



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
February 25, 2014**

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

Agenda Item Number: 7  
February 25, 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: **14-02-015**  
Adopted on: **2/25/2014**

Agenda Item Number: 7  
February 25, 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 December 1, 2013 through December 31, 2013; 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 December 1, 2013 through December 31, 2013

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Location
12/02/2013	Ballenger, Tyran A	Building Services Supervisor	H	Facilities - Central Admin
12/02/2013	Burney, Ayanna M	Course Scheduling Manager	J	Admission & Enroll Mgt - RV
12/02/2013	Dancy, Ebony L	Administrative Aide II	G	Business Services - Central Admin
12/02/2013	Gordon, Jana	Course Scheduling Assistant	G	Admission & Enroll Mgt - GT
12/02/2013	Guenther, Christopher	Instructional Associate	H	Math & Science Center - RV
12/02/2013	Lee, Jeongrim	Instructional Associate	H	Math & Science Center - RV
12/02/2013	Rahman, Arifur	Instructional Lab Coordinator	I	Science Math Engineering - RV

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Location
12/31/2013	Clark, Janet L <sup>1</sup>	Program Manager I	K	15	Health Sciences Institute - WDCE
12/31/2013	Desai, Bhavna J <sup>1</sup>	Network Services Specialist	H	28	OIT Engineering Services - RV
12/31/2013	Dillon, John J <sup>1</sup>	Safety & Security Officer	E	9	Facilities Security - GT
12/31/2013	Gobble, Jeffery L <sup>1</sup>	Safety & Security Officer	E	41	Facilities Security - RV
12/31/2013	Haider, Mobashera <sup>1</sup>	Library Assistant	F	25	Library - RV
12/31/2013	Lebowitz, Harriet <sup>1</sup>	Program Manager II	L	25	WDCE - Central Admin
12/31/2013	Pattishall, John E <sup>1</sup>	Instructional Assistant	G	18	GITE - Gudelsky Inst Tech Educ
12/31/2013	Paul, Michele B <sup>1</sup>	Purchasing Agent	J	34	Procurement - Central Admin
12/31/2013	Ray, Cynthia D <sup>1</sup>	Administrative Aide III	H	26	Humanities Soc Sci Edu Dean - GT
12/31/2013	Reid, Ellen V <sup>1</sup>	Instructional Lab Coordinator	I	22	Nat App Bus Mgt Info Sci Dean -TP/SS
12/31/2013	Shaw, William D <sup>1</sup>	Locksmith	H	42	Facilities Operations - RV
12/31/2013	Walker, Gloria H <sup>1</sup>	Administrative Aide II	G	28	Financial Aid - Central Admin
12/31/2013	Williams, Kathryn J <sup>1</sup>	Payroll Manager	K	42	Business Services - Central Admin

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	0	1	0	4
Male	1	1	0	1	0	3
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>7</b>

<sup>1</sup> Retirement

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	7	1	0	2	0	10
Male	4	0	0	0	0	4
<b>TOTAL</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>14</b>

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: None**

Correction of November 2014 Personnel Action Confirmation - Location

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
11/18/2013	Walker, Joyce D	ACES Readiness Coordinator	L	Sr. VP for Student Services - GT

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

Agenda Item Number: 8A  
February 25, 2014

**POLICY MODIFICATION: 61005–Internal Audit**

**General Information**

<b>Policy Number:</b>	61005
<b>Contained in Chapter:</b>	Chapter Six
<b>Policy Title:</b>	Internal Audit
<b>Policy Creation Date:</b>	October 9, 2013
<b>Most Recent Modification Date:</b>	May 16, 2005

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
28-29	Clarification of prohibited Internal Audit responsibilities.
60	No longer the responsibility of Internal Audit per 11001-Board of Trustees Bylaws (I, G, 2, a.).
62-66	Language relocated from the procedure to clarify Board of Trustees role in audit reporting.
68-69	Provides language consistency with other Board of Trustees policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 61005–Internal Audit.

BACKUP INFORMATION

Resolution  
Policy 61005–Internal Audit (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Janet Wormack

RESOURCE PERSON

Mr. Robert Preston

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

Resolution Number: **14-02-016**  
Adopted on: **2/25/2014**

Agenda Item Number: 8A  
February 25, 2014

**Subject: Policy Modification: 61005–Internal Audit**

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WHEREAS, The Board of Trustees created 61005–Internal Audit in 2005; and

WHEREAS, The policy has served an important purpose in addressing the evaluation and improvement of organizational effectiveness, risk management, fiscal control, 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 61005–Internal Audit 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.

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

Agenda Item Number: 8B  
February 25, 2014

**POLICY MODIFICATION: 64001–External Audit**

**General Information**

<b>Policy Number:</b>	64001
<b>Contained in Chapter:</b>	Chapter Six
<b>Policy Title:</b>	External Audit
<b>Policy Creation Date:</b>	October 9, 2013
<b>Most Recent Modification Date:</b>	May 16, 2005

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
16-17	Updated title to align with current organizational structure.
28-30	Updated titles to align with current organizational structure.
40-44	Language relocated from the procedure that clarifies Board of Trustees role in the selection of an audit firm.
46-49	Language relocated from the procedure and clarified per 11001-Board of Trustees Bylaws.
51-55	Language relocated from the procedure that clarifies Board of Trustees role in audit reporting.
59-60	Clarification of independent auditor prohibited services.
71-72	Provides language consistency with other Board of Trustees policies.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the modifications to Policy 64001–External Audit.

**BACKUP INFORMATION**

Resolution  
Policy 64001–External Audit (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Janet Wormack

RESOURCE PERSON

Ms. Ruby Sherman

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

Resolution Number: **14-02-017**  
Adopted on: **2/25/2014**

Agenda Item Number: 8B  
February 25, 2014

**Subject: Policy Modification: 64001–External Audit**

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WHEREAS, The Board of Trustees created 64001–External Audit in 2005; and

WHEREAS, The policy has served an important purpose in addressing the legal requirement imposed on community colleges by the State of Maryland pursuant to The Annotated Code of the Public General Laws of Maryland, State Finance and Procurement Article, Title 16, §16-315, *Fiscal Matters, Audits*, 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 64001–External Audit 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.