



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

East County Education Center •Room 117 •2221 Broadbirch Drive, Silver Spring, Maryland
20904

This meeting was held in-person and via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 919 7092 0268
February 17, 2025, 6:45 p.m.

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6B
February 17, 2025

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 and Strategic Talent Management 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

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-02-035**
Adopted on: **2/17/2025**

Agenda Item Number: 6B
February 17, 2025

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, 2024, through December 31, 2024; 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, 2024, through December 31, 2024

STAFF

STAFF EMPLOYMENTS

Effective					
Date	Name	Position Title	Grade	Department	
12/07/2024	Ellahi, Faizan	Financial Aid Assistant	21	Financial Aid	
12/09/2024	Baez, Heidi	Student Services Coordinator II	19	WDCE Central Administration	
12/09/2024	Joseph, Brittany	Administrative Aide III	23	Facilities Central Administration	
12/09/2024	Pullen, Carla	Vice President of Facilities	39	Facilities Central Administration	
12/09/2024	Ramirez, Marioney	Electrician	25	Facilities Operation-RV	
12/09/2024	Toperzer, Barbara Jensen	Graduation Technician	21	Records and Registration	

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
12/04/2024	Gregory, Bobby	Grounds Maintenance Worker	15	0*	Facilities Operations-RV
12/06/2024	Gomes, Donald	Financial Aid Assistant	21	0*	Financial Aid
12/06/2024	Silva, Banessa	HR Internal Consultant	29	2	Human Resources/Strategic Talent Mgt
12/12/2024	Cipperly, Richard	Campus Police Officer	19	0*	Public Safety-TP/SS

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	0	1	0	0	0	4
Male	0	0	1	1	0	0	2
TOTAL	3	0	2	1	0	0	6

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	0	1	0	0	0	1
Male	2	0	0	1	0	0	3
TOTAL	2	0	1	1	0	0	4

* Less than one year

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From December 1, 2024, through December 31, 2024

FACULTY

FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Department
None			

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
12/04/2024	Bertiz, Raquel	Professor	16 ¹	Health Sciences Dean

¹ Retirement

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	0	0	1	0	0	1
Male	0	0	0	0	0	0	0
TOTAL	0	0	0	1	0	0	1

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-02-036**
Adopted on: **2/17/2025**

Agenda Item Number: 6C
February 17, 2025

Subject: Retirement Resolution for Full-Time Faculty, Regular Administrative, Associate, and Support Staff

WHEREAS, Full-time faculty, regular administrative, associate, and support staff listed on the attached page(s) have retired from Montgomery College, and are being recognized for their years of service and dedication to the mission of the College; and

WHEREAS, These employees served Montgomery College with enthusiasm and dedication by making a significant contribution in empowering, and enriching the lives of our students, and the College community; and

WHEREAS, These employees have cumulatively provided 71 years of service and dedication to the College; and be it

Resolved, That members of the Board of Trustees, and the president of the College express their sincere appreciation to these employees for their outstanding service to the College and the community, and extend to them their best wishes that their 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 the employees on the attached list.

**RETIREMENT RESOLUTION FOR FULL-TIME FACULTY,
REGULAR ADMINISTRATIVE, ASSOCIATE, AND SUPPORT STAFF**

NAME/JOB TITLE/ RETIREMENT DATE	CAMPUS/DEPARTMENT	YEARS OF SERVICE
Ms. Nancy Han Administrative Aide III November 1, 2024	Rockville CW Dean Stu Success – RV Stu Services	15
Ms. Carmen Kemp Campus Cashier December 1, 2024	Takoma Park/Silver Spring Business Services	33
Ms. Elaine Umelo Financial Aid Specialist December 1, 2024	Takoma Park/Silver Spring Financial Aid	23

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-02-037**
Adopted on: **2/17/2025**

Agenda Item Number: 6Di
February 17, 2025

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Dr. Dawn Avery**

WHEREAS, Dr. Dawn Avery served Montgomery College with enthusiasm and dedication for 22 years as a full-time professor of world music in the performing arts department on the Rockville Campus and retired from the College on August 1, 2024; and

WHEREAS, Dr. Avery taught cello and composition and founded and supervised the College's world music program and World Ensemble, as well as the World Arts Festival, the annual, year-long celebration of music and culture, which she produced for 22 years, bringing countless world artists to campus for concerts, workshops, panels, and residencies; and

WHEREAS, Dr. Avery earned a Doctor of Philosophy in Ethnomusicology from the University of Maryland in 2014 and has published prolifically, including the textbook "World Music and Culture" in 2022 and "Idawadadi, December 1999- March 2010: Coming Home," which chronicles the experiences of residential school survivors and includes contributions by Aboriginal women; and

WHEREAS, Dr. Avery is a Grammy and Native American Music Award nominated performer and composer and has worked with musical luminaries including Pavarotti, Sting, John Cage, and Phillip Glass, as well as having her work performed at the National Museum of the American Indian, Carnegie Hall, the Lincoln Center for the Performing Arts, and the Kennedy Center; and

WHEREAS, Several of Dr. Avery's recordings have won Global Music Awards; she was a composer for the award-winning film "Imagining the Indian: The Fight Against Native Mascots," she won best composer in the Paris Women's Film Festival; her music was used in the 2019 PBS film "The Warrior Tradition," and her works were recorded by cellist Wilhelmina Smith and produced by Judith Sherman for release in 2025, and

WHEREAS, Competing against an outstanding national pool of community college educators in the United States Professor of the Year program and sponsored by The Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education, Dr. Avery was named the 2011 Maryland Professor of the Year; and

WHEREAS, Dr. Avery received an Ambassador Award from the United Nations for her work with the MC World Ensemble; The Ford Foundation's Indigenous Knowledge, Expressive Culture Grant; and the Smithsonian's National Museum of the American Indian Collaboration Grant; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the 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 senior vice president for academic affairs/college provost and the president of the College recommend this public recognition of Dr. Dawn Avery 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. Dawn Avery for her distinguished 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 Dr. Dawn Avery 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 Dr. Dawn Avery is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Dr. Dawn Avery.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-02-038**
Adopted on: **2/17/2025**

Agenda Item Number: 6Dii
February 17, 2025

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Dr. Mary Owens**

WHEREAS, Dr. Mary Owens served Montgomery College with enthusiasm and dedication for 38 years as a full-time faculty member and retired from the College on September 1, 2024; and

WHEREAS, Dr. Owens consistently provided guidance to faculty as faculty coordinator of the Rockville Writing Center (1989 to 1991) and the American English Language Program (AELP), on the Rockville Campus (1992 to 1995); and

WHEREAS, Dr. Owens served ably and effectively for 18 years as chair of reading, English as a second language, world languages, and philosophy department on the Rockville Campus (1997 to 2009); and

WHEREAS, Dr. Owens expanded the Rockville Writing Center services to include reading support and introduced computer-assisted instruction and support in the Center; implemented the AELP on the Rockville Campus, including the development of new procedures, exams, faculty coordinator roles, amongst others; and, as chair, presided over the immense growth of the department, which by 2009 had become the largest academic department in the College; and

WHEREAS, Dr. Owens was the recipient of three Outstanding Faculty Awards (1990, 2002, and 2010); three National Institute for Staff and Organizational Development (NISOD) Excellence Awards (1991, 2003 and 2011); an MC Effective Team Effort Award for work on the Student Success Model (1994) and the Cultural Diversity Summer Institute (1994); a Montgomery College Sabbatical (Spring 2011); and an MC Foundation Award for establishing and fully funding the Anne Eugene Jeffers Memorial Endowed Scholarship; and

WHEREAS, Dr. Owens mentored and supported numerous department faculty in their professional development activities and advancement, including their undertaking of various service and leadership roles outside the department, resulting in seven sabbaticals and thirteen outstanding faculty awards for department full-time faculty; and

WHEREAS, Dr. Owens also provided service and leadership on numerous campus and collegewide committees, including the Rockville Advising Committee (1993 to 1994), the Cultural Diversity Committee—as facilitator (1996 to 1997), the Africana Studies Committee (2001 to 2005), the Chair/Coordinator ESH Task group—Rockville Chairs representative (2005 to 2008), the Academic Master Plan Steering Committee (2003 to 2006), and the Rockville Chairs' subgroup in Academic Restructuring (2012 to 2013); and

WHEREAS, Dr. Owens served on collegewide governance groups, including Rockville Faculty Council (1994 to 1996) and Rockville Chairs and Deans (1997 to 2014); and as faculty advisor for two student clubs—the Amnesty International Rockville Student Club (1996 to 1997) and the Student Multicultural Rockville Student Club (2015); and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the 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 senior vice president for academic affairs/college provost and the president of the College recommend this public recognition of Dr. Mary Owens 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. Mary Owens for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Mary Owens 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 Dr. Mary Owens is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude 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 Bronze Medallion be presented to Dr. Mary Owens.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 7
February 17, 2025

**TERMINATION OF MONTGOMERY COMMUNITY COLLEGE RETIREMENT PLAN
AND DISCONTINUANCE OF THE AETNA GROUP ANNUITY CONTRACT**

BACKGROUND

Montgomery Community College adopted a defined benefit retirement plan (the Plan) January 1, 1968, for the benefit of its employees. The Plan was established as a supplement to the Maryland State Retirement Plan. Furthermore, the Plan provides a defined benefit, based on years of service and salary, to eligible employees hired prior to January 1, 1980, and are members of the Teachers' or the Employees' Retirement Systems, and, employees who transferred to the College directly from employment with the State of Maryland or an agency of the State of Maryland, prior to January 1, 1988.

The Plan was amended from time to time with the last amendment effective July 1, 2024, with resolution number 24-06-085. Article 24 of the Plan provides for a termination clause which states that full vesting of all accrued benefits must occur upon termination of the Plan or upon complete discontinuance of contributions thereto, to the extent that such accrued benefits are funded. Additionally, this clause states that any unallocated funds which are not necessary for the satisfaction of the liabilities under the Plan must be returned to the College.

Effective July 1, 1970, Montgomery Community College entered into a Group Annuity Contract effective with AETNA Life Insurance Company (AETNA) to administer the Plan through a transfer of annuities, financial experience, coverage, and unapplied premium payments with respect to employees of Montgomery Community College. The contract binds AETNA to make annuity payments, and to make other payments and refunds, in accordance with the contract provisions.

The AETNA contract has been amended from time to time with the last amendment effective as of January 1, 2020.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the College to terminate the Montgomery Community College Retirement Plan, as amended through July 1, 2024, and settle the outstanding liabilities through an agreement with AETNA converting the existing participating annuity guarantees under the contract to a non-participating basis. This conversion will be accomplished by discontinuing the contract with Aetna and the guaranteed benefits will be purchased by deducting the non-participating premium from the contract fund, provided that there are sufficient plan assets to bear the cost of the guaranteed benefits.

Pursuant to this transaction, the benefit obligation is transferred from the Plan/College to AETNA and AETNA continues to administer and assumes sole responsibility for the benefit payments to the plan participants.

BACKUP INFORMATION

Board Resolution

AETNA Contract

Montgomery College Retirement Plan as amended and restated July 1, 1997 (with subsequent amendments)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

Ms. Leitch Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-02-039**
Adopted on: **2/17/2025**

Agenda Item Number: 7
February 17, 2025

Subject: Termination of Montgomery Community College Retirement Plan and Discontinuance of the AETNA Group Annuity Contract

WHEREAS, Montgomery Community College adopted a defined benefit retirement plan (the Plan) January 1, 1968 for the benefit of its employees; and

WHEREAS, Montgomery Community College entered into a Group Annuity Contract effective July 1, 1970, with AETNA Life Insurance Company (AETNA) to administer the Plan through a transfer of annuities, financial experience, coverage and unapplied premium payments with respect to employees of Montgomery Community College; and

WHEREAS, The Plan was established as a supplement to the Maryland State Retirement Plan; and

WHEREAS, The Plan provides a defined benefit, based on years of service and salary, to eligible employees hired prior to January 1, 1980, and are members of the Teachers' or the Employees' Retirement Systems, and, to eligible employees who transferred to the College directly from employment with the State of Maryland or an agency of the State of Maryland, prior to January 1, 1988; and

WHEREAS, AETNA has continued to administer the Plan assets at an annual cost exceeding \$100,000 per year; and

WHEREAS, The College is responsible for conducting an annual actuarial valuation in accordance with Governmental Accounting Standards at an annual cost of approximately \$18,500; and

WHEREAS, As of January 31, 2025, there were 170 participants (retirees or their beneficiaries) receiving monthly benefits; and

WHEREAS, There are two active employees entitled to benefits upon their retirement; and

WHEREAS, The College has been advised by both AETNA and AON, the College's actuary, that a discontinuance of the contract is in the College's best interest due to the number of participants; and

WHEREAS, The College has signed a non-binding letter of intent to discontinue the contract in order to obtain a projected timeline, including a non-participating proposal for the cost of the guaranteed benefits for all Plan participants; and

WHEREAS, Participants will continue to receive the same level of service from AETNA, including timely benefit payments, as determined pursuant to plan provisions; and

WHEREAS, Based on current information available, Plan assets are sufficient to bear the cost of the guaranteed benefits; and

WHEREAS, Upon execution of the proposed agreement with AETNA, there will be no requirement of the College to provide additional contributions and there will be no new participants eligible for Plan benefits; and

WHEREAS, The president recommends the following action; now therefore be it

Resolved, That the College hereby terminates the Plan, effective February 17, 2025, and the Plan is hereby amended to reflect the termination of the Plan, including to reflect that all participants shall be fully vested in their benefits accrued under the Plan; and be it further;

Resolved, That the College hereby approves and accepts the proposal submitted by Aetna; and be it further;

Resolved, That the president or designee is authorized and directed to execute necessary documents to accept the terms of AETNA's proposal; and be it further;

Resolved, That immediately following the payment to Aetna and any final Plan expenses (the Plan liabilities), any remaining Plan assets will revert to the College in accordance with Article 24 of the Plan; and be it further;

Resolved, That the appropriate officers, employees, and agents of the College are authorized and directed to take such further action as may be necessary, appropriate or advisable to effectuate this resolution.