



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S108 • 9221 Corporate Blvd, Rockville, MD 20850

April 23, 2018, 8:30 p.m.

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

Agenda Item Number: 7A
April 23, 2018

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: **18-04-024**
Adopted on: **4/23/2018**

Agenda Item Number: 7A
April 23, 2018

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 February 1, 2018, through February 28, 2018; 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 February 1, 2018, through February 28, 2018

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
02/26/2018	Fuoss, Marcia Rose	Placement and Learning Advisor	J	BITS Dean WDE
02/26/2018	Trezza, Francis	Dean of Instruction	P	Fine Perform Visual Arts Dean

STAFF SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
02/08/2018	Boose, Donelle R	Instructional Associate	1	Humanities Dean
02/21/2018	Hardie, Cedric L	Course Scheduling Assistant	7	Admissions Services
02/02/2018	Harrigan, Iris V	Administrative Aide III	4	AELP, Linguistics and Speech Dean
02/09/2018	Jones, Jonathan F	Grants Specialist	5	Grants and Business Development
02/09/2018	O'Toole, Kathleen ¹	Administrative Aide III	11	Fine Perform Visual Arts Dean
02/26/2018	Quinn, Siobhan M	Arts Center Manager	7	Humanities Dean
02/23/2018	Smith, Michael D	Program Manager I	4	Biology and Chemistry Dean

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From February 1, 2018, through February 28, 2018

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 7B
April 23, 2018

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE PROGRAM CERTIFICATE IN SPRING 2018**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the College registrar, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the College registrar.

BACKUP INFORMATION

Board Resolution

List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown

Dr. Rai

RESOURCE PERSONS

Mr. Cartledge

Mr. Dietz

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **18-04-025**

Adopted on: **4/23/2018**

Agenda Item Number: 7B

April 23, 2018

**Subject: Graduates Receiving the Associate Degree and the Program Certificate in
Spring 2018**

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

WHEREAS, The College registrar ("the registrar") has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the spring 2018 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

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

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

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

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

Agenda Item Number: 7C
April 23, 2018

HONORARY DEGREE CANDIDATES FOR 2018

BACKGROUND

The Montgomery College Honorary Degree Program was approved and established by the College's Board of Trustees on October 16, 1995. Through this program, the Board has the opportunity to recognize individuals who have risen to a position of eminence; have acquired a national or international reputation in a selected field; hold a distinguished record of public and community service; or have made a notable donation of time, talent, or gift to Montgomery College.

RECOMMENDATION

The president recommends the selection of four honorary degree recipients to be awarded at the College's 2018 commencement ceremonies.

BACKUP INFORMATION

Policy 38002–Honorary Degrees
Board Resolution
List of Recipients (Trustees only)
Biographies of 2018 Honorary Degree Candidates (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSON

Ms. Sullivan

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

Resolution Number: **18-04-026**
Adopted on: **4/23/2018**

Agenda Item Number: 7C
April 23, 2018

Subject: Honorary Degree Candidates for 2018

WHEREAS, The Montgomery College Board of Trustees established an Honorary Degree Program on October 16, 1995, to honor and recognize individuals who have risen to a position of eminence; have acquired a national or international reputation in a selected field; hold a distinguished record of public and community service; or have made a notable donation of time, talent, or gift to Montgomery College; and

WHEREAS, An honorary degree program increases the visibility of Montgomery College and its ability to formally recognize honorary speakers, contributors, philanthropists, and distinguished friends; and

WHEREAS, The Board of Trustees approves each recipient eligible to receive an honorary associate's degree at commencements, convocations, or other appropriate occasions; and

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

Resolved, That the Board of Trustees awards honorary degrees to Yahya Hendi, Kazem Kazempour, Diego Uriburu, and Erica Webber at the commencement ceremonies on May 18, 2018.

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

Agenda Item Number: 7D
April 23, 2018

**AWARD OF CONTRACT,
MCTV SUITE RENOVATION AND MACKLIN TOWER HVAC UPGRADES,
ROCKVILLE CAMPUS, BID 618-007**

BACKGROUND

Request:	MCTV suite renovation and Macklin Tower HVAC upgrades on the Rockville Campus.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	618-007
Explanation of Request:	Construction services in Macklin Tower will renovate the MCTV suite located on the ground floor, apply upgrades to the HVAC system for the lowest three floors of the library wing, and renovate the lower floor hallway adjacent to the MCTV suite. The renovated suite will also include a new green room, upgraded production studios, a master control room, staff offices, editing rooms, and meeting areas. This work will finish the Macklin Tower Alterations Project in the capital budget to replace major building systems and equipment and significantly extend the useful life of the facility. The cost estimate submitted by consultants during the preparation of the construction documents was \$4,917,832.
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 acting chief business and financial strategy officer certifies that funds are planned for and available in the FY18 capital budget.
Total Dollar Amount:	\$4,195,000
Vendor Name:	Grunley Construction Company, Inc.
Vendor Address:	15020 Shady Grove Road, Suite 500 Rockville, Maryland 20850
Minority Status:	No
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Grunley Construction Company, Inc., of Rockville, Maryland, for the MCTV suite renovation and Macklin Tower HVAC upgrades on the Rockville Campus, for a total amount of \$4,195,000.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidder's List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Mills

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

Resolution Number: **18-04-027**
Adopted on: **4/23/2018**

Agenda Item Number: 7D
April 23, 2018

Subject: Award of Contract, MCTV Suite Renovation and Macklin Tower HVAC Upgrades, Rockville Campus, Bid 618-007

WHEREAS, The senior vice president of administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for the MCTV suite renovation and Macklin Tower HVAC upgrades on the Rockville Campus; and

WHEREAS, The director of procurement certifies that project contract documents, including drawings and specifications, were prepared by architectural and engineering consultants and central facilities staff; and

WHEREAS, A two-part request for proposal method was used for this project to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A – Contractor Qualifications and Part B – Price Proposals, were publicly advertised on January 29, 2018, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 75 companies downloaded the solicitation from the Procurement website, and on February 28, 2018, four responses, including one no-bid, were received and recorded in the Office of Procurement beginning at 3:00 p.m. local time; and

WHEREAS, After evaluation of Part A – Contractor Qualification proposals, all 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 Grunley Construction Company, Inc., of Rockville, Maryland, submitted the lowest base bid price of \$4,195,000 and met all College specifications; and

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

WHEREAS, The acting chief business and financial strategy officer certifies that funds are planned for and available in the FY18 capital budget to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, supervision, and bonds and insurance for the MCTV Suite Renovation and Macklin Tower HVAC Upgrades on the Rockville Campus be awarded to Grunley Construction Company, Inc., of Rockville, Maryland, at the submitted base bid price of \$4,195,000; 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: 7E
April 23, 2018

**AWARD OF CONTRACT,
PURCHASING AND CORPORATE TRAVEL CARD SERVICES, BID 518-011**

BACKGROUND

Request:	Purchasing and corporate travel card services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	518-011
Explanation of Request:	The College uses a banking service provider for its current purchasing and corporate travel card services. These services remain a cost-effective method of handling small dollar purchases. It eliminates low-value repetitive purchases, reduces transaction costs, and improves procurement efficiency. Additionally, the online web-based purchasing card system allows immediate access for cardholders, uses a paperless expense tracking system, provides an electronic bulletin board, and offers relevant reporting tools. Annual program rebates back to the College will average roughly \$49,500. The current contract expires on May 15, 2018.
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business and financial strategy officer certifies that funds are planned for and available in the FY18 operating budget.
Dollar Amount:	Average annual purchase and travel card combined spend is \$5,100,000 (based on last five complete years)
Vendor Name:	M&T Bank, P.C.
Vendor Address:	7799 Leesburg Pike, Suite 600N Falls Church, Virginia
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for purchasing and corporate travel card services to M&T Bank, P.C., of Falls Church, Virginia, for a one-year term.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and it is in the best interest of the College. Annual estimated combined purchasing and corporate travel card spend is \$5,100,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Johnson

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

Resolution Number: **18-04-028**
Adopted on: **4/23/2018**

Agenda Item Number: 7E
April 23, 2018

**Subject: Award of Contract, Purchasing and Corporate Travel Card Services,
Bid 518-011**

WHEREAS, The senior vice president for administrative and fiscal services has requested an award of contract for the purchase and travel card program services; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business and financial strategy officer certifies that planned expenditures are available in the FY18 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was publicly advertised on February 26, 2018, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, Four responses were received, read aloud, and recorded, beginning at 3:00 p.m. on March 14, 2018; and

WHEREAS, One submitted proposal was declared as a non-response, because the bidder did not provide rebate information based on the net 30 payment term requirement listed in the solicitation; and

WHEREAS, Upon evaluation of the remaining three valid proposals, it was determined that the proposal submitted by M&T Bank, P.C., of Falls Church, Virginia, was the highest evaluated vendor meeting all College requirements; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That a contract for purchasing and corporate travel card services be awarded to M&T Bank, P.C., of Falls Church, Virginia, for one year beginning May 16, 2018; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and it is in the best interest of the College.

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

Agenda Item Number: 7F
April 23, 2018

POLICY MODIFICATION: 33001–Staff Classification Systems and Position Descriptions

General Information

Policy Number:	33001
Contained in Chapter:	Chapter Three
Policy Title:	Staff Classification Systems and Position Descriptions
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	September 21, 1987

Changes, Additions, Deletions

Line Number	Purpose
1-7	Added language that describes the College’s classification philosophy and aligns with the College’s compensation philosophy.
9-11	Added language regarding the College’s commitment to fiscal stewardship, fairness, equity, and legal compliance.
13	Deleted the qualifier of “associate, and support” to include all staff positions under this policy.
18-19	Updated the language terminology consistent with current best practice usage.
20-21	Updated the language to provide clarity regarding pay equity in accordance with all applicable laws.
23	Added the qualifier of “official” to the description of the classification title for purposes of records management.
26-27	Added requirement that position descriptions be reviewed annually and updated as necessary for administrator and staff positions established by the Board of Trustees.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 33001–Staff Classification Systems and Position Descriptions.

BACKUP INFORMATION

Resolution
Policy 33001–Staff Classification Systems and Position Descriptions (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number: **18-04-029**
Adopted on: **4/23/2018**

Agenda Item Number: 7F
April 23, 2018

Subject: Policy Modification: 33001–Staff Classification Systems and Position Descriptions

WHEREAS, The Board of Trustees created Policy 33001–Staff Classification Systems and Position Descriptions in 1987; and

WHEREAS, The policy has served an important purpose in effectively and equitably classifying staff and administrator positions approved by the Board of Trustees; and

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

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

Resolved, That Policy 33001–Staff Classification Systems and Position Descriptions as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 002

Subject: **Staff Classification Systems and Position Descriptions**

1 **I. Montgomery College’s classification system is designed to ensure that jobs and**
2 **salaries within the organization bear equitable relationships to one another based**
3 **on comparability of duties, complexity and scope of responsibilities, and that they**
4 **are classified to appropriately reflect those relationships. Additionally, the College**
5 **seeks to develop programs and practices that will facilitate and support other**
6 **human resource processes, including staffing, succession planning, labor**
7 **relations, performance management, and career development.**

8
9 **II. Montgomery College is committed to sound fiscal stewardship and seeks to**
10 **promote fairness, equal opportunity, and support of the institution’s diversity**
11 **goals, and to comply with all applicable federal and state laws and regulations.**

12
13 III. Administrative, ~~associate,~~ and ~~support~~ staff positions with substantially similar duties,
14 responsibilities and requisite qualifications shall be grouped in like classes. These
15 occupational classes shall be allocated to pay ranges designed to maintain a reasonable
16 degree of external comparability and internal equity.

17
18 A. The allocation of occupational classes to **pay** ranges ~~of pay~~ shall be based on
19 job related criteria. The **pay** ranges ~~of pay~~ for all occupational classes shall be
20 established in such manner as to provide **pay equity in accordance with all**
21 **applicable laws** ~~substantially equal pay for substantially equal work.~~

22
23 B. The **official** classification title shall be used in all official College records,
24 transactions and correspondence.

25
26 III. A position description will be developed, **reviewed annually,** updated **as necessary**
27 ~~periodically,~~ and maintained for each **administrative and** staff position established by
28 the Board of Trustees.

29
30 IV. The President is authorized to establish procedures to implement this policy.

31
32
33
34 Board Approval: September 21, 1987; _____, 2018.

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

Agenda Item Number: 7G
April 23, 2018

POLICY MODIFICATION: 33002–Staff Position Content Control and Management

General Information

Policy Number:	33002
Contained in Chapter:	Chapter Three
Policy Title:	Staff Position Content Control and Management
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	September 21, 1987

Changes, Additions, Deletions

Line Number	Purpose
Title	Policy title modified to “Establishment and Management of Positions” to reflect incorporation and proposed retirement of Policy 33003–Establishment of Positions.
1-5	Policy language imported from Policy 33003–Establishment of Positions that invests authority in the Board for establishing the total number of regular College positions and authorizes the president to establish temporary positions to meet College needs.
7	Deleted the qualifier of “administrative, associate, and support staff” to include all College positions under this policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 33002–Staff Position Content Control and Management, henceforth titled Establishment and Management of Positions.

BACKUP INFORMATION

Resolution
Policy 33002–Establishment and Management of Positions (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number: **18-04-030**
Adopted on: **4/23/2018**

Agenda Item Number: 7G
April 23, 2018

Subject: Policy Modification: 33002–Staff Position Content Control and Management

WHEREAS, The Board of Trustees created Policy 33002–Staff Position Content Control and Management in 1987; and

WHEREAS, The policy has served an important purpose in providing for the efficient and effective organization of College positions within the context of human resources management and fiscal stewardship; and

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

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

Resolved, That Policy 33002–Staff Position Content Control and Management be renamed to “Establishment and Management of Positions” and amended as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 002

Subject: ~~Staff Position Content Control and Management~~ **Establishment and Management of Positions**

1 **I. The Board of Trustees establishes the total number of regular College positions**
2 **consistent with efficient operation of the College and the successful achievement**
3 **of its goals. Additional temporary positions for specific assignments and limited**
4 **periods of time may be authorized by the President as necessary to help meet**
5 **efficiently any unforeseen and temporary needs of Montgomery College,**
6 **consistent with budget and other policies.**

7
8 II. ~~Administrative, associate, and support staff~~ **All** positions shall be organized in such a
9 manner as to provide for the efficient and effective utilization of human resources in the
10 achievement of the College's goals. Changes in job assignments shall be systematically
11 examined prior to the actual reassignment of duties. This examination shall provide:
12 control by administrative channels over the assignment of duties and responsibilities;
13 information to supervisors regarding probable classification and budget implications and
14 the practicality and effectiveness of the proposed changes on staffing patterns; and a
15 means by which employees are fairly compensated for changes in the level of work they
16 perform.

17
18 II. The President is authorized to establish procedures to implement this policy.
19
20
21

22 Board Approval: September 21, 1987; , 2018.

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

Agenda Item Number:7H
April 23, 2018

POLICY RETIREMENT: 33003–Establishment of Positions

General Information

Policy Number:	33003
Contained in Chapter:	Chapter Three
Policy Title:	Establishment of Positions
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	September 21, 1987

Changes, Additions, Deletions

Line Number	Purpose
1-6	This language is now part of 33002–Establishment and Management of Positions.
8	Duplicative language already present in 33002–Establishment and Management of Positions.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 33003–Establishment of Positions.

BACKUP INFORMATION

Resolution
Policy 33003–Establishment of Positions

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number: **18-04-031**
Adopted on: **4/23/2018**

Agenda Item Number: 7H
April 23, 2018

Subject: Policy Retirement: 33003–Establishment of Positions

WHEREAS, The Board of Trustees created Policy 33003–Establishment of Positions in 1987;
and

WHEREAS, The policy has served an important purpose in establishing regular and temporary
College positions consistent with efficient operation of the College and the successful
achievement of its goals; and

WHEREAS, The language and authorities have been incorporated into the revised version of
Policy 33002–Establishment and Management of Positions; and

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

WHEREAS, The president recommends that the Board retire the Policy; now therefore be it

Resolved, That Policy 33003–Establishment of Positions be retired as indicated in the attached
draft; and be it further

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

Chapter: Personnel

Modification No. 001

Subject: **Establishment of Positions**

- 1 I. The Board of Trustees, based on recommendations of the President, establishes the total
2 number of regular College positions consistent with efficient operation of the College and
3 the successful achievement of its goals. Additional temporary positions for specific
4 assignments and limited periods of time may be authorized by the President as
5 necessary to help meet efficiently any unforeseen and temporary needs of Montgomery
6 College.
7
8 II. The President is authorized to establish procedures to implement this policy.
9

10
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12
13

Board Approval: September 21, 1987.

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

Agenda Item Number: 8
April 23, 2018

**NAMING OF THE GEOLOGY COLLECTIONS ROOM AND ADJOINING CLASSROOM
IN THE SCIENCE CENTER ON THE ROCKVILLE CAMPUS**

BACKGROUND

In 1955, Janet Crampton was one of only a few female geologists when she graduated from college. In her long career, she worked as a geologist, educator, writer, and editor. A long-time resident of Montgomery County, Maryland, and donor to Montgomery College since 1991, Mrs. Crampton recently made an unrestricted bequest commitment of \$800,000 to support the future of Montgomery College. In addition to this bequest commitment made in January 2018, Mrs. Crampton also donated the bulk of her extensive art collection to Montgomery College. Mrs. Crampton and her late husband, Dr. Theodore H.M. Crampton, a career military officer and an award-winning mathematician, collected the art during their travels across the US throughout their nearly 60 years of marriage. In 2016, the Janet and Theodore Crampton collection was on exhibit at Montgomery College's Cultural Arts Center on the Takoma Park/Silver Spring Campus.

Mrs. Crampton has a long history of service to her community through her years as a public school teacher, federal government worker, writer, editor, and volunteer. She has served as a geologist at the Smithsonian Institution's Museum of National History's Global Volcanism Program and as an editor/writer for the American Geosciences Institute and the American Geophysical Union. To this day, Mrs. Crampton advocates for women's rights and continues her geological field trips around the country. She volunteers with the American Association of University Women and recently edited a 300-page field guide for the Association of Women Geologists.

In recognition of the generous gift made by Janet Crampton, it is proposed to name the geology collections room in the Science Center at the Rockville Campus and the adjoining classroom as the Janet Wert Crampton Geology Lab.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed resolution to name the geology collections room in the Science Center at the Rockville Campus and the adjoining classroom (rooms 404 and 405) as the Janet Wert Crampton Geology Lab.

BACKUP INFORMATION

Board Resolution
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSONS

Dr. Rai
Dr. Wormack
Mr. Mills
Ms. Rognrud

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

Resolution Number: **18-04-032**
Adopted on: **4/23/2018**

Agenda Item Number: 8
April 23, 2018

Subject: Naming of the Geology Collections Room and Adjoining Classroom in the Science Center on the Rockville Campus

WHEREAS, Montgomery College wishes to recognize and honor long-time donor, Janet Crampton, for her extraordinary bequest intention, which will provide support for the future of Montgomery College; and

WHEREAS, Mrs. Crampton is a retired geologist who is still active in the community through geological field studies and volunteerism with noted organizations; and

WHEREAS, Montgomery College determines that naming the rooms in recognition of Mrs. Crampton's bequest intention is an appropriate recognition for a major gift of this level; and

WHEREAS, Mrs. Crampton also donated a number of art works from her personal collection to the Montgomery College Foundation, which were exhibited at Montgomery College's Cultural Arts Center on the Takoma Park/Silver Spring Campus; and

WHEREAS, Mrs. Crampton supports Montgomery College students through her personal gifts to the Montgomery College Foundation and gifts made through the Rockville/Kensington Branch of the American Association of University Women; and

WHEREAS, The president recommends this action; now therefore be it

Resolved, That the Board of Trustees approve the naming of Rooms 404 and 405 of the Science Center on the Rockville Campus as the Janet Wert Crampton Geology Lab in recognition of Janet Crampton's generous support of the College's mission.

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

Agenda Item Number: 9A
April 23, 2018

INCREASE IN TUITION RATES FOR FISCAL YEAR 2019

BACKGROUND

The Board of Trustees adopted the College's FY19 operating budget at its meeting on January 24, 2018, which included a proposed tuition rate increase of 2.9 percent. As a result of the Maryland governor's FY19 budget, there is a one-time grant to supplement community college's that increase tuition by no more than 2 percent in the 2018 -2019 academic year. The level of the FY19 grant for the 16 community colleges will be \$2.0 million, which is one-half less than was proposed for FY18. After consideration of the financial impact of accepting this grant, the College has elected not to participate.

Given the College's goal to keep tuition affordable an increase of \$4, \$8, and \$12 per hour for in county, in state, and out-of-state tuition credit rates, respectively, is recommended for FY19. The tuition and fee increase will be effective with the fall 2018 semester and will continue to support the College's efforts toward ensuring student excellence, access, and success.

Our changes will result in per-credit-hour tuition rates of \$128 for in-county students, \$261 for in-state students, and \$362 for out-of-state students. These changes represent an increase of 3.2 percent for the in-county tuition rate, 3.2 percent for the in-state rate, and 3.4 percent for the out-of-state rate.

RECOMMENDATION

It is recommended that the Board of Trustees increase the cost of tuition per credit hour by \$4, \$8, and \$12 beginning with the fall 2018 semester for in county, in state, and out-of-state tuition rates, respectively.

BACKUP INFORMATION

Board Resolution
Policy 45001–Tuition, Fees, and Refunds

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Greaney
Ms. Hickey

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

Resolution Number: **18-04-033**
Adopted on: **4/23/2018**

Agenda Item Number: 9A
April 23, 2018

Subject: Increase in Tuition Rates for Fiscal Year 2019

WHEREAS, The Board of Trustees adopted the FY19 operating budget at its meeting on January 24, 2018, which included a proposed tuition rate increase of 2.9 percent; and

WHEREAS, In the Maryland governor's FY19 budget, there is a one-time grant to supplemental community college's that increase tuition by no more than two percent in the 2018–2019 academic year; and

WHEREAS, The level of the FY19 grant for the 16 community colleges will be \$2.0 million, which is one-half of what was offered in FY18; and

WHEREAS, After considering the financial impact to the College of accepting this grant, the College has elected not to participate; and

WHEREAS, The FY19 budget contains funding that advances student-centered initiatives such as continuing work with the Achieving the Promise Academy to ensure equity for student success; expanding the access of middle/early College program for high school juniors and seniors; connecting students with businesses for career development; and expanding our community engagement outreach; and

WHEREAS, As public dollars to the College trended downward as a result of the economy over the past several years, Montgomery County and the state budget situations continue to improve, but modestly; and

WHEREAS, The proposed tuition increase put forth by the Board of Trustees continues a deep commitment to keeping Montgomery College affordable while taking prudent steps to advance the efforts in ensuring student excellence, access, and success; and

WHEREAS, Even with this tuition increase there is still a gap between commitment to student success, long-term financial stability, and available resources; and

WHEREAS, The Board of Trustees has the authority to set tuition; now therefore be it

Resolved, That the Board of Trustees adopts tuition rate increases of \$4, \$8, and \$12 per credit hour for in-county, in-state, and out-of-state students, respectively, effective beginning with the fall 2018 semester; and be it further

Resolved, That this action establishes the per-credit-hour tuition rates at \$128, \$261, and \$362 for in county, in-state, and out-of-state residents, respectively.

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

Agenda Item Number: 9B
April 23, 2018

INCREASE IN MAJOR FACILITIES RESERVE FUND FEE

BACKGROUND

The Board of Trustees established the Major Facilities Reserve Fund in April 1992 in response to fiscal constraints confronting the state and county that threatened to limit its ability to support the capital improvement needs of the College. The fund was established by means of a fee of \$1 per bill hour, and the equivalent for noncredit courses, as an appropriate mechanism of paying for capital construction costs that would be ineligible for state and/or local support including additions to and renovation of non-administrative facilities. In January 2001, the use of the fund was expanded to include real estate acquisitions. This fee was increased to \$2 per hour in FY02, \$3 per hour in FY04, and \$5 in FY05. To date, this fund has been used to partially fund the Rockville Campus Center renovation, the acquisition of the King Street Bakery property in Silver Spring, and to fund Title IX improvements to physical education facilities and construction of a soccer field complex on the Rockville Campus.

An increase in the fee is necessary to maintain the College's debt covenant coverage ratios for the bonds associated with the purchase of the King Street Bakery property and to provide additional funding sources for transitioning from Division III athletics to Division I/II athletics. Several capital projects have been planned for the Division I/II transition.

RECOMMENDATION

It is recommended that the Board of Trustees increase the major facilities reserve fund fee from \$5 to \$7 per bill hour in the fall semester, and the equivalent amount for noncredit courses in Workforce Development & Continuing Education.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Greaney
Ms. Hickey
Mr. Mills

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

Resolution Number: **18-04-034**
Adopted on: **4/23/2018**

Agenda Item Number: 9B
April 23, 2018

Subject: Increase in Major Facilities Reserve Fund Fee

WHEREAS, On April 21, 1992, by Board Resolution 92-54, the Board of Trustees authorized the establishment of the major facilities reserve fund fee to be assessed beginning with the fall 1992 semester; and

WHEREAS, The major facilities reserve fund fee was established based on the assessment of \$1 per bill hour, or the equivalent for noncredit courses, to fund capital construction costs that would be ineligible for state and/or local support including additions to and renovation of non-administrative facilities, or for debt service on bonds with the same purpose; and

WHEREAS, These funds may only be expended with prior specific approval of each project by the Board of Trustees; and

WHEREAS, On January 16, 2001, by Board Resolution 01-09, the use of this fund was broadened to include funding for real estate acquisitions to support the expansion needs of the College; and

WHEREAS, On April 16, 2001, by Board Resolution 01-51, the fee increased from \$1 per bill hour to \$2 per bill hour; on April 21, 2003, by Board Resolution 03-30, the fee increased from \$2 to \$3 per bill hour; and on April 19, 2004, by Board Resolution 04-38, the fee was increased from \$3 to \$5 per bill hour; and

WHEREAS, This fund has been used as a funding source for partial payment of the Rockville Campus Center Renovation, for part of the purchase price of the King Street Bakery property, for funding of Title IX improvements to physical education facilities, and for construction of a soccer field complex on the Rockville Campus; and

WHEREAS, There is now a need to replenish this fund at a faster rate to provide funding for anticipated capital projects for the change of our athletic teams from Division III to Division I/II, and to uphold debt covenant ratios; and

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

Resolved, That the Board of Trustees increase the Major Facilities Reserve Fund Fee by \$2 per bill hour from \$5 to \$7 per bill hour and the equivalent increase for noncredit courses effective with the fall 2018 semester; and be it further

Resolved, That the use of these funds continue to be expended only with the prior approval of each project by the Board of Trustees.