained and supervised student aides and instructional assistants in her department; ordered and tracked instructional supplies for multiple art studios on the Takoma Park/Silver Spring Campus; managed the instructional supply budget and maintained the Teaching Art Collection; worked with faculty curators to oversee gallery installations and receptions; preserved valuable artwork; repaired equipment; and solved problems presented by students and faculty; and

WHEREAS, She spearheaded the initiative to catalog information about major art donations from the collections of Sandra and James Fitzpatrick, Vivienne Lassman, and others, which formed the Teaching Art Collection and exposed students to the work of well-known artists; she accompanied art classes on field trips to the National Gallery of Art, the Phillips Collection, and other galleries; and

WHEREAS, She served on the Takoma Park/Silver Spring Campus Exhibition Committee, the Cafritz Renovation Committee, Mobile Masterpieces, a program that featured the silent auction of art donations to benefit the Montgomery College Foundation, the Campus Safety Committee and worked with the Office of Hazardous Waste and the Health and Safety Office to ensure a safe working and learning environment for students, faculty, and staff; and

WHEREAS, She is a practicing artist focused on printmaking who embraced new technology and techniques and who has displayed her work in many regional exhibitions; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Maureen F. Feely-Kohl on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation of Ms. Maureen F. Feely-Kohl 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. Maureen F. Feely-Kohl.

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

Resolution Number: **17-06-053**
Adopted on: **6/19/2017**

Agenda Item Number: 7C vi
June 19, 2017

Subject: Retirement and Award of Emeritus Status to Professor Raymond J. Kimball

WHEREAS, Professor Raymond J. Kimball served Montgomery College with enthusiasm and dedication for more than 15 years and retired from the College as of February 1, 2017; and

WHEREAS, Professor Kimball served as faculty and director of the Tech Leap program for 15 years, bringing new, relevant, and impactful programs to the community and vital, relevant technical skills to students; and

WHEREAS, He was committed to the Tech Leap program, bringing great energy and tireless dedication to student success, and extending his service beyond program administration to providing direct teaching, counseling, assessing, and identifying internship and job opportunities to more than 1,000 students over 15 years, with a 98 percent success rate in placing students in jobs; and

WHEREAS, He established innovative partnerships with local and regional employers, particularly small and mid-sized businesses, which enhanced and augmented Montgomery College's connections to the business community on behalf of students and student employment; and

WHEREAS, Professor Kimball created an innovative internal internship partnership with the College's Office of Information Technology, where a number of students were eventually hired; and

WHEREAS, Professor Kimball was awarded the Montgomery College Faculty of the Year Award in 2009; and

WHEREAS, He provided leadership in the technology arena; his managers, colleagues and direct reports appreciated the mentoring and encouragement he provided and his efforts to foster and further Montgomery College's excellent reputation, and his indefatigable dedication to student success; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Raymond J. Kimball on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Raymond J. Kimball 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 Professor Raymond J. Kimball is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Raymond J. Kimball.

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

Resolution Number: **17-06-054**
Adopted on: **6/19/2017**

Agenda Item Number: 7C vii
June 19, 2017

Subject: Retirement and Award of Emerita Status to Dr. Betty H. Payne

WHEREAS, Dr. Betty H. Payne has served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than 29 years and retired from the College as of January 1, 2017; and

WHEREAS, She was a professor of reading who taught courses in reading for non-native speakers, mentored adjunct faculty members, served as a peer evaluator for full-time faculty members, and reviewed course textbooks; and

WHEREAS, She contributed to the success of students in reading for non-native speakers courses by working with course committees to develop new diagnostic tests and exit tests, by revising reading instruction, by designing self-assessment units to help students evaluate their own work, by creating and implementing a novel-reading book project, and by participating in an outcomes assessment pilot; and

WHEREAS, Dr. Payne is an experienced educator who presents well-organized classes, models successful reading strategies, respects students while encouraging them to participate actively in learning, and who demonstrates concern for student success; and

WHEREAS, She served the College as a member of the Writing and Reading Center Advisory Committee, as a contributor to workshops on Writing in the Disciplines, as a reviewer of the Montgomery College Faculty Handbook, and as a Critical Literacy Fellow who brought speakers to campus for discussions on current issues in critical literacy; and

WHEREAS, Her professional associations included membership in the International Alliance for Invitational Education, presentations to the College Reading Association, attendance at the Mid-Atlantic Region Women's Studies Association Conference, and participation in workshops on topics ranging from "Legal Issues in Higher Education" to "Identifying and Working with Students in Crisis"; and

WHEREAS, Her commitment to reading education included leading English as a Second Language course at her church and teaching a summer course at Loyola College for teachers seeking certification as Maryland reading specialists; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Betty H. Payne 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. Betty H. Payne 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. Betty H. Payne is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Betty H. Payne.

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

Resolution Number: **17-06-055**

Adopted on: **6/19/2017**

Agenda Item Number: 7C viii

June 19, 2017

Subject: Retirement of Ms. Deborah S. Reis

WHEREAS, Ms. Deborah S. Reis served Montgomery College with enthusiasm and dedication for more than 24 years as a staff member and retired from the College as of January 1, 2017; and

WHEREAS, She began her career at Montgomery College as a clerk typist in the Computer Science Department on the Rockville Campus and an admissions and registration associate on the Germantown Campus before returning to Rockville as an administrative aide in the History and Political Science Department and, more recently, as a senior administrative aide in the Office of the Deans; and

WHEREAS, She provided quality support to two instructional deans; trained and guided staff who served deans, department chairs, program coordinators; and acted as a liaison between deans, faculty, staff, students, departments, and the community; and

WHEREAS, She created and directed the Annual Montgomery College Employees' Arts and Crafts Fair, raising money for the Montgomery College Student Emergency Fund through the Montgomery College Foundation; and

WHEREAS, Ms. Reis raised money for the Women's and Gender Studies Scholarship Program Fund through the sale of Lucinda pins, an initiative that she created and managed, and donated her art and craftwork for the annual silent auction benefiting the Women's Studies Program Fund; and

WHEREAS, Her additional service to the College included working at the information booth on the Rockville Campus, and the Montgomery College booth during the Montgomery County Fair, and assisting with planning for the F. Scott Fitzgerald Literary Conference; and

WHEREAS, She graduated from the 17th Leadership Development Institute and completed training in event planning, personality types, Spanish for the workplace, professional and office diplomacy, and the American Management Association's briefing on future skills for administrative aides; and

WHEREAS, Ms. Reis received a Staff Appreciation Award, a Letter of Appreciation from the F. Scott Fitzgerald Literary Conference, a Recognition Award from the Montgomery College Foundation, a Red Apple Award from the Humanities Area, a Star Staff Award from the English and Reading Area, and the 2014 On Their Shoulders We Stand Award, recognizing her outstanding leadership for the advancement of women and issues related to gender and her dedication to the Women's and Gender Studies Scholarship; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Deborah S. Reis on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation of Ms. Deborah S. Reis 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. Deborah S. Reis.

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

Resolution Number: **17-06-056**
Adopted on: **6/19/2017**

Agenda Item Number: 7C ix
June 19, 2017

Subject: Retirement of Ms. Susan L. Whalen

WHEREAS, Ms. Susan L. Whalen served Montgomery College with enthusiasm and dedication for more than 26 years as a part-time staff member in the Department of English and Reading and retired from the College as of January 1, 2017; and

WHEREAS, She began her employment on the Rockville Campus as a clerk typist in the Composition and Literature Department, one of the largest academic units at the College, and progressed to the role of administrative aide; and

WHEREAS, She provided quality support to the department chair, faculty, staff, and students; trained student aides; organized developmental English materials; improved her department's document filing system; worked with faculty to plan semester meetings and grading sessions; and led her department's staff in addressing student registration problems and grade concerns; and

WHEREAS, She served as her department's lead administrative staff member on student success and retention strategies, such as the Program for Advancement to College English; and

WHEREAS, She filled in as the full-time interim lead administrative aide on two occasions when there was a department vacancy and her skills were needed to keep the office running smoothly and efficiently; and

WHEREAS, She provided support for campus events; and

WHEREAS, She received Outstanding Service Awards in 1992, 1996, and 2005 for her sustained excellence and for exceeding expectations; and

WHEREAS, Her professional development activities included training in Banner, as well as numerous workshops, such as Disability Etiquette, the Procurement Process, Publisher I, Policies and Procedures that Affect Employees, and Surviving and Thriving on the Job; and

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

Resolved, That the members of the Board of Trustees express their sincere appreciation of Ms. Susan L. Whalen 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. Susan L. Whalen.

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

Resolution Number: **17-06-057**
Adopted on: **6/19/2017**

Agenda Item Number: 7C x
June 19, 2017

Subject: Retirement of Ms. Georgia S. Woolridge

WHEREAS, Ms. Georgia S. Woolridge served Montgomery College with enthusiasm and dedication for more than 10 years as a full-time staff member and retired from the College as of March 1, 2017; and

WHEREAS, She was a valued member of the Workforce Development & Continuing Education customer service team, serving as a customer service representative on the Rockville Campus; and

WHEREAS, She streamlined the Youth Program registration process and provided valuable input for improving the Summer Youth Program registration process; and

WHEREAS, Ms. Woolridge completed various internal and external customer service trainings and was awarded the Excellence in Customer Service Award; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Georgia S. Woolridge 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. Georgia S. Woolridge 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. Georgia S. Woolridge.

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

Resolution Number: **17-06-058**
Adopted on: **6/19/2017**

Agenda Item Number: 7Di
June 19, 2017

Subject: Award of Bronze Medallion to Ms. Sarah Miller Espinosa

WHEREAS, Ms. Sarah Miller Espinosa has served Montgomery College with dedication and distinction since 2009 and departed the College as of June 5, 2017; and

WHEREAS, She began her service as the director of employee engagement in 2009, then was appointed to lead human resources in 2011 and was named vice president of human resources, development, and engagement; and

WHEREAS, She embraced a new pilot position as the College ombuds in 2013 and, after successfully establishing the role, transitioned to special assistant in the office of the president, in 2016; and

WHEREAS, Ms. Espinosa ably managed and negotiated collective bargaining agreements during her tenure and maintained professional relationships with collective bargaining units; and

WHEREAS, She sought means to advance and improve communication with collective bargaining units, including establishing labor-management cooperation committees with all three unions at the College, and utilizing interest-based bargaining and interest-based problem-solving, where appropriate; and

WHEREAS, She led a collegewide effort to complete a major staff classification project with accompanying policies and procedures that brought a fresh view of employee equity and engagement; and

WHEREAS, Ms. Espinosa oversaw the implementation of the College's Taleo system, which is used to manage employee performance review and professional development, and employee recruitment; and

WHEREAS, She launched the first employee engagement efforts, which included a survey instrument to measure how College employees feel connected to the mission and an Employee Engagement Advisory Group to review survey results and make recommendations to the president; and

WHEREAS, Ms. Espinosa served as the College ombuds when the president announced it as a pilot test of the role, starting in 2013, and helped hundreds of employee-visitors understand their options for resolving conflicts; and

WHEREAS, She was an active member of the Association for Conflict Resolution, serving as a member of the Board of Directors and co-chair of the ACR Ethics Committee, International Ombudsman Association, and completed the requirements to become a Certified Organizational Ombudsman Practitioner; and

WHEREAS, After transitioning to become special assistant in the office of the president, she served as a mentor to the new permanent ombuds and also worked to develop the concept and position description for a future ombuds for students; and

WHEREAS, Ms. Espinosa served on and led numerous College groups and committees during her tenure, including the Common Employee Experience Committee, the Employee Engagement Advisory Group, and the Middle States Self-Study Standard II, and the Ethics and Integrity Work Group; and

WHEREAS, Her colleagues will miss her professionalism, diligence, good humor, and dedication to make Montgomery College the best possible workplace it can be; and

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

WHEREAS, The chief of staff/chief strategy officer and the president of the College recommend this public recognition of Ms. Sarah Miller Espinosa on the occasion of her departure; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Sarah Miller Espinosa for her outstanding service to the College and extend to her their best wishes that her career be fulfilling and productive; and be it further

Resolved, That Ms. Sarah Miller Espinosa is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of the Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Ms. Sarah Miller Espinosa.

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

Resolution Number: **17-06-059**

Adopted on: **6/19/2017**

Agenda Item Number: 7Dii

June 19, 2017

Subject: Retirement and Award of Bronze Medallion to Ms. Bernice G. Grossman

WHEREAS, Ms. Bernice G. Grossman served Montgomery College with enthusiasm and dedication for more than 18 years and retired from the College as of February 1, 2017; and

WHEREAS, Ms. Grossman began her service as a part-time staff member and served as alumni assistant for the Office of Advancement, later the Office of Advancement and Community Engagement; and

WHEREAS, Ms. Grossman initiated the first Montgomery Student Ambassadors organization, the first successful Alumni Association trip to New York, which became a recurring event over several years; co-coordinated the Montgomery College Golf Tournament Committee, resulting in thousands of scholarship dollars for students annually; and

WHEREAS, She created a successful fundraising event at the Montgomery College's Summer Dinner Theatre to honor the Honorable Connie Morella, which raised enough funds to establish an endowed scholarship in Ambassador Morella's name; and

WHEREAS, She was awarded an honorary degree by the College in 2007, the first College staff employee to be accorded that honor; received numerous commendations for exemplary service and performance including an Outstanding Service Award in 2003, and was named an honorary member of the College's Alumni Association for her dedicated service to alumni and retirees in the community; and

WHEREAS, Ms. Grossman served as an active member of the Banner Advisory team, representing the Office of Alumni Relations, and participated in professional development to advance the use of technology; and

WHEREAS, Ms. Grossman faithfully guided and assisted students in enhancing their Montgomery College experience by mentoring them as student ambassadors and assisting with their graduation activities—including a personal contribution of nearly \$10,000 to Montgomery College—and by establishing an endowed scholarship for students at Montgomery College in memory of her son and husband; and

WHEREAS, She served for 25 years as the executive director of the Rockville Chamber of Commerce; provided financial support, and was subsequently honored by Holy Cross Hospital for significant contributions; and

WHEREAS, Ms. Grossman is a leader in the Montgomery County Business and Professional Women's organization and served as its president; generously contributes her time, talent, and financial support to the American Heart Association, American Cancer Society, and many other local organizations; adopts children during the holiday season enriching their lives by sharing her time and

providing gifts; is an active member and leader of the Kiwanis Club, having served as both club president and lieutenant governor; and actively serves the Community Ministries of Rockville; and

WHEREAS, Ms. Grossman was hired temporarily in the Institutional Advancement office in 1994, where she was invaluable and later hired in a permanent position by the Alumni Association in 1998; and

WHEREAS, During her tenure at Montgomery College she made significant, substantive contributions and became a beloved paragon of the College and in her Rockville community of more than 60 years; and

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

WHEREAS, The senior vice president for advancement and community engagement and the president of the College recommend this public recognition of Ms. Bernice G. Grossman 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. Bernice G. Grossman 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 Ms. Bernice G. Grossman is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to 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 Ms. Bernice G. Grossman.

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

Resolution Number: **17-06-060**

Adopted on: **6/19/2017**

Agenda Item Number: 7Diii

June 19, 2017

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Dr. Lisa Miller Newman**

WHEREAS, Dr. Lisa Miller Newman served Montgomery College with dedication and distinction for more than 23 years and retired from the College as of February 1, 2017; and

WHEREAS, Dr. Newman served ably and effectively in staff and administrative roles, and as a professor of English on all three campuses, teaching Basic English I and II and Introduction to College English; and

WHEREAS, Her career at the College included serving as administrative associate to the president, administrative associate to the executive vice president for academic and student services, Writing Across the Curriculum Fellow, Paul Peck Smithsonian Institute Fellow, Center for Teaching and Learning Fellow, and director of the Center for Teaching and Learning; and

WHEREAS, The Center for Teaching and Learning, under her leadership, created new professional development opportunities, a summer grant-writing institute, and a Saturday conference for adjunct faculty that featured keynote speakers and workshops in pedagogy, technology, and multiculturalism; and

WHEREAS, She facilitated a partnership agreement with Georgetown University for the Montgomery College Howard Hughes Scholars Program that enabled Montgomery College students to work in labs, participate in evening discussions on current scientific developments, and attend university community activities while living at Georgetown; and

WHEREAS, Dr. Newman chaired a faculty evaluation committee and three Cabinet committees: one on the role of the College President's Cabinet; one on effective space use; and one on College access, which produced a detailed study that she co-authored, *Raise the Bar, Close the Gap, Slam the Door: Access to Higher Education at Risk*; and

WHEREAS, She served on numerous committees, including the Developmental English Committee, English Competency Committee, and English Composition Committee; and

WHEREAS, She researched and reported data in *A Test of Leadership: Charting the Future of US Higher Education*, the final report of the US Department of Education's Commission on the Future of Higher Education, a commission on which the college president served; and

WHEREAS, Her devotion to literature included writing and publishing many poems, organizing the College Literature Festival, publishing the work of noted poet and playwright May Miller, and preserving the work and legacy of educator and civic activist Kelly Miller; and

WHEREAS, Dr. Newman served on the Board of the College English Association and

presented at numerous professional conferences, including conferences of the American Educational Research Association, the American Association of Community College Trustees, the Council for the Study of Community Colleges, the National Association for African American Studies, and the League for Innovation; and

WHEREAS, She represented Montgomery College at Ohio State University's Digital Media and Composition Institute, where she participated in discussions ranging from intellectual property to issues of race, class, and gender as they apply to multimodal texts; and

WHEREAS, Her professional and leadership development activities included participating in Teaching Professor Conferences and training in MC Management, Facilitative Leadership Development, the Maricopa Community College Chair Academy Leadership Program, and Morgan State University's Community College Fellows Program and Community College Leadership Development Doctoral Program; and

WHEREAS, She received the North American Council for Staff, Program, and Organizational Development Exemplar Award and second place for Exceptional Dissertation for An African-Centered Critique of the Personal Experience Stories of Selected Community College Presidents of African Descent, the only qualitative study submitted for the award; and

WHEREAS, Dr. Newman is highly esteemed by students and colleagues as a consummate professional and as a respectful and creative professor who continually adapts new approaches to teaching, who applies active strategies that fully engage learners, who skillfully uses technology to promote student success, and who advises new faculty members; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with 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. Lisa Miller Newman 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. Lisa Miller Newman 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. Lisa Miller Newman is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. Lisa Miller Newman is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to 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. Lisa Miller Newman.

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

Resolution Number: **17-06-061**
Adopted on: **6/19/2017**

Agenda Item Number: 7Div
June 19, 2017

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Ms. Kathleen A. Wessman**

WHEREAS, Ms. Kathleen A. Wessman has served Montgomery College with dedication and distinction for more than 36 years and retired from the College as of April 1, 2017; and

WHEREAS, She began her service as a part-time faculty member in accounting at the Germantown Campus in 1981, and later was appointed full-time professor of accounting in 1983 at the Takoma Park/Silver Spring Campus, and then moved to the Rockville Campus six years later; and

WHEREAS, Ms. Wessman served in two administrative roles, first as dean for business, computer science, computer applications, and hospitality management at the Rockville Campus starting in 2001, and then as vice president of planning and institutional effectiveness from 2008 until the time of her retirement; and

WHEREAS, Ms. Wessman was a dedicated and diligent College employee in all her roles; and

WHEREAS, During her tenure as a full-time faculty member, Ms. Wessman taught accounting courses online in addition to face-to-face classes; and

WHEREAS, Ms. Wessman was also active as a faculty member on numerous committees and College governance and was part of the group that developed the Academic Assembly and later served as its chair; and

WHEREAS, She also served on the Academic Regulations Committee, the Collegewide Curriculum Committee, and chaired the Appropriate Course Placement Committee (now known as the Collegewide Assessment, Placement, and Developmental Issues Committee), which set the first placement standards for Accuplacer scores; and

WHEREAS, When the College adopted Banner to replace a non-Y2K-compliant information system, Ms. Wessman served on the committee that guided the transition; and

WHEREAS, Ms. Wessman's many accomplishments as dean include playing an instrumental role in the establishment of the Gordon Macklin Business Institute and building the College's partnership with Marriott to develop space for the hospitality management program on the Rockville Campus; and

WHEREAS, Her accomplishments as vice president of planning and institutional effectiveness include the development of the College Area Review (CAR) process, leadership in the development of the *Montgomery College 2020* strategic plan, as well as the "Toolkit," which is used by academic departments to review student activity and progress; and

WHEREAS, She was also active with the committee that launched the Achieving Collegiate Excellence and Success (ACES) program, and served on its leadership structure until her retirement; and

WHEREAS, She collaborated with the University of Maryland University College to earn several Kresge Foundation grants that supported community college students' success after transferring to UMUC; and

WHEREAS, Ms. Wessman served as the College's liaison to the Middle States Commission on Higher Education—the agency that accredits the College—as well as liaison to the Maryland Higher Education Commission; and

WHEREAS, She has been active with the Middle States Commission in serving on teams visiting institutions for reaccreditation as well as on the Commission's committee that set requirements for new accreditation standards; and

WHEREAS, She served on the Maryland Higher Education Commission committee that determined statewide general education requirements; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty or administrator emeritus(a) with 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 the community; and

WHEREAS, The chief of staff/chief strategy officer and the president of the College recommend this public recognition of Ms. Kathleen A. Wessman 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. Kathleen A. Wessman 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 Ms. Kathleen A. Wessman 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 Ms. Kathleen A. Wessman is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of the Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Ms. Kathleen A. Wessman.

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

Resolution Number: **17-06-062**
Adopted on: **6/19/2017**

Agenda Item Number: 7Dv
June 19, 2017

Subject: Award of Silver Medallion and Emeritus Status to Mr. Clyde “Rocky” Sorrell

WHEREAS, Mr. Clyde “Rocky” Sorrell has served Montgomery County and Montgomery College with enthusiasm and dedication for over 35 years prior to his retirement on June 1, 2017; and

WHEREAS, Mr. Sorrell worked as an attorney in the Montgomery County Office of County Attorney for nearly 12 years, where he served as the county attorney from 1987–1990 under the administration of then-County Executive Sidney Kramer; and

WHEREAS, During this time he was engaged in many projects that benefited the county and the College, including the creation and implementation of the Montgomery County Self-Insurance Program that covered the College as well as several other county entities and the drafting and successful passage of the state Local Government Tort Claims Act that limited the liability of the county and the College; and

WHEREAS, Mr. Sorrell provided leadership for all county attorneys in the state as President of the County Attorneys, Maryland Association of County Officers (“MACO”); and

WHEREAS, Mr. Sorrell was a partner at Hogan & Hartson, LLP, from 1990–2000 where he represented Montgomery College on a variety of issues as external counsel and supported the local business community and the College as president of the Montgomery County Chamber of Commerce; and

WHEREAS, Mr. Sorrell has been the general counsel at Montgomery College for the last 17 years; and

WHEREAS, While serving as the College’s general counsel, Mr. Sorrell was instrumental in negotiating the acquisition of the Giant Bakery and redevelopment of the Takoma Park/Silver Spring Campus, created condominiums to enable development of the Bakery and the Germantown Campus, initiated and oversaw the issuing of bonds for several major construction projects, and played a crucial role in bringing Holy Cross Hospital to the Germantown Campus; and

WHEREAS, Over the course of several years, Mr. Sorrell successfully advised the College on changes to policies and procedures regarding treatment of various classes of students in order to fulfill the education goals of the College; and

WHEREAS, Mr. Sorrell remained current in his field by participating in professional development opportunities and through his affiliations with affinity groups and professional associations, such as the Montgomery County Bar Association, the Maryland State Bar Association, the Maryland Association of County Officers, and the National Association of College and University Attorneys; and

WHEREAS, Over the course of his career, Mr. Sorrell has served on the board of numerous organizations, including the American Heart Association, the Montgomery Foundation, the Holy Cross

Hospital Foundation, Strathmore, the Corporate Volunteer Council of Montgomery County and the Montgomery County Chamber of Commerce, where he is a past president; and

WHEREAS, His colleagues regard Mr. Sorrell with the highest esteem and wish him the very best in his retirement years; and

WHEREAS, the College policy provides that all administrative staff who retire with a minimum of 10 years of service as an administrator with Montgomery College shall be designated administrator emeritus/emerita with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy also provides for the awarding of a Silver Medallion to recognize outstanding service to the College; and

WHEREAS, In recognition of his long-time loyalty and invaluable service, the president of the College recommends this public recognition of Mr. Sorrell 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. Clyde "Rocky" Sorrell 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. Clyde "Rocky" Sorrell be awarded the Silver Medallion in recognition of his outstanding 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 Mr. Clyde "Rocky" Sorrell is granted the status of General Counsel Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Mr. Clyde "Rocky" Sorrell.

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

Resolution Number: **17-06-063**
Adopted on: **6/19/2017**

Agenda Item Number: 7Dvi
June 19, 2017

Subject: Award of Silver Medallion and Emeritus Status to Trustee Michael D. Priddy

WHEREAS, The governor of the state of Maryland appointed Mr. Michael D. Priddy to the Board of Trustees of Montgomery College on July 1, 2011; and

WHEREAS, Mr. Priddy was appointed to the Board by virtue of his management, executive, and entrepreneurial career experiences in the areas of information technology, government contracting, advocacy, and community affairs; and

WHEREAS, During his tenure on the Board, Mr. Priddy served as an exemplary Trustee for the entirety of his appoint that ends on June 30, 2017; and

WHEREAS, Mr. Priddy has served the Montgomery College community with distinction and dedication, consistently demonstrating his belief in and understanding of the guiding principles of governance, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, Together, with Dr. Pollard since 2010, Mr. Priddy's leadership on board matters has included grappling with budgets to meet the increasing needs of fluctuating student enrollment; forming and revising policies to address emerging issues; responding to the needs for new facilities and to modernize old facilities to state-of-the-art status; and meeting the challenges that required expansion in the use of technology related to student learning, especially online learning and open educational resources; and

WHEREAS, Mr. Priddy has served the College well in deliberations regarding all matters, but especially those related to advocacy, partnerships with community organizations, online education, and supporting higher education in Montgomery County; and

WHEREAS, He has a strong belief in the importance of education and a passion for the mission of community colleges and has demonstrated his outstanding leadership skills in advocating for the College in the community; and

WHEREAS, Mr. Priddy has generously supported the Montgomery College Foundation and established the Michael and Shannon Priddy Health Sciences Scholarship to benefit students; and

WHEREAS, Mr. Priddy's leadership with the Bethesda chapter of the Armed Forces Communications and Electronics Association, has resulted in donations of \$320,000 for the College's STEM programs and scholarships; and

WHEREAS, Mr. Priddy's integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community have immeasurably contributed to the decisions of the Board of Trustees; these qualities displayed during six years of distinctive service will be sorely missed by the Board, the president, and the College community; and

WHEREAS, College policy allows that all Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emerita status at the time of their departure from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College policy allows for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the county, the state, or the nation; and

WHEREAS, The members of the Board of Trustees of the College recommend this recognition on the occasion of Mr. Michael D. Priddy's completion of his service on the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation and gratitude to Mr. Michael D. Priddy for his conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, alumni, its community, the Montgomery College Foundation, the PIC MC Foundation, and the Montgomery County community; and be it further

Resolved, That the Board extends to him its best wishes for his continued good health, happiness, and prosperity, and invites his continued support of the College in the years ahead; and be it further

Resolved, That Mr. Michael D. Priddy is granted the status of Trustee Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That in recognition of his dedicated service and association with Montgomery College and Montgomery County, Mr. Michael D. Priddy is awarded the Silver Medallion for sustained and exemplary outstanding service; 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 Silver Medallion be presented to Mr. Michael D. Priddy.

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

Agenda Item Number: 8A
June 19, 2017

**DELETION OF THE COMPUTER APPLICATIONS
ASSOCIATE OF APPLIED SCIENCE DEGREE**

BACKGROUND

The Maryland State Plan for Postsecondary Education states that “Maryland will achieve a system of postsecondary education that advances the educational goals of all by promoting and supporting access, affordability, and completion.” Montgomery College echoes that goal by affirming that Montgomery College will “cultivate, implement, and assess student access strategies, initiatives, and resources to ensure Montgomery County residents are provided the opportunity to complete a college education.”

The computer applications associate of applied science degree program was recommended for deletion by the College Area Review committee due to consistent low enrollment and lack of broad transferability. The computer applications program will continue to offer the database systems and information technology certificates.

Students currently enrolled in the computer applications program will be notified that the program will be deleted effective fall 2017. Students can receive extensive assessment and advising sessions with department faculty and advisors and will have until May 2019 to complete the computer applications associate of applied science degree or change majors.

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the deletion of the computer applications associate of applied science degree, and that an application for this deletion be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dean Michaelian
Professor Fontaine

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

Resolution Number: **17-06-064**
Adopted on: **6/19/2017**

Agenda Item Number: 8A
June 19, 2017

Subject: Deletion of the Computer Applications Associate of Applied Science Degree

WHEREAS, The Maryland State Plan for Postsecondary Education strongly recommends that higher education institutions strive to meet the educational needs of students by promoting student success and completion; and

WHEREAS, Montgomery College's mission and vision statements echo this recommendation; and

WHEREAS, The computer applications program is one of several low enrollment/low completion programs at the College; and

WHEREAS, The College Area Review Committee has recommended the deletion of the computer applications associate of applied science degree; and

WHEREAS, Eliminating the computer applications degree program will enhance student success and completion by directing students to other degree programs; and

WHEREAS, Currently enrolled students will receive academic advising and will be allowed to complete the computer applications associate of applied science degree according to established College guidelines; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the deletion of the computer applications associate of applied science degree; and be it further

Resolved, That an application for deletion of the computer applications associate of applied science degree be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 8B
June 19, 2017

**ACCEPTANCE OF ANNUAL PROGRESS REPORT ON PROGRAMS
OF THE CULTURAL DIVERSITY PLAN**

BACKGROUND

Maryland state legislation passed in 2008 requires every higher education institution to develop and implement a plan for a program of cultural diversity. Accordingly, each “cultural diversity plan must include an implementation strategy and time line for meeting the goals.” The Montgomery College plan was adopted by the Board in June 2013. The plan is a multi-year action plan that the College is implementing over a period of seven years—fiscal years 2014 through 2020.

In addition, the Maryland Higher Education Commission (MHEC) requires an annual progress report from institutions. Specifically, as required by section 11-406 of the Education Article, the governing body of each Maryland public college and university is required to submit, by September 1 of each year, a report summarizing institutional progress toward the implementation of its plan for cultural diversity. As per the statute, the Commission is required to review each plan, monitor each institution’s progress toward achieving the goals outlined in its plan, and assess each plan’s adequacy and compatibility with the state’s goals for higher education. Additionally, the Commission is required to report its findings to the Maryland Senate’s Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

As required by section 11-406 of the Education Article, the attached report is Montgomery College’s annual progress report of its program of cultural diversity and provides a report on progress made during fiscal year 2017. The Office of Human Resources and Strategic Talent Management (HRSTM) has prepared this report, which summarizes institutional progress toward implementing the College’s plan for cultural diversity. The report highlights some of the ways Montgomery College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access. Because of the importance of implementing this plan and producing measurable results, annual reports will be presented to the Board of Trustees for submission to MHEC.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report for fiscal year 2017 and authorize the president to forward it to the Maryland Higher Education Commission.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Roop

Ms. Pratt

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

Resolution Number: **17-06-065**
Adopted on: **6/19/2017**

Agenda Item Number: 8B
June 19, 2017

Subject: Acceptance of Annual Progress Report on Programs of the Cultural Diversity Plan

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

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

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

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

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

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

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

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

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

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

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

Agenda Item Number: 9B
June 19, 2017

ADOPTION OF POLICY: 31000–CODE OF ETHICS AND EMPLOYEE CONDUCT

General Information

| | |
|------------------------------|-------------------------------------|
| Policy Number: | 31000 |
| Contained in Chapter: | Chapter Three |
| Policy Title: | Code of Ethics and Employee Conduct |
| Policy Creation Date: | June 19, 2017 |

Reason for Policy

Initial interest in creating an employee code of conduct came from the Common Employee Experience Committee and from the 2014 annual Ombuds Report, which contained a recommendation to “collaboratively develop, adopt, and implement a Code of Ethics and Standards of Conduct for all College employees.” President DeRionne Pollard charged an ad hoc committee of governance representatives to research best practices in higher education and corporate organizations regarding employee codes of conduct. Extensive work was done within governance for more than two years on the development of a proposed Employee Code of Conduct, including focus groups, online surveys, and a website with information and a dedicated email address for comments. The Code of Ethics and Employee Conduct furthers the College’s commitment to integrity by articulating shared ethical standards and holding employees accountable for their behavior.

Purpose of Each Policy Element

| Section | Purpose |
|----------------|---|
| I. | Recognition of the College’s commitment to integrity and ethical behavior. |
| II. | Purpose of the Code of Ethics to establish ethical standards for all employees. |
| III. | Articulation of the seven ethical standards to which employees should adhere. |
| IV. | Authorization for the president to develop procedures to implement the policy. |

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 31000–Code of Ethics and Employee Conduct.

BACKUP INFORMATION

Resolution
Policy 31000–Code of Ethics and Employee Conduct

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Duggan

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

Resolution Number: **17-06-066**
Adopted on: **6/19/2017**

Agenda Item Number: 9B
June 19, 2017

Subject: Adoption of Policy: 31000–Code of Ethics and Employee Conduct

WHEREAS, The president has identified the need for a policy to articulate and establish clear expectations regarding ethical behavior and employee conduct; and

WHEREAS, The issues related to establishing a code of conduct 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 31000–Code of Ethics and Employee Conduct 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: 10A
June 19, 2017

**AWARD OF CONTRACT,
SAFETY AND SECURITY CAMERA EQUIPMENT AND SERVICES, BID 517-015**

BACKGROUND

| | |
|--|---|
| Request: | Safety and security camera equipment and services |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and the Vice President of Instructional and Information Technology/Chief Information Officer |
| Award Type: | Competitive |
| Bid Number: | 517-015 |
| Explanation of Request: | The current technology of the analog safety and security cameras collegewide is obsolete and needs to be replaced. A request is being made to purchase network based Mobotix digital camera equipment with a lifecycle program that will include ongoing support services. This new equipment will allow the College to monitor its environment through the network system; ensure the personal safety of students, faculty, staff, and visitors; protect College property and assets; and deter crime. |
| 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 that funds are planned and budgeted in the FY18 capital budgets. |
| Estimated Annual Dollar Amount: | \$500,000 |
| Vendor Name: | Vision Technologies, Inc. |
| Vendor Address: | 530 McCormick Drive, Suite G Glen Burnie, Maryland 21061 |
| Minority Status: | N/A |
| Contract Term: | One year, with four one-year renewal options |

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Vision Technologies, Inc., of Glen Burnie, Maryland, for safety and security camera equipment and services for one year for an amount not to exceed \$500,000. It is further recommended that the contract be renewed for four additional one-year renewals as long as service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year estimated contract award shall not exceed \$2,500,000.

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: **17-06-067**
Adopted on: **6/19/2017**

Agenda Item Number: 10A
June 19, 2017

Subject: Award of Contract, Safety and Security Equipment and Services, Bid 517-015

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of instructional and information technology/chief information officer are requesting an award of contract for the purchase of safety and security equipment and services; and

WHEREAS, The current technology of the analog safety and security cameras collegewide is obsolete and needs to be replaced; and

WHEREAS, 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 planned and budgeted in the FY18 capital budget; 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 16, 2017, and posted on the Montgomery College procurement website and eMaryland Marketplace; and

WHEREAS, Fifty-nine companies downloaded the solicitation from the Procurement website; and on April 7, 2017, four responses, including one no-bid, were received and recorded in the Office of Procurement by 3:00 p.m. local time; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, one proposal was deemed non-responsive because the company did not follow submittal requirements, and it was determined that the proposal submitted by Vision Technologies, Inc., of Glen Burnie, Maryland, was the highest ranked, meeting all College requirements; and

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

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

Resolved, That the Board of Trustees approves an award of contract to Vision Technologies, Inc., of Glen Burnie, Maryland, for the purchase of safety and security equipment and services for one year for an amount not to exceed \$500,000.

Resolved, That the contract be renewed for four additional one-year terms, as long as service is satisfactory, funds are available, and it is in the best interest of the College, where the total five-year contract award spend shall not exceed \$2,500,000; 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: 10B
June 19, 2017

**AWARD OF CONTRACT,
WORKFORCE DEVELOPMENT & CONTINUING EDUCATION HEALTHCARE-RELATED
CERTIFICATION COURSES, BID 517-017**

BACKGROUND

| | |
|--|---|
| Request: | Healthcare-related certification courses |
| Office/SVP Originating Request: | Senior Vice President for Academic Affairs, and the Vice President/Provost of Applied Technologies, Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education |
| Award Type: | Competitive |
| Bid Number: | 517-017 |
| Explanation of Request: | The Workforce Development & Continuing Education (WD&CE) unit provides much-needed training and instructional support services in the form of community-based programs to local companies and government agencies. In June 2012, the Board of Trustees approved a five-year contract award for WD&CE healthcare-related certification courses under resolution 12-06-046. Continuing these services allows the College to meet healthcare-related certification course needs of the local community. The current contract expires on June 30, 2017. |
| 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 that funds are planned and budgeted in the FY18 operating budgets. |
| Estimated Annual Dollar Amount: | Up to \$400,000 (depending on certification course demand) |
| Vendor Name: | Condensed Curriculum International |
| Vendor Address: | 125 East Patrick Street, Suite 1 Frederick, Maryland 21701 |
| Minority Status: | N/A |
| Contract Term: | One year, with four one-year renewal options |

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Condensed Curriculum International of Frederick, Maryland, for WD&CE healthcare-related certification courses for one year for an amount not to exceed \$400,000, depending on certification course demand.

It is further recommended that the contract be renewed for four additional one-year renewals as long as service is satisfactory, funds are available, and it is in the best interest of the College. Total five-year estimated contract award shall not exceed \$2,000,000, depending on certification course demand.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Mr. Johnson
Mr. Payne

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

Resolution Number: **17-06-068**
Adopted on: **6/19/2017**

Agenda Item Number: 10B
June 19, 2017

**Subject: Award of Contract, Workforce Development & Continuing Education
Healthcare-related Certification Courses, Bid 517-017**

WHEREAS, The senior vice president for academic affairs and the vice president/provost of applied technologies, Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education is requesting an award of contract for the continuation of healthcare-related certification course offerings; and

WHEREAS, In June 2012, the Board of Trustees approved a five-year contract award for WD&CE healthcare-related certification courses under resolution 12-06-046; and

WHEREAS, Continuing these services allows the College to meet healthcare-related certification course needs of the local community; 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 30, 2017, and posted on the Montgomery College procurement website and eMaryland Marketplace; and

WHEREAS, Fifty-three companies downloaded the solicitation from the Procurement website; and on April 13, 2017, three responses, including one no-bid were received and recorded in the Office of Procurement by 3:00 p.m. local time; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, one proposal was deemed non-responsive because the company did not meet qualifications requirements, and it was determined that the proposal submitted by Condensed Curriculum International of Frederick, Maryland, met all College requirements; and

WHEREAS, 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 planned and budgeted in the FY18 operating budget; and

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

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

Resolved, That the Board of Trustees approve an award of contract to Condensed Curriculum International of Frederick, Maryland, for WD&CE healthcare-related certification courses for one year for an amount not to exceed \$400,000, depending on certification course demand; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as service is satisfactory, funds are available, and it is in the best interest of the College, with the total five-year

contract award amount not exceed \$2,000,000, depending on certification course demand; 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: 10C
June 19, 2017

**AWARD OF CONTRACT, MASS NOTIFICATION SYSTEM, PHASE 2,
ROCKVILLE CAMPUS, BID 617-010**

BACKGROUND

| | |
|--|--|
| Request: | Construction of the mass notification system, Phase 2, on the Rockville Campus |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services, and the Vice President of Facilities and Security |
| Award Type: | Competitive |
| Bid Number: | 617-010 |
| Explanation of Request: | This project, which is Phase 2 of a three-phase project, will replace obsolete and inefficient fire alarm systems with state-of-the-art fire alarm systems that include a mass notification component to alert building occupants of actions to take in the event of various emergencies, such as fire, earthquake, tornado/severe weather, intruder alerts, etc. This equipment will be placed in the following buildings: Paul Peck Art Building (AR), Computer Science Building (CS), Music Building (MU), Humanities Building (HU), Physical Education Building (PE), and the Technical Center (TC) on the Rockville Campus. The cost estimate for the project by the design architect is \$2,365,928. |
| 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 that funds are planned and budgeted in the FY17 and FY18 capital budgets. |
| Total Dollar Amount: | \$1,988,000 |
| Vendor Name: | SimplexGrinnell |
| Vendor Address: | 22712 Commerce Center Court, Suite 114 Dulles, VA 20166 |
| Minority Status: | N/A |
| Contract Expiration: | One-time purchase |

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to SimplexGrinnell of Dulles, Virginia, for construction of the Phase 2 Mass Notification System on the Rockville Campus, for a total amount of \$1,988,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Mills

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

Resolution Number: **17-06-069**
Adopted on: **6/19/2017**

Agenda Item Number: 10C
June 19, 2017

Subject: Award of Contract, Mass Notification System, Phase 2, Rockville Campus, Bid 617-010

WHEREAS, The senior vice president for administrative and fiscal services, and the vice president of facilities and security are requesting an award of contract for the Phase 2 mass notification system on the Rockville Campus; and

WHEREAS, This project, which is Phase 2 of a three-phase project, will replace obsolete and inefficient fire alarm systems with state-of-the-art fire alarm systems on all three campuses; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; 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 February 27, 2017, in the *Baltimore Sun* and the *Washington Post*, and posted on the Montgomery College Procurement website and eMaryland Marketplace; and

WHEREAS, Seventy companies downloaded the solicitation from the Procurement website; and on March 28, 2017, three responses were received and recorded in the Office of Procurement by 3:00 p.m. local time; and

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

WHEREAS, Following evaluation of Part B–Price Proposals, it was determined that SimplexGrinnell of Dulles, Virginia, submitted the lowest bid price of \$1,988,000 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 funds are planned and budgeted in the FY17 and FY18 capital budgets 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 the Board of Trustees approves an award of contract to Simplex Grinnell of Dulles, Virginia, for the construction of the Phase 2 mass notification system on the Rockville Campus for a total amount of \$1,988,0000; 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: 10D
June 19, 2017

**MULTIPLE AWARDS OF CONTRACT,
CLASSIFICATION AND COMPENSATION-RELATED SERVICES, BID 917-009**

BACKGROUND

| | |
|--|--|
| Request: | Classification and compensation-related services |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and the Interim Chief Human Resources Officer |
| Award Type: | Competitive |
| Bid Number: | 917-009 |
| Explanation of Request: | On June 18, 2012, the Board of Trustees awarded a contract to multiple awardees for classification and consulting services on an as needed basis under resolution 12-06-047. The Office of Human Resources and Strategic Talent Management has an ongoing need for staff and executive classification and compensation-related services as they pertain to position evaluations, job analyses, revision of current job classification specifications, creation of new position descriptions, associated legal compliance, maintenance reviews, and market pay surveys. The College will utilize these services to continue to maintain a classification and compensation system that is relevant and equitable. The current contract expires on June 30, 2017. |
| <u>Reason Being Brought to Board:</u> | <u>Board approval is required for bid awards valued over \$250,000.</u> |
| Certification: | The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that funds are planned and budgeted in the FY18 operating budgets. |
| Estimated Annual Dollar Amount: | \$350,000 |
| Vendor Name: | 1. Segal Waters Consulting 2. CPS HR Consulting Company 3. Evergreen Solutions |
| Vendor Address: | 1. Washington, DC 2. Sacramento, CA 3. Tallahassee, FL |

| | |
|-------------------------|--|
| Minority Status: | 1. N/A 2. Yes 3. N/A |
| Contract Term: | July 1, 2017 through June 30, 2018, with four one-year renewal options |

RECOMMENDATION

It is recommended that the Board of Trustees approve awards of contract to Segal Waters Consulting of Washington, DC; CPS HR Consulting Company of Sacramento, California; and Evergreen Solutions of Tallahassee, Florida, for classification and compensation-related services, for a one-year period, for an amount not to exceed \$350,000.

It is further recommended that the contracts be renewed for four additional one-year renewals as long as service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year estimated contract award shall not exceed \$1,750,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
 Mr. Roop

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

Resolution Number: **17-06-070**
Adopted on: **6/19/2017**

Agenda Item Number: 10D
June 19, 2017

Subject: Multiple Awards of Contract, Classification and Compensation-related Services, Bid 917-009

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief human resources officer are requesting multiple awards of contract for the purchase of classification and compensation-related services; and

WHEREAS, The College will utilize these services to continue to maintain a classification and compensation system that is relevant and equitable; 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 April 6, 2017, and posted on the Montgomery College procurement website and eMaryland Marketplace; and

WHEREAS, Twenty-six companies downloaded the solicitation from the College's procurement website; and on April 21, 2017, nine responses, including two no-bids were received and recorded in the Office of Procurement by 3:00 p.m. local time; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that proposals submitted by Segal Waters Consulting of Washington, DC, Evergreen Solutions of Tallahassee, Florida, and CPS HR Consulting Company of Sacramento, California were the highest ranked, meeting all College requirements; and

WHEREAS, 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 planned and budgeted in the FY18 operating budget; and

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

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

Resolved, That the Board of Trustees approves awards of contract to Segal Waters Consulting of Washington, DC, CPS HR Consulting Company of Sacramento, California, and Evergreen Solutions of Tallahassee, Florida, for the purchase of classification and compensation-related services, for a one-year period for an amount not to exceed \$350,000; and be it further

Resolved, That the contracts be renewed for four additional one-year terms, as long as service is satisfactory, funds are available, and it is in the best interest of the College, with the total five-year contract award not to exceed \$1,750,000; 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: 10E
June 19, 2017

**AMENDMENT TO AWARD OF CONTRACT FOR THE
CONTINUATION OF SERVICE OF STUDENT SUCCESS TRACKING SOFTWARE LICENSE**

BACKGROUND

| | |
|--|--|
| Request: | Continuation of license agreement to use the Starfish advising and student success software system |
| Office/SVP Originating Request: | Senior Vice President for Student Affairs and Vice President of Instructional and Information Technology/Chief Information Officer |
| Award Type: | Amendment to Award of Contract |
| Bid Number: | NA |
| Explanation of Request: | The College wishes to continue utilizing the Starfish advising and student success software system, which was approved by the Board of Trustees during its June 18, 2012, meeting under resolution 12-06-048. The Starfish software is used to organize and track student academic progress; comply with the College and Career Readiness and College Completion Act of 2013 (CCRCCA), and enable the College to help students navigate more successfully to completion of their academic goals. This software also allows students to sign up for appointments with course instructors, counselors, and advisors; view support networks; obtain electronic referrals and other important time sensitive messages; and view and follow educational plans to completion. Continuing the Starfish software license also ensures that the College remains in compliance with CCRCCA. The current contract will expire on June 30, 2017. |
| Reason Being Brought to Board: | Board approval is required for all sole source procurements valued over \$100,000. |
| Certification: | The director of procurement certifies that the Starfish advising and student success software can only be obtained from Hobsons, Inc., and the vice president of finance/chief finance officer certifies that funds are planned and budgeted in the FY18 operating budget. |
| Annual Estimated Dollar Amount: | \$161,000 |
| Vendor Name: | Hobsons, Inc. (Formerly: Starfish Retention Solutions) |

| | |
|-------------------------|--|
| Vendor Address: | 50 E. Business Way, Suite 300 Cincinnati, OH 45241 |
| Minority Status: | N/A |
| Contract term: | July 1, 2017, through June 30, 2018, with four additional one-year renewal options |

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to an award of contract for the continuation of the Starfish advising and student success software system to Hobsons, Inc., of Cincinnati, Ohio, for one year, for an amount not to exceed \$161,000.

It is further recommended that the contract be renewed for four additional one-year renewals as long as service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year estimated contract award shall not exceed \$850,000.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Dr. Brown
Mr. Whitman

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

Resolution Number: **17-06-071**
Adopted on: **6/19/2017**

Agenda Item Number: 10E
June 19, 2017

Subject: Amendment to Award of Contract for the Continuation of Service of Student Success Tracking Software License

WHEREAS, The senior vice president for student affairs and the vice president of instructional and information technology/chief information officer are requesting the continued use of the Starfish advising and student success software system; and

WHEREAS, The Starfish service tracking software is used to organize and track student academic progress, comply with the College and Career Readiness and College Completion Act of 2013, and enable the College to help students navigate more successfully to completion of their academic goals; and

WHEREAS, The Board of Trustees awarded a competitive contract to Starfish Retention Solutions for purchase of an advising and student success software system in June 2012, under resolution 12-06-048; and

WHEREAS, Continuing the Starfish software license ensures that the College is in compliance with the College and Career Readiness and College Completion Act; and

WHEREAS, Board approval is required for sole source awards of contract valued over \$100,000; and

WHEREAS, The director of procurement certifies that the Starfish software system can only be obtained from Hobsons, Inc., and the vice president of finance/chief finance officer certifies that funds are planned and budgeted in the FY18 operating budget; and

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

Resolved, That the amendment to the award of contract for continued use of the Starfish software system to Hobsons, Inc., of Cincinnati, Ohio, be approved for one year for an amount not to exceed \$161,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as service is satisfactory, funds are available, and it is in the best interest of the College, with the total five-year contract award not to exceed \$850,000; 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: 13A
June 19, 2017

**FINAL ADOPTION OF THE FY18 CURRENT, ENTERPRISE,
AND OTHER FUND BUDGETS**

BACKGROUND

On January 23, 2017, the Board of Trustees adopted a budget in the amount of \$264,221,445 for the current fund. The Board also approved \$17,784,950 for the Workforce Development & Continuing Education (WD&CE) Fund, and \$1,638,620 for the Auxiliary Enterprises Fund, for a total of \$19,423,570 in special fund budgets. It is necessary to re-adopt the current fund budget since the county council's final appropriation for the current fund is \$262,009,376.

County funding increased \$5,200,000 or 3.9 percent from the prior year. During its May 2017 meeting, the Board of Trustees authorized tuition rate increases of \$2 per credit for in-county, \$4 per credit for in-state, and \$6 per credit for out-of-state. The change in tuition rates is reflective of the one-time tuition supplemental grant the College received from the state. This grant provides funds to limit tuition increases to two percent. This budget includes the use of fund balance of \$2,559,470. Total state aid funding for FY18, which includes the operating budget and WD&CE, is \$247,204 higher than the amount budgeted for the College in FY17.

This budget funds salary and benefit improvements for our faculty, staff, and administrators of \$5,851,339; same service costs of \$698,542 covering utilities, lease, and maintenance cost increases; and initiatives totaling \$1,108,102, which includes additional funds for grant scholarships, new funding for Achieving the Dream efforts, one-time funding for honors and open educational resources activities, and five new security personnel. This budget also includes a commitment to financial stewardship by reducing organizational budgets by \$6,466,386.

The other funds (Emergency Plant Maintenance and Repair Fund, county-funded grant, Major Facilities Reserve Fund, Montgomery College 50th Anniversary Endowment Fund, Transportation Fund) remain as adopted and no further changes are necessary to the Board's original authorization. The federal, state, and private grant and contract funds was increased a net \$2.5 million to \$22,244,655 to reflect updated projected expenditure outlays in FY18 for three federal Department of Labor grants and an adjustment for the state tuition grant to reflect a non-mandatory transfer to fund the current funds budget. Cable television was decreased by \$5,275 to \$1,683,725 to reflect final county council action on the County Cable TV and communications plan budget.

There is a provision in this resolution to re-appropriate encumbered FY17 balances in FY18. This action will allow funding for items encumbered in the current fiscal year to automatically be re-appropriated in the next fiscal year.

RECOMMENDATION

It is recommended that the Board re-adopt the FY18 current fund and special funds budgets as presented on the attached and authorize the president to implement the budgets that are subject to final county council funding actions in June 2017.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Hickey

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

Resolution Number: **17-06-072**
Adopted on: **6/19/2017**

Agenda Item Number: 13A
June 19 2017

Subject: Final Adoption of the FY18 Current, Enterprise, and Other Fund Budgets

WHEREAS, The Board of Trustees adopted the College's Fiscal Year 2018 operating budget on January 23, 2017, by Board Resolution 17-01-008; and

WHEREAS, Montgomery College submitted a budget that was fiscally responsible; and

WHEREAS, The Montgomery County Council considered the budget in work sessions during April and May 2017, and approved \$262,009,376 for the current fund, and \$19,423,570 for the special funds; and

WHEREAS, The county executive and council recognized the valuable contribution that Montgomery College makes to the community and funded \$5,200,000 for compensation increases for employees; and

WHEREAS, The council has approved the College's FY18 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$262,009,376; and

WHEREAS, By the same resolution, the council appropriated the expenditure authority for the special funds as follows: Workforce Development & Continuing Education Fund, \$17,784,950, and Auxiliary Enterprises Fund, \$1,638,620; and

WHEREAS, The College is requesting authority for encumbered expenditures to be carried into the next fiscal year; and

WHEREAS, The foregoing expenditure appropriation has been applied to functional expense categories to reflect council actions; now therefore be it

Resolved, That the Board of Trustees hereby re-adopts the FY18 College current fund operating budget in the amount of \$262,009,376; Workforce Development & Continuing Education Fund in the amount of \$17,784,950; the Auxiliary Enterprises Fund in the amount of \$1,638,620; the federal, state and private grant and contract fund in the amount of \$22,244,655; and the College Cable TV fund in the amount of \$1,683,725; and be it further

Resolved, That the Board of Trustees authorizes re-appropriation and expenditures of encumbered FY17 appropriations for all funds, permitting the funds to be spent in FY18 (unencumbered appropriations lapse at the end of FY17); and be it further

Resolved, That the functional totals for the Fiscal Year 2018 operating budget will be in the amounts listed in the following table:

| | | CURRENT FUND | SPECIAL |
|-------|------------------------------|---------------------|----------------|
| 10 | Instruction | \$ 89,711,109 | \$ 9,950,088 |
| 40 | Academic Support | \$ 43,002,765 | \$ 3,427,587 |
| 50 | Student Services | \$ 33,105,457 | \$ 2,957,275 |
| 60 | Operations & Maint. of Plant | \$ 43,765,655 | \$ 1,400,000 |
| 70 | Institutional Support | \$ 46,816,992 | -0- |
| 80 | Scholarships & Fellowships | \$ 5,607,398 | \$ 50,000 |
| | Auxiliary Expenditures | -0- | \$ 1,638,620 |
| | | | |
| Total | | \$262,009,376 | \$ 19,423,570 |

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's operating budget during FY18 are in the amounts listed in the table below subject to final county council funding actions in June 2017:

| | CURRENT FUND | SPECIAL |
|---------------------|---------------------|----------------|
| County Contribution | \$ 139,333,727 | -0- |
| State Aid | \$ 35,794,377 | \$ 6,717,202 |
| Tuition & Fees | \$ 80,419,457 | \$ 10,550,000 |
| Miscellaneous | \$ 2,074,000 | \$ 2,439,510 |
| Fund Balance | \$ 2,559,470 | \$ 816,858 |
| Net Transfers | \$ 1,828,345 | \$ (1,100,000) |
| | | |
| Total | \$ 262,009,376 | \$ 19,423,570 |

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

Agenda Item Number: 13B
June 19, 2017

FINAL ADOPTION OF THE FY18 COLLEGE CAPITAL BUDGET

BACKGROUND

On May 25, 2017, the Montgomery County Council approved the College's FY18 capital budget by appropriating \$40,829,000 to fund 16 projects. The council's approved budget (council resolution 18-816) is made up of the following:

| Project | College's FY18 Request | Council Final Action |
|--|---------------------------|-------------------------|
| ADA Compliance – College | \$50,000 | \$50,000 |
| Capital Renewal | 1,000,000 | 1,000,000 |
| Collegewide Road/Parking Lot Repairs & Replacement (new) | 500,000 | 500,000 |
| Collegewide Physical Education Renovations | 2,300,000 | 2,300,000 |
| Energy Conservation – College | 125,000 | 125,000 |
| Facility Planning – College | 270,000 | 270,000 |
| G-Science and Applied Studies Renovation-Phase 1 | 5,316,000 | 5,316,000 |
| Instructional Furniture & Equipment – College | 270,000 | 270,000 |
| IT Information Technology | 8,500,000 | 8,500,000 |
| IT Student Learning Support Systems | 1,400,000 | 1,400,000 |
| IT Network Operating Center/Datacenter | 2,000,000 | 2,000,000 |
| IT Network Infrastructure & Support Systems | 1,800,000 | 1,800,000 |
| Planned Lifecycle Asset Replacement–College | 3,100,000 | 4,961,000 |
| Planning, Design & Construction | 1,730,000 | 1,656,000 |
| Site Improvements | 405,000 | 405,000 |
| TPSS Math and Science Center | 10,276,000 | 10,276,000 |
| TOTAL | \$39,042,000 | \$40,829,000 |
| Disappropriation: Rockville Science East Building Renovation | | (\$1,861,000) |

The approved FY18 capital budget provides full funding for the Takoma Park/Silver Spring Math and Science Center design, as well as the furniture and equipment funding for the Germantown Science and Applied Studies Building renovation. The county approved a modest increase for state approved cost escalation of three percent for these projects, which are split between the state and the county.

During the county's reconciliation process, funding was accelerated for the planned lifecycle asset replacement project, which resulted in an FY18 appropriation increase of \$1,861,000. The county decreased funding for the planning, design, and construction project by \$74,000, and there was a disappropriation of funding totaling \$1,861,000 for the completed Rockville Science East Building renovation project.

The College self-funded two projects within the FY18 capital budget. New for FY18 is the collegewide road/parking lot maintenance and repairs project, which is funded through the transportation fund. The physical education project is funded through the major facilities fee, and will support the installation of a turf soccer field on the Rockville Campus.

RECOMMENDATION

It is recommended that the Board adopt the FY18 capital budget as appropriated by the Montgomery County Council and authorize the president to implement the approved budget. The attached resolution provides for the formal action taken each year following the council's appropriation of the College's capital budget.

BACKUP INFORMATION

Board Resolution
Other Approved Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

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

Resolution Number: **17-06-073**
Adopted on: **6/19/2017**

Agenda Item Number: 13B
June 19, 2017

Subject: Final Adoption of the FY18 College Capital Budget

WHEREAS, On November 14, 2016, by Board Resolution 16-11-137, the Board of Trustees adopted the FY18 College capital budget; and

WHEREAS, On May 25, 2017, by council resolution 18-816, the Montgomery County Council approved the College's FY17–22 capital improvements program and approved the FY18 capital budget with new appropriations totaling \$40,829,000 to fund 16 projects, and reduced one previously appropriated project by \$1,861,000; and

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

Resolved, That the Board of Trustees adopts the FY18 College capital budget, and authorizes the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to council resolution 18-816.

MONTGOMERY COLLEGE
FY18 Capital Budget
Other Approved Projects (No Funds Requested in FY18)

Projects with prior-year appropriations (approved as submitted):

Germantown Bioscience Education Center
Germantown Observation Drive Reconstruction
Elevator Modernization
Rockville Computer Science Alterations
Rockville Macklin Tower Alterations
Rockville Parking Garage
Rockville Science West Renovation
Rockville Student Services Center
Roof Replacement

Outyear projects with no previous appropriation (FY17–22):

Germantown Student Services Center

Deleted outyear projects (FY17–22):

None

Projects pending close out:

Rockville Science East Building Renovation

Projects closed out as of July 1, 2017:

None

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

Agenda Item Number: 13C
June 19, 2017

PETITIONS FOR FY18 STATE FUNDING

BACKGROUND

On May 25, 2017, the Montgomery County Council appropriated the College's FY18 capital budget, including funds for two state-assisted projects, the Takoma Park/Silver Spring Math and Science Center design, and the Germantown Science and Applied Studies renovation and addition Phase 1 furniture and equipment. The county executive and the county council have been informed that the College will petition the state for final approval of funding for these two projects.

The state and county funding levels for these projects are outlined below. The FY18 appropriation for the Takoma Park/Silver Spring Math and Science Center project design is \$10,276,000 (\$5,138,000 in county aid and \$5,138,000 through state support). The FY18 appropriation for the Germantown Science and Applied Studies renovation and addition Phase 1 furniture and equipment is \$5,316,000 (\$2,860,000 in county aid and \$2,456,000 through state support).

The attached resolutions and county council petitions are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY18 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petitions.

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$5,138,000 for the design of the Takoma Park/Silver Spring Math and Science Center project, and for \$2,456,000 for the Germantown Science and Applied Studies renovation and addition Phase 1 furniture and equipment.

BACKUP INFORMATION

Board Resolutions
County Council Resolutions
Project Description Forms

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Mills

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

Resolution Number: **17-06-074**
Adopted on: **6/19/2017**

Agenda Item Number: 13C 1
June 19, 2017

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereeto, Takoma Park/Silver Spring Math and Science Center Project for
Design**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking design of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$5,138,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the design of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY18 state of Maryland capital budget by the 2017 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$5,138,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$5,138,000 for the design of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the design of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the county council to petition the Maryland Higher Education Commission for a grant of \$5,138,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY18 capital budget for Montgomery College, the Board of Trustees proposed undertaking the design of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College. On May 25, 2017, the county council approved \$5,138,000 for this project, contingent on the receipt of \$5,138,000 from the state in FY18.
3. In March 2017, the state General Assembly and the Governor approved the FY18 state of Maryland capital budget, which included \$5,138,000 for the design of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2017 session of the General Assembly of the FY18 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission for a grant of \$5,138,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the design of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College, and the county council has not already agreed to fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Linda M. Lauer
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. **00-00-000**
Takoma Park/Silver Math and Science Center PDF #P076607

Takoma Park/Silver Spring Math & Science Center (P076607)

| | | | |
|----------------------|-----------------------------|-----------------------------------|----------------|
| Category | Montgomery College | Date Last Modified | 5/22/17 |
| Sub Category | Higher Education | Required Adequate Public Facility | No |
| Administering Agency | Montgomery College (AAGE15) | Relocation Impact | None |
| Planning Area | Takoma Park | Status | Planning Stage |

| | Total | Thru FY16 | Rem FY16 | Total 6 Years | FY 17 | FY 18 | FY 19 | FY 20 | FY 21 | FY 22 | Beyond 6 Yrs |
|--------------------------------------|---------------|-----------|----------|---------------|----------|--------------|--------------|---------------|---------------|---------------|--------------|
| EXPENDITURE SCHEDULE (\$000s) | | | | | | | | | | | |
| Planning, Design and Supervision | 10,276 | 0 | 0 | 10,276 | 0 | 1,500 | 4,582 | 4,194 | 0 | 0 | 0 |
| Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Site Improvements and Utilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Construction | 68,502 | 0 | 0 | 68,502 | 0 | 0 | 0 | 8,690 | 27,500 | 32,312 | 0 |
| Other | 6,850 | 0 | 0 | 6,850 | 0 | 0 | 0 | 0 | 0 | 6,850 | 0 |
| Total | 85,628 | 0 | 0 | 85,628 | 0 | 1,500 | 4,582 | 12,884 | 27,500 | 39,162 | 0 |
| FUNDING SCHEDULE (\$000s) | | | | | | | | | | | |
| G.O. Bonds | 42,814 | 0 | 0 | 42,814 | 0 | 750 | 2,291 | 6,442 | 13,750 | 19,581 | 0 |
| State Aid | 42,814 | 0 | 0 | 42,814 | 0 | 750 | 2,291 | 6,442 | 13,750 | 19,581 | 0 |
| Total | 85,628 | 0 | 0 | 85,628 | 0 | 1,500 | 4,582 | 12,884 | 27,500 | 39,162 | 0 |

APPROPRIATION AND EXPENDITURE DATA (000s)

| | | |
|------------------------------------|-------|--------|
| Appropriation Request Est. | FY 18 | 10,276 |
| Supplemental Appropriation Request | | 0 |
| Transfer | | 0 |
| Cumulative Appropriation | | 0 |
| Expenditure / Encumbrances | | 0 |
| Unencumbered Balance | | 0 |

| | |
|--------------------------|--------|
| Date First Appropriation | FY 16 |
| First Cost Estimate | |
| Current Scope | FY 18 |
| Last FY's Cost Estimate | 87,928 |

Description

This project provides funding for the design and construction of a new academic building (134,600 gross square feet) supporting science programs, such as biology, chemistry, computer science and cybersecurity, engineering, geology, physics, and the mathematics department, as described in the Takoma Park Campus Facilities Master Plan, 2013-2023 (2/16). The new math and science building will replace the Science South and Falcon Hall buildings, which will be demolished, and the new building will be constructed on this site.

Cost Change

Project expenditures assume that a portion of Information Technology (IT) equipment costs may be funded through the Information Technology (No. P856509) project. The cost of this project has increased to match the State's allowable cost escalation factor (3%). The cost of this project was reduced to reflect a change in the project's construction schedule.

Justification

Under the application of the State space guidelines, the enrollment growth on the Takoma Park/Silver Spring Campus has resulted in a significant instructional space deficit. The Takoma Park/Silver Spring Campus has a Fall 2015 laboratory space deficit of 58,894 NASF and a total space deficit of 39,889 NASF. The 2025 projected laboratory space deficit is 44,751 NASF and the total space deficit is anticipated to be 100,636 NASF. The construction of the math & science building will address this deficit as well as replace Science South and Falcon Hall, which are in exceedingly poor condition (as identified in the Collegewide Facilities Condition Assessment, 12/13). Relevant studies include the Collegewide Facilities Condition Assessment Update (12/13), and the Collegewide Facilities Master Plan 2013-2023 (2/16).

Other

FY17 Appropriation: 0 FY18 Appropriation: \$10,276,000; \$5,138,000 (G.O. Bonds), and \$5,138,000 (State Aid). Relocation costs and design fees above approximately 7% of estimated construction costs may not be eligible for State reimbursement. The construction costs in the expenditure schedule (\$68,502,000) include: site improvement costs (\$6,335,000), building construction costs (\$62,167,000). The building construction cost per gross square foot equals \$462 (\$62,167,000/134,600).

Disclosures

A pedestrian impact analysis has been completed for this project.

Montgomery College (A15) asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

Coordination

Facility Planning: College (CIP No. P886686)

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

Resolution Number: **17-06-074**
Adopted on: **6/19/2017**

Agenda Item Number: 13C 2
June 19, 2017

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereeto, Germantown Science and Applied Studies Renovation and Addition
Phase One Furniture and Equipment**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking the purchase of furniture and equipment for the Science and Applied Studies renovation and addition – Phase 1 project on the Germantown Campus of the College and has determined that the sum of \$2,456,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the purchase of furniture and equipment for the Science and Applied Studies renovation and addition – Phase 1 project on the Germantown Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY18 state of Maryland capital budget by the 2017 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$2,456,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$2,456,000 for the purchase of furniture and equipment for the Science and Applied Studies renovation and addition - phase one project on the Germantown Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the purchase of furniture and equipment for the Science and Applied Studies renovation and addition - phase one project on the Germantown Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the county council to petition the Maryland Higher Education Commission for a grant of \$2,456,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY18 capital budget for Montgomery College, the Board of Trustees proposed undertaking the purchase of furniture and equipment for the Science and Applied Studies renovation and addition - phase one project on the Germantown Campus of the College. On May 25, 2017, the county council approved \$2,456,000 for this project, contingent on the receipt of \$2,456,000 from the state in FY18.
5. In March 2017, the state General Assembly and the Governor approved the FY18 state of Maryland capital budget, which included \$2,456,000 for the purchase of furniture and equipment for the Science and Applied Studies renovation and addition - phase one project on the Germantown Campus of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the

county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2017 session of the General Assembly of the FY18 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission for a grant of \$2,456,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the purchase of furniture and equipment for the Science and Applied Studies renovation and addition - phase one project on the Germantown Campus of the College, and the county council has not already agreed to the fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Linda M. Lauer
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. 00-00-000
Germantown Science and Applied Studies renovation and addition - phase one
project PDF #P136600

Germantown Science & Applied Studies Phase 1-Renov (P136600)

| | | | |
|----------------------|-----------------------------|-----------------------------------|----------------|
| Category | Montgomery College | Date Last Modified | 9/2/16 |
| Sub Category | Higher Education | Required Adequate Public Facility | No |
| Administering Agency | Montgomery College (AAGE15) | Relocation Impact | None |
| Planning Area | Germantown | Status | Planning Stage |

| | Total | Thru FY16 | Rem FY16 | Total 6 Years | FY 17 | FY 18 | FY 19 | FY 20 | FY 21 | FY 22 | Beyond 6 Yrs |
|--------------------------------------|---------------|--------------|------------|---------------|---------------|---------------|----------|----------|----------|----------|--------------|
| EXPENDITURE SCHEDULE (\$000s) | | | | | | | | | | | |
| Planning, Design and Supervision | 4,529 | 4,046 | 483 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Site Improvements and Utilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Construction | 30,840 | 5,000 | 0 | 25,840 | 15,000 | 10,840 | 0 | 0 | 0 | 0 | 0 |
| Other | 5,316 | 0 | 0 | 5,316 | 0 | 5,316 | 0 | 0 | 0 | 0 | 0 |
| Total | 40,685 | 9,046 | 483 | 31,156 | 15,000 | 16,156 | 0 | 0 | 0 | 0 | 0 |
| FUNDING SCHEDULE (\$000s) | | | | | | | | | | | |
| G.O. Bonds | 20,953 | 4,932 | 241 | 15,780 | 7,500 | 8,280 | 0 | 0 | 0 | 0 | 0 |
| State Aid | 19,732 | 4,114 | 242 | 15,376 | 7,500 | 7,876 | 0 | 0 | 0 | 0 | 0 |
| Total | 40,685 | 9,046 | 483 | 31,156 | 15,000 | 16,156 | 0 | 0 | 0 | 0 | 0 |

APPROPRIATION AND EXPENDITURE DATA (000s)

| | | |
|------------------------------------|-------|--------|
| Appropriation Request Est. | FY 18 | 5,316 |
| Supplemental Appropriation Request | | 0 |
| Transfer | | 0 |
| Cumulative Appropriation | | 35,369 |
| Expenditure / Encumbrances | | 33,979 |
| Unencumbered Balance | | 1,390 |

| | |
|--------------------------|--------------|
| Date First Appropriation | FY 13 |
| First Cost Estimate | |
| Current Scope | FY 18 40,685 |
| Last FY's Cost Estimate | 40,541 |

Description

This project provides for the realignment/renovation of space in the Science and Applied Studies building (65,015 GSF) on the Germantown Campus in accordance with the College's Facilities Master Plan (9/10) and the building educational space specifications. The renovated building will house open class labs, classrooms, offices and support space related to the physics, engineering, and mathematics departments. The Science and Applied Studies Renovation will occur in two phases. The first phase involves the renovation of the second floor, and a 29,330 GSF building addition, to support the Physics, Engineering, and Mathematics disciplines. There will be vacant space in a portion of the building when various departments move to the Bioscience Education Center, which makes it necessary to renovate this building to support new disciplines. The current building layout is inappropriate for the Physics, Engineering, and Mathematics departments, which makes it necessary to renovate laboratory spaces, classrooms, and faculty and staff offices. This building also has outdated laboratory equipment, which does not properly support the new functions, and technological changes in teaching methods. Programmatic changes are necessary to prepare this building for these uses. The second phase of this project will deal with the renovation of the first floor. Overall growth at the Germantown Campus in combination with the transition to lab instruction for mathematics and engineering expansion has created the demand for additional academic space. Renovation for these disciplines co-locates them near the Bioscience Education Center, creating good programmatic synergy on the campus. Renovation of this facility is contingent on completion of the Bioscience Education Center. Based on student interest, enrollment trends, existing and projected County and State workforce needs, and the teaching and learning strategies, including the final report of The Governor's Science Technology Engineering Mathematics Task Force, Investing in STEM to Secure Maryland's Future, the Germantown Campus will be well positioned to meet the needs of its students and the region. Design funding for this project was appropriated in FY13, and construction funding was appropriated in FY16.

Estimated Schedule

Project construction is scheduled to be completed in the summer of 2018.

Justification

Under the application of the State space guidelines, the enrollment growth on the Germantown Campus has resulted in a significant instructional space deficit. The Germantown Campus has a 2024 projected instructional space deficit of 190,098 NASF and a total space deficit anticipated to be 317,384 NASF. In addition, this project will position the College to address workforce shortages in the Science, Technology, Engineering, and Mathematics fields. This project will impact local and Maryland workforce shortages through educating students to fill technical jobs. Relevant studies include the Collegewide Facilities Master Plan Update (1/15), the Renovation/Addition to Sciences & Applied Studies Building at Montgomery College Germantown Campus, Part 1, Part 2 (3/11), and the Collegewide Facilities Conditions Assessment Update (12/13).

Other

Germantown Science & Applied Studies Phase 1-Renov (P136600)

FY17 Appropriation: \$0 FY18 Appropriation: \$5,316,000 Total: \$2,860,000 (G.O. Bonds), \$2,456,000 (State Aid). Project expenditures assume that a portion of Information Technology (IT) equipment costs may be funded through the Information Technology (No. P856509) project. The construction costs in the expenditure schedule (\$30,840,000) include: site improvement costs (\$2,390,000), building construction costs (\$28,450,000). The building construction cost per gross square foot equals \$438 (\$28,450,000/65,015).

Disclosures

A pedestrian impact analysis has been completed for this project.

Montgomery College (A15) asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

Coordination

Facility Planning: College (No. P886686), Bioscience Education Center (No. P056603), Energy Conservation: College (No. P816611), PLAR: College (No. P926659)

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

Agenda Item Number: 14
June 19, 2017

COMPENSATION IN FY18

BACKGROUND

Each year, during the spring, the Board acts on salary recommendations for administrators, department chairs, non-bargaining associate and support staff. Subject to the availability of funds, the president makes recommendations for administrators, department chairs, and non-bargaining associate and support staff salary adjustments. Board action is necessary at this time to authorize general wage and salary adjustments and establish the salary schedule, consistent with the approved FY18 operating budget, for administrators, department chairs, and non-bargaining associate and support staff, and to authorize funds in support of recognition awards for all eligible employees.

Wages for bargaining unit employees who are members of American Association of University Professors (AAUP), American Federation of State, County, and Municipal Employees (AFSCME), and Service Employees International Union (SEIU) bargaining units are established through the collective bargaining process.

RECOMMENDATION

The president recommends approval of the following resolutions:

1. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs General Wage Adjustment for FY18. This resolution provides for a one percent (1.0%) general wage adjustment for non-bargaining associate and support staff, administrators, and department chairs for FY18.
2. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Adjustment Increment for FY18. This resolution authorizes an increment, defined by Montgomery College as a salary adjustment expressed as a percentage of an employee's overall base pay, for eligible non-bargaining employees in the amount of two percent (2.0%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, effective for pay following the completion of the second full pay period in September 2017. This particular increment is contingent upon the employee's satisfactory performance.
3. Salary Schedule for Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY18. This resolution outlines the pay schedule for all associate and support staff, administrators, and department chairs effective July 1, 2017.
4. Special Recognition and Outstanding Service Awards for FY18. This resolution authorizes one-time, lump sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.
5. Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for FY18. This

resolution authorizes a one-time, lump sum award of up to five thousand dollars (\$5,000) each for excellence in teaching and/or counseling and academic advising (full-time and part-time faculty) and performance, leadership, and service (staff) for eligible employees.

6. Degree Attainment Salary Enhancement for Associate and Support Staff and Administrators for FY18. This resolution authorizes a salary increase equal to one increment, equivalent to two percent (2.0%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.
7. Non-Bargaining Associate and Support Staff Shift Differential for FY18. This resolution authorizes a shift differential of \$1.10 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

BACKUP INFORMATION

Board Resolutions (7)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number: **17-06-075**
Adopted on: **6/19/2017**

Agenda Item Number: 14
June 19, 2017

**Subject: Non-bargaining Associate and Support Staff, Administrators, and Department
Chairs General Wage Adjustment for FY18**

Resolved, That the Board of Trustees authorizes a general wage adjustment for eligible non-bargaining associate and support staff, administrators, and department chairs as determined by the president, of one percent (1.0%) effective July 1, 2017, for those employees already employed on June 30, 2017, whose employment continues uninterrupted into FY18.

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

Resolution Number: **17-06-075**
Adopted on: **6/19/2017**

Agenda Item Number: 14
June 19, 2017

Subject: Non-bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Adjustment Increment for FY18

WHEREAS, Non-bargaining associate and support staff employees may receive a salary adjustment increment provided the employee is not at the maximum of the assigned salary grade and provided that the overall rating on the employee's performance evaluation meets expectations; and

WHEREAS, The president recommends adoption of the following resolution; now therefore be it

Resolved, That all non-bargaining associate and support staff employees who are not at the top of a salary grade and who receive an overall rating on the employee's performance evaluation that meets, exceeds, or far exceeds expectations, are eligible for a salary adjustment increment up to two percent (2%) based on annual performance, effective for pay following the completion of the second full pay period in September 2017; and be it further

Resolved, That all administrators and department chairs who are not at the top of a salary grade and whose overall performance rating meets, exceeds, or far exceeds expectations are eligible for a salary adjustment of two percent (2%), effective for pay following the completion of the second full pay period in September 2017.

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

Resolution Number: **17-06-075**
Adopted on: **6/19/2017**

Agenda Item Number: 14
June 19, 2017

**Subject: Salary Schedule for Non-bargaining Associate and Support Staff,
Administrators, and Department Chairs for FY18**

WHEREAS, The College strives to maintain a competitive salary schedule for its highly qualified associate and support staff, administrators, and department chairs; and

WHEREAS, The president recommends adoption of the following resolution; now therefore be it

Resolved, That the salary schedule for non-bargaining associate and support staff, administrators, and department chairs be approved for FY18 as shown on the attachment.

Attachment

**Proposed Salary Schedule for
Associate and Support Staff, Administrators, and Department Chairs
Montgomery College
FY18
(Effective 7/1/17)**

| Grade | HOURLY RATE | | ANNUAL RATE* | |
|-------|-------------|---------|--------------|--------------|
| | Min | Max | Min | Max |
| A | \$14.49 | \$24.79 | \$30,139.20 | \$51,563.20 |
| B | \$15.37 | \$26.28 | \$31,969.60 | \$54,662.40 |
| C | \$16.28 | \$27.85 | \$33,862.40 | \$57,928.00 |
| D | \$17.27 | \$29.51 | \$35,921.60 | \$61,380.80 |
| E | \$18.64 | \$31.86 | \$38,771.20 | \$66,268.80 |
| F | \$20.15 | \$34.38 | \$41,912.00 | \$71,510.40 |
| G | \$21.77 | \$37.14 | \$45,281.60 | \$77,251.20 |
| H | \$23.49 | \$40.10 | \$48,859.20 | \$83,408.00 |
| I | \$25.86 | \$44.09 | \$53,788.80 | \$91,707.20 |
| J | \$28.44 | \$48.49 | \$59,155.20 | \$100,859.20 |
| K | \$31.28 | \$53.31 | \$65,062.40 | \$110,884.80 |
| L | \$34.40 | \$58.62 | \$71,552.00 | \$121,929.60 |
| M | \$37.16 | \$63.32 | \$77,292.80 | \$131,705.60 |
| N | \$40.14 | \$68.37 | \$83,491.20 | \$142,209.60 |
| O | \$43.34 | \$73.92 | \$90,147.20 | \$153,753.60 |
| P | \$46.80 | \$79.72 | \$97,344.00 | \$165,817.60 |
| Q | \$49.62 | \$84.49 | \$103,209.60 | \$175,739.20 |
| R | \$52.61 | \$89.55 | \$109,428.80 | \$186,264.00 |
| S | \$55.75 | \$94.90 | \$115,960.00 | \$197,392.00 |

*ANNUAL EQUIVALENT RATE FOR FULL-TIME, 12-MONTH EMPLOYEES

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

Resolution Number: **17-06-075**
Adopted on: **6/19/2017**

Agenda Item Number: 14
June 19, 2017

Subject: Special Recognition and Outstanding Service Awards for FY18

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY18.

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

Resolution Number: **17-06-075**
Adopted on: **6/19/2017**

Agenda Item Number: 14
June 19, 2017

**Subject: Full-Time Faculty, Part-Time Faculty, and Staff Member of the Year Awards
for FY18**

Resolved, That the Board of Trustees authorizes up to five thousand dollars (\$5,000) each as the lump sum amount for the full-time faculty member, part-time faculty member, and staff member of the year award to be presented to those employees of the College who are eligible and approved for such an award during FY18.

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

Resolution Number: **17-06-075**
Adopted on: **6/19/2017**

Agenda Item Number: 14
June 19, 2017

Subject: Degree Attainment Salary Enhancement for Associate and Support Staff and Administrators for FY18

Resolved, That the Board of Trustees authorizes a salary increase equal to one increment, equivalent to two percent (2%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.

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

Resolution Number: **17-06-075**
Adopted on: **6/19/2017**

Agenda Item Number: 14
June 19, 2017

Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY18

Resolved, That the Board of Trustees authorizes a shift differential of \$1.10 in FY18 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work more than 20 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

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

Agenda Item Number: 11
June 19, 2017

**AMENDMENT TO SOLE SOURCE AWARD OF CONTRACT,
TOUCHNET COMMERCE MANAGEMENT SYSTEM, CASHIERING SERVICES MODULE
AND PROFESSIONAL SERVICES**

BACKGROUND

| | |
|---------------------------------|--|
| Request: | To consolidate multiple previous sole-source contract awards with TouchNet Information Systems into one combined award that includes all of the separate previously approved awards with contract terms made coterminous and consistently aligned with the College fiscal year |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and the Vice President of Instructional and Information Technology/Chief Information Officer |
| Award Type: | Sole Source |
| Bid Number: | N/A |
| Explanation of Request: | The Office of Information Technology is requesting the continuation and consolidation of annual subscription and hosting services, along with associated maintenance and support for the commerce management system software and cashiering services module currently in place. The Board of Trustees approved the following sole source awards of contract for the purchase of a commerce management system including voice portals, cashiering services, software subscription and license fees, hosting services, and professional services from TouchNet Information Systems: resolution 01-93 in June 2001; resolution 06-06-055 in June 2006; resolution 08-01-10 in January 2008; resolution 09-06-067 in June 2009; resolution 10-10-077 in October 2010; and resolution 15-09-075 in September 2015. This consolidation will make it more efficient and easier to administer our relationship with the vendor, and it better prepares the College to effectively move away from Touchnet in response to the Workday implementation, should we choose to do so. In addition, the total costs for all above services become more transparent. |

| | |
|----------------------------------|---|
| 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 software subscription and hosting, maintenance, and support services can be obtained only from TouchNet Information Systems due to the proprietary nature of its software and required interfaces to other College systems, and the vice president of finance/chief financial officer certifies funds are planned and budgeted in the FY18 operating budget. |
| Annual Estimated Dollar Amount: | Estimated annual amount of for FY18 is \$246,632, \$271,295 for FY19, and \$298,425 for FY20. Total three-year estimated amount shall not exceed \$850,000. The total five year estimated amount, which includes FY16 and FY17, shall not exceed \$1,212,352. |
| Vendor Name/Address: | TouchNet Information Systems, Inc. 15520 College Boulevard Lenexa, Kansas 66219 |
| Minority Status: | N/A |
| Effective Original Contract Term | October 18, 2015, through October 18, 2020. |

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the five-year sole source contract award to TouchNet Information Systems, Inc., of Lenexa, Kansas, for the continuation and consolidation of annual subscription and hosting services and associated maintenance and support for a total annual amount not to exceed \$246,632 for FY18, \$271,295 for FY19, and \$298,425 for FY20. The total three-year estimated amount shall not exceed \$850,000. The total five year estimated amount, which includes FY16 and FY17, shall not exceed \$1,212,352.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Whitman

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

Resolution Number: **17-06-076**
Adopted on: **6/19/2017**

Agenda Item Number: 11
June 19, 2017

Subject: Amendment to Sole Source Award of Contract, Touchnet Commerce Management System, Cashiering Services Module and Professional Services

WHEREAS, The Board of Trustees approved sole source awards of contract for the purchase of a commerce management system, including voice portals, cashiering services, software subscription and license fees, hosting services, and professional services from TouchNet Information Systems in resolution 01-93 in June 2001; resolution 06-06-055 in June 2006; resolution 08-01-10 in January 2008; resolution 09-06-067 in June 2009; resolution 10-10-077 in October 2010; and resolution 15-09-075 in September 2015; and

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of instructional and information technology/chief information officer are requesting the continuation and consolidation of an annual subscription and hosting services, along with associated maintenance and support for the commerce management system software and cashiering services module currently in place at the College; and

WHEREAS, Continuing these services will allow the College's electronic payment option for student credit card and debit card transactions to run effectively; and

WHEREAS, The director of procurement affirms that TouchNet subscription and hosting services, along with associated maintenance and support can be obtained only from TouchNet Information System due to the proprietary nature of its software, and the vice president of finance/chief financial officer certifies funds are planned and budgeted in the FY18 operating budget; 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 an amendment to the sole source award of contract for TouchNet Commerce Management System Software Subscription Fees, Hosting, and Cashiering Services and Professional Services be awarded to TouchNet Information Systems, Inc., of Lenexa, Kansas, for the purchase of annual subscription and hosting services along with associated maintenance and support for the commerce management system software and cashiering services module currently in place at the College, for a total annual amount not to exceed \$246,632 for FY18, \$271,295 for FY19, and \$298,425 for FY20, with the total three-year amount not to exceed \$850,000, and with the total five year estimated amount, which includes FY16 and FY17, not to exceed \$1,212,352.

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

Agenda Item Number: 12A
June 19, 2017

**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, reached a tentative agreement on April 26, 2017, through reopener negotiations resulting in amendments to the staff collective bargaining agreement. The modifications reflect the items tentatively agreed to by the two negotiating teams. There are four amendments within the following four articles to the agreement:

1. Article 7: Wages
2. Article 11: Union Privileges
3. Article 12: Insurance and Other Benefits
4. Article 14: Scope of Agreement

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution conditionally approving, contingent upon ratification by Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO the amendments to the collective bargaining agreement that were tentatively agreed to on April 26, 2017; authorizing the Board Chair to execute the memorandum of settlement once the tentative agreement has been ratified by Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO; and delegating to the president the authority and responsibility to implement and administer the agreement.

BACKUP INFORMATION

Resolution
Tentative Agreement, (Board Members Only)
AFSCME Collective Bargaining Update (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Roop
Ms. Pratt

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

Resolution Number: **17-06-077**
Adopted on: **6/19/2017**

Agenda Item Number: 12A
June 19, 2017

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 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 four amendments articulated in Article 7: Wages; Article 11: Union Privileges; Article 12: Insurance and Other Benefits; and Article 14: Scope of Agreement; and

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

WHEREAS, due to time issues, it is unlikely that Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO will have ratified the tentative agreement prior to the Board of Trustees meeting on June 19, 2017; and

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

Resolved, That the Board of Trustees conditionally approves the amendments to the collective bargaining agreement set forth in the attached tentative agreement contingent upon ratification by Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO by June 30, 2017; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute, upon ratification by Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO, the tentative agreement between the Board of Trustees of Montgomery 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: 12B
June 19, 2017

**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) negotiated a three-year collective bargaining agreement, which agreement was ratified on May 17, 2017, by SEIU, and which shall be effective as of July 1, 2017.

RECOMMENDATION

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

BACKUP INFORMATION

Resolution
Collective Bargaining Agreement (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Roop
Ms. Pratt

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

Resolution Number: **17-06-078**
Adopted on: **6/19/2017**

Agenda Item Number: 12B
June 19,2017

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 three-year collective bargaining agreement was negotiated between teams representing the Board of Trustees and the SEIU Local 500; and

WHEREAS, Such agreement shall be effective on July 1, 2017; and

WHEREAS, The members of SEIU Local 500 ratified such agreement on May 17, 2017, and

WHEREAS, The negotiating team representing the Board recommends approval of the 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 collective bargaining agreement attached hereto; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the 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.

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

Agenda Item Number: 15A
June 19, 2017

BOARD OF TRUSTEES' ANNUAL REPORT FOR FY17

BACKGROUND

The Board of Trustees is dedicated to a long-term planning process for Montgomery College and sets annual goals for itself, the president, and the College. The activities and progress toward reaching its goals are reflected in the Board's annual report.

This year's annual report contains an overview of College highlights, student outcomes, a financial report, summaries of the Board's activities, updates from the College's support organizations, and a list of the Board's resolutions and recognitions.

The report has been prepared by the Office of the President and reviewed and vetted by trustees.

RECOMMENDATION

It is recommended that the Board of Trustees approve its Annual Report for FY17.

BACKUP INFORMATION

Board Resolution
Board of Trustees' Annual Report for FY17 (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

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

Resolution Number: **17-06-079**
Adopted on: **6/19/2017**

Agenda Item Number: 15A
June 20, 2016

Subject: Board of Trustees' Annual Report for FY17

WHEREAS, Montgomery College desires to be a national leader in higher education; and

WHEREAS, Annual reports are considered a national best practice for college governing bodies and provide a vehicle to demonstrate stewardship of the public trust; and

WHEREAS, This year's Annual Report contains an overview of College highlights, student outcomes, a financial report, summaries of Board activities, updates from the College's support organizations, and a list of the Board's resolutions and recognitions; and

WHEREAS, The College has made substantial progress in these areas and has laid the foundation for more progress in the year ahead; and

WHEREAS, The Board of Trustees is pleased that the College, the president, faculty members, staff members, administrators, and students have undertaken these efforts this year; and

WHEREAS, The Board is prepared to approve the report as attached (with minor editorial revisions as authorized by the president); now therefore be it

Resolved, That the Board of Trustees approves the Board of Trustees' Annual Report for FY17.