



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
November 12, 2012**

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

Agenda Item Number: 7A
November 12, 2012

PERSONNEL ACTIONS CONFIRMATION

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.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON

Ms. Espinosa

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

Resolution Number: **12-11-089**
Adopted on: **11/12/2012**

Agenda Item Number: 7A
November 12, 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 September 1, 2012, to and including September 30, 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 September 1, 2012, to and Including September 30, 2012

STAFF

STAFF EMPLOYMENTS

| Effective Date | Name | Position Title | Grade | Location |
|----------------|-------------------|-------------------------------|-------|-------------------------------------|
| 09/10/2012 | Ammerman, Carla J | Human Resources Specialist II | K | Office Human Resources Dev & Engage |
| 09/24/2012 | Borena, Bekele | Building Services Worker | B | Facilities Operations - TP/SS |
| 09/24/2012 | Jones, Sharare E | Administrative Aide II | G | Health Sciences Dean - TP/SS |
| 09/24/2012 | Juean, Quincy | Safety & Security Officer | E | Facilities Security - RV |
| 09/10/2012 | Kamara, Joseph T | Instructional Assistant | G | CW Dean for Student Engagement |
| 09/24/2012 | Nation, Julia M | Instructional Associate | H | CW Dean for Student Engagement |
| 09/10/2012 | Perez, Paul J | Instructional Assistant | G | GIT-N/C Technical Training WDCE |
| 09/10/2012 | Rounds, Lori N | Dir of Academic Tech Services | O | OIT Central Administration |
| 09/10/2012 | Yates, Richard D | Grounds Maintenance Worker | C | Facilities Operations - RV |

STAFF SEPARATIONS

| | | | | |
|------------|-----------------------------------|--------------------------------|---|-------------------------------------|
| 09/27/2012 | Covell, Robert N ¹ | Construction Trades Worker | H | Facilities Office - Central Admin |
| 09/21/2012 | Hauff, Andrew J | Instructional Associate | H | Humanities Soc Sci Edu Dean - GT |
| 09/07/2012 | McManus, Kimberly O | Learning Center Asst Manager | J | Humanities Soc Science RV |
| 09/14/2012 | Nordstrom, Kurt E | Analyst-Programmer | L | OIT Central Administration |
| 09/24/2012 | Williams, Stephanie A | Instructional Assistant | G | Assessment Center Rockville |
| 09/28/2012 | von Bargaen, Lynda S ¹ | Deputy Chief Human Resourc Off | P | Office Human Resources Dev & Engage |

STAFF EMPLOYMENTS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American Indian | TOTAL |
|--------------|----------|----------|----------|----------|-----------------|----------|
| Female | 2 | 0 | 1 | 0 | 0 | 3 |
| Male | 1 | 5 | 0 | 0 | 0 | 6 |
| TOTAL | 3 | 5 | 1 | 0 | 0 | 9 |

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

| <u>Effective Date</u> | <u>Name</u> | <u>Position Title</u> | <u>Location</u> |
|-----------------------|------------------------------|-----------------------|------------------------|
| 09/15/2012 | Lietz, Steven A ² | Professor - N/T | Student Development RV |

FACULTY SEPARATIONS: Ethnicity and Gender

| | <u>White</u> | <u>Black</u> | <u>Hispanic</u> | <u>Asian</u> | <u>American Indian</u> | <u>TOTAL</u> |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female | 0 | 0 | 0 | 0 | 0 | 0 |
| Male | 1 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | 1 | 0 | 0 | 0 | 0 | 1 |

² Deceased

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

Agenda Item Number: 7B
November 12, 2012

**RECOGNITION OF GRADUATES RECEIVING THE ASSOCIATE'S DEGREE
OR CERTIFICATE IN SUMMER 2012**

BACKGROUND

At the conclusion of each academic term—fall semester, spring semester, and summer session—students' applications for graduation are examined by the Office of Admissions and Records and certified by the chief enrollment services and financial aid officer.

Program requirements and standards for graduation are developed and maintained by the faculty, and approved by the president (or designee). Following acceptance by the Board, the Maryland Higher Education Commission certifies the offering.

The names of students who have satisfied the requirements to be granted a Montgomery College degree or certificate during the summer session of 2012 are attached. The president has authorized the conferring of the degrees for these students.

RECOMMENDATION

It is recommended that the Board of Trustees recognize the students who successfully completed program requirements and earned an associate's degree or certificate in the summer session of 2012, and ratify the award of the degree or certificate as conferred upon the students.

BACKUP INFORMATION

List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Walker-Griffea

RESOURCE PERSON

Ms. Gregory

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

Resolution Number: **12-11-090**
Adopted on: **11/12/2012**

Agenda Item Number: 7B
November 12, 2012

**Subject: Recognition of Graduates Receiving the Associate's Degree or Certificate
in Summer 2012**

WHEREAS, at the conclusion of each academic term—fall semester, spring semester, and summer session—students' applications for graduation are examined by the Office of Admissions and Records; and

WHEREAS, program requirements and standards for graduation are developed and maintained by the faculty, and approved by the president (or designee); and

WHEREAS, the students of Montgomery College, as listed on the attachment, have been certified by the chief enrollment services and financial aid officer to have completed the prescribed courses and curricula, and met all other requirements of the College; and

WHEREAS, the president has authorized the conferring of the degrees for these students; and

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

Resolved, That the Board of Trustees recognizes the students who successfully completed program requirements toward an associate's degree or certificate at the conclusion of the 2012 summer session; and be it further

Resolved, That the Board of Trustees ratifies the awards conferred upon students who received an associate's degree or certificate at the conclusion of the 2012 summer session.

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

Resolution Number: **12-11-091**
Adopted on: **11/12/2012**

Agenda Item Number: 7C
November 12, 2012

Subject: Tribute to Dr. Steven A. Lietz

WHEREAS, Dr. Steven A. Lietz served Montgomery College with dedication for over 16 years as a full-time faculty member until his untimely death, which deeply saddened the College community; and

WHEREAS, Dr. Lietz began his career at Montgomery College as a full-time faculty member in the Rockville counseling department and served in various capacities such as department chair; interim dean of student development at the Germantown Campus; counselor and faculty for the School of Education; and counselor for Math 094 Early Alert; and

WHEREAS, Dr. Lietz held certification as a National Board Certified Counselor and possessed a superior knowledge of counseling techniques that were beneficial to students who sought personal, general, and career counseling as well as academic advising; and

WHEREAS, Dr. Lietz became involved in Math 094 Early Alert, and, in order to understand the challenges that students experienced in the subject, he voluntarily took the MA 094 course alongside the students; and

WHEREAS, he was passionate about partnering the MA 094 course with counseling services to support students and increase student success, and served as counselor for Math 094 Early Alert at the Rockville Campus; and

WHEREAS, Dr. Lietz was committed to lifelong learning and identifying with students from diverse backgrounds, he took four semesters of Spanish at Montgomery College, engaged in a language immersion program in Spain, and most recently traveled to Cuba; and

WHEREAS, Dr. Lietz earned an associate in arts degree in general studies and was inducted into the Phi Theta Kappa Honor Society in 2011, and proudly crossed the graduation stage during the College's 2011 commencement ceremony; and

WHEREAS, Dr. Lietz, serving on numerous campus and College committees, continued to demonstrate his enthusiasm for and commitment to the College and contributed significantly to the mission of the Student Services division in the professional execution of his duties; and

WHEREAS, Dr. Lietz's demonstrated passion for empowering students resulted in active engagement in their educational experience at the College; and

WHEREAS, The president and the senior vice president for academic affairs and the senior vice president for student services recommend that the Board adopt the following resolution; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation for Dr. Lietz's distinguished service to the College as well as their sincere sorrow at the passing of Dr.

Steven A. Lietz, and extend their deepest sympathy to his family, friends, and colleagues; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and that a copy be forwarded to his wife, Francis E. Brolle, and family on behalf of the friends and colleagues who loved, respected, and admired him.

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

Agenda Item Number: 8
November 12, 2012

ADOPTION OF FY14 CAPITAL BUDGET

BACKGROUND

The proposed FY14 capital budget and six-year FY13-18 capital improvement program were presented and discussed at the October 22, 2012, Board of Trustees meeting. The request for FY14 is the second half of the FY13-14 biennial capital budget and totals \$66,520,000. 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. Attached is a summary table that shows the proposed FY14 request by project, along with the actual FY13 appropriation for each project.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY14 capital budget and six-year FY13-18 capital improvement program and authorize the president of the College to transmit the project description forms to the county executive for review and recommendation to the county council.

BACKUP INFORMATION

Board Resolution
FY14 Capital Budget Summary

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON

Ms. Cubar

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

Resolution Number: **12-11-092**
Adopted on: **11/12/2012**

Agenda Item Number: **8**
November 12, 2012

Subject: Adoption of the FY14 Capital Budget

WHEREAS, on the basis of the College's Facilities Master Plan and future enrollment projections, the proposed FY14 capital budget and six-year FY13-18 capital improvement program have been developed by appropriate College personnel; and

WHEREAS, the proposed FY14 biennial capital budget and six-year FY13-18 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 president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees adopts the proposed FY14 capital budget and six-year FY13-18 capital improvement program and authorizes the president of the College to transmit the project description forms to the county executive for review and recommendation to the county council.

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

Agenda Item Number: 9A
November 12, 2012

**NATIONAL AND STATE OF MARYLAND
DESIGNATED AWARENESS DAYS AND MONTHS FOR 2013**

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, multiethnic, multicultural, 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 encourages the College community to participate in such campus- and community-based activities.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Dr. Scott

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

Resolution Number: **12-11-093**
Adopted on: **11/12/2012**

Agenda Item Number: 9A
November 12, 2012

Subject: National and State of Maryland Designated Awareness Days and Months 2013

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, multiethnic, multicultural, 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 president recommends the following action; now therefore be it

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

Resolved, That the Board of Trustees hereby supports the work of the College through activities for designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourages 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.

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

Resolution Number:
Adopted on:

Agenda Item Number: 9B
November 12, 2012

ACCEPTANCE OF 2012 PERFORMANCE ACCOUNTABILITY REPORT

BACKGROUND

In 1996, the Maryland Higher Education Commission (MHEC) implemented a new accountability reporting system as mandated by the Maryland General Assembly. This system requires community colleges and universities to track key performance indicators and report them annually in a performance accountability report (PAR).

In addition to narrative reporting on significant student characteristics and performance issues, community outreach efforts, use of public funding, and cost containment efforts, the PAR contains recent trend data on a number of specific quantitative Indicators that reflect progress towards benchmarks set by the Board of Trustees. MHEC considers the College's performance on these indicators as the primary component of assessing the institution's effectiveness.

This year's report is the first of the new five-year cycle. A number of new performance indicators were implemented in this cycle through collaborative efforts of MHEC and the community colleges, which have set new benchmarks for their performance on all the indicators (see attachments for explanation and College data for indicators).

RECOMMENDATION

It is recommended that the Board of Trustees endorse the benchmarks that have been established for each performance indicator, and accept the 2012 Montgomery College performance accountability report that will be forwarded to the Maryland Higher Education Commission by the president.

BACKUP INFORMATION

Brief Guide to Indicators (Trustees only)
2012 PAR Indicators (Trustees only)
2012 Performance Accountability Report (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Dr. Blaylock
Dr. Lynch
Ms. Wessman

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

Resolution Number: **12-11-094**
Adopted on: **11/12/2012**

Agenda Item Number: 9B
November 12, 2012

Subject: Acceptance of 2012 Performance Accountability Report

WHEREAS, the Maryland Higher Education Commission requires the submission of an annual performance accountability report from each of the state's public colleges and universities; and

WHEREAS, the 2012 performance accountability report retains the benchmarks for a series of quantitative performance indicators; and

WHEREAS, the Office of Institutional Research and Analysis has coordinated contributions from a number of administrative offices, individual campuses, and Workforce Development & Continuing Education in the development of the report; and

WHEREAS, the president recommends acceptance of the College's 2012 performance accountability report; now therefore be it

Resolved, That the Montgomery College performance accountability report and the benchmarks be accepted, effective November 12, 2012, and that the report be sent to the Maryland Higher Education Commission.

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

Agenda Item Number: 10
November 12, 2012

**AMENDMENT TO AWARD FOR THE USE OF SHORT-TERM RENTAL SPACE AT
MONTGOMERY COUNTY AND BOARD OF EDUCATION FACILITIES**

BACKGROUND

At its January 19, 2010, meeting, the Board of Trustees approved the use of county school and Board of Education facilities on a short-term rental basis for an annual not-to-exceed amount of \$200,000 through a memorandum of understanding with the Interagency Coordinating Board (ICB). The vice president for Workforce Development & Continuing Education (WD&CE) has requested an increase of \$125,000 to the current expenditure authority to cover the increased demand for classroom space.

Demand has increased for WD&CE programs and grant-funded programs, necessitating more classroom rentals. From FY08 to FY12, the full-time equivalent (FTE) activity in the WD&CE grants programs increased by 19.5 percent, while general program demand has increased 11.4 percent over that same period. The majority of the increased demand is due to the Adult English as a Second Language & Literacy–General Education (AELG) program growth. Projected ICB rentals for FY13 are coming close to the existing authorized limit, while program demand growth continues at an estimated two to three percent per year. Another factor impacting this request is the need for classrooms with computer technology. Enrollment in these types of programs has also increased. Rental rates for this type of space are based on the current public fee schedule, which is higher than the existing memorandum of understanding rates. These community-based programs play an integral part of the College's relationship with the community.

The Board is authorized to lease short-term rental space or otherwise acquire property it considers necessary for the operation of the College pursuant to state law. The Board is being asked to increase the expenditure authority under this memorandum of understanding. Funds are available in the FY13 Workforce Development & Continuing Education budget.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve the amendment by increasing the expenditure authority by \$125,000 to cover the increased demand for classroom space. The new annual lease amount will be \$325,000.

BACKUP INFORMATION

Board Resolution
Board Policy 63001

SENIOR RESPONSIBLE ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Payne
Mr. Johnson
Mr. Sorrell

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

Resolution Number: **12-11-095**
Adopted on: **11/12/2012**

Agenda Item Number: 10
November 12, 2012

Subject: Amendment to Award for the Use of Short-Term Rental Space at Montgomery County and Board of Education Facilities

WHEREAS, on January 19, 2010, the Board of Trustees approved the execution of a lease with the Interagency Coordinating Board (ICB) of the Montgomery County Government, Rockville, Maryland, for the short-term rental use of space in public facilities in Montgomery County up to \$200,000 in FY10; and

WHEREAS, the use of this classroom space enables noncredit courses to be available throughout the county, and space is located in strategically advantageous areas of the County. The use of these facilities is necessary for the continuation of these programs; and

WHEREAS, the amount of classroom space needed has increased over several years due to the AELG program growth and activity and computer technology resource space in these facilities is charged at a higher fee; and therefore, the usage fees are projected to exceed current expenditure authority in FY13; and

WHEREAS, the vice president for Workforce Development & Continuing Education has requested an increase in the expenditure authority in the amount of \$125,000, for a total annual amount of \$325,000, which will cover the increased demand for classroom space; and

WHEREAS, the acting director of procurement affirms that this interagency agreement meets College policy; and is in the best interest of the College; and the interim vice president of finance/chief financial officer certifies that funds are available in the FY13 Workforce Development & Continuing Education budget; and

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

Resolved, That the expenditure authority for the use of short-term rental space in county school and Board of Education facilities be increased by \$125,000 to total annual amount of \$325,000.