

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
January 19, 2010**

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

Agenda Item Number: 7
January 19, 2010

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 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

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **10-01-001**
Adopted on: **01/19/2010**

Agenda Item Number: 7
January 19, 2010

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 December 1, 2009, to and including December 31, 2009; 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.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including December 1, 2009, to and Including December 31, 2009

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
12/14/2009	Sears, David M	Vice Pres Of Advancement	R	Institutional Advancement

STAFF SEPARATIONS

12/31/2009	Grogan, Diane E ¹	Sr Accts Payable Tech	G	Finance Accounts Payable
12/31/2009	Knapp, Wallace C	Interim Chief Information Offi	Q	Office of Info Tech
12/31/2009	Pevey, Fredrick D ¹	Marketing & Graphic Svc Mgr	K	Auxiliary Services
12/31/2009	Poole, Leon G ¹	Construction Trades Wkr	G	Facilities Construction MKE

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

¹ Retirement

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

Agenda Item Number: 8
January 19, 2010

**AWARD OF LEASE, INTERAGENCY AGREEMENT THROUGH THE INTERAGENCY
COORDINATING BOARD (ICB), FOR USE OF SPACE AT MONTGOMERY COUNTY
AND BOARD OF EDUCATION FACILITIES FOR SHORT-TERM ROOM RENTAL**

BACKGROUND

The Vice President for Workforce Development and Continuing Education has requested authorization for entry into a lease with the Interagency Coordinating Board (ICB) of Montgomery County for the short-term room rental use of space at Montgomery County and Board of Education facilities strategically located throughout the County. Workforce Development and Continuing Education uses these rooms, mainly school classrooms, for non-credit courses to accommodate the needs of many students, and, the use of these facilities is necessary for the continuation of these programs. The College has been utilizing space at the schools since 2006. The amount of space and the corresponding cost of the classrooms have both increased over several years and are now projected to exceed \$100,000 of activity in FY2010 and beyond.

The Board is authorized to lease or otherwise acquire property it considers necessary for the operation of the College pursuant to State law. The Director of Procurement, in consultation with the Vice President for Workforce Development and Continuing Education and through an interagency agreement with the County's ICB, has determined that short-term room rental of these classroom spaces for Workforce Development and Continuing Education programs is necessary and appropriate for the College. This lease with the ICB of the Montgomery County Government serves the best interest of the College and meets College requirements. Board of Trustees approval is required for certain contracts and leases valued above \$100,000. Funds are available in the Workforce Development and Continuing Education Budget.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a lease with the ICB of the Montgomery County Government, Rockville, Maryland, utilizing an interagency agreement, for the use of space to support non-credit courses, to include non-credit grant activity up to \$200,000 in FY2010. It is further recommended that the lease be renewed on a year-to-year basis, at the option of the College, provided funds are available and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Payne
Mr. Sheeran
Dr. Wormack
Mr. Sorrell

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

Resolution Number: **10-01-002**
Adopted on: **01/19/2010**

Agenda Item Number: 8
January 19, 2010

**Subject: AWARD OF LEASE, INTERAGENCY AGREEMENT THROUGH THE INTERAGENCY
COORDINATING BOARD, FOR USE OF SPACE AT
MONTGOMERY COUNTY AND BOARD OF EDUCATION FACILITIES
FOR SHORT-TERM ROOM RENTAL**

WHEREAS, Vice President for Workforce Development and Continuing Education has requested a lease with the Interagency Coordinating Board (ICB) of the Montgomery County Government, utilizing an interagency agreement, for the use of Montgomery County and Board of Education facilities in order to offer classes throughout the County; and

WHEREAS, the use of these classroom spaces enables non-credit courses to be available throughout the County and the spaces are in strategically advantageous areas of the County accommodating student needs; and the use of these facilities is necessary for the continuation of these programs; and

WHEREAS, the College has used this space since 2006; however, the amount of space and the corresponding cost of the Montgomery County Public Schools' classrooms have both increased over several years and will exceed \$100,000 in FY2010; and

WHEREAS, the Director of Procurement affirms that this interagency agreement meets College policy and is in the best interest of the College; and the Chief Business Officer certifies that funds are available in the FY2010 Workforce Development and Continuing Education Budget; and

WHEREAS, leases valued above \$100,000 require Board approval; and

WHEREAS, State law authorizes the Board to lease or otherwise acquire property it considers necessary for the operation of the College; and

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

Resolved, That a lease be executed with the Interagency Coordinating Board of the Montgomery County Government, Rockville, Maryland, for the short-term room rental use of space in public facilities in Montgomery County up to \$200,000 in FY2010; and be it further

Resolved, That this lease be renewable on a year-to-year basis as long as the space is needed, provided funding is available, the space is satisfactory, and it is in the best interest of the College.

HP:abg

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

Agenda Item Number: 9
January 19, 2010

**AFFIRMATION OF EMERGENCY CONTRACT AWARD
SNOW REMOVAL, ROCKVILLE CAMPUS**

BACKGROUND

On December 18 - 20, 2009, the Washington D.C. area was hit with an historic level of snow fall that accumulated from 16 to 22 inches throughout Montgomery County. The College's last day of final exams was scheduled for Saturday, December 19, 2009; however, due to the weather emergency and its aftermath, it was necessary to close the College on that day and through Monday, December 21, 2009. In order to re-open the College as soon as possible to enable final exams to be completed, it was necessary to hire a contractor to supplement in-house personnel for snow removal operations on the Rockville Campus due to the magnitude of the snow accumulations and the size of this Campus. The Germantown and Takoma Park/Silver Spring Campuses did not require additional contractor assistance. An emergency situation was declared for the Rockville Campus and an emergency procurement process started.

The Rockville Campus Facilities Department had an existing not-to-exceed \$4,000 blanket purchase order (# B0116526) with AccuBid Excavation Inc., of Mount Airy, Maryland for potential assistance with snow removal during the winter. Since AccuBid was already mobilized to assist the College with snow removal and was able to commit to providing additional resources in the manner of large earth moving equipment in a very prompt manner, the decision was made to hire AccuBid on an emergency basis for this very short notice effort. As a result of the around-the-clock efforts of Campus Facilities personnel and the contractor, the College was able to open safely on Tuesday, December 22, 2009 and thus complete final exams.

Costs were tabulated after the event, on a time and materials basis, according to the existing purchase order and final costs totaled \$46,237.50. Sufficient funds are available for this work in the FY2010 Operating Budget. Board of Trustees approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees affirm the authorization of a contract award, on an emergency basis, to AccuBid Inc., of Mount Airy, Maryland, for snow removal labor and equipment to supplement resources on the Rockville Campus at a cost of \$46,237.50.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS: Mr. Capp, Mr. Moore, Dr. Wormack

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

Resolution Number: **10-01-003**
Adopted on: **01/19/2010**

Agenda Item Number: 9
January 19, 2010

Subject: Affirmation of Emergency Contract Award, Snow Removal, Rockville Campus

WHEREAS, in December 2009, the Associate Vice President for College Facilities requested a contract, on an emergency basis, for snow removal on the Rockville Campus due to an historic level snow fall that occurred December 18-20, 2009; and

WHEREAS, the Associate Vice President for College Facilities and the Senior Vice President for Administrative and Fiscal Services affirmed that an emergency existed on Saturday, December 19, 2009 and that a critical need for snow removal existed on the Rockville Campus in order to ensure that the Campus could be opened to complete final exams as soon as possible; and

WHEREAS, immediate action was required in order to begin the snow removal process on the Rockville Campus; and

WHEREAS, Board policy permits the formal bidding process to be dispensed with in the event of an emergency procurement; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2010 Operating Budget; and

WHEREAS, in accordance with College policy on emergency procurements, appropriate notifications were provided to the extent possible at the time; and

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

Resolved, That a contract award is affirmed for providing all labor and equipment and for the removal of snow on the Rockville Campus to Accubid, Inc. of, Maryland, on an emergency basis, at a fee of \$46,237.50.

HP: abg

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

Agenda Item Number: 10
January 19, 2010

**MEMORANDUM OF SETTLEMENT – COLLECTIVE BARGAINING AGREEMENT
BETWEEN MONTGOMERY COMMUNITY COLLEGE AND SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 500**

BACKGROUND

Representatives of the Board of Trustees and the Local 500 of the Service Employees International Union (SEIU) have reached an initial agreement to the part-time faculty collective bargaining agreement. The membership of bargaining unit ratified the agreement on December 29, 2009.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the collective bargaining agreement; authorizing the Board Chairman to execute the Memorandum of Settlement; and delegating to the Interim President the authority and responsibility to implement and administer the agreement.

BACK-UP INFORMATION

Resolution
Memorandum of Settlement effective January 19, 2010

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Miller

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

Resolution Number: **10-01-004**
Adopted on: **1/19/2010**

Agenda Item Number: 10
January 19, 2010

Subject: Memorandum of Settlement - Collective Bargaining Agreement Between Montgomery Community College and Service Employees International Union, Local 500

WHEREAS, in June 2008, the Service Employees International Union (SEIU) Local 500 became the exclusive representative authorized to negotiate on behalf of certain part-time faculty members at Montgomery Community College; and

WHEREAS, a Memorandum of Settlement for the initial collective bargaining agreement effective January 19, 2010 to June 30, 2011, has been negotiated by teams representing the Board of Trustees and the SEIU Local 500; and

WHEREAS, on December 29, 2010, the members of the SEIU Local 500 ratified the Memorandum of Settlement; and

WHEREAS, the Board negotiating team recommends approval of the Memorandum of Settlement by the Board; and

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

Resolved, That the Board of Trustees approves the collective bargaining agreement set forth in the attached Memorandum of Settlement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the Memorandum of Settlement between the Board of Trustees of Montgomery Community College and the Service Employees International Union Local 500; and be it further

Resolved, That the Board of Trustees delegates to the Interim President the responsibility and authority to implement and administer the collective bargaining agreement and to further delegate responsibility for the implementation and administration of the agreement to appropriate College staff.

Attachments: Memorandum of Settlement (Board members only)

HP:abg

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

Agenda Item Number: 11
January 19, 2010

**REQUEST FOR APPROVAL AND STATEWIDE DESIGNATION OF THE EMERGENCY
PREPAREDNESS MANAGEMENT ASSOCIATE OF SCIENCE DEGREE (A.S.) AND EMERGENCY
PREPAREDNESS MANAGEMENT CERTIFICATE**

BACKGROUND

The Maryland State Plan for Postsecondary Education strongly recommends that higher education strive to meet the education needs of the students and the State by providing for “the development of a highly qualified workforce.” Montgomery College echoes that recommendation in its mission statement by encouraging continuous learning for our students and by “holding ourselves accountable for meeting economic and workforce development needs.”

Natural and manmade disasters – earthquakes, hurricanes, wild fires, terrorist threats, communicable diseases, computer crashes, power failures and the like - continue to escalate. Thus, the State needs trained Emergency Preparedness Management professionals to meet the challenges posed by those disasters.

In response to this need, the Emergency Preparedness Management program* has been developed in collaboration with the Emergency Management Institute’s Higher Education Program of the Federal Emergency Management Agency (FEMA). A goal of FEMA is to encourage and support the dissemination of hazard, disaster, and emergency management-related information in colleges and universities across the United States. They also believe that in order to build disaster resistant and resilient communities, a broad range of college students and professionals need courses that introduce them to hazards, risk, vulnerability, disasters, and what to do about them.

The new program covers the various aspects of the profession, provides content knowledge, and improves employment opportunities in the field, as well as prepares students for entry level management responsibilities and increases technical knowledge necessary for diverse public and private leadership situations. Professionals in this field can be employed by a variety of organizations such as, state, local, federal and international governments, business and industry, military installations, and health care facilities, or employees of volunteer organizations. They work to minimize the effects of disasters on the public through prevention, public education, planning, and effective response operations. They must be effective problem solvers, decision makers and communicators. They must work well with all kinds of people in crisis situations.

Montgomery College has worked with the University of Maryland University College to develop this associate’s degree program that articulates into their bachelor’s degree program.

This program will be for first-time Montgomery College students as well as workers returning to College to increase their knowledge and skills for employment in this specialized field.

*(*Earlier this year Montgomery College submitted to the Maryland Higher Education Commission (MHEC) a proposal for an Emergency Preparedness Management Associate of Applied Science (A.A.S.) degree. However, MHEC responded that this program should be re-submitted as an Emergency Preparedness Management Associate of Science (A.S.) degree instead. The department has revamped the program to meet all the requirements for an A.S. degree.)*

RECOMMENDATION

The Board of Trustees is requested to approve as well as recommend statewide designation of the Emergency Preparedness Management Associate of Science Degree (A.S.) and Emergency Preparedness Management Certificate.

BACK-UP INFORMATION

Board Resolution
Emergency Preparedness Management Program Curriculum

RESOURCE PERSONS

Professor Kathleen Dayton
Dean Angie Pickwick

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

Resolution Number: **10-01-005**
Adopted on: **1/19/2010**

Agenda Item Number: 11
January 19, 2010

Subject: Request for Approval and Statewide Designation of the Emergency Preparedness Management Associate of Applied Science Degree (A.S.) and Emergency Preparedness Management Certificate

WHEREAS, the Maryland Higher Education Committee has strongly recommended that campuses offer ongoing programs that encourage fulfilling the educational needs of students and the needs of the State by cultivating a highly qualified workforce; and

WHEREAS, Montgomery College (MC) is committed to meet the needs of the State, the community, and its students and has articulated a commitment in its mission statement to hold itself accountable in meeting economic and workforce development needs; and

WHEREAS, natural and man-made disasters continue to escalate and the State needs qualified professionals to meet the challenges associated with those disasters; and

WHEREAS, the Emergency Preparedness Management program developed in conjunction with the Federal Emergency Management Agency will train professionals to minimize the effects of disasters through prevention, public education, planning, and effective response operations; and,

WHEREAS, the approved program will articulate into University of Maryland University College's bachelor's degree program; and

WHEREAS, the approval of the request for statewide designation will enable Montgomery College to offer all students an in-County rate and expedite the recruitment process for this program in the State of Maryland; and

WHEREAS, the Senior Vice President for Academic and Student Services and the President of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the request for approval and statewide designation of the Emergency Preparedness Management Associate of Science Degree and Emergency Preparedness Management Certificate

HP: abg

Emergency Preparedness Management Associate of Science Degree

The Emergency Preparedness Management program is designed to provide students with a broad education in emergency management. The program focuses on a multidisciplinary approach to preparedness and the skills needed to organize and lead emergency management operations and prepares students to perform in a disaster by providing the necessary skills for mitigation, preparedness, response, and recovery. The curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in the fields of public service – including law enforcement, fire service, and emergency medical services, along with students wishing to study in this field for careers in emergency management.

General Education and Other Requirements (38 credit hours)

Course Number	Title	Credits
EN 101	Techniques of Reading and Writing I	3
	<i>English foundation</i>	3
HE 205	<i>First Responder</i>	3
	<i>Mathematics foundation</i>	3
	<i>Speech foundation</i>	3
PY 102	<i>General Psychology</i>	3
	<i>Arts distribution</i>	6
	<i>Behavioral and social sciences distribution*</i>	3
	<i>Humanities distribution</i>	3
	<i>Natural sciences distribution</i>	3
	<i>Natural sciences lab distribution OR Natural sciences distribution</i>	3-4
	Computer Applications or Science Elective	3

Emergency Management Core Requirements (21 credit hours)

EP 101	Principles of Emergency Management	3
EP 102	Emergency Planning	3
EP 103	Emergency Response and Recovery	3
EP 104	Incident Management System and EOC Interface	3
EP 105	Hazard Mitigation and Preparedness	3
EP 107	Technology in Emergency Management	3
EP 250	Leadership in Emergency Management	3

Emergency Management Electives (3 credits)

EP 106	Public Health in Emergency Management	3
EP 110	Introduction to Homeland Security	3
EP 201	Critical Incident and Disaster Stress Management for Emergency Responders	3
EP 202	Terrorism and Emergency Management	3
EP 203	Resource Management - Managing Volunteers and Donations	3
EP 204	Emergency Management Public Education Programs	3

Total credit hours 62

**Distribution other than Psychology; CJ 110 or PS 101 recommended

Program Outcomes for the Emergency Preparedness Management A.S. Degree

	Upon completion of this program a student will be able to:
1	Develop and evaluate an emergency operations plan based on data provided on a hypothetical jurisdiction.
2	Determine hazards and develop risk assessment programs in local communities.
3	Deliver emergency management public education programs to target populations.
4	Design simple performance evaluation criteria.
5	Utilize interactive experience and knowledge to develop community-wide participation in planning, coordination, and management functions designed to improve emergency management capabilities and command and control operations of major and catastrophic disasters.
6	Develop and implement short- and long-term recovery concepts into all areas of the community, using an all hazard approach.
7	Analyze organizational behavior problems as they apply to emergency operations.
8	Analyze the roles, responsibilities, and authorities of the various organizations responding to hazardous materials incidents.
9	Demonstrate knowledge of the activities that should happen in each phase of a disaster.
10	Develop a contingency plan/business recovery plan.
11	Analyze the effect of public policy on a community before, during, and after a simulated and real disaster.
12	Demonstrate understanding of knowledge, skills, and abilities necessary to understand emergency management as a field of research and practice.

Emergency Preparedness Management Certificate

The certificate in Emergency Preparedness Management provides students with the technical and professional knowledge to prepare for a career in emergency management. Courses provide introductory through advanced training in the skills necessary to succeed as a professional in this field.

Emergency Management Requirements (27 credit hours)

EP 101 Principles of Emergency Management	3
EP 102 Emergency Planning	3
EP 103 Emergency Response and Recovery	3
EP 104 Incident Management System and EOC Interface	3
EP 105 Hazard Mitigation and Preparedness	3
EP 106 Public Health in Emergency Management	3
EP 107 Technology in Emergency Management	3
EP 250 Leadership in Emergency Management	3
HE 205 First Responder	3

Emergency Management Electives (select 2 courses)

EP 110 Introduction to Homeland Security	3
EP 201 Critical Incident and Disaster Stress Management for Emergency Responders	3
EP 202 Terrorism and Emergency Management	3
EP 203 Resource Management - Managing Volunteers and Donations	3
EP 204 Emergency Management Public Education Programs	3

Total credit hours (33)

Program outcomes for the Emergency Preparedness Management Certificate:

#	Upon completion of this program a student will be able to:
1	Develop and evaluate an emergency operations plan based on data provided on a hypothetical jurisdiction.
2	Determine hazards and develop risk assessment programs in local communities.
3	Deliver emergency management public education programs to targeted populations.
4	Design simple performance evaluation criteria.
5	Utilize interactive experience and knowledge to develop community-wide participation in planning, coordination, and management functions designed to improve emergency management capabilities and command and control operations of major and catastrophic disasters.
6	Develop and implement short- and long-term recovery concepts into all areas of the community, using an all hazard approach.
7	Analyze organizational behavior problems as they apply to emergency operations.
8	Analyze the roles, responsibilities, and authorities of the various organizations responding to incidents involving hazardous materials.
9	Demonstrate knowledge of the activities that should happen in each phase of a disaster.
10	Develop a contingency plan and business recovery plan.

11	Analyze the effect of public policy on a community before, during, and after a simulated and real disaster.
12	Demonstrate understanding of knowledge, skills, and abilities necessary to understand emergency management as a field of research and practice.