



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
April 28, 2014**

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

Agenda Item Number: 7
April 28, 2014

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.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Porter

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

Resolution Number: **14-04-020**
Adopted on: **4/28/2014**

Agenda Item Number: 7
April 28, 2014

Subject: Personnel Actions Confirmation

WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period February 1, 2014, through February 28, 2014; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From February 1, 2014, through February 28, 2014

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
02/10/2014	McCathran, Nancy F	Payroll Manager	K	Business Services
02/24/2014	Murshed, Shekh Mohammad M	System Engineer	L	OIT Engineering Services

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Location
02/28/2014	Goldstein, Norma W	Dean of Instruction	P	>1	Humanities Soc Sci Edu Dean - GT
02/17/2014	Gunn, Jasmine	Customer Service Representative	F	>1	Financial Aid
02/05/2014	Waugaman, Chelsea L	Communications Specialist	I	6	Communication/Advancement

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Location
02/12/2014	Thomas, Nichole G	Professor	CW Dean-Student Engag Stu Svcs – TP/SS

FACULTY SEPARATIONS: NONE

FACULTY EMPLOYMENTS: 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

STAFF (CORRECTION)

Correction of September 2013 Personnel Action Confirmation - Resolution Number: **13-09-099**. The following retirees were excluded from the separation report as a result of being reassigned to a temp with benefits position prior to their separation.

STAFF SEPARATIONS (RETIREES)

Effective Date	Name	Position Title	Grade	YOS	Location
05/31/2013	Arnold, Cheryl K	Human Resources Associate	H	24	Office Human Resources Dev & Engage
05/31/2013	Wilson, Miriam S	Executive Associate II	J	16	VP & Provost Office - GT

STAFF SEPARATIONS: Ethnicity and Gender

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

Correction of February 2014 Personnel Action Confirmation - Resolution Number: **14-02-015**. The following retiree was excluded from the separation report as a result of being reassigned to a temp with benefits position prior to their separation.

STAFF SEPARATIONS (RETIREE)

Effective Date	Name	Position Title	Grade	YOS	Location
12/31/2013	Bedenbaugh, Maria D	Human Resources Specialist II	L	19	Human Resources Dev & Engage

STAFF SEPARATIONS: Ethnicity and Gender

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

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

Resolution Number: **14-04-021**
Adopted on: **4/28/2014**

Agenda Item Number: 8A
April 28, 2014

Subject: Retirement and Award of Bronze Medallion to Ms. JoAnne Hanlon

WHEREAS, Ms. JoAnne Hanlon served Montgomery College with enthusiasm and dedication for 37 years as a full-time staff member and retired from the College as of June 1, 2013; and

WHEREAS, She began her employment at Montgomery College working at the circulation desk in the Rockville library, on the capital budgets in the Office of Central Facilities, the operations area in the Community Services unit, and ultimately as director of operations for Workforce Development & Continuing Education; and

WHEREAS, Ms. Hanlon oversaw many transitional frame-breaking projects in the noncredit program areas over the years as Community Services evolved into Continuing Education and then into Workforce Development & Continuing Education; and

WHEREAS, Ms. Hanlon was instrumental in the expansion of the unit, including the opening of Westfield South site and the Gaithersburg Business Training Center—two locations that now serve thousands of students each year—in order to allow programs to expand to community needs; and

WHEREAS, She spearheaded numerous process improvement projects including an automated course building database, which saved countless hours of repetitive processes when building course schedules, a streamlined payroll operation, and several benchmarking processes; and

WHEREAS, She has been recognized for exemplary service with four Outstanding Service Awards and numerous team and special recognition awards over the years for service on special projects including ongoing Banner integration projects and the recent classifications work group; and

WHEREAS, Ms. Hanlon demonstrated the leadership characteristics learned through her participation in the Leadership Development Institute by serving on numerous statewide projects coordinated by the Maryland Community College Association of Continuing Education & Training operations affinity group; and

WHEREAS, Ms. Hanlon was recognized by the Learning Resources Network, a national organization, for outstanding operations of a continuing education unit; and

WHEREAS, Her colleagues will miss her energetic, can-do attitude and sense of humor; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Hanlon 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. JoAnne Hanlon for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; 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 Bronze Medallion be presented to Ms. JoAnne Hanlon.

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

Agenda Item Number: 8B
April 28, 2014

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 five honorary degree recipients to be awarded at the College's 2014 commencement ceremonies.

BACKUP INFORMATION

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

SENIOR RESPONSIBLE ADMINISTRATOR

Mr. Sears

RESOURCE PERSON

Ms. Sullivan

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

Resolution Number: **14-04-022**
Adopted on: **4/28/2014**

Agenda Item Number: 8B
April 28, 2014

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 Judith Clark, Valerie Ervin, Adi and Iris Shmueli, and Gustavo Torres at the Commencement Ceremonies on May 23, 2014.

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

Agenda Item Number: 8
April 28, 2014

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE PROGRAM CERTIFICATE IN SPRING, 2014**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the chief enrollment services and financial aid officer, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the chief enrollment services and financial aid officer.

BACKUP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Rai
Dr. Walker-Griffea

RESOURCE PERSONS

Ms. Gregory
Mr. Sorrell

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **14-04-023**
Adopted on: **4/28/2014**

Agenda Item Number: 8
April 28, 2014

**Subject: Graduates Receiving the Associate Degree and the Program Certificate in
Spring, 2014**

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

WHEREAS, The chief enrollment services and financial aid officer (“the Officer”) has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the spring 2014 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

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

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

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

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

Agenda Item Number:
April 28, 2014

INCREASE IN TUITION RATE PER CREDIT HOUR FOR FY15

BACKGROUND

The Board of Trustees adopted the College's FY15 operating budget at its meeting on December 16, 2013. After reviewing the College's budget situation, past tuition and fee rate increases at Montgomery College, as well as the existing and planned tuition and fees at area colleges and universities, the College has concluded that an increase of \$3, \$6, and \$9 per credit hour for in-county, in-state, and out-of-state tuition rates, respectively, is necessary, effective with the fall 2014 semester, to continue to support the College's ongoing expansion of services toward ensuring student excellence, access and success. The proposed tuition increase is appropriate to demonstrate continuing and long term financial stability.

Recent survey results of the 16 Maryland community colleges indicate that only two colleges are committed to not raising tuition in FY15, Prince George's Community College and Garrett College. Prince George's Community College did increase its tuition in FY14, unlike Montgomery College. The expected increases in FY15 tuitions at Maryland community colleges range from 1.6 percent (Howard Community College) to 13 percent (Harford Community College).

Our changes will result in per credit hour tuition rates of \$115 for in-county students, \$235 for in-state students, and \$323 for out-of state students. These are increases of 2.7 percent for the in-county tuition rate, 2.6 percent for the in-state rate, and 2.9 percent for the out-of-state rate.

RECOMMENDATION

It is recommended that the Board of Trustees increase the cost of tuition per credit hour by \$3, \$6, and \$9 beginning with the fall 2014 semester for in-county, in-state, and out-of-state tuition rates, respectively.

BACKUP INFORMATION

Board Resolution
Policy 45001–Tuition, Fees, and Refunds

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Sherman
Ms. Hickey

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

Resolution Number: **14-04-024**
Adopted on: **4/28/2014**

Agenda Item Number:
.. April 28, 2014

Subject: Increase in Tuition Rate Per Credit Hour for FY15

WHEREAS, The Board of Trustees adopted the FY15 operating budget at its meeting on December 16, 2013; and

WHEREAS, The FY15 budget contains initiatives that advance institutional and educational excellence and programs that ensure student access and completion; commits to community engagement and further sustains operations and growth in new areas such as operationalizing the new Bioscience Education Center Building; and

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

WHEREAS, The proposed tuition increase put forth by the Board of Trustees continues a deep commitment to keeping Montgomery College affordable while taking prudent steps toward sustaining operations for the success of our students; and

WHEREAS, The proposed tuition increase that has been developed by the Board of Trustees is consistent with what other higher education institutions in Maryland are planning to do; and

WHEREAS, The proposed tuition increase is appropriate to demonstrate continuing and long term financial stability and vitality of College operations necessary for third-party financing support and donor investments; and

WHEREAS, Even with this tuition increase there is still a gap between needs and available resources; and

WHEREAS, The Board of Trustees is the only authority to effect changes in tuition; now therefore be it

Resolved, That the Board of Trustees adopts tuition rate increases of \$3, \$6, and \$9 per credit hour for in-county, in-state, and out-of-state students, respectively, effective beginning with the fall 2014 semester; and be it further

Resolved, That this resolution establishes the per-credit-hour tuition rates at \$115, \$235, and \$323 for in-county, in-state, and out-of-state residents, respectively.

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

Agenda Item Number:
April 28, 2014

**ADOPTION OF POLICY: 61008–REPORTING SUSPECTED FISCAL IRREGULARITIES OR
FRAUD WITH WHISTLEBLOWER PROTECTIONS**

General Information

Policy Number:	61008
Contained in Chapter:	Chapter Six
Policy Title:	Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protection
Policy Creation Date:	Upon Board Approval

Reason for Policy

This new policy will provide guidance on reporting unethical and illegal business activity, including fiscal irregularities and fraud. The policy outlines the scope and types of allowable protected disclosures and provides disciplinary sanctions for retaliatory actions taken against employees who report misconduct and provides disciplinary action for giving knowingly false reports of misconduct. This policy language is in line with county and state definitions of the misconduct that falls within the scope of the language and the protections afforded employees in other county and state agencies.

Purpose of Each Policy Element

Section	Purpose
I.	Statement of the College' s adherence to a high standard of ethical and legal business conduct and the expectation of good faith reporting.
II.	Expression of College' s commitment to protecting individuals who place good faith reports from interference.
III.	Statement regarding protected disclosures and disciplinary action for retaliation.
IV.	Exception for knowingly making false statements.
V.	Disciplinary action consequences for knowingly making false statements related to the policy.
VI.	Statement that individuals who self-report misconduct are not protected.
VII.	Clarification of policy scope and non-applicability to areas already covered by other College policies.
VIII.	Statement authorizing the president to develop procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 61008– Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections.

BACKUP INFORMATION

Resolution

Policy 61008– Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Janet Wormack

RESOURCE PERSON

Mr. Robert Preston

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

Resolution Number: 14-04-025
Adopted on: 4/28/2014

Agenda Item Number:
April 28, 2014

Subject: Adoption of Policy: 61008–Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections

WHEREAS, The president has identified the need for a process for employees and members of the college community to report unethical and illegal business activities, including fiscal irregularities and fraud, to protect the integrity of the college; and

WHEREAS, The issues related to suspected fiscal irregularities or fraud and the protection of employees who disclose such misconduct have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

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

Resolved, That Policy 61008– Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections be adopted as indicated in the attachment; and be it further

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

Chapter: Fiscal and Administrative Affairs

Modification No. 001

Subject: **Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections**

- 1 I. Montgomery College adheres to a high standard of ethical and legal business conduct.
2 Therefore, it is the policy of the College to encourage and expect all College employees,
3 students, volunteers, agents, contractors, and members of the community acting in good
4 faith, to report suspected willful wrongful conduct involving fraud or other financial
5 irregularities so that prompt corrective action can be taken by the College. This policy
6 includes whistleblower protections consistent with best practices of similar organizations
7 and the Sarbanes-Oxley Act and thereby encourages responsible reporting of such
8 irregularities to enable timely action by the College.
9
- 10 II. The College is committed to protecting individuals from interference with making a
11 protected disclosure and from retaliation for having made a protected disclosure or for
12 having refused an illegal order as defined in this policy.
13
- 14 III. No individual who in good faith reports a violation or suspected violation shall thereby
15 suffer harassment, retaliation or adverse employment and/or academic or educational
16 consequence. An individual who retaliates against someone who has made a report in
17 good faith under this policy is subject to disciplinary action in accordance with College
18 policy and/or the student code of conduct, up to and including dismissal from the College.
19
- 20 IV. This policy does not protect an individual who files a report or provides information that
21 he or she knows to be false or provides information with reckless disregard for its truth or
22 falsity.
23
- 24 V. Just as the College will consider wrongful conduct as serious violations of law or College
25 policy, the filing of false or malicious allegations of wrongdoing or knowingly providing
26 false answers or information to an ongoing investigation of wrongdoing may subject
27 individuals to disciplinary action up to and including discharge or expulsion from the
28 College. The failure to substantiate a claim of wrongdoing does not automatically
29 constitute malicious intent or a false claim.
30
- 31 VI. This policy does not protect individuals who self-report their own misconduct.
32
- 33 VII. This policy is not intended to replace existing reporting mechanisms for matters such as
34 employment related complaints, health and safety matters, complaints involving
35 discrimination or harassment, nor is it intended to supplant other channels of
36 communication for reporting suspected fraud and financial wrongdoing.
37
- 38 VIII. The president is authorized to establish procedures necessary to implement this policy.
39

40
41 Board Approval: April ____, 2014

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

Agenda Item Number:
April 28, 2014

ADOPTION OF POLICY: 75005–PROTECTION OF MINORS

General Information

Policy Number:	75005
Contained in Chapter:	Chapter Seven
Policy Title:	Protection of Minors
Policy Creation Date:	Upon Board Approval

Reason for Policy

This new policy will provide standards and guidance on the protection of minors. The policy outlines the scope of protections afforded to minors, the individuals subject to the policy, provides for College reporting requirements and responsibilities related to ensuring the protection of minors. This policy language is similar to policies at other higher education institutions.

Purpose of Each Policy Element

Section	Purpose
I.	Statement on the College's commitment to creating a safe environment and its obligations regarding the abuse and neglect of minors.
II.	Statement on the protection of minors, individuals subject to the policy, and cooperation with legal authorities.
III.	Statement on parental supervision and employee expectations on reporting matters related to the welfare, abuse, and neglect of minors.
IV.	College responsibilities related to education, training, screening, and reporting.
V.	Statement authorizing and requiring the president to develop procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 75005–Protection of Minors.

BACKUP INFORMATION

Resolution
Policy 75005–Protection of Minors

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Stephen Cain

RESOURCE PERSON

Ms. Vicki Duggan

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

Resolution Number: **14-04-026**
Adopted on: **4/28/2014**

Agenda Item Number:
April 28, 2014

Subject: Adoption of Policy: 75005–Protection of Minors

WHEREAS, The president has identified the need for a policy that outlines the College's commitment to the protection of minors, including the responsibilities of employees, students, volunteers, and members of the community who use College facilities and participate in College programs and events, as well as College obligations to educate these persons others on matters related to child welfare, abuse, and neglect; and

WHEREAS, The issues related to the protection of minors have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

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

Resolved, That Policy 75005–Protection of Minors be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized and directed to implement this policy.

Chapter: Facilities

Modification No. 001

Subject: **Protection of Minors**

- 1 I. In matters of child welfare, the College shall place the highest priority on the interests of
2 the minor. Montgomery College is committed to providing a safe environment for minors
3 who participate in College programs and activities. The College endeavors to prevent
4 harm to minors and to take prompt steps to address any harm that may occur. This
5 obligation includes the protection of minors from abuse or neglect, including sexual
6 abuse, and requires prompt and effective response to suspicions or observations of
7 abuse or neglect.
8
- 9 II. It is the policy of Montgomery College that no employee, student, volunteer, or member
10 of the community shall harm a minor; this prohibition applies to individuals and members
11 of outside groups that may use College facilities, participate in College programs, or
12 otherwise be present on college property. The College will hold accountable any
13 individual within its authority who harms a minor. The College will cooperate with county,
14 state, and federal authorities charged with the protection of minors.
15
- 16 III. Montgomery College expects parents and guardians accompanying minors to supervise
17 minors at all times. College employees are expected to contact and involve government
18 authorities in matters of child welfare through College Security or others as appropriate,
19 except for situations of mandatory reporting of child abuse or neglect, in which reporting
20 to government authorities is required and not optional.
21
- 22 IV. The College will endeavor to protect minors by defining responsibilities of employees,
23 students, volunteers, and those unaffiliated with the College who use College facilities or
24 participate in College programs. Responsibilities may include the following: (i) meeting
25 standards established for programs and activities that serve minors, (ii) participating in
26 awareness training on child abuse and neglect, (iii) establishing effective protocols for
27 dealing with unsupervised minors, (iv) screening, as determined to be appropriate, for
28 employees, students, and volunteers who may have significant interaction with minors,
29 and (v) meeting legal obligations for reporting child abuse and neglect.
30
- 31 V. The president is authorized and directed to establish procedures necessary to implement
32 this policy.
33
34

35 Board Approval: April ____, 2014

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

Agenda Item Number:
April 28, 2014

POLICY MODIFICATION: 66001–Acceptable Use of Information Technology

General Information

Policy Number:	66001
Contained in Chapter:	Chapter Six
Policy Title:	Acceptable Use of Information Technology
Policy Creation Date:	July 21, 1997
Most Recent Modification Date:	February 19, 2001

Changes, Additions, Deletions

Line Number	Purpose
4	Change “guidelines” to “a policy” for consistency with other Board of Trustees policies.
18	Replace “Board of Trustees” with “College” to reflect an inclusive approach to and shared responsibility for acceptable use; change “guidelines” to “procedures” for consistency with other Board of Trustees policies.
19	Replace “Board” with “College” for consistency and to reflect an inclusive approach to and shared responsibility for defining the stated behaviors within this section.
32	Replace “Guidelines” with “Procedures” for consistency with other Board of Trustees policies.
34-38	Provides language consistency with other Board of Trustees policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 66001–Acceptable Use of Information Technology.

BACKUP INFORMATION

Resolution
Policy 66001–Acceptable Use of Information Technology (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Janet Wormack

RESOURCE PERSONS

Ms. Donna Schena

Mr. Patrick Feehan

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

Resolution Number: **14-04-027**
Adopted on: **4/28/2014**

Agenda Item Number:
April 28, 2014

Subject: Policy Modification: 66001–Acceptable Use of Information Technology

WHEREAS, The Board of Trustees created 66001–Acceptable Use of Information Technology in 1997; and

WHEREAS, The policy has served an important purpose in guiding informational technology use that provides support of the instructional mission, communications, operational effectiveness, and governance at Montgomery College; and

WHEREAS, The policy has been reviewed and updated; and

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

Resolved, That Policy 66001–Acceptable Use of Informational Technology be amended as indicated in the attached draft to update titles of responsible administrators and to include sections on grant funding; and be it further

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

Chapter: Fiscal and Administrative Affairs

Modification No. 003

Subject: **Acceptable Use of Information Technology**

- 1 I. To provide adequate and continuing support of the instructional mission of the College, it
2 is the intent of the Board of Trustees to provide **guidelines a policy** for acceptable use of
3 information technology resources made available by the Board to students, faculty and
4 staff, and any non-College individuals and entities specifically authorized to use these
5 resources. The same acceptable standards for all users with regard to the use of
6 facilities, equipment and tools, as well as acceptable standards of behavior toward
7 individuals while using these resources, apply to the use of information technology
8 resources as well. The ability to use these resources is a privilege, not a right or
9 guarantee, based on Board of Trustees’ priorities and available funding. No one can or
10 should assume that because this policy is silent on a particular act or behavior, or that
11 just because one is capable of doing something, that it is then acceptable, condoned, or
12 legal.
- 13
- 14 II. The **Board of Trustees College**, through policies, **guidelines procedures**, and regulations
15 has already established acceptable uses of College resources. The **Board College** has
16 also defined and established processes available to all students, faculty and staff
17 regarding such issues as harassment, standards of behavior, plagiarism, conflict of
18 interest and unethical conduct, as evidenced in the Board of Trustees’ policies and the
19 Montgomery College Student Handbook. There already exist federal, state, and local
20 laws, rules and regulations regarding theft, copyright infringements and other unlawful
21 acts. Those same disciplinary actions that apply to the misuse of other resources and
22 behaviors may be applied to misuse of information technology resources. All users who
23 request and/or are given access to College-owned and operated information technology
24 resources agree to use those resources in a manner consistent with the mission of the
25 College and in compliance with Board of Trustees’ policies, as well as all applicable laws,
26 procedures, rules and regulations.
- 27
- 28 III. The President is authorized **to establish procedures to implement this policy** ~~to~~
29 ~~develop appropriate use guidelines, which will be read and acknowledged by all users~~
30 ~~who are authorized access to College-owned information technology resources. The~~
31 ~~guidelines are to be reviewed periodically, as appropriate, for currency and accuracy, as~~
32 ~~determined by the President.~~
- 33
- 34
- 35

36 Board Approval: July 21, 1997(Interim Policy); February 19, 2001; **April** ____, **2014**.

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

Agenda Item Number:
April 28, 2014

POLICY MODIFICATION: 34004–Non-renewal of Administrative Appointment

General Information

Policy Number:	34004
Contained in Chapter:	Chapter Three
Policy Title:	Non-renewal of Administrative Appointment
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	January 25, 2005 (editorial)

Changes, Additions, Deletions

Line Number	Purpose
2-3	Clarifies that the employment agreement is a written document.
3-4	Removes language referring to automatic renewal of employment agreement.
4-5	Moves language regarding timely notice of non-renewal from previous sentence into a stand-alone sentence.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 34004–Non-renewal of Administrative Appointment.

BACKUP INFORMATION

Resolution
Policy 34004– Non-renewal of Administrative Appointment (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Janet Wormack

RESOURCE PERSONS

Ms. Porter
Mr. Sorrell

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

Resolution Number: **14-04-028**
Adopted on: **4/28/2014**

Agenda Item Number:
April 28, 2014

Subject: Policy Modification: 34004–Non-renewal of Administrative Appointment

WHEREAS, The Board of Trustees created 34004–Non-renewal of Administrative Appointment 1987; and

WHEREAS, The policy has served an important purpose in guiding processes for administrative staff contracts at Montgomery College; and

WHEREAS, The policy has been reviewed and updated; and

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

Resolved, That Policy 34004–Non-renewal of Administrative Appointment be amended as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 003

Subject: Non-renewal of Administrative Appointment

1 I. It is the policy of the Board of Trustees that the efficient operation of the institution mandates
2 that all administrative staff be employed pursuant to a written employment agreement,
3 generally with a one year which shall be automatically renewed unless and until the
4 President gives the employee timely written notice of non-renewal term. The agreement
5 should contain a provision for timely notice of non-renewal.

6
7 II. The President is authorized to establish procedures to implement this policy.
8

9
10 Board Approval: September 21, 1987; January 25, 2005 (editorial); _____, 2014.

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

Agenda Item Number:
April 28, 2014

**APPROVAL OF MEMORANDUM OF AGREEMENT—COLLECTIVE BARGAINING
AGREEMENT BETWEEN MONTGOMERY COLLEGE AND SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 500, CHANGE TO WIN**

BACKGROUND

Representatives of the Board of Trustees and the Service Employees International Union, Local 500, Change to Win (SEIU) have reached a successor agreement to the part-time faculty collective bargaining agreement. The amendments to the three-year agreement include: general wage adjustments in the academic years 2014– 2015, 2015– 2016, and 2016– 2017 equal to five percent of salary for part-time faculty ranked as Lecturers, six percent of salary for those ranked as Adjunct I, and seven percent of salary for those ranked as Adjunct II. The parties agreed to the creation of regular part-time faculty position and a mechanism for part-time faculty to reacquire good faith consideration due to poor performance. Amendments to the agreement also include an increase in the dissemination of bargaining unit information to twice a year.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the collective bargaining agreement; authorize the Board Chair to execute the memorandum of agreement; and delegate to the president the authority and responsibility to implement and administer the agreement.

BACKUP INFORMATION

Resolution
Tentative Agreement dated April 17, 2014 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Porter
Ms. Smith

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

Resolution Number: 14-04-029
Adopted on: 4/28/2014

Agenda Item Number:
April 28, 2014

Subject: Approval of Memorandum of Agreement—Collective Bargaining Agreement between Montgomery College and Service Employees International Union, Local 500, Change to Win

WHEREAS, The Service Employees International Union, Local 500, Change to Win, (SEIU) is the exclusive representative authorized to negotiate on behalf of certain part-time faculty members at Montgomery College; and

WHEREAS, A tentative agreement with amendments to the collective bargaining agreement has been negotiated by teams representing the Board of Trustees and the SEIU Local 500; and

WHEREAS, On April 17, 2014, the members of SEIU Local 500 ratified the tentative agreement; and

WHEREAS, The negotiating team representing the Board recommends approval of the tentative agreement 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 adopts and approves the amendments to the collective bargaining agreement set forth in the attached tentative agreement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the tentative agreement between the Board of Trustees of Montgomery College and Service Employees International Union, Local 500, Change to Win; and be it further

Resolved, That the Board of Trustees delegates to the 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.