



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
April 16, 2012**

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

Agenda Item Number: 7A
April 16, 2012

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees, by state law, has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources, Development, and Engagement on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACK-UP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON

Ms. Espinosa

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

Resolution Number: **12-04-026**
Adopted on: **4/16/2012**

Agenda Item Number: 7A
April 16, 2012

Subject: Personnel Actions Confirmation

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

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including March 1, 2012, to and including March 31, 2012; and

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

Resolved, That the Board of Trustees accepts the attached report and confirms the action of the president.

Attachment

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including March 1, 2012, to and Including March 31, 2012

STAFF

STAFF EMPLOYMENTS

Effective				
Date	Name	Position Title	Grade	Location
03/26/2012	Butcher, Chauncy L	Transition Program Coordinator	K	WD & CE
03/26/2012	Dyer, Lisa	Purchasing Card Coordinator	G	Procurement Office
03/26/2012	Kameras, Beth A	WD&CE Program Director	J	WD & CE
03/26/2012	Thompson, Caroline J	WD&CE Program Director	J	WD & CE

STAFF SEPARATIONS

Effective				
Date	Name	Position Title	Grade	Location
03/30/2012	Matuskey, Paula D ¹	Interim Sr VP for Acad/Stu Svc	S	VP Academic & Student Svcs
03/05/2012	Odubayo, Florence F	Instructional Lab Coordinator	J	Health Sciences
03/16/2012	Philips, Melvin C	Safety & Security Officer	E	Facilities Security - RV
03/14/2012	Towle, Lynn H	Administrative Aide II	G	Hospitality Management
03/31/2012	Ufholz, Eugenia A ¹	Administrative Aide II	G	Health Sciences
03/22/2012	Wright, Shawn A	Grounds Maintenance Worker	C	Facilities Operations - RV

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

¹ Retirement

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **12-04-027**

Adopted on: **4/16/2012**

Agenda Item Number: 7B

April 16, 2012

Subject: Retirement Recognition and Award of Emerita Status to Dr. Maha Czapary

WHEREAS, Dr. Maha Czapary served Montgomery College with dedication and distinction as a full-time faculty member in the Department of Chemistry for 17 years and retired as of February 1, 2012; and

WHEREAS, she taught several chemistry courses, including general chemistry and organic chemistry, and consistently received strong student evaluations; and

WHEREAS, she attended numerous workshops throughout her career to advance her effectiveness as a teacher, including workshops at Montgomery College's Center for Teaching and Learning, the Workshop on Environmental Chemistry, and the Microscale Chemistry Workshop; and

WHEREAS, she also attended several national chemistry and education conferences, including the Annual Green Chemistry and Engineering Conference, 2-Year College Chemistry Consortium conferences, and Project Kaleidoscope conferences; and

WHEREAS, she was a committed and innovative instructor who helped develop CH 135—General Chemistry for Engineers, which is a critical course in the engineering curriculum, and who was among the first chemistry faculty members to incorporate computer technology into the introductory chemistry labs; and

WHEREAS, she devoted a substantial amount of time and effort to develop a service learning component for her CH 120—Essentials of Organic and Biochemistry course, an effort that was very well received by the students, who were overwhelmingly enthusiastic and positive about their service experiences; and

WHEREAS, the lab manual she wrote for the Essentials of Organic and Biochemistry course is still in use by the department; and

WHEREAS, she also served on a number of college and departmental committees, including the Faculty Council, Calendar Committee, Chemistry Faculty Hiring Committee, Textbook Selection Committee, and the Peer Evaluation Committee; and

WHEREAS, she was a member of national organizations, including the American Chemical Society, the National Science Teachers Association, and the 2-Year College Chemistry Consortium; and

WHEREAS, Dr. Czapary contributed to student success and student life beyond the classroom by tutoring in the Math and Science Center and serving as the Baha'i Club Advisor for several years, a role in which she helped the predominantly international students in the club adjust to life in the United States and at the College; and

WHEREAS, Dr. Czapary planned and organized outreach activities including a hands-on chemistry activity for Bring Your Daughter to Work Day and a National Chemistry Week event for elementary school students; and

WHEREAS, College 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 Rockville Campus vice president and provost, the senior vice president for academic affairs, and the president of the College recommend this public recognition of Dr. Maha Czapary 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. Maha Czapary for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Maha Czapary.

DPP:abg

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

Resolution Number: **12-04-028**
Adopted on: **4/16/2012**

Agenda Item Number: 7C
April 16, 2012

Subject: Retirement Recognition and Award of Bronze Medallion To Ms. Sandra Gaver

WHEREAS, Ms. Sandra Gaver served Montgomery College and its students with dedication and distinction for 33 years and retired from the College as of January 30, 2012; and

WHEREAS, since 1980, Ms. Gaver supported the Office of the Dean of Student Development of the Germantown Campus, serving as a senior administrative aide and most recently as an administrative aide II; and

WHEREAS, Ms. Gaver served on numerous campus and collegewide committees including the Commencement Committee, Germantown's 25th Anniversary Committee, and several staff selection committees; and

WHEREAS, Ms. Gaver was a staff senator providing leadership and mentoring the administrative staff within the Student Development unit; and

WHEREAS, Ms. Gaver was a recipient of the 2005 Outstanding Team Effort Award in recognition of her service as chair of the Staff Professional Day Committee; and

WHEREAS, Ms. Gaver was a recipient of the 2004 Outstanding Staff Member in a Student Services unit; and

WHEREAS, Ms. Gaver provided primary administrative staff support for the Dr. Harry Harden, Jr. Black and African-American Awards Programs as early as 1994 and other ethnic student award programs that followed; and

WHEREAS, Ms. Gaver gave an inspiring presentation on "Our Internal Spirit" at the fall 2000 opening meeting; and

WHEREAS, Ms. Gaver received an Outstanding Service Award in 1999 for exceeding performance of her assigned work responsibilities and in recognition of her sustained outstanding job performance during a particularly difficult time for the Student Development unit at Germantown; and

WHEREAS, Ms. Gaver consistently served on commencement committees and helped transition commencement from a campus-based event to a Collegewide event; and

WHEREAS, Ms. Gaver often volunteered as Mrs. Claus, a dancing doll, and a clown for the Germantown Campus childcare center, helping to bring fun and joy to the children in the center; and

WHEREAS, Ms. Gaver received numerous special recognition awards for participating and taking the leadership in varied campus projects such as assisting with Phi Theta Kappa membership and induction services; providing administrative support for student activities, athletics, and counselors; and coordinating the Board of Trustees Scholars recipients; and

WHEREAS, Ms. Gaver maintained her professional competence, high level of integrity, professionalism, and a sincere joy of helping students throughout her many years at the College by participating in numerous work-related workshops; and

WHEREAS, during her 33-year tenure at the institution, Ms. Gaver maintained consistent, above-average performance; and

WHEREAS, the Office of the Dean of Student Development and the entire Student Development unit will miss Ms. Gaver's supportive and compassionate nature along with her unwavering professionalism and passion for her work; and

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

WHEREAS, the vice president & provost of the Germantown Campus, the senior vice president for student services, and the president of the College recommend this public recognition of Ms. Gaver 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. Sandra Gaver for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Ms. Sandra Gaver is awarded the Bronze Medallion in recognition of her distinguished service to the College and as an expression of gratitude by the College for her dedication and professional commitment to 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 Bronze Medallion be presented to Ms. Sandra Gaver.

DPP:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Agenda Item Number: 8
April 16, 2012

**AUTHORIZATION TO EXECUTE AND RECORD FIRST AMENDMENT
TO DECLARATION FOR THE GERMANTOWN CAMPUS CONDOMINIUM
TO ADJUST LOWER AND UPPER ELEVATIONS OF UNITS 4A AND 4B AS
AGREED WITH HOLY CROSS HOSPITAL**

BACKGROUND

By resolutions adopted on December 15, 2008, and September 22, 2009, the Board of Trustees authorized the execution of a ground lease with Holy Cross Hospital (the "Hospital") through Foulger-Pratt Companies. These resolutions authorized the creation of a Germantown Condominium that would include units that would be the subject of the ground lease with the Hospital. By documents recorded on October 16, 2009, Montgomery College ("the "College") created the Montgomery College Germantown Campus Condominium that included Units 4A and 4B. Thereafter, the College executed the ground lease with the Hospital, dated October 27, 2009, which provided for several conditions before settlement and the first payment on the ground lease would occur.

At the end of 2011 and the beginning of 2012, the College and the Hospital negotiated the closing documents and agreements associated with the closing under the ground lease. One of the matters of concern to the Hospital was its perceived need to have specific and liberal upper and lower vertical boundaries along a horizontal plane associated with the definitions of their condominium units to avoid any conceivable issues that could arise during the long term of ground lease, either with title, construction or use rights. Although in concept the College negotiators did not have an issue with the Hospital's proposal in this regard, they did not have the authority to agree to this amendment to the condominium without specific approval of the Board of Trustees. The Hospital did not want to hold up settlement on the ground lease for the due course approval of the Board of Trustees for this amendment. Accordingly, the parties agreed as part of the closing agreements, with the concurrence of the president of the College, that the president would present the requested amendment to the condominium for approval by the Board of Trustees in due course, with her recommendation for approval. The settlement with the Hospital on the ground lease occurred on February 8, 2012.

RECOMMENDATION

The president recommends that the Board authorize and approve the execution and filing of the proposed First Amendment to Declaration for the Montgomery College Germantown Condominium, in the form substantially equivalent to the form attached to the proposed resolution.

BACK-UP INFORMATION

Board Resolution
First Amendment form (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Sorrell

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

Resolution Number: **12-04-029**
Adopted on: **4/16/2012**

Agenda Item Number: 8
April 16, 2012

Subject: Authorization to Execute and Record First Amendment to Declaration for the Montgomery College Germantown Condominium to Adjust Lower and Upper Elevations of Units 4A and 4B

WHEREAS, the long term ground leasee, Holy Cross Hospital, has requested the College to execute and record an amendment to the Montgomery College Germantown Campus Condominium to make certain technical adjustments to the description of the vertical boundaries of condominium units that are the subject of the ground lease, Units 4A and 4B; and

WHEREAS, such an amendment must be authorized by the Board of Trustees; and

WHEREAS, based on discussions with the College negotiators and the settlement on the ground lease on February 8, 2012, including agreements associated with that settlement, the president recommends the following action be taken; now therefore be it

Resolved, That the Board of Trustees hereby authorizes the execution of the First Amendment to Declaration for the Montgomery College Germantown Campus Condominium by the chair and the president, in the substantially equivalent form attached to this resolution; and be it further

Resolved, That the Board of Trustees hereby authorizes the president to cause the appropriate recordation of the executed First Amendment to Declaration for the Montgomery College Germantown Campus Condominium.

DPP:abg

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

Agenda Item Number: 9
April 16, 2012

INCREASE IN TUITION RATE PER CREDIT HOUR FOR FY13

BACKGROUND

The Board of Trustees adopted the College's FY13 operating budget at its meeting on January 30, 2012. 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 \$2/\$4/\$6 per credit hour for in-county, in-state, and out-of-state tuition rates, respectively, is necessary, effective with the fall 2012 semester. These changes will result in per credit hour tuition rates of \$112 for in-county students, \$229 for in-state students, and \$314 for out-of state-students. These are increases of 1.8 percent for the in-county tuition rate, 1.8 percent for the in-state rate, and 1.9 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 \$2/\$4/\$6 beginning with the fall 2012 semester for in-county, in-state, and out-of-state tuition rates, respectively.

BACK-UP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON

Ms. Dimon

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

Resolution Number: **12-04-030**
Adopted on: **4/16/2012**

Agenda Item Number: 9
April 16, 2012

Subject: Increase in Tuition Rate Per Credit Hour for FY13

WHEREAS, the Board of Trustees adopted the FY13 operating budget at its meeting on January 30, 2012; and

WHEREAS, this budget includes items related to enrollment, Board of Trustee grants, facilities rental, and an increase in for the Ride On contract; and

WHEREAS, Montgomery County and the State of Maryland are in a difficult budget situation and our requested operating budget for FY13 reflects this reality; 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, even with this tuition increase there is still a large gap between needs and available resources; and

WHEREAS, the Board of Trustees has a deep commitment to keeping Montgomery College affordable to its students; now therefore be it

Resolved, That the Board of Trustees adopts tuition rate increases of \$2/\$4/\$6 per credit hour for in-county, in-state, and out-of-state students, respectively, effective beginning with the fall 2012 semester; and be it further

Resolved, That this resolution establishes the tuition rates at \$112/\$229/\$314, for in-county, in-state, and out-of-state residents, respectively.

DPP:abg

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

Agenda Item Number: 10
April 16, 2012

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FY13

BACKGROUND

The Maryland Open Meetings Act is based on the General Assembly's policy determination in favor of open decision-making by governmental bodies. It is essential to the maintenance of a democratic society that, except in special and appropriate circumstances: (1) public business be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves. In addition, Montgomery College Board of Trustees bylaws states that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, and place of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice.

RECOMMENDATION

It is recommended that the Board adopt the attached schedule of meetings for FY13.

BACK-UP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for FY13

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Graham

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

Resolution Number: **12-04-031**
Adopted on: **4/16/2012**

Agenda Item Number: 10
April 16, 2012

Subject: Board of Trustees Schedule of Meetings for FY13

WHEREAS, the Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) public business be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees bylaws states that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, the notice shall be in writing and shall include the date, time, and place of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice; and

WHEREAS, attached to this resolution is a schedule of meetings for FY13, and those meetings may be changed based on availability; and

WHEREAS, the public will be notified of any change in meeting dates in accordance with the Board of Trustees bylaws and the Maryland Open Meetings Act; 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 adopts the attached Schedule of Meetings for FY13.

Attachment

DPP:abg