

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
October 15, 2007**

INDEX OF BOARD RESOLUTIONS

<u>Board Resolution#</u>		<u>Pages</u>
07-10-111	Tribute to Mr. Kenneth V. Robinson	2-3
07-10-112	Retirement Recognition of Mr. Rayner W. Markley	4
07-10-113	Retirement Recognition and Award of Silver Medallion to Ms. Jane Knaus	5-6
07-10-114	Retirement Recognition and Award of Silver Medallion to Mrs. Kayran Moore	7-8
07-10-115	Retirement Recognition and Award of Emerita Status to Professor Bonita Campbell	9-10
07-10-116	Retirement Recognition and Award of Emeritus Status to Professor Richard Shelly	11-12
07-10-117	Retirement Recognition and Award of Bronze Medallion to Dr. Frances Powell	13-14
07-10-118	Posthumous Retirement Recognition and Award of Silver Medallion for Professor Travis Todd	15-16
07-10-119	Posthumous Award of Silver Medallion to Mr. Gordon Macklin	17-18
07-10-120	Personnel Actions Confirmation Report	19-23
07-10-121	Graduates Receiving the Associate Degree and the One-Year Program Certificate in Summer, 2007	24
07-10-122	Award of Contract, Trust and Investment Management Services for Other Post Employee Benefits	25-28
07-10-123	Approval of Change Orders, The Morris and Gwendolyn Cafritz Foundation Arts Center, Takoma Park/Silver Spring Campus	29-31
07-10-124	Revisions to Montgomery College Policy 35001, Compensation Plans	32-34

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

Resolution Number: **07-10-111**
Adopted on: **10/15/07**

Agenda Item Number: 6A
October 15, 2007

Subject: Tribute to Mr. Kenneth V. Robinson

WHEREAS, the death on July 9, 2007 of Mr. Kenneth V. Robinson, a Customer Service Assistant who worked for the College for the past eleven years in the Financial Aid Office has deeply saddened the College community; and

WHEREAS, during his service to the College at both the Rockville and Germantown Campuses, Mr. Robinson demonstrated his commitment to the College and his love of learning as he contributed significantly to the mission of the College and to students in the professional execution of his duties; and

WHEREAS, as a dedicated member of the Office of Student Financial Aid, Mr. Robinson worked tirelessly as an integral member of the financial aid team to deliver services to enrolled and prospective students, informing them about financial aid and eligibility for grants and loans; and

WHEREAS, Mr. Robinson often spoke to inner city students in workshops, classes, and weekend seminars where he talked about the need for a college education, financial aid resources available, and the discipline and planning required to be a successful student; and

WHEREAS, throughout his College tenure, Mr. Robinson imparted his considerable knowledge and experience by chairing the Federal Relations Committee of the DE, DC, MD Association of Financial Aid Administrators; served on the Gaithersburg Medical Center Advisory Board; volunteered with the Chase House Advisory Board; as well as other Montgomery County boards; and

WHEREAS, Mr. Robinson received the 2007 Montgomery College Outstanding Community Service Award from the Germantown Campus and the 2006 Volunteer of the Year Award from the DE, DC, MD Association of Financial Aid Administrators; and

WHEREAS, Mr. Robinson served as Treasurer of the College Staff bargaining unit, ASFCME Local 2380; and

WHEREAS, Mr. Robinson graduated from Montgomery College and demonstrated enthusiasm for the College, loyalty to the students and employees, and made many friends in his tenure at the College; and

WHEREAS, Mr. Robinson's untimely death represents a profound loss for friends and colleagues at Montgomery College that loved, respected, and admired him; and

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

Resolved, That the members of the Board of Trustees express their sincere sorrow at the passing of Mr. Kenneth Robinson 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 the family of Mr. Kenneth V. Robinson.

BKJ:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **07-10-112**
Adopted on: **10/15/07**

Agenda Item Number: 6B
October 15, 2007

Subject: Retirement Recognition of Mr. Rayner W. Markley

WHEREAS, Rayner W. Markley has served Montgomery College as an Instructional Associate in the Writing and Reading Center, formerly known as the Learning Lab, for 20 years and retired as of July 1, 2007; and

WHEREAS, Mr. Markley served with extreme diligence and high distinction, perennially leading all staff in number of tutoring sessions completed, often exceeding one thousand tutoring sessions per year; and

WHEREAS, Mr. Markley gave each one of these students his patient and very expert one-to-one help on effective writing, reading comprehension, proper grammar, correct English, and critical thinking; and

WHEREAS, Mr. Markley's special dedication to helping international students on the Takoma Park/Silver Spring Campus has contributed to their success for the betterment of our larger community; and

WHEREAS, Mr. Markley gave the benefit of his wisdom on search committees for key staff positions in learning and assessment centers; and

WHEREAS, his staff and faculty colleagues regularly sought Mr. Markley's knowledge of, and precision in, editing grammar and content in important documents; and

WHEREAS, Mr. Markley remained committed to lifelong learning and professional development by attending Writing Center Association conferences; and

WHEREAS, Mr. Markley designed and implemented student surveys on Writing and Reading services in order to ensure the best service to students, and wrote and revised guides to audio materials in speech and pronunciation; and

WHEREAS, Mr. Markley's contribution to the teaching of English includes the publication of texts and exercise books; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Rayner W. Markley on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Rayner Markley for his many contributions to the College, and extend to him their best wishes that his 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 be presented to Mr. Rayner W. Markley for his service in the Writing and Reading Center at the Takoma Park/Silver Spring Campus of Montgomery College.
BKJ:abg

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

Resolution Number: **07-10-113**
Adopted on: **10/15/07**

Agenda Item Number: 6C
October 15, 2007

Subject: Retirement Recognition and Silver Medallion Award to Ms. Jane Knaus

WHEREAS, Ms. Jane Knaus served Montgomery College with dedication and distinction for more than 23 years and retired as of June 30, 2007; and

WHEREAS, she began her association with the College as a Graphic Designer in 1985 and has always embodied the College's internal spirit, consistently performing her duties over many years with the highest degree of professionalism and quality; and

WHEREAS, in leading, since 1992, the Creative Services unit of the Office of Communications in Institutional Advancement, she oversaw a creative team that designs and publishes hundreds of publications and marketing materials each year and has routinely been recognized for excellence, regionally and nationally, among both two-year and four-year institutions; and

WHEREAS, in 2007, Ms. Knaus was the recipient of a prestigious Staff Distinguished Service Award for her work as vice chair of the Staff Senate and for a variety of projects in service to her fellow employees, and on several occasions during her career, she was honored with Outstanding Service Awards, in recognition of the excellence of her work on a wide range of high-profile College projects; and

WHEREAS, Ms. Knaus has often contributed to the enhancement and beautification of the campuses and the Mannakee Building, through such efforts as creating banners showcasing the flags of nations around the globe represented by the student body; creating banners to celebrate 25th anniversary of the Germantown Campus; designing a photo montage for the lobby of the Charlene R. Nunley Student Services Center on the Takoma Park/Silver Spring Campus; and producing posters of inspirational quotes that are displayed on the Rockville Campus, to name just a few examples; and

WHEREAS, Ms. Knaus received numerous top awards and accolades from such organizations as the National Council for Marketing and Public Relations (NCMPR), the Council for the Advancement and Support of Education (CASE), and the Admissions Marketing Report for her design efforts in publications; and

WHEREAS, in 2005, Ms. Knaus produced an award-winning coffee table book of the life and works of Sara Silberman, a gifted 97-year-old former student who took art classes at the College for more than 20 years; and this initiative was instrumental in helping in a relationship-building process that helped to motivate Ms. Silberman to make a substantial gift to the College that supported the renovation of the Rockville Art Gallery; and

WHEREAS, also in 2005, Ms. Knaus used her extraordinary talent to design the "Portraits of Life" exhibition, which featured Holocaust survivors living in Montgomery County; and

WHEREAS, her work in designing—and curating—the exhibition has been recognized with regional and national awards from NCMPR; and

WHEREAS, "Portraits of Life" continues to travel to both county and state exhibition sites, including the Maryland Humanities Council, where it has been on long-term exhibition; and

WHEREAS, she authored an article entitled "How to Hire Talent: Getting the Best for Your Creative Team," which was published in the January 2005 issue of *ncmprCounsel*, the newsletter of the National Council for Marketing and Public Relations; and

WHEREAS, Ms. Knaus made presentations at regional and national conferences of the National Council for Marketing and Public Relations, including one entitled "How to Hire Talent: Getting the Most Out of Your Support Team" at the national conference in Austin, Texas in 2006; and

WHEREAS, in 2007, she participated in the Senior Leadership Montgomery program, which includes among its class each year prominent county residents who are retired, semi-retired, or about to retire, and willing to share their wisdom and talent with like-minded individuals who want to get involved, learn about resources, feel useful and give back to the community; and

WHEREAS, throughout her esteemed career, Ms. Knaus exhibited a high level of professionalism, honesty, efficiency, cooperation, experience, initiative, talent, and organizational skills to accomplish her work, and did so with courtesy and a steadfastly positive attitude and behavior toward her superiors as well as her subordinates, as evidenced by her outstanding performance appraisals throughout the years; and

WHEREAS, above all, her dedication to Montgomery College students and to the Office of Institutional Advancement's programs ultimately supported and promoted the College's primary mission of student success; and

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

WHEREAS, the President of the College recommends this public recognition of Ms. Jane Knaus 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. Jane Knaus for her many contributions and 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 Ms. Jane Knaus is awarded the Silver Medallion in recognition of her outstanding service to the College, and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; 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. Jane Knaus.

BKJ:abg

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

Resolution Number: **07-10-114**
Adopted on: **10/15/07**

Agenda Item Number: 6D
October 15, 2007

Subject: Award of Silver Medallion and Emerita Status to Mrs. Kayran Moore

WHEREAS, for over 21 years, Mrs. Kayran Moore has provided outstanding service to the College, the academic profession, and Montgomery County, Maryland; and

WHEREAS, Mrs. Moore served the College as a math professor for 14 years, instructing hundreds of students in one of the most critical skills they will need for future higher education, in their careers, and in life; and

WHEREAS, for nearly a decade, she served as scheduling coordinator for the math department; and

WHEREAS, Mrs. Moore also chaired the committee to completely revise several math courses and related curricula; and

WHEREAS, Mrs. Moore's master's thesis resulted in publication; and

WHEREAS, Mrs. Moore commitment extended beyond the classroom with membership in college governance and professional organizations as a member of the Council for the Advancement and Support of Education, Council of Resource Development, and Association of Governing Boards; and

WHEREAS, Mrs. Moore played a critical role as a member and as secretary of the American Association of University Professors at Montgomery College; and

WHEREAS, she also served as a board member of the Rockville Scholarship Foundation; and

WHEREAS, as an academican, Mrs. Moore also played a critical role in the honor society Phi Theta Kappa as course coordinator and faculty advisor to Phi Theta Kappa at Montgomery College from 1986-92 and as an honorary member of Phi Theta Kappa; and

WHEREAS, for more than a decade, Mrs. Moore elevated the Montgomery College Foundation from a small local community college fundraising organization to a national juggernaut in community college fundraising; and

WHEREAS, during Mrs. Moore's tenure as Director of Development, the College was in the top 10 in community college fundraising for the past eight years; and

WHEREAS, in 2007, Mrs. Moore secured two \$3 Million gifts, which are the largest gifts ever in the history of Montgomery College and in the history of community colleges in Maryland; and

WHEREAS, Mrs. Moore led the development unit to raise \$15 Million in cash and pledges from 2005-2007; and

WHEREAS, Mrs. Moore played critical volunteer roles while at the College as a member of the Macklin Business Institute Advisory Board, the 50th and 60th Anniversary committees of the College, and on the 40th Anniversary committee of the Rockville Campus; and

WHEREAS, Mrs. Moore served as the 50th Anniversary Campaign Director beginning in 1993; and

WHEREAS, Mrs. Moore played a role in Commencement, staffing the VIPs and honorary degree recipients; and

WHEREAS, Mrs. Moore drafted the procedures, processes and criteria for the student Board of Trustee awards and served on the Rockville presidential scholar selection committee; and

WHEREAS, Mrs. Moore also participated in the College's Speaker's Bureau; and

WHEREAS, Mrs. Moore has also served in significant acting roles while at the College, including as acting Director of Development and Grants in 1991, as Acting Director of Institutional Advancement in 1993, and as co-acting Vice President of Institutional Advancement for 18 months beginning in 2004; and

WHEREAS, for her efforts, Mrs. Moore was honored with Outstanding Service Awards twice, once in the 1990-91 academic year and again in the 2000-01 academic year; and

WHEREAS, the Board of Trustees' policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of ten years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to the approval of the Board of Trustees; and

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

WHEREAS, for these reasons, the Vice President of Institutional Advancement and the President of the College recommend that Mrs. Moore be awarded the Silver Medallion as acknowledgement of her contributions to the College and its students on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mrs. Kayran Moore for her contributions and 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 Mrs. Kayran Moore is awarded the Silver Medallion in recognition of her outstanding service to the College, and as an expression of gratitude of the College for her exemplary dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Mrs. Kayran Moore is granted the status of Professor Emerita, and that she be awarded 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 Mrs. Kayran Moore.

BKJ:abg

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

Resolution Number: **07-10-115**
Adopted on: **10/15/07**

Agenda Item Number: 6E
October 15, 2007

**Subject: Retirement Recognition and Award of Emerita Status to Professor
Bonita Campbell**

WHEREAS, Professor Bonita Campbell has served the students, faculty, and staff at Montgomery College with dedication and distinction as a faculty member at the Takoma Park/Silver Spring Campus for 18 years of full-time teaching and retired as of May 18, 2007; and

WHEREAS, Professor Campbell, prior to a full-time appointment, taught at the College as an adjunct faculty member for seven years in the Office Technology discipline; and

WHEREAS, Professor Campbell not only taught in the Office Technology discipline, but also in the Computer Applications discipline and, after retraining, in the American English Language Program, as well as the English discipline course, "The Black Experience in American Literature," bringing not only significant skills to all of her courses but a special sense of caring for her students; and

WHEREAS, Professor Campbell actively supported work related to her various disciplines, including reviewing potential textbooks for the Computer Applications field and serving as campus coordinator in the American English Language Program and for the "The Black Experience in American Literature" course; and

WHEREAS, during her service at the College, Professor Campbell served on Academic Assembly, the Campus Exploratory Committee, Faculty Issues, Academic Appeals, Minority Recruitment, the Course Information Day Planning Committee, and the Office Technology Advisory Committee; and

WHEREAS, as part of her work on the Minority Recruitment Committee, Professor Campbell assisted numerous campus faculty and staff search committees; and

WHEREAS, she planned and coordinated the College's Cultural Diversity Summer Institute, participated in planning for the Saturday Discoveries Program, and served as a Center for Teaching and Learning Fellow; and

WHEREAS, Professor Campbell was a member of numerous professional organizations, including the Maryland Business Education Association, the National Association of Teachers of English as a Second Language, and the Patuxent Women's Coalition; and

WHEREAS, Professor Campbell regularly participated in professional development activities, including attendance at "Educating One Third of a Nation" sponsored by the American Council on Education (ACE) as well as "Diversity, Opportunity, and American Achievement" sponsored by the American Association of College and Universities, the Ford Foundation, and ACE; and

WHEREAS, Professor Campbell, her devoted attention to student needs, in keeping with the Learning College vision, and her pursuit of continuous professional growth will be deeply missed by all at the College; and

WHEREAS, the Board of Trustees' policy provides that "All faculty members and administrators holding faculty rank who retire with a minimum of ten years' service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees"; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this recognition of Professor Bonita Campbell on the occasion of her retirement, now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Bonita Campbell for her many contributions to the College and extend their best wishes; and be it further

Resolved, That Professor Bonita Campbell is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Bonita Campbell.

BKJ:abg

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

Resolution Number: **07-10-116**
Adopted on: **10/15/07**

Agenda Item Number: 6F
October 15, 2007

Subject: Retirement Recognition and Award of Emeritus Status to Professor Richard Shelly

WHEREAS, Professor Richard Shelly has served Montgomery College as a full-time faculty member in the Department of Health Enhancement, Exercise Science, and Physical Education at Rockville for 39 years and retired as of July 1, 2007; and

WHEREAS, Professor Shelly was consistently held in high regard for his unparalleled teaching of all levels of aquatics classes from Beginning Swimming to Scuba, as well as personal fitness and strength training classes; and

WHEREAS, his students praised him for his knowledge, enthusiasm, patience, sincerity, and commitment, providing them with many unique and memorable experiences, particularly in the Scuba Certification program; and

WHEREAS, Professor Shelly was an exemplary head coach of the wrestling team from 1968 to 1981 and continues to be held in high regard by the athletes on those teams; and

WHEREAS, Professor Shelly served on various Departmental committees, which included chairing the Departmental Summer School committee for many years; and

WHEREAS, he actively participated in professional development experiences to maintain and enhance his currency in both fitness and aquatics, receiving IDEA Personal Training certification in 2000, as well as certification as a visual inspector of SCUBA cylinders, as an underwater instructor from the National Association of Underwater Instructors (NAUI), and as a conditioning specialist from the National Sports Performance Association; and

WHEREAS, Professor Shelly was involved in professional organizations such as the National Sports Performance Association, the Diving Equipment Manufacturer's Association, the American Red Cross, the American Heart Association, and the National Sports Performance Association; and

WHEREAS, the Board of Trustees' policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of ten years' service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Richard Shelly on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Richard Shelly for his many contributions to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Richard Shelly is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Richard Shelly.

BKJ:abg

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

Resolution Number: **07-10-117**
Adopted on: **10/15/07**

Agenda Item Number: 6G
October 15, 2007

**Subject: Retirement Recognition and Award of Emerita Status and Bronze
Medallion to Dr. Frances Powell**

WHEREAS, Dr. Frances Powell has served the students, faculty, and staff at Montgomery College with dedication and distinction as a faculty member at the Takoma Park/Silver Spring Campus for 15 years and retired as of January 1, 2007; and

WHEREAS, she brought significant teaching experience to the College, having retired from the District of Columbia Public Schools after a successful career as a faculty member, academic supervisor, and textbook author; and

WHEREAS, Dr. Powell taught in the history discipline, bringing her courses alive with personal experiences and outstanding knowledge of her field; and

WHEREAS, during her service at the College, Dr. Powell developed several new history courses, including "Civil Rights in America" and the expansion of "The History of African-Americans" course into a two-semester sequence, in keeping with the requirements of transfer institutions; and

WHEREAS, Dr. Powell served on the College's General Education Committee and the Diversity Committee and represented the College in 1993 on the Montgomery County Commission on the Humanities; and

WHEREAS, Dr. Powell was also active in numerous professional associations, including the American Historical Association, the National Council of the Social Studies, and the D.C. Council for the Social Studies; and

WHEREAS, Dr. Powell participated in the International Social Sciences Conference in Nairobi, Kenya in 1994 and shared insights from that conference and from her travels to Kenya in formal presentations to student groups; and

WHEREAS, Dr. Powell was an active participant in the College's 50th Anniversary celebration, by offering a program entitled "Tracing Your Ancestors"—a genealogical workshop based upon her studies with the National Genealogical Society; and

WHEREAS, in preparation for the 50th anniversary of Brown v. Board of Education, Dr. Powell collaborated with others on the crafting of a documentary to honor this historic case; and

WHEREAS, Dr. Powell served as one of the first faculty members at Montgomery College to teach via distance learning and regularly taught and continues to this day to teach via distance learning each semester; and

WHEREAS, Dr. Powell was also a pioneer in the learning community movement at the College, teaching a history course in collaboration with an English course, expanding upon the vision of writing in the disciplines; and

WHEREAS, Dr. Powell actively supported the work of the Department of Social Sciences, serving as department co-chair from 2001 until her retirement; and

WHEREAS, Dr. Powell, in that capacity, served on numerous search committees and provided significant instructional leadership in the Arts/Humanities/Social Sciences division at the campus; and

WHEREAS, in the co-chair capacity, she also supported the growth and development of the Social Sciences Computer Center, which provides supplemental instruction and other means of academic support for students in all of the social science courses offered through the campus; and

WHEREAS, Dr. Powell's enthusiasm for her discipline, her kindness, and her generosity will be missed by colleagues and students alike; and

WHEREAS, the Board of Trustees' policy provides that "All faculty members and administrators holding faculty rank who retire with a minimum of ten years' service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees"; and

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

WHEREAS, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this recognition of Dr. Frances Powell on the occasion of her retirement, now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Frances Powell for her many contributions to the College and extend their best wishes; and be it further

Resolved, That Dr. Frances Powell is awarded the Bronze Medallion in recognition of her distinguished service and as an expression of gratitude by the College for her exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Dr. Frances Powell is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Dr. Frances Powell.

BKJ:abg

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

Resolution Number: **07-10-118**
Adopted on: **10/15/07**

Agenda Item Number: 6H
October 15, 2007

**Subject: Retirement Recognition and Award of Emerita Status and Posthumous
Silver Medallion Award to Professor Travis Todd**

WHEREAS, Professor Travis Todd served the students, faculty, and staff at Montgomery College with dedication and distinction as a faculty member at the Takoma Park/Silver Spring Campus for 35 years and retired as of July 1, 2007; and

WHEREAS, sadly Professor Todd passed away on August 22, 2007; and

WHEREAS, her passing has deeply saddened the College community; and

WHEREAS, Professor Todd, in her capacity as a speech/theatre professor, as the Acting Dean of Student Development at the campus and while serving as the Campus Director of Student Activities, demonstrated a caring attitude for students that is emblematic of the Learning College concept; and

WHEREAS, Professor Todd began her affiliation with the College as an adjunct faculty, signifying again the vibrancy and talent of the College's part-time faculty; and

WHEREAS, Professor Todd conducted her classes in the true spirit of a multidiscipline inquiry, exposing students to culture, history, and other fields beyond speech; and

WHEREAS, as a speech faculty member, she also regularly tutored non-native speakers of English who were preparing for health sciences careers, as part of Perkins grant funding; and

WHEREAS, Professor Todd, while serving as Campus Director of Student Activities served in leadership capacities with the Association of College Unions; and

WHEREAS, Professor Todd actively pursued her own professional development by participating in many workshops, completing scholarly activities, and participating as a Smithsonian Fellow, in the MC Leadership Development Program, as a Phi Theta Kappa Leadership Fellow, and also completing a Certificate of General Administration at the University of Maryland University College, while teaching full-time; and

WHEREAS, Professor Todd served on many governance groups, serving at times as chair, including the following committees: Learning Fair, Academic Occasions, Professional Development, Academic Regulations and Standards, 40th and 50th Anniversary Commemorations, Longitudinal Success, Sabbatical, and many other groups too numerous to name; and

WHEREAS, she was active externally to the College, and among her activities was publication in the Washington Book Review, writing "Reviews of Southern Literature"; and

WHEREAS, Professor Todd directed several campus productions including “Dark of the Moon” and was actively engaged in the Takoma Park Campus Readers’ Theatre; and

WHEREAS, Professor Todd, as Director of Student Activities wrote The Blue Book: Operations Manual for Student Leaders and Advisers, which is used to this day; and

WHEREAS, she was a tireless advocate for the arts, helping to foster understanding of the arts, for example, by writing a “Vocabulary of the Arts” for use in other academic departments at the College; and

WHEREAS, Professor Todd’s generous spirit, dedication, and enthusiasm for learning have engaged students for many years and enlivened the work of her colleagues; and

WHEREAS, Professor Todd’s talent, passion, and skills will be sorely missed at this campus and College; and

WHEREAS, Professor Todd’s untimely death represents a profound loss for friends and colleagues at Montgomery College that loved, respected and admired her; and

WHEREAS, the Board of Trustees' policy provides that "All faculty members and administrators holding faculty rank who retire with a minimum of ten years’ service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees"; and

WHEREAS, College policy provides for the awarding of a Silver Medallion posthumously to recognize outstanding service to the College; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Travis Todd on the occasion of her retirement and untimely passing; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation for Professor Todd’s many contributions to the College and extend their deepest sympathy to her family, friends, and colleagues; and be it further

Resolved, That Professor Travis Todd is awarded the Silver Medallion posthumously in recognition of her outstanding service to the College, and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Professor Travis Todd is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to the family of Professor Travis Todd.

BKJ:abg

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

Resolution Number: **07-10-119**
Adopted on: **10/15/07**

Agenda Item Number: 6I
October 15, 2007

Subject: Posthumous Award of Silver Medallion to Mr. Gordon Macklin

WHEREAS, Mr. Gordon Macklin provided outstanding service and support to the College, the Montgomery College Foundation, and Montgomery County, Maryland; and

WHEREAS, Mr. Macklin served the College as the chair of the Advisory Board of The Macklin Business Institute, which was established in January 1999 through a gift of \$1.26 million from Gordon and Marilyn Macklin to Montgomery College; and

WHEREAS, Mr. Macklin envisioned the Institute as a place where the values of education, business, and civic responsibility would come together in a creative way; and

WHEREAS, in December of 2006, Mr. Macklin made another \$1 Million gift towards expanding the Macklin Business Institute to allow more students the opportunity to participate in the honors business program and expand the program from a one-year to a two-year program; and

WHEREAS, Mr. Macklin served on the Board of Directors of the Montgomery College Foundation for several years; and

WHEREAS, Mr. Macklin worked tirelessly to expand opportunities for students, including establishing the Macklin Business Institute Distinguished Lecturer Series, bringing leaders such as John Sidgmore, Norman Augustine, Chris Matthews, and Patrick Byrnes and others to speak to the students; and

WHEREAS, Mr. Macklin was a role model for business students as president of the National Association of Securities Dealers Inc. (NASD), where he created the Nasdaq stock exchange in 1971. During his tenure, Nasdaq became the third-largest stock market in the world after the New York and Tokyo stock exchanges; and

WHEREAS, Mr. Macklin gave major gifts to support transfer scholarships for Macklin Business Institute students to attend prominent colleges such as The Smith School of Business at the University of Maryland, Georgetown University, and other top business schools; and

WHEREAS, Mr. Macklin played critical volunteer roles such as participating in "Take a Student to Lunch" mentoring program, serving on the Campaign Committee of the Montgomery College Foundation, and providing advocacy on behalf of the College with elected officials; and

WHEREAS, for his efforts, Mr. Macklin was honored with a Council for Resource Development Benefactor Award in 1999 for his philanthropy and volunteer efforts on behalf of Montgomery College; and

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

WHEREAS, for these reasons, the Vice President of Institutional Advancement recommends that Mr. Macklin be posthumously awarded the Silver Medallion as acknowledgement of his contributions to the College and its students; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the Macklin Family for the late Mr. Gordon Macklin's contributions and service to the College; and be it further

Resolved, That Mr. Gordon Macklin is awarded the Silver Medallion posthumously in recognition of his outstanding service to the College, and as an expression of gratitude of the College for his exemplary dedication and personal commitment to further the goals of the College; 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 be presented to the family of Mr. Gordon Macklin.

BKJ:abg

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

Agenda Item Number: 8A
October 15, 2007

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: **07-10-120**
Adopted on: **10/15/07**

Agenda Item Number: 8A
October 15, 2007

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, 2007, to and including September 30, 2007; 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 September 1, 2007, to and September 30, 2007

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
09/17/07	Coope, Sharon E	Instructional Lab Coord	I	Chemistry RV
09/05/07	Hatleberg, Jennifer M	Librarian	K	IT Learning Center TP/SS Admission Records Regis Office
09/05/07	Hopkins, Rochelle I	College Registrar	N	Office
09/05/07	Hoven, Crystal A	Instructional Asst	H	Health Sciences Business/Science/Math/Tech G
09/05/07	Jones, Andrea M	Instructional Asst	G	G
09/05/07	Kelly, Kimberly J	Instructional Lab Coord	I	Physics/Eng/Geoscience RV Business/Science/Math/Tech GT
09/05/07	Kennedy, James W	Instructional Asst	G	GT
09/05/07	Markarian, Yvette	Office Asst/PT	E	Student Development GT
09/17/07	Ng, Yiu M	Blg Service Worker	A	Facilities Maintenance RV
09/17/07	N'kodia, Kizi C	Purchasing Card Coord	G	Procurement Office
09/17/07	Perry, Ray	Tech Proj & Planning Analyst Community Acad Advising	L	Information Technology RV
09/05/07	Sanchez, Natalie S	Spec	J	Health Sciences
09/17/07	Serrano, Juan F	Trades Helper	D	Facilities Operations TP/SS

STAFF SEPARATIONS

09/07/07	Burgess, Beth L	Admiss & Reg Asst	F	Admissions & Records RV
09/21/07	Parker, Reginald	Blg Service Worker	A	Facilities Maintenance RV
09/21/07	Rodriquez, Jose A	Painter	F	Facilities Operations TP/SS
09/21/07	Rondini, Ana L	Instructional Asst	G	Mathematics Center RV
09/21/07	Sherman, Judith A	Purchasing Agent	H	Procurement Office
09/07/07	Smithson, David J ¹	Video Programmer/Schedule	G	IT Learn Ctr Instructional TV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	7	2	0	0	0	9
Male	2	0	1	1	0	4
TOTAL	9	2	1	1	0	13

¹ Retirement

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Location
09/04/07	Dawkins, A'rlester N	Assistant Professor	Arts/Humanities/Social Sciences
09/05/07	Jackson, Teresa K Sawyer, Elizabeth	Assistant Professor	English/Lit/Prof Writing RV
09/04/07	M	Professor	Arts/Humanities/Social Sciences
09/05/07	Willis, Niambi S	Associate Professor	Nat/App'l Sci,Bus/Mgt,Info Sci

FACULTY SEPARATIONS: None

FACULTY EMPLOYMENTS: Ethnicity and Gender

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

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

Resolution Number: **07-10-121**
Adopted on: **10/15/07**

Agenda Item Number: 8B
October 15, 2007

Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in Summer, 2007

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 attachments, 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 attachments, as having received their respective Associate Degree or One-Year Program Certificate; and

WHEREAS, the President of the College 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 attachments, as having received their respective Associate Degree or One-Year Certificate.

Attachment (Trustees only):

1. Germantown Campus Graduates
2. Rockville Campus Graduates
3. Takoma Park/Silver Spring Campus Graduates
4. School of Art and Design

BKJ:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville Maryland

Agenda Item Number: ____
October 15, 2007

**AWARD OF CONTRACT
TRUST AND INVESTMENT MANAGEMENT SERVICES FOR
OTHER POST EMPLOYMENT BENEFITS
BID NO. 508-002**

BACKGROUND

The Chief Business Officer has requested a contract for trust and investment services to support the College's Post Employment Benefits Program (OPEB). In 1994, the Governmental Accounting Standards Board (GASB), established standards for how public employee pension plans and employers participating in these plans should account for and report on pension benefits. However, a similar provision did not exist for other post employment benefits. In 2002, GASB issued two statements that address how costs and obligations related to Other Post Employment Benefits (OPEB) should be accounted for and reported.

Subsequent to the issuance of the GASB Statements, in 2003, a multi-agency workgroup was formed which consisted of Montgomery County agencies including Montgomery College, to develop a common understanding of relevant issues/questions regarding both GASB statements and to assess the potential impact on the county agencies.

Based on the established assumptions, the most recent OPEB actuarial valuation report concluded that assuming full pre-funding, the 2008 Annual Required Contribution (ARC) for the College is estimated to be \$5,532,000 and the related Actuarial Accrued Liability (AAL) is estimated to be \$57,800,000. To respond to the GASB requirements, the college administration recommends establishing an irrevocable trust and securing investment management services for the pre-funding of the OPEB obligation.

On July 25, 2007, a solicitation was issued and nine (9) responses including three (3) no bid responses were received for trust and investment services. A committee consisting of Office of Business Services staff and one Montgomery County public school system employee evaluated the proposals using established criteria set forth in the Request For Proposal (RFP), including: (1) firm qualifications and experience; (2) project team qualifications and experiences; (3) Trustee and Trust Administration services and Investment products and services; and (4) proposed cost for each of the two phases of the project. Public Financial Management, Inc. (PFM), Philadelphia, Pennsylvania, was the highest ranked firm meeting specifications.

A two-phased approach will be used in awarding this project. Phase I will be to develop the trust document and investment policy. Phase II of the project will consist of two separate action items that will be presented to the Board at a subsequent Board meeting: (1) adoption of the OPEB trust document and investment policy; and (2) approval of funding and final investment amount for the newly created trust with reserves previously designated for OPEB obligations. The cost of this phase is expected to exceed the Board of Trustee minimum approval level.

The total cost is \$26,000 for Phase I of the project, (Trust Administrator and Investment Management Services). The cost for Phase II will depend on the level of funding transferred to

the trust. The Investment Management fees proposed by PFM are (a) 1% for the first \$5 million; (b) 0.85% for the next \$5 million, (c) 0.75% for the next 10 million, and (d) 0.60% thereafter. These rates were very competitive with other bidders.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the execution of a contract for developing an irrevocable trust document and investment policy to Public Financial Management, Inc., Philadelphia, Pennsylvania, beginning November 1, 2007, for a three (3) year cost not to exceed \$26,000 for Phase I of the OPEB project. It is further recommended that the contract be renewed on a year-to-year basis, as long as the service is needed, under the same terms and conditions at the sole option of the College provided that services are satisfactory, funding is available and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Bidders List (Board Members Only)
Bid Summary (Board Members Only)

RESOURCE PERSONS

Mr. Campbell
Ms. Lawyer
Mr. Moore
Mr. Mullinix
Mr. Sorrell
Ms. Wormack

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

Resolution Number: **07-10-122**
Adopted on: **10/15/07**

Agenda Item Number ____
October 15, 2007

**SUBJECT: AWARD OF CONTRACT, TRUST AND INVESTMENT SERVICES,
BID NO. 508-002**

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued *Statement No. 43, Financial Reporting for Post Employment Benefits other than Pension Plans*, and *Statement No. 45, Accounting and Financial Reporting by Employers for Post Employment Benefits other than Pensions*; and

WHEREAS, these two statements address how public entities should account for and report their cost and obligations related to Other Post Employment Benefits (OPEB); and

WHEREAS, these new requirements are effective for the College beginning with FY2008; and

WHEREAS, the Chief Business Officer has requested a contract for trust and investment management services to comply more effectively with the new GASB requirements; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff to issue a competitive proposal to solicit a service provider for trust and investment management services, and the Chief Business Officer certifies that funds are available in the FY2008 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on July 25, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to fourteen (14) vendors, downloaded by forty-five (45) vendors; nine (9) responses, including three (3) no bids, were received, read, and recorded, beginning at 3:00 p.m. on August 13, 2007; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Public Financial Management, Inc., (PFM), Philadelphia, Pennsylvania, was the highest evaluated vendor, meeting college specifications; and is therefore the highest ranked responsible bidder; and

WHEREAS, a two-phased approach will be established for providing these services; Phase I will be the development of the trust document and investment policy; and

WHEREAS, Phase II of the project will consist of two action items that will be presented to the Board at a subsequent Board meeting; (1) adoption of the OPEB trust document and investment policy; and (2) approval of funding and final investment amount for the newly created trust with reserves previously designated for OPEB obligations. The cost of this phase is expected to exceed the Board of Trustee minimum approval level; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, that a contract for trust administrator and investment management services (Phase I) be awarded to Public Financial Management, Inc., Philadelphia, Pennsylvania, for a three-year contract term, beginning November 1, 2007, for a not-to-exceed amount of \$26,000; and be it further

Resolved, that the contract be renewed on a year-to-year basis under the same terms and conditions, provided services to the College are satisfactory, funding is available, and it is in the best interest of the College; and be it further

Resolved, that the College President or designee is authorized to implement this resolution.

BKJ:abg

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

Agenda Item Number: 8D
October 15, 2007

**APPROVAL OF CHANGE ORDERS
THE MORRIS AND GWENDOLYN CAFRITZ FOUNDATION ARTS CENTER
TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

In September 2005, the Montgomery College Foundation, Inc. awarded Bovis Lend Lease, Bethesda, Maryland, a \$26,876,505 contract for construction of what was then called the King Street Arts Center. This contract, funded from the sale of revenue bonds, was for demolition, renovation and new construction associated with converting a 60-year old former commercial bakery into an arts center for the College. In March 2007, the College Foundation awarded Bovis Lend Lease an additional contract for \$1,450,534 to cover work associated with project changes (Northwest Corner) recommended by The Morris and Gwendolyn Cafritz Foundation pursuant to their major gift to Montgomery College for this building. The portion of the gift designated for building modifications for the northwest corner was \$1,200,000. After reviewing the total project budget and the growing list of unforeseen site and building conditions, it was clear that additional funds would be required to fully fund the project. Therefore, in May 2007, the College Board of Trustees approved a Capital Budget supplemental appropriation request to the County for \$1,800,000 from the College's Major Facilities Capital Projects Fund to cover the additional expenses which were over and above the portions of the project funded through revenue bonds and the Cafritz donation.

The additional expenses included contract change events largely resulting from unforeseen conditions in building and at the site such as unanticipated site and utility issues, hidden building defects, code compliance reconciliation, directives from the building inspector, and donor requirements over and above the gift amount. While the contracts with Bovis Lend Lease are held by the College Foundation, the final change orders funded from the FY08 Capital Budget supplemental appropriation require College Board of Trustees approval because the Board must approval all Capital Budget construction change orders over \$25,000.

The exact amounts of the final change orders for this project are being reviewed by College staff and consultants and negotiated with the contractor. Approval of change orders not-to-exceed \$900,000 is requested. This amount includes the following estimates: 1. \$250,000 for outstanding change order obligations for unforeseen site, building, and utility conditions and code compliance reconciliation and related engineering costs not covered by revenue bond or donation funds; 2. \$250,000 to cover the revised distribution between the Cafritz donation and other funding sources (capital funds); and 3. \$400,000 in College-requested changes required to address design, finish, and operational and maintenance concerns raised by College leadership as the Cafritz Foundation Art Center was nearing completion.

Some of the remainder of the supplemental appropriation (difference between \$1,800,000 and \$900,000) will be used for post-occupancy items that may be required to ensure functional work environments aligned with the relevant academic program missions and to ensure that the

building satisfies the College's operations and maintenance expectations. These items will be reviewed and approved for implementation. Approved additional items will be obtained through the normal College procurement process based on the dollar value of the work. Any funds remaining in the project account from the supplemental appropriation will revert back to the Major Facilities Capital Projects Fund to be used for other College needs.

RECOMMENDATION

It is recommended that, contingent upon County Council approval of the \$1,800,000 supplemental appropriation to the FY 2008 Capital Budget for the Cafritz Foundation Arts Center, change orders be approved for an amount not-to-exceed \$900,000 to Bovis Lend Lease, Inc., Bethesda, Maryland for final contingency expenses related to the construction of the Morris and Gwendolyn Cafritz Foundation Arts Center on the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

Board Resolution
Res. #07-05-049 Supplemental Appropriation Request

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Ms. Pina
Mr. Sears
Mr. Sorrell
Mr. Campbell

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

Resolution Number: **07-10-123**
Adopted on: **10/15/07**

Agenda Item Number: 8D
October 15, 2007

Subject: Approval of Change Orders for The Morris and Gwendolyn Cafritz Foundation Arts Center, Takoma Park/Silver Spring Campus

WHEREAS, on May 21, 2007, by Board Resolution #07-05-049, the Board of Trustees amended the Capital Budget to include a supplemental appropriation request to the County for \$1,800,000 from the College's Major Facilities Capital Projects Fund to provide additional construction contingency for the King Street Art Center Project (PDF#046603) subsequently renamed The Morris and Gwendolyn Cafritz Foundation Arts Center; and

WHEREAS, project change order proposals related to unforeseen conditions and additional work required for project completion to be funded from this supplemental appropriation are being reviewed by College staff and consultants and final negotiations are in progress with the contractor, Bovis Lend Lease, with regard to the fees for the work; and

WHEREAS, the Chief Facilities Officer recommends approval of a change orders not to exceed \$900,000 for the requested work; and

WHEREAS, the Chief Business Officer certifies that, contingent upon Montgomery County Council approval of a \$1,800,000 supplemental appropriation, sufficient funds are available in the FY2008 Capital Budget for these change orders; and

WHEREAS, College policy on the Capital Budget requires approval by the Board of Trustees of all change requests that will increase the cost of a capital construction project by 15% or more, or \$25,000, whichever is less; and

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

Resolved, That, contingent upon Montgomery County Council approval of a \$1,800,000 supplemental appropriation to the FY2008 Capital Budget, the Board of Trustees approves change orders to the contract with Bovis Lend Lease, Bethesda, Maryland, in an amount not to exceed \$900,000 for additional work associated with unforeseen site conditions and work required for completion of The Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus; and be it further

Resolved, That the President is authorized to sign these change orders with Bovis Lend Lease on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 9
October 15, 2007

REVISIONS TO MONTGOMERY COLLEGE POLICY 35001, COMPENSATION PLANS

BACKGROUND

As part of an ongoing review of Chapter III, Personnel, of the Official College Policies and Procedures, it is recommended that College Policy 35001, Compensation Plans, be updated to include broader policy language.

The current policy states that the Board has authorized a benefit program to include such items as educational assistance, tuition waiver, health and life insurance, retirement, and tax shelter annuities. The existing policy also includes historical and procedural language highlighting periodic changes and enhancements to the benefit program since 1999.

The attached resolution authorizes the removal of such language with regard to program changes and enhancements, thus recognizing periodic changes and enhancements to the benefit program under separate Board of Trustees resolution or College procedure.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the removal of language from College Policy 35001, Compensation Plans, which highlights changes and enhancements to the College benefit program.

BACK-UP INFORMATION

Board Resolution
College Policy 35001, Compensation Plans

RESOURCE PERSON

Ms. Lawyer

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

Resolution Number: **07-10-124**
Adopted on: **10/15/07**

Agenda Item Number:
October 15, 2007

Subject: Revisions to Montgomery College Policy 35001, Compensation Plans

WHEREAS, as part of an ongoing review of Chapter III, Personnel, of the Official College Policies and Procedures, it is recommended that College Policy 35001, Compensation Plans, be updated to include broader policy language; and

WHEREAS, the policy states that the Board has authorized a benefit program to include such items as educational assistance, tuition waiver, health and life insurance, retirement, and tax shelter annuities; and

WHEREAS, the current policy includes historical and procedural language highlighting periodic changes and enhancements to the benefit program since 1999; and

WHEREAS, in recognizing that periodic changes and enhancements in the College benefit program may occur under separate Board of Trustees resolution or in accordance with College procedure, it is recommended that language highlighting historical and procedural changes and enhancements to the benefit program be removed from College Policy 35001, Compensation Plans; now therefore be it

Resolved, That Montgomery College Policy 35001, Compensation Plans, is amended as indicated on the attachment.

BKJ:abg

Attachment

Chapter: Personnel

Modification No. _____

Subject: **Compensation Plans**

- I. The Board of Trustees shall approve the College's pay plans for administrative, associate, and support staff. Where appropriate, the College's pay plans may include general salary adjustments and merit increments on an annual basis. Contingent upon budgetary resources and applicable State and Federal laws and regulations, the College's pay plans shall be designed to maintain a reasonable degree of competitiveness with prevalent salaries in relevant markets for the various occupational classes in the College's classification systems.
- II. As part of the College's compensation plan, the Board has authorized a benefit program to include such items as educational assistance, tuition waiver, health and life insurance, retirement, and tax shelter annuities.
- III. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; December 13, 1993; October 21, 1996;
November 16, 1998; February 15, 1999; October 15, 2007.