



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9221 Corporate Blvd, Rockville, MD 20850

**November 12, 2018, 8:15 p.m.**

<b><u>Resolution Number</u></b>		<b><u>Pages</u></b>
18-11-124	Personnel Actions Confirmation Report	2–5
18-11-125	National and State of Maryland Designated Awareness Months for 2019	6–8
18-11-126	Modification of Policy 31001–Sexual Misconduct	9–10
18-11-127	Modification of Policy 45001–Tuition, Fees, and Refunds	11–12
18-11-128	Adoption of the FY20 Capital Budget	13-14

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

Agenda Item Number: 7A  
November 12, 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**

Ms. Schena

**RESOURCE PERSON**

Mr. Roop

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

Resolution Number: **18-11-124**  
Adopted on: **11/12/2018**

Agenda Item Number: 7A  
November 12, 2018

**Subject: Personnel Actions Confirmation**

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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 September 1, 2018 through September 30, 2018; and

WHEREAS, The acting 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 and acting president.

Attachments

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From September 1, 2018, through September 30, 2018

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
09/24/2018	Brown, Larry	Instructional Associate	25	Humanities – Aca. Affairs
09/24/2018	Durrani, Mohibullah	ATPA Embedded Coach	27	Achieving the Promise- ATP Academic
09/24/2018	Ebrahimian, Soheila	ATPA Embedded Coach	27	Achieving the Promise- ATP Academic
09/24/2018	Ferguson, Jessame E	Library Associate Director	33	Library - Central
09/24/2018	Gove, Michael C	Program Manager I	27	VP/Provost - STEM
09/04/2018	Regis, Joram R	Academic Coach	27	ACES – Achiev Colleg Excell & Success
09/24/2018	Wasden, Sandra M	Accounting Manager	33	Business Services

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
09/03/2018	Carroll, Daniel B	Accountant II	27	<1	Business Services
09/07/2018	Custer, Linda L	Project and Planning Analyst I	31	30	OIT Central Administration
09/07/2018	Doucet, Isabelle	IT Project Manager	33	11	OIT Central Administration
09/28/2018	Gessesse, Elizabeth	Accountant II	27	8	Business Services
09/30/2018	Marcial, Brenda	Acting Administrative Aide II	19	<1	BITS Dean WDCE
09/07/2018	Mazziotta, Ari A	Swimming Pool Operator	19	5	Facilities – Central Admin
09/30/2018	Monzur, Rahman	Acting Data Coordinator	27	<1	BITS Dean WDCE
09/21/2018	Morgan, Brett M	IT Support Specialist	25	1	OIT Academic Services
09/30/2018	Nguyen, Gail L	Interim CPAM Consortium Dir	33	3	BITS Dean WDCE
09/28/2018	Ritenour, Debra A <sup>1</sup>	Student Info Systems Spec I	27	18	Admission Services
09/14/2018	Rodriguez, Andrea D	Academic Coach	27	2	English and Reading Dean
09/07/2018	Skellchock, Angela N	Office Associate	15	<1	Comm Based Grants WDCE
09/30/2018	Wright, Sean M	Job Opportunity & Dev Spec	27	<1	BITS Dean WDCE

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	0	0	0	0	3
Male	1	2	0	1	0	4
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>7</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	5	0	1	1	0	7
Male	4	0	0	1	1	6
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>13</b>

<sup>1</sup> Retirement

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From September 1, 2018, through September 30, 2018

**FACULTY**

**FACULTY EMPLOYMENTS**

Effective Date	Name	Position Title	Location
09/10/2018	Evans, Wendy B	Professor	Health Sciences Dean

**FACULTY SEPARATIONS: NONE**

**FACULTY EMPLOYMENT: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	0	0	0	0	1
Male	0	0	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

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

Agenda Item Number: 7B  
November 12, 2018

**NATIONAL AND STATE OF MARYLAND DESIGNATED  
AWARENESS DAYS AND MONTHS FOR 2019**

BACKGROUND

Federal and state laws have designated specific days and months throughout the year to recognize and celebrate America's diversity. These designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage.

Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities. The designated national and state awareness days and months create unique opportunities at Montgomery College to acknowledge and celebrate these contributions with our local, regional, and national communities.

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution to reaffirm its support of the programs and activities at Montgomery College to commemorate and celebrate the federal and state of Maryland awareness days and months. It is also recommended that the Board encourage the College community to participate in such campus and community based activities.

BACKUP INFORMATION

Board Resolution  
National and State of Maryland Designated Awareness Days and Months for 2019 Attachment

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Bland

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

Resolution Number: **18-11-125**  
Adopted on: **11/12/2018**

Agenda Item Number: 7B  
November 12, 2018

**Subject: National and State of Maryland Designated Awareness Days and Months for 2019**

WHEREAS, Federal and state laws have designated and proclaimed specific days and months throughout the year to acknowledge and celebrate diversity and ethnic and cultural heritages; and

WHEREAS, The designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American and Polish American heritage; and

WHEREAS, Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities; and

WHEREAS, Montgomery College supports programs and activities that acknowledge, commemorate, and celebrate the contributions of its diverse students, faculty, staff, and members of its diverse surrounding communities; and

WHEREAS, The College will plan various events and host speakers for a designated federal or state awareness day or month celebration; and

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

Resolved, That the Board of Trustees hereby endorses and supports observances and activities of designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourage all members of the Montgomery College community to participate in planning programs and activities and attending observances for designated federal and state awareness days and months.

**ATTACHMENT**

**NATIONAL AND STATE OF MARYLAND DESIGNATED AWARENESS DAYS AND MONTHS FOR  
2019**

The designated national and state awareness days and months that Montgomery College will acknowledge and celebrate in 2019 are below.

<b>Month</b>	<b>Event</b>
February	Black History
March	Women's History Irish-American Heritage
April	Arab American Heritage
May	Jewish American Heritage Asian Pacific American Heritage
June	Lesbian, Gay, Bisexual and Transgender Pride National Caribbean-American Heritage
September-October	National Hispanic Heritage
October	Polish American Heritage and Culture Italian American Heritage and Culture National Disability Employment Awareness
November	National Native American Heritage

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

Agenda Item Number: 7C  
November 12, 2018

**POLICY MODIFICATION: 31001–Sexual Misconduct**

**General Information**

<b>Policy Number:</b>	31001
<b>Contained in Chapter:</b>	Chapter Three
<b>Policy Title:</b>	Sexual Misconduct
<b>Policy Creation Date:</b>	December 15, 2014
<b>Most Recent Modification Date:</b>	September 21, 2015

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
61, 63	Updated to correct title

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 31001–Sexual Misconduct.

BACKUP INFORMATION

Resolution  
Policy 31001–Sexual Misconduct (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Moy

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

Resolution Number: **18-11-126**  
Adopted on: **11/12/2018**

Agenda Item Number: 7C  
November 12, 2018

**Subject: Policy Modification: 31001–Sexual Misconduct**

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WHEREAS, The Board of Trustees created Policy 31001–Sexual Misconduct in 2014; and

WHEREAS, The policy has served an important purpose in establishing and maintaining an environment in which all members of the College community can work and participate in College programs and activities free from all forms of sexual misconduct; and

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

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

Resolved, That Policy 31001–Sexual Misconduct as indicated in the attached draft; and be it further

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

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

Agenda Item Number: 7D  
November 12, 2018

**POLICY MODIFICATION: 45001–Tuition, Fees and Refunds**

**General Information**

<b>Policy Number:</b>	45001
<b>Contained in Chapter:</b>	Chapter Four
<b>Policy Title:</b>	Tuition, Fees and Refunds
<b>Policy Creation Date:</b>	May 21, 1984
<b>Most Recent Modification Date:</b>	March 18, 2002

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
23-29	This section is recommended for deletion as the language is already included in College Procedure 45003CP-Tuition and Fees Rates; State Aid.
31	Renumbered the section.
40-41	Updated titles.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 45001–Tuition, Fees and Refunds.

BACKUP INFORMATION

Resolution  
Policy 45001–Tuition, Fees and Refunds (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Ms. Gregory

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

Resolution Number: **18-11-127**  
Adopted on: **11/12/2018**

Agenda Item Number: 7D  
November 12, 2018

**Subject: Policy Modification: 45001–Tuition, Fees and Refunds**

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WHEREAS, The Board of Trustees created Policy 45001–Tuition, Fees and Refunds in 1984; and

WHEREAS, The policy has served an important purpose in establishing tuition and fees for credit courses; and

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

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

Resolved, That Policy 45001–Tuition, Fees and Refunds as indicated in the attached draft; and be it further

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

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

Agenda Item Number: 8  
November 12, 2018

**ADOPTION OF FY20 CAPITAL BUDGET**

**BACKGROUND**

The proposed FY20 capital budget and six-year FY19–24 capital improvement program were presented and discussed at the October 15, 2018 Board of Trustees meeting. The capital improvement program is supported by and implements the College's Facilities Master Plan. The request for FY20 is the second half of the FY19–20 biennial capital budget and totals \$98,607,000. A copy of the proposed capital budget was distributed to the Board at its October meeting. No changes to the budget were requested by the Board. The Board's adoption of the proposed FY20 capital budget is necessary for the county executive's consideration of these requests in the county's capital improvement program. Attached is a summary table that shows the proposed FY20 request by project, along with the actual FY19 appropriation for each project.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the FY20 capital budget that requests a total of \$98,607,000 in FY20 and authorize the transmittal of the budget to the county.

**BACKUP INFORMATION**

Board Resolution  
FY20 Capital Budget Summary

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Mr. Mills

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

Resolution Number: **18-11-128**  
Adopted on: **11/12/2018**

Agenda Item Number: 8  
November 12, 2018

**Subject: Adoption of the FY20 Capital Budget**

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WHEREAS, On the basis of the College's Facilities Master Plan and future enrollment projections, the proposed FY20 capital budget and six-year FY19–24 capital improvement program have been developed by appropriate College personnel; and

WHEREAS, The proposed FY20 biennial capital budget and six-year FY19–24 capital improvement program must be transmitted to the Montgomery county government for inclusion in the county executive's recommended capital improvements program; and

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

Resolved, That the Board of Trustees adopt the proposed FY20 capital budget and six-year FY19–24 capital improvement program and authorize the acting president of the College to transmit the project description forms to the county executive for review and recommendation in the county's capital improvement program.