



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9221 Corporate Blvd, Rockville, MD 20850

This meeting was held in-person and via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 946 9932 3435

September 18, 2023, 6:00 p.m.

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

Resolution Number: **24-09-001**
Adopted on: **9/18/2023**

Agenda Item Number:
September 18, 2023

Subject: Tribute Resolution for Professor Karissa Silver

WHEREAS, Professor Karissa Silver served Montgomery College with enthusiasm and dedication for more than eighteen years as a full-time faculty member and three years as an adjunct faculty member, until her untimely death on September 24, 2022, which deeply saddened the College community; and

WHEREAS, Professor Silver taught Student Success courses and in particular the Seminar for International Students for which she co-authored the text and developed the curriculum; and

WHEREAS, Professor Silver served as a counselor and assisted all students with expertise in the area of international student counseling, and served as a resource for her counseling colleagues; and

WHEREAS, Professor Silver served as chair on the Montgomery College Academic Regulations Committee, and also served as a Counseling liaison to the English Language for Academic Purposes (ELAP) Department, enhancing collaboration in matters related to students enrolled in English as a Second Language (ESL) program; and

WHEREAS Professor Silver conducted workshops every semester prior to final exams on Testing Anxiety and provided countless students who attended those workshops with useful coping strategies; and

WHEREAS, Professor Silver traveled extensively, including with the College on several study abroad programs, and had a lifelong appreciation and interest in other cultures, which gave her a unique perspective and insight into the needs of international students and compelled her to be a strong advocate for that student population; and

WHEREAS, Professor Silver was involved in numerous and various civic and social justice causes and devoted time and effort to fundraising, lobbying, protests, and marches; and

WHEREAS, Professor Silver will be remembered for the funny lyrics she would pen about the counseling department, her colorful socks, her love of handcrafted jewelry, her bird feeding station outside her office window, her New York accent, and her creative and unique personality; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this posthumous public recognition of Professor Silver; now, therefore, be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Professor Karissa Silver for her service to the College and extend to them profound sympathy for the loss of their loved one; 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 Professor Karissa Silver.

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

Agenda Item Number: 7B
September 18, 2023

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**
Rockville, Maryland

Resolution Number: **24-09-002**
Adopted on: **9/18/2023**

Agenda Item Number: 7B
September 18, 2023

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 May 1, 2023, through July 31, 2023; 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 May 1, 2023, through May 31, 2023

STAFF

STAFF EMPLOYMENTS

Effective				
Date	Name	Position Title	Grade	Department
05/01/2023	Bishop, Robert	Building Services Worker	11	Facilities Operations - GT
05/01/2023	Bopda, Yannick	Administrative Aide II	19	Social Science
05/01/2023	Callands, Tony	Building Services Worker	11	Facilities Operations – RV
05/01/2023	Gomez Fortuna, Antonio	Senior Architect	31	Facilities – Central Administration
05/01/2023	Gonzalez-Kaufman, Thamar	Instructional Associate	25	Humanities Dean
05/01/2023	Hughson, Ra'anaa	Administrative Aide II	19	Social Science
05/01/2023	Mekkelson, Karen	Human Resources Specialist II	29	HRSTM-Strategic Talent Man.
05/01/2023	Quartey, Belinda	Building Services Worker	11	Facilities Operations – RV
05/01/2023	Ratliff, Janaysha	Senior Instructional Assistant	25	Biology and Chemistry Dean
05/01/2023	Reliford, Bareeve	Building Services Worker	11	Facilities Operations – RV
05/15/2023	Majeti, Adihemalatha	Systems Engineer	33	OIT – Engineering Services
05/15/2023	Neoh, Chia Wuei	Nursing Lab & Clinical Assoc.	29	Health Sciences Dean
05/15/2023	Proctor, Kevin	Building Services Worker	11	Facilities Operations – RV
05/15/2023	Ramirez, Brianda	Library Access Services Spec. I	17	Library – Central Services
05/15/2023	Rice, George	Presidential Scholars Program	31	Sr VP for Student Services
05/15/2023	Villatoro, Jose David	HVAC Mechanic III	25	Facilities Operations – TP/SS
05/30/2023	Hernandez, Marina	Building Services Worker	11	Facilities Operations – RV
05/30/2023	Sesay, Bettino	Data Entry Assistant	21	Community-Based Grants WDCE
05/30/2023	Watson, Susan	Chief Compliance, Risk and	39	Compliance
05/30/2023	White, Linda	Administrative Aide II	19	Biology, Biotech., Chemistry - GT

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
05/02/2023	Rai, Sanjay Kumar ¹	SVP Academic Affairs	S1	18	Academic Affairs
05/26/2026	Maradiaga, Joshua	Grounds Maint. Worker	15	0*	Facilities Operations – RV
05/31/2023	Ford, Stacy	Accessible Tech. Coord.	25	5	Distance Learning

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	3	4	2	0	0	11
Male	0	7	2	0	0	0	9
TOTAL	2	10	6	2	0	0	20

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

* Less than one year

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From May 1, 2023, through May 31, 2023

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
05/19/2023	Francisco, Rashidah	Assistant Professor	1	Health Sciences Dean
05/26/2023	Anderson, Mark	Associate Professor	0*	Fine Performing Arts Dean
05/26/2023	Carl, Joanne ¹	Professor	20	Fine Performing Arts Dean
05/26/2023	Ejzenberg, Roseli ¹	Professor	30	ELAP, Linguistics & Comm Studies
05/26/2023	Grier, Ever ¹	Professor	30	CW Dean of Stu. Success – RV
05/26/2023	Lemmond, David	Professor	11	English & Reading Dean
05/26/2023	McDaniel, Diane ¹	Professor	16	Engineering/Computer Sci. Dean
05/26/2023	Robinson, Betsy ¹	Professor	16	Health Sciences Dean
05/26/2023	Wan, Shuping ¹	Professor	24	Humanities Dean

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	1	1	0	1	0	6
Male	1	0	1	1	0	0	3
TOTAL	4	1	2	1	1	0	9

¹ Retirement

* Less than one year

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From June 1, 2023, through June 30, 2023

STAFF

STAFF EMPLOYMENTS

Effective				
Date	Name	Position Title	Grade	Department
06/05/2023	Campbell, Michelle	SVP for OACE	S1	Advancement & Community Engag.
06/12/2023	Belanger, Ryan Joseph	Course Scheduling Assistant	21	WDCE Central Administration
06/12/2023	Garcia, Oscar	Building Services Worker	11	Facilities Operations – TP/SS
06/12/2023	Nolasco, Marisol	Building Services Worker	11	Facilities – Central Administration
06/24/2023	Amaya, Brian	Public Safety Officer II (Cpl)	15	Public Safety - TP/SS
06/26/2023	Carin, Matthew	Public Safety Officer II (Cpl)	15	Public Safety – RV
06/26/2023	Escobar, Brandon	Public Safety Officer II (Cpl)	15	Public Safety – GT
06/26/2023	Isner, Anna	Financial Aid Specialist	25	Financial Aid
06/26/2023	Martin, Paris	Administrative Aide II	19	CW Dean – Student Engage. TP/SS
06/23/2023	Salazar, Carmen Arely	ACES Student Success Coord.	27	ACES – Achiev. Col. Excel. & Succ.
06/26/2023	Singer, Norman	Cybersecurity Program Manager	31	Engineering/Computer Sci. Dean
06/26/2023	Washington, Darnell	Building Services Worker	11	Facilities – Central Administration

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
06/02/2023	Crothers, Burcu	Executive Associate I	25	17	Engineering/Computer Sci. Dean
06/09/2023	Russell-Kalkofen, Heidi ¹	International Student Coord.	29	19	Records & Registration
06/10/2023	Rocha, Vera Lucia ¹	Program Assistant	21	9	CEELS Dean WDCE
06/13/2023	Chen, Huilang	Sr. Instructional Assist.	25	1	Engineering/Computer Sci. Dean
06/16/2023	Facone, Francesca	Library Access Serv. Spec.	17	0*	Library Central
06/16/2023	Latham, Diane ¹	Administrative Aide III	23	22	OIT Application Services
06/16/2023	Sesay, Bettino	Data Entry Assistant	21	0*	Community-Based Grants WDCE
06/20/2023	Shaw, Troy	Executive Associate II	27	8	Sr. VP for Student Services
06/21/2023	Mulligan, Dennis ²	Theater Production Tech.	25	23	Fine Performing Arts Dean
06/26/2023	Aranda, Wilfredo ¹	Building Serv. Worker Lead	15	11	Facilities Operations – RV
06/30/2023	Beaulieu, Jeana ¹	Administrative Aide III	23	32	Distance Learning
06/30/2023	Boice, James	Career Resource and GED Instructional Specialist	25	1	Community Based Grants WDCE
06/30/2023	Bonnycastle, Jeffery ¹	IT Support Specialist	25	15	OIT Academic Services
06/30/2023	Bouknight, Lisa Renee ¹	Program Assistant	21	13	Health Sci. Institute WDCE
06/30/2023	Eozzo, Craig	Senior Campaign Dir.	35	2	Advancement – Development
06/30/2023	Gilmer, Raymond	Assoc. SVP OACE	39	8	Advancement/Comm. Engagement
06/30/2023	Mirand, Fritz ¹	Building Services Worker	11	17	Facilities Operations – TP/SS
06/30/2023	O'Hare, Joseph ¹	Job Oppor. Develop. Spec.	27	16	CW Student Career Services
06/30/2023	Philbin, Mary ¹	Administrative Aide II	19	18	Distance Learning
06/30/2023	Roberts, Edward ¹	Dean of Instruction	37	30	GITE-Gudelsky Institute
06/30/2023	Smith, Michael	Director II	37	1	Advancement/Comm. Engagement
06/30/2023	Sprague, Melissa ¹	Department Chair	35	16	Health Sciences Dean
06/30/2023	Walker, Francene	Dev. & Alum. Relation Coord.	29	9	Advancement/Comm. Engagement
06/30/2023	Youngblood, Virginia ¹	Administrative Aide III	23	9	Health Sciences Dean

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	1	0	3	0	0	0	4
Male	2	2	4	0	0	0	8
TOTAL	3	2	7	0	0	0	12

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	8	2	1	0	0	0	11
Male	9	3	0	1	0	0	13
TOTAL	17	5	1	1	0	0	24

¹ Retirement

² Death

^{*} Less than one year

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From June 1, 2023, through June 30, 2023**

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
06/02/2023	Hayden, Michael	Assistant Professor	2	Health Sciences Dean

FACULTY SEPARATIONS: Ethnicity and Gender

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

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From July 1, 2023, through July 31, 2023

STAFF

STAFF EMPLOYMENTS

Effective				
Date	Name	Position Title	Grade	Department
07/10/2023	Cordova, Evelyn	BOT Operations & Serv. Spec.	25	President's Office
07/10/2023	Diaz, Berenice Amalia	Administrative Aide II	19	Biology – RV
07/10/2023	Ellison, Kimilie	Building Services Worker Lead	15	Facilities Operations – GT
07/10/2023	Roberts, Nathaniel	Early College Program Coord	27	Academic Affairs
07/24/2023	Akusa, Esther Aku	Financial Aid Spec.	25	Financial Aid
07/24/2023	Louis-Jacques, Cardel	Accountant II	27	Business Services
07/24/2023	Murguia Lugo, Maria Jose	Program Coordinator	23	CEELS Dean
07/24/2023	Sam, Kethmanida	Financial Records Assist.	17	WDCE Central Admin.
07/24/2023	Struemke, William	Ombuds Manager	33	President's Office
07/24/2023	Umar, Idowu	Building Services Worker	11	Facilities – Central Administration
07/24/223	Woods, Christopher	Building Services Worker	11	Facilities – Central Administration

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
07/07/2023	Choe, Eun Joo	Administrative Aide II	19	5	English & Reading Dean
07/07/2023	Cox, Cameron	Student Conduct Pro. Coord.	31	2	CW Dean of Student Services – RV
07/07/2023	Holland, Danielle	Program Assistant	21	2	BITS Dean WDCE
07/14/2023	Bromir, Nataly Yasmin	Library Access Serv. Spec.	17	1	Library Central
07/14/2023	Bailey, Quincy	Building Services Worker	11	5	Facilities Operations – RV
07/14/2023	Oppong, Francis	Building Services Worker	11	6	Facilities Operations – GT

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	2	3	1	0	0	6
Male	2	2	0	0	0	1	5
TOTAL	2	4	3	1	0	1	11

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

* Less than one year

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From July 1, 2023, through July 31, 2023**

FACULTY

FACULTY EMPLOYMENTS and SEPARATIONS: None

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

Agenda Item Number: 7C
September 18, 2023

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE PROGRAM CERTIFICATE IN SUMMER, 2023**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the college registrar, each semester. In the event that the ratification by the Board of Trustees takes place after the date of conferral of the degrees and certificates to the graduates, the Board of Trustees must ratify, confirm and authorize the conferral retroactively (“nunc pro tunc”) to the past date of conferral.

RECOMMENDATION

The Board of Trustees is asked to ratify, confirm and authorize the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the college registrar, nunc pro tunc to the date of such conferral action.

BACKUP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown
Dr. Fechter

RESOURCE PERSONS

Mr. Cartledge
Mr. Dietz

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

Resolution Number: **24-09-003**
Adopted on: **9/18/2023**

Agenda Item Number: 7C
September 18,2023

Subject: Graduates Receiving the Associate Degree and the Program Certificate in Summer, 2023

WHEREAS, it is necessary that the Board ratify, confirm and authorize the past conferral of degrees and certificates on the list of certified candidates attached herewith; and

WHEREAS, The college registrar (“the Registrar”) has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the summer 2023 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

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

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

Resolved, That the Board of Trustees ratifies, confirms and authorizes the faculty’s conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate’s degrees and certificates, subject to certification by the Registrar that such students have met all applicable requirements, nunc pro tunc to the past date on which such conferral took place.

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

Agenda Item Number: 7D
September 18, 2023

MODIFICATION OF POLICY 21000–COLLEGE MISSION, VISION, AND CORE VALUES

General Information

Policy Number:	21000
Contained in Chapter:	Chapter Two
Policy Title:	College Mission, Vision, and Core Values
Policy Creation Date:	October 17, 1994
Most Recent Modification Date:	February 22, 2021

Changes, Additions, Deletions

Line Number	Purpose
Policy Name	This modification removes the word, “core,” which was previously used by the College in reference to values.
1–35	These changes replace the mission, vision, and values with those that were approved by the Board of Trustees when it approved the new strategic plan on April 17, 2023.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 21000–College Mission, Vision, and Core Values, henceforth to be known as College Mission, Vision, and Values.

BACKUP INFORMATION

Resolution
Policy 21000–College Mission, Vision, and Values (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Williams

RESOURCE PERSON

Dr. Cain

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

Resolution Number: **24-09-004**
Adopted on: **9/18/2023**

Agenda Item Number: 7D
September 18, 2023

Subject: Modification of Policy 21000–College Mission, Vision, and Core Values

WHEREAS, The Board of Trustees created a policy on College Mission, Vision, and Core Values in 1994; and

WHEREAS, The policy has served as an important organizing framework to guide and ground the actions of the Board and of the College; and

WHEREAS, The policy has been modified three times as the College’s mission, vision, and core values have developed and evolved over time; and

WHEREAS, At its April 17, 2023, in Resolution 23-04-067, the Board of Trustees adopted a refreshed strategic plan, which included a new mission statement, vision statement, and values statement; and

WHEREAS, This action updates Policy 21000 to reflect changes to the College’s mission, vision, and values in April 2023; and

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

Resolved, That Policy 21000 be updated with the College’s new mission, vision, and values statements as indicated in the attachment; and be it further

Resolved, That Policy 21000–College Mission, Vision, and Core Values, henceforth be known as College Mission, Vision, and Values; and be it further

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

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

Agenda Item Number: 8A
September 18, 2023

**AWARD OF CONTRACT, UTILITY VAULT PIPING REPLACEMENT,
TAKOMA PARK/SILVER SPRING CAMPUS, BID 624-004**

BACKGROUND

Request:	Utility Vault Piping Replacement, Takoma Park/Silver Spring Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President of Facilities
Award Type:	Competitive
Bid Number:	624-004
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract to replace corroded hot and chilled water piping located in piping vaults near the Charlene R. Nunley Student Services Center (ST) and Cultural Arts Center (CU) on the Takoma Park/Silver Spring Campus.</p> <p>This piping system provides heating and cooling water to buildings in the east and west water loop of the campus. Potable water will be lost on the entire campus if these pipes are not replaced.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY24 capital budget.
Dollar Amount:	\$406,000
Vendor Name:	M&M Welding and Fabricators, Inc.
Vendor Address:	2701 Back Acre Circle Mt. Airy, Maryland 21771
Minority Status:	Minority
Minority Classification:	Woman-owned
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the replacement of corroded hot and chilled water piping located in piping vaults near the Charlene R. Nunley Student Services Center (ST) and Cultural Arts Center (CU) on the Takoma Park/Silver Spring

Campus, to M&M Welding and Fabricators, Inc. of Mt. Airy, Maryland, for a one-time purchase in the amount of \$406,000.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 72001–Construction Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Mr. Mills

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

Resolution Number: **24-09-005**
Adopted on: **9/18/2023**

Agenda Item Number: 8A
September 18, 2023

Subject: Award of Contract, Utility Vault Piping Replacement, Takoma Park/Silver Spring Campus, Bid 624-004

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract to replace corroded hot and chilled water piping located in piping vaults near the Charlene R. Nunley Student Services Center (ST) and Cultural Arts Center (CU) on the Takoma Park/Silver Spring Campus; and

WHEREAS, Potable water will be lost on the entire campus if these pipes are not replaced; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that planned expenditures are available in the FY24 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on July 18, 2023, and posted on the Montgomery College Procurement and State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 23 firms downloaded the request for proposal, of which eight were identified as minority business enterprises; and

WHEREAS, One response was received, read aloud, and recorded in the Office of Procurement, beginning at 2:00 p.m. on August 7, 2023; and

WHEREAS, After an evaluation of Part A (Contractor Qualification proposal) of sole bidder's submitted proposal, it was deemed qualified to have its price proposal opened and evaluated (Part B); and

WHEREAS, Following the evaluation of Part B, it was determined that pricing submitted by sole bidder M&M Welding and Fabricators, Inc. of Mt. Airy, Maryland, in the amount \$406,000, includes all necessary material and labor, meeting all College specification requirements; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That the Board of Trustees approve an award of contract for the replacement of corroded hot and chilled water piping located in piping vaults near the Charlene R. Nunley Student Services Center (ST) and Cultural Arts Center (CU) on the Takoma Park/Silver Spring

Campus, to M&M Welding and Fabricators, Inc. of Mt. Airy, Maryland, for a one-time purchase in the amount of \$406,000.

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 8B
September 18, 2023

**AWARD OF CONTRACT,
VOCATIONAL TRAINING AND EMPLOYMENT SERVICES, BID e924-001**

BACKGROUND

Request:	Vocational Training and Employment Services
Office/SVP Originating Request:	Interim Senior Vice President for Academic Affairs and Interim Vice President and Provost of Applied Technologies, the Gudelsky Institute for Technical Education and Workforce Development & Continuing Education
Award Type:	Competitive
Bid Number:	E924-001
Explanation of Request:	<p>The interim senior vice president for academic affairs and interim vice president and provost of applied technologies, the Gudelsky Institute for Technical Education and Workforce Development & Continuing Education are requesting an award of contract for vocational training and employment services.</p> <p>In June of 2018, the Maryland Office for Refugees and Asylees (MORA) awarded Montgomery College the Targeted Assistance Program (TAP) Grant to provide employment services and vocational training to refugees/asylees through its Refugee Training Program on the Takoma Park/Silver Spring Campus.</p> <p>During their September 17, 2018 meeting, the Board of Trustees approved a five-year award of contract under resolution 18-09-87 will expire on September 30, 2023.</p> <p>The College was awarded the Targeted Assistance Program (TAP) grant again, for a total amount of \$367,672 for fiscal year 2024. This Program stipulates that both employment services and vocational training be provided to program participants.</p> <p>These services benefit the community in that they lead to a better trained local workforce, one that can command higher wages, enjoy a greater range of job options, and fill vital roles in key industries, including healthcare and information technology.</p>
Reason Being Brought to Board:	Board approval is required for all awards valued over

	\$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are planned for and available in the FY24 grant-funded budget.
Annual Dollar Amount:	\$367,672
Vendor Name:	International Rescue Committee Inc.
Vendor Address:	8737 Colesville Road, Suite 1200 Silver Spring, Maryland 20910
Minority Status:	Minority
Minority Classification:	Asian-Indian
Term of Contract:	One year (October 1, 2023 – September 30, 2024), with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for vocational training and employment services to International Rescue Committee Inc. of Silver Spring, Maryland, for a one-year term, starting on October 1, 2023, for an annual not-to-exceed amount of \$367,672.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and in the best interest of the College.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 41000 – Student Success

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Collette
Ms. Fetcher

RESOURCE PERSONS

Mr. Greenfield
Mr. Johnson

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

Resolution Number: **24-09-006**
Adopted on: **9/18/2023**

Agenda Item Number: 8B
September 18, 2023

**Subject: Award of Contract, Vocational Training and Employment Services,
Bid e924-001**

WHEREAS, The interim senior vice president for academic affairs and interim vice president and provost of applied technologies, the Gudelsky Institute for Technical Education and Workforce Development & Continuing Education have requested an award of contract for vocational training and employment services; and

WHEREAS, During their September 17, 2018 meeting, the Board of Trustees approved a five-year award of contract under resolution 18-09-087 will expire on September 30, 2023; and

WHEREAS, Failure to continue to provide these much-needed services will result in a population of Maryland residents not being able to obtain the basic tools essential to becoming gainfully employed and contributing to the state of Maryland; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that planned expenditures are available in the FY24 grant-funded budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on August 10, 2023, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 42 firms downloaded the request for proposal, of which 30 were identified as minority business enterprises; and

WHEREAS, Two responses from minority business enterprises were received, read aloud, and recorded in the Office of Procurement, beginning at 3:00pm on August 25, 2023; and

WHEREAS, Upon evaluation of all submitted proposals by Montgomery College staff, it was determined that the proposal submitted by International Rescue Committee Inc. of Silver Spring, Maryland, was the highest evaluated bidder, meeting all Montgomery College requirements; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 4: Increase economic impact for our students and community; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That the Board of Trustees approve an award of contract for vocational training and employment services to International Rescue Committee Inc. of Silver Spring, Maryland, for a

one year beginning October 1, 2023, for an annual not-to-exceed amount of \$367,672; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and is in the best interest of the College, and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 9A
September 18, 2023

FY23 CURRENT FUND FUNCTIONAL TRANSFER

BACKGROUND

The operating budget of the College is prepared and approved by major functions that have been established by the Maryland Higher Education Commission. State law requires that a request for the transfer of funds between major functions of the current operating fund must be submitted in writing and approved by the county governing body. If the government body fails to act upon a request for a transfer within 30 days, then the request is automatically approved as requested.

A functional transfer is necessary to assure that the College's expenditures do not exceed the functional appropriation approved by the county council in May of 2022. The Education Article of the Annotated Code of Maryland provides guidance on how this transfer is to be completed.

During fiscal year 2023, the College reallocated additional resources for student financial aid in combination with the ending of the federal Higher Education Emergency Relief (HEERF) student funds that provided financial assistance to many of our students over the past three years. Since the College has sufficient expenditure authority in other functions, it is only necessary to request that the county council approve a transfer between functions.

At the conclusion of fiscal year 2023, it was determined that a funds transfer among functional categories was necessary to align actual expenditures to budget.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the attached operating fund functional transfer resolution for submission to the county council for approval.

BACKUP INFORMATION

Board Resolutions
Policy 61001 Fiscal Control
Section 16-304 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: **24-09-007**
Adopted on: **9/18/2023**

Agenda Item Number: 9A
September 18, 2023

Subject: FY23 Current Fund Functional Transfer

WHEREAS, Section 16-304(c)(1) of the Education Article of the Annotated Code of Maryland provides that a community college may not spend more on any major function than the amount appropriated for it; and

WHEREAS, Section 16-304(c)(2)(i) states that the transfer of appropriations between major functions shall be submitted in writing and approved by the county governing body; and

WHEREAS, Section 16-304(c)(2)(i) further states that if the county governing body fails to act on a request for a transfer of appropriations within 30 days, then the request is automatically approved as requested; and

WHEREAS, During fiscal year 2023, the College reallocated resources for student financial aid in combination with the ending of the federal Higher Education Emergency Relief (HEERF) student funds that provided financial assistance to many of our students over the past three years; and

WHEREAS, The operating fund functional transfer aligns with the College's five year strategic plans; and

WHEREAS, The College will exceed the county's approved functional appropriations if proper action is not taken; and

WHEREAS, The president recommends that the Board of Trustees approve the following resolution, and therefore be it

Resolved, That the Board of Trustees hereby authorizes, subject to county council approval a functional budget transfer as listed in the table below, and therefore be it

Functional Category	Approved FY23 Budget	Transfer from (-) or to (+)	Amended FY23 Budget
Instruction	\$ 88,710,114		\$ 88,710,114
Academic Support	45,872,202		45,872,202
Student Services	35,363,749		35,363,749
Operation Maintenance	47,832,562		47,832,562
Institutional Support	50,342,211	(11,685)	50,330,526
Scholarships & Fellowships	6,389,146	11,685	6,400,831
TOTAL	\$274,509.984	\$ 0	\$274,509.984

Resolved, That a copy of this resolution be transmitted to the county executive and county council for approval

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

Agenda Item Number: 9B
September 18, 2023

**FY24 CAPITAL BUDGET FUND TRANSFER FROM PLANNED LIFECYCLE ASSET
REPLACEMENT (PLAR) PROJECT TO THE PLANNING, DESIGN, AND CONSTRUCTION
PROJECT**

BACKGROUND

Request:	To authorize a fund transfer from the planned lifecycle asset replacement project to the planning, design, and construction project.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and the Vice President of Facilities
Approval Type:	Fund transfer between capital projects
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a fund transfer from the planned lifecycle asset replacement project (PLAR) to the planning, design, and construction project. In accordance with county fiscal procedures, the Board is authorized to transfer funds among College projects within the capital budget, as long as the transfer does not exceed 10% of the total appropriation.</p> <p>During their June 21, 2023 meeting, the Board of Trustees approved the transfer of funds for construction in the collegewide library renovation project under resolution 23-06-093, and approved the transfer of funds for furniture and equipment due to supply chain shortages and cost escalations in the Takoma Park/Silver Spring Leggett Math and Science Building under resolution 23-06-094 respectively.</p> <p>Funding in the amount of \$1.65 million needs to be transferred from PLAR to cover positions in the planning, design, and construction project in the Office of Facilities. If these funds are not transferred in the planning, design, and construction project, the budgeted amount will be exceeded by an estimated total of \$444,073 for FY24.</p> <p>There is funding available in the planned lifecycle asset replacement project. The requested transfer is within the parameters set by the county, and the funding sources for both projects are compatible.</p>

Reason Being Brought to Board:	Board approval is required for all fund transfers between capital projects.
Total Dollar Amount:	\$1,650,000
Certification:	The chief business/financial strategy officer certifies that funds are available in the appropriate FY24 capital funds budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve the transfer of funds in the amount of \$1,650,000 from the planned lifecycle asset replacement project to the planning, design, and construction project.

BACKUP INFORMATION

Board Resolution
Policy 61001- Fiscal Control

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Greaney
Mr. Mills

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

Resolution Number: **24-09-008**
Adopted on: **9/18/2023**

Agenda Item Number: 9B
September 18, 2023

Subject: FY24 Capital Budget Fund Transfer From Planned Lifecycle Asset Replacement to the Planning, Design, and Construction Project

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a fund transfer from the planned lifecycle asset replacement project to the planning, design, and construction project; and

WHEREAS, In accordance with College policy on the capital budget, a movement of funds between projects authorized in the capital budget must be consistent with county fiscal procedures authorizing such transactions; and

WHEREAS, The county has indicated that the Board is authorized to transfer a maximum of 10% from any one College project to projects within the College's capital budget; and

WHEREAS, The Board of Trustees approved the transfer of funds during their June 21, 2023 meeting under resolution numbers 23-06-093, and 23-06-094 respectively; and

WHEREAS, Funding in the amount of \$1.65 million needs to be transferred from PLAR to cover positions in the planning, design, and construction project in the Office of Facilities; and

WHEREAS, If these funds are not transferred in the planning, design, and construction project, the budgeted amount will be exceeded by an estimated total of \$444,073 for FY24; and

WHEREAS, Funds totaling \$1,650,000 are available in the FY24 capital budget planned lifecycle asset replacement project that can be used for this purpose; and

WHEREAS, The chief business/financial strategy officer certifies that the funds are available in the FY24 capital budget for this transfer and also certifies that the amount to be transferred totaling \$1,650,000 is within the 10% limit; and

WHEREAS, This resolution aligns with the Montgomery College Strategic Plan Goal 3: Enhance Educational and Organizational Effectiveness; and

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

Resolved, That \$1,650,000 be transferred from the planned lifecycle asset replacement project to the planning, design, and construction project in the FY24 capital budget; and be it further

Resolved, That the county executive and the county council be notified of this action.

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

Agenda Item Number: 10
September 18, 2023

THE 2023 PERFORMANCE ACCOUNTABILITY REPORT

BACKGROUND

The Performance Accountability Report (PAR) is the College's annual report on progress toward reaching benchmarks in key indicators of operations. The report is submitted to the Maryland Higher Education Commission (MHEC) each year. PAR indicators have universal statewide definitions.

This accountability reporting system has been in place since 1996, when it was implemented by MHEC. The reporting structure is based on requirements in the Maryland Higher Education Reorganization Act of 1988. At Montgomery College, the Office of Institutional Research and Effectiveness (OIRE) assumes the primary role for providing the quantitative content of the PAR and coordinating the contributions from administrative offices and Workforce Development & Continuing Education (WDCE). OIRE also assumes the primary role for providing the narrative and coordinating contributions from WDCE and the Office of Business Services.

In addition to a narrative reporting on significant student characteristics, performance metrics and community outreach efforts, the report contains recent trend data on specific quantitative indicators that reflect progress towards benchmarks set by the Board of Trustees, where appropriate. MHEC considers the College's performance on these indicators as the primary component of assessing the institution's effectiveness, and, at the College, the president incorporates the PAR results in monitoring and assessing institutional performance on relevant internal dimensions, in the *Montgomery College Student Success Score Card*.

Upon acceptance of the report by the Board of Trustees, the Performance Accountability Report will be submitted to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2023 Montgomery College Performance Accountability Report, and that the president be authorized to submit the report to the Maryland Higher Education Commission.

BACKUP INFORMATION

2023 Performance Accountability Report (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Hamman

RESOURCE PERSON

Dr. Blaylock

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

Resolution Number: **24-09-009**
Adopted on: **9/18/2023**

Agenda Item Number: 10
September 18, 2023

Subject: The 2023 Performance Accountability Report

WHEREAS, The Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the state's public colleges and universities; and

WHEREAS, The 2023 Montgomery College Performance Accountability Report contains the most recent data on the quantitative performance indicators as well as a written discussion of the trends in the narrative portion of the report; and

WHEREAS, The College uses data in the Performance Accountability Report to assess progress on collegewide student success and to contemplate actions where appropriate; and

WHEREAS, The president recommends acceptance of the College's 2023 Performance Accountability Report; now therefore be it

Resolved, That the Board of Trustees accepts the 2023 Montgomery College Performance Accountability Report; and be it further

Resolved, That the president is authorized to submit the report to the Maryland Higher Education Commission.