



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
March 19, 2012**

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

Agenda Item Number: 7A
March 19, 2012

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, Development, and Engagement on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACK-UP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001, Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Ms. Espinosa

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

Resolution Number: 12-03-017
Adopted on: 3/19/2012

Agenda Item Number: 7A
March 19, 2012

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 from and including February 1, 2012, to and including February 29, 2012; 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 report and confirms the action of the president.

Attachment

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including February 1, 2012, to and Including February 29, 2012

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
02/13/2012	Ako-Adjei, Naana E	Prospect Research Specialist	K	Institutional Advancement
02/27/2012	Bell, Allison R	Instructional Associate	H	Science, Engineering & Math
02/13/2012	Bellamy, Christopher R	Analyst/Programmer	K	Information Technology RV
02/13/2012	Brown, LaQuise M	Building Service Worker	A	Facilities Maintenance GT
02/13/2012	Jackson, Darren C	Building Service Worker	A	Facilities Maintenance GT
02/13/2012	Popvitch Fernandez, Boris	Administrative Aide I	F	Student Life RV
02/27/2012	Thomas, Terre A	Admissions Recruiter	I	Admission Records Regis Office

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	Location
02/24/2012	Chandler, Benjamin T	Building Service Worker	A	Facilities Maintenance RV
02/20/2012	Chukwuka, Uju A	Instructional Lab Coordinator	J	Health Sciences
02/03/2012	Clarke, June S ¹	Administrative Aide II	G	Center for Teaching & Learning
02/04/2012	Hall, Cassandra M	Instructional Lab Coordinator	I	Health Sciences
02/22/2012	Hayward-Koert, Molly D	Dir of Invest & Treasury Mgmt	N	Finance Office
02/04/2012	Patamawenu, Teerasak	Instructional Assistant	G	Nat/Appl Sci,Bus/Mgt,Info Sci

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	2	0	0	0	4
Male	0	1	0	1	0	2
TOTAL	2	3	0	1	0	6

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	Location
02/06/2012	Marshall, Karen B	Professor	Nat/Appl Sci,Bus/Mgt,Info Sci

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

Resolution Number: **12-03-018**
Adopted on: **3/19/2012**

Agenda Item Number: 7B
March 19, 2012

Subject: Award of Silver Medallion and Emerita Status to Ms. Paula D. Matuskey

WHEREAS, Ms. Paula D. Matuskey leaves a long legacy of service as she has rendered nearly 45 years of invaluable service and dedication to the College prior to her retirement on March 30, 2012; and

WHEREAS, during her exemplary service as the interim senior vice president of academic and student services (2009–2011) and as the interim senior vice president for academic affairs (2011–2012), Ms. Matuskey provided overall leadership, guidance, supervision, and resources for the academic affairs and student services units of the College; and

WHEREAS, Ms. Matuskey's passion and commitment to the mission of the College and to higher education enabled her to play a pivotal role in the growth and development of the College; and

WHEREAS, she successfully balanced the academic affairs and student services needs of the College, while conducting herself in an exemplary manner and with a sense of fairness and integrity in decision making; and

WHEREAS, in addition to managing the College's academic programs and services as interim senior vice president, Ms. Matuskey was responsible for providing overall leadership for the academic credit and noncredit programs, student services, admissions and enrollment management, and student financial aid units; and

WHEREAS, having served as the instructional dean for arts, humanities, and social sciences (1991–2009) on the Takoma Park/Silver Spring Campus, Ms. Matuskey brought to her profession a depth of knowledge and expertise that led her faculty members and staff to create and administer outstanding academic programs and services that served thousands of College students over the years; and

WHEREAS, as instructional dean, Ms. Matuskey oversaw a unit having 20 disciplines; hired many full-time faculty; expanded the breadth of course offerings in arts, humanities, and social sciences; and was involved in planning new facilities, including the Morris and Gwendolyn Cafritz Foundation Arts Center and Cultural Arts Center; and

WHEREAS, while continuing her sustained outstanding performance as the instructional dean, Ms. Matuskey also helped create and foster the Writing in the Disciplines project; the Paul Peck Institute for American Culture and Civic Engagement; and the Social Sciences Computer Center for assisting the social science disciplines; and

WHEREAS, prior to her outstanding service as instructional dean at the Takoma Park/Silver Spring Campus, Ms. Matuskey also served as a trusted leader in the roles of campus registrar, the College's first director of marketing, and as the director of College relations; and

WHEREAS, she served on the College's Council for the 21st Century; participated in development of appropriate course placement procedures in the 1990s; played a leadership role in the creation of the Pathways to Success program in Workforce Development & Continuing Education; and served on numerous other committees and task groups; and

WHEREAS, Ms. Matuskey began the off-campus credit program originally housed in Community Services (which is now called Workforce Development & Continuing Education) in 1970, with centers at federal office buildings, and a Saturday college in a local high school; and

WHEREAS, in addition to successfully fulfilling all of her regular College duties, Ms. Matuskey also served as an active member of the College's Speakers Bureau for nearly 30 years as she delivered approximately 30 talks per year since 1984; and

WHEREAS, Ms. Matuskey represented the College at numerous external organizations, including the Silver Spring Rotary Club, with a year as its president; the Montgomery County Mental Health Association Board; the Pyramid Atlantic Advisory Board; the Greater Silver Spring Chamber of Commerce Cultural Arts Subcommittee; and the planning committee that created the Universities at Shady Grove; and

WHEREAS, Ms. Matuskey also stands out as one of the College's first alumni of the Rockville Campus, attending when it first opened in 1965 and completing her associates of arts degree; and

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

WHEREAS, although Ms. Matuskey is eligible for the title of senior vice president emerita, her dedication to her deep academic roots has inspired her to request the title of instructional dean emerita; and

WHEREAS, College policy provides for the awarding of a silver medallion to recognize outstanding service to the College; and

WHEREAS, in recognition of her long-time loyalty and invaluable service, the president of the College recommends that Ms. Matuskey be awarded the silver medallion as acknowledgement of her contributions to the College 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. Paula D. Matuskey for her many contributions 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. Paula D. Matuskey is awarded the silver medallion in recognition of her outstanding service to the College, and as an expression of gratitude for her exemplary dedication and professional commitment to further the goals of the College; and be it further

Resolved, that Ms. Paula D. Matuskey is granted the status of instructional dean 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 and the silver medallion be presented to Ms. Paula D. Matuskey.

DPP:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Agenda Item Number: 8
March 19, 2012

**AWARD OF CONTRACT
ELEVATOR MODERNIZATION – PHASE III
THEATRE ARTS BUILDING, ROCKVILLE CAMPUS, BID NO. 612-002**

BACKGROUND

This contract award is for the modernization of the Theatre Arts Building elevator. A priority for elevator modernization work was developed by College staff and consultants following a 2002 comprehensive facilities assessment report that documented the condition of College buildings and equipment. As an outcome of that report, a County-funded level of effort project was established for elevator modernization work. The first two phases of work are complete. The third phase of work is for one Rockville Campus elevator. The Theatre Arts elevator has been selected based on its deteriorated condition and state safety inspection concerns.

Project specifications were prepared by elevator consultants and central facilities staff. The project was advertised on January 17, 2012, and four responses were received, including one no bid, and opened in the Office of Procurement on February 7, 2012. Bid prices ranged from \$150,779 to \$206,667. The successful bid was submitted by Eastern Elevator Service & Sales Company, of Windber, Pennsylvania. The estimated cost of this project was \$142,000.

Contractor references have been checked and are satisfactory. Sufficient funds are available in the FY12 capital budget. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that an award of contract for \$150,779 be made to Eastern Elevator Service & Sales Company, of Windber, Pennsylvania, for the modernization of the elevator in the Theatre Arts Building on the Rockville Campus.

BACK-UP INFORMATION

Board Resolution
Bid Summary (Board members only)
Bidders' List (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp
Ms. Sherman
Mr. Johnson

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

Resolution Number: **12-03-019**
Adopted on: **3/19/2012**

Agenda Item Number: 8
March 19, 2012

**Subject: Award of Contract, Elevator Modernization Phase III, Theatre Arts Building,
Rockville Campus, Bid No. 612-002**

WHEREAS, the vice president of facilities and security requests approval of a contract for modernizing one elevator in the Theatre Arts Building on the Rockville Campus; and

WHEREAS, the acting vice president of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised on January 17, 2012, in the *Washington Post* and the *Baltimore Sun*; and posted on the Montgomery College procurement website and eMaryland marketplace; and

WHEREAS, thirty-four contractors received bid documents; four responses, including one no bid, were received in the office of procurement and were publicly opened, read aloud, and recorded beginning at 3:00 p.m. local time on February 7, 2012; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$150,779 submitted by Eastern Elevator Service & Sales Company, of Windber, Pennsylvania, meets all College specifications and is therefore the low responsible bidder; and

WHEREAS, Board approval is required for competitive sealed bids valued above \$100,000; and

WHEREAS, the interim vice president of finance/chief financial officer certifies that funds are available in the elevator modernization project in the FY12 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 supplies, materials, labor, equipment, tools, performance and insurance for the modernization of the elevator in the Theatre Arts Building, Rockville Campus, be awarded to Eastern Elevator Service & Sales Company, of Windber, Pennsylvania, at their low bid price of \$150,779; and be it further

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

DPP:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Agenda Item Number: 9A
March 19, 2012

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE ONE-YEAR PROGRAM CERTIFICATE IN FALL 2011**

BACKGROUND

It is customary for the Board of Trustees to ratify the list of graduates each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the award of a certificate, diploma, or degree that is conferred upon successful completion of the requirements of a program.

BACK UP INFORMATION

Resolution

List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Walker-Griffea

RESOURCE PERSON

Ms. Moore

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

Resolution Number: **12-03-020**
Adopted on: **3/19/2012**

Agenda Item Number: 9A
March 19, 2012

Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in Fall 2011

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

WHEREAS, the students of Montgomery Community College, as listed on the attachment, have been certified by the director of admissions and enrollment management of the College to have completed the prescribed courses and curriculum, met all other requirements of the College, and received the degree or certificate for which he/she qualified; and

WHEREAS, the faculty has recognized the students of Montgomery Community College, as listed on the attachment, as having received their respective associate degree or one-year program certificate; and

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

Resolved, That the Board of Trustees recognizes the students of Montgomery Community College, as listed on the attachment, as having received their respective associate degree or one-year certificate.

DPP:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Agenda Item Number: 9B
March 19, 2012

HONORARY DEGREE CANDIDATES

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 three honorary degree recipients and the commencement speaker to be awarded at the College's 2012 commencement ceremonies.

BACK-UP INFORMATION

Board Resolution
List of Recipients (Trustees only)
List of Candidates (Trustees only)

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Cain

RESOURCE PERSON(S)

Mr. Sears
Ms. Sullivan

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

Resolution Number: **12-03-021**
Adopted on: **3/19/2012**

Agenda Item Number: 9B
March 19, 2012

Subject: Honorary Degrees Candidates

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 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 Charles H. Atwell, Dr. Stewart Edelstein, Suzan Jenkins, and the commencement speaker at Commencement Ceremonies on May 18, 2012.

DPP:abg

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

Agenda Item Number: 10A
March 19, 2012

REVISION TO COLLEGE POLICY 61001–FISCAL CONTROL

BACKGROUND

In January 2009, the Board of Trustees approved a temporary change in policy 61001–Fiscal Control, section IV.C (Changes to the General Construction Contract), which authorized the President or designee to approve change orders specifically for the Rockville Campus Science Center construction contract. The temporary change was authorized with the expectation that, if all went well, formal changes to this policy would eventually be brought to the Board for consideration. This change significantly reduced the time required for change order approvals since Board action was not required. The pilot process for change order approvals worked very well and no concerns were raised during the two-year construction period. Subsequently, section IV of policy 61001 was reviewed for potential modifications, which are presented here. Prior to this review, this section of the policy was last changed in the late 1980s.

The approval limits currently in policy 61001 for construction change orders require Board approval for individual change orders of \$25,000 or over 15 percent of the contract value, whichever is less. The president and others approve change orders under \$25,000. The current policy was developed in the 1980s when construction projects were typically \$5,000,000 or less, and there were fewer construction projects.

On February 27, 2012, the Board of Trustees reviewed and discussed proposed revisions to the capital fund policy. The consensus was that the Board of Trustees should approve change orders at or above \$250,000 in value and that a periodic report on change orders should be provided to the Board.

Other recommended changes to section IV of policy 61001 include clarification of the consultant contracting process; adjustments to the approval levels for moving funds among account categories within an individual capital project; revisions to the approvals for reduction in contract retainage, release of final payment; and clarification of who may sign requests for reimbursement of the state's share on capital projects to the county. The practice of "formal" acceptance of major construction projects by the Board of Trustees, which is in section IV.F of the policy, will be eliminated because it is neither a legal requirement nor a contractual requirement. The Board receives regular status updates on capital projects and is always involved in building dedication ceremonies.

In summary, these policy changes were reviewed internally at the College, discussed by the president's executive council, and reviewed and discussed with the Board of Trustees. The Board's recommendations have been incorporated as indicated above. Changes in project scope still require Board approval, and movements of funds between capital projects also require Board of Trustees approval. No changes are proposed to these two long-standing provisions.

RECOMMENDATION

The president recommends that the Board of Trustees approve the revisions to policy 61001–Fiscal Control, section IV (Capital Fund), as amended and shown on the attached document.

BACK-UP INFORMATION

Board Resolution
Policy 61001, Section IV (with changes shown)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp
Ms. Dimon
Mr. Johnson
Ms. Sherman
Mr. Sorrell

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

Resolution Number: 12-03-022
Adopted on: 3/19/2012

Agenda Item Number: 10A
March 19, 2012

Subject: Revision to College Policy 61001–Fiscal Control

WHEREAS, on January 22, 2009, by Resolution #09-01-007, the Board of Trustees approved a change in the existing capital budget construction change order approval process solely for the construction of a Science Center on the Rockville Campus due to the size and scope of this project; and

WHEREAS, this modification improved administrative and project efficiencies without loss of oversight and fiscal control in the approval and authorization process; and

WHEREAS, the existing change order approval process that requires Board of Trustees approval of capital budget construction change orders of \$25,000 or more was developed at a time when projects were much smaller and less complex, and the \$25,000 value was considered exceptionally high; and

WHEREAS, the number of construction change orders requiring Board of Trustees approval had risen over the years due to the increased cost of materials and labor nationwide, and the increase in the number of projects funded at the College, and thus time for processing change orders and release the funds to contractors had lengthened; and

WHEREAS, after discussion by the Board of Trustees on February 27, 2012, the level for approval of change order by the Board of Trustees will increase to \$250,000 and above; and

WHEREAS, the authority for approving change orders under \$250,000 will be delegated to the President or designee; and

WHEREAS, Board of Trustees approves the overall budgets for the capital fund for individual projects in the biennial capital budget document submitted to the county with the understanding that the funds are to be used for all appropriate expenses related to constructing and furnishing the buildings and implementing the projects; and

WHEREAS, all sections of the capital fund policy were reviewed and changes made to bring the policy up to date and in line with current fiscal practices and requirements and sections added where clarification was needed or direction had been missing; and

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

Resolved, That the Board of Trustees approves changes to College policy on the Capital Fund, which include Board of Trustee approval of construction contract change orders valued at \$250,000 and higher; authorization of the president, or designee, to approve construction change orders valued below \$250,000; and a plan for periodic reports on change orders to the Board; and be it further

Resolved, That other recommended changes to the capital fund policy as contained in the attached document are also approved; and be it further

Resolved, That additional Board approval will continue to be required if there is a change in the scope of a capital project or funds are requested to be moved between projects in the capital budget; and be it further

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

DPP:abg

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

Agenda Item Number: 10B
March 19, 2012

ADOPTION OF COLLEGE POLICY 61007—INTANGIBLE ASSETS MANAGEMENT

BACKGROUND

Montgomery College is committed to sound fiscal management and responsible stewardship. In accordance with the Governmental Accounting Standards Board (GASB), the College seeks to establish and improve standards of accounting and financial reporting that result in useful information for users of financial reports, guides issuers, and auditors.

According to the GASB, an intangible asset is “an asset that lacks physical substance, is nonfinancial in nature, and has an initial useful life extending beyond a single reporting period.” Computer software, trademarks, and water rights are three examples of intangible assets.

GASB Statement 51 requires that all intangible assets not specifically excluded by its scope provisions be classified as capital assets. Accordingly, existing authoritative guidance related to the accounting and financial reporting for capital assets should be applied to these intangible assets, as applicable. The Statement also provides authoritative guidance that specifically addresses the nature of these intangible assets. Such guidance should be applied in addition to the existing authoritative guidance for capital assets, and establishes guidance specific to intangible assets related to amortization. These changes became effective for financial statements for periods beginning after June 15, 2009.

The College has adhered to GASB Statement 51 while not having a written policy and procedure for capitalizing intangible assets. With approval of proposed policy 61007–Intangible Assets Management, the College will have a policy for incorporating GASB 51 into operating procedures.

RECOMMENDATION

The president recommends the adoption of policy 61007–Intangible Assets Management, as attached.

BACK-UP INFORMATION

Board Resolution
Montgomery College Policy 61007 (Board members only)
GASB Statement 51 (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON

Ms. Sherman

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

Resolution Number: **12-03-023**
Adopted on: **3/19/2012**

Agenda Item Number: 10B
March 19, 2012

Subject: Adoption of College Policy 61007—intangible Assets Management

WHEREAS, the Board of Trustees and Montgomery College are committed to sound fiscal management and responsible stewardship; and

WHEREAS, the Government Accounting Standards Board requires that all intangible assets not specifically excluded by its scope provisions be classified as capital assets effective for financial statements for periods beginning after June 15, 2009; and

WHEREAS, Montgomery College has adhered to GASB 51 regulations while not having a written policy and procedure for capitalizing intangible assets; and

WHEREAS, upon review of the College's Policies and Procedures, a new policy has been developed and is proposed for Board consideration; and

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

Resolved, that effective March 19, 2012, Montgomery College Policy 61007, entitled Intangible Asset Management, be adopted as presented.

DPP:abg