



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

CT S109 · Central Services Building · 9221 Corporate Boulevard · Rockville, Maryland
[Link to join Zoom Meeting](#) · By phone: 301-715-8592 · Webinar ID: 981 6208 7514

BOARD OF TRUSTEES

Wednesday, January 24, 2024

Michael A. Brintnall, Ph.D.
Chair
TERM ENDS JUNE 30, 2029

7:00 p.m.

Frieda K. Lacey, Ed.D.
First Vice Chair
TERM ENDS JUNE 30, 2024

Gloria Aparicio Blackwell
Second Vice Chair
TERM ENDS JUNE 30, 2026

Sheryl Brissett Chapman, Ed.D.
TERM ENDS JUNE 30, 2029

Annice Cody
TERM ENDS JUNE 30, 2028

Judy Docca, Ed.D.
TERM ENDS JUNE 30, 2024

Omar A. Lazo
TERM ENDS JUNE 30, 2027

Robert F. Levey
TERM ENDS JUNE 30, 2025

Maricé I. Morales
TERM ENDS JUNE 30, 2025

Rishi G. Nixon
Student Trustee
TERM ENDS JUNE 30, 2024

PRESIDENT AND SECRETARY-TREASURER

Dr. Jermaine F. Williams

1. Call to Order Procedural
2. Roll Call..... Procedural
3. Approval of Agenda Procedural
4. Public Hearing of the FY25 Proposed Operating Budget..... Action
5. Reports Information
 - A. President’s Report
 - B. Committee and Liaison Reports
 - i. Student Success and Economic Impact
 - ii. Budget Review and Financial Sustainability
 - iii. Alumni Association Liaison’s Report
 - C. Chair’s Report
6. Consent Agenda Action
 - A. Minutes
 - i. December 11, 2023 Audit Committee Meeting Minutes
 - ii. December 11, 2023 Public Meeting Minutes
 - B. Personnel Actions Confirmation Report
7. Policy Matters Action
 - A. Modification of Policy 42001–Student Code of Conduct
 - B. Modification of Policy 42002–Campus Behavioral Intervention Teams
 - C. Modification of Policy 43001–Student Financial Aid
 - D. Modification of Policy 43002–Board of Trustees Student Grants and Scholarships

- 8. Academic Matters Action
 - A. Modification of Database Systems Certificate
 - B. Creation of the Psychology Associate of Arts
- 9. Change Order Action
 - Change Order, Sole Source Award of Contract, Continuation of Collegewide Maintenance and Inspection Program for Ammonia Chillers
- 10. Facilities Master Plan..... Action
 - The Montgomery College Facilities Master Plan
- 11. Budget Matter Action
 - The Proposed FY25 Current, Enterprise, and Other Funds Budgets
- 12. New Business Procedural
- 13. Trustee Comments Procedural
- 14. Adjournment..... Procedural

NOTICES

BOARD OF TRUSTEES INFORMATION. The Board’s meeting schedule, agendas, meeting minutes, and records of resolutions are available at www.montgomerycollege.edu/bot.

WRITTEN COMMENTS. The Board of Trustees welcomes written comments, which can be sent to trustees@montgomerycollege.edu or to Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, ATTN: Board of Trustees.

ALTERNATIVE AGENDA FORMAT. This agenda is available in an alternative format upon request, in accordance with the Americans with Disabilities Act, by contacting 240-567-5272 or trustees@montgomerycollege.edu at least two weeks prior to the scheduled board meeting.

COMMUNICATIONS ACCOMMODATIONS. For special accommodations in communicating with the Board, contact 240-567-5272 or trustees@montgomerycollege.edu.

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

Agenda Item Number: 6B
January 24, 2024

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:
Adopted on:

Agenda Item Number: 6B
January 24, 2024

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 November 1, 2023, through November 30, 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 November 1, 2023, through November 30, 2023

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
11/13/2023	Lindstrom, Kristen	Special Programs Coordinator	31	Community-Based Grants WDCE
11/13/2023	Van Camp, Debbie	Director of Planning and Policy	39	Plan & Institutional Effectiveness
11/13/2023	Williams, Hasty	Building Services Worker	11	Facilities Operations – TP/SS
11/27/2023	Dulce, Flores	Program Assistant	21	BITS Dean WDCE
11/27/2023	Gayleard, Kenneth	Operations & Maintenance Sup	29	Facilities Operations – TP/SS
11/27/2023	Roussell, Nicole	Career Res. & GED Inst. Spec.	25	Community-Based Grants WDCE

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
11/02/2023	Amaya, Brian	Public Safety Officer II (CPL)	15	0*	Public Safety – TP/SS
11/03/2023	Kamara, Joseph	Program Assistant	21	13	GIT-N/C Technical Training WDCE
11/08/2023	Garcia, Oscar	Building Services Worker	11	0*	Facilities Operations – TP/SS
11/09/2023	Dang, Phuoc	Transcript Eval. Prog. Mgr.	25	8	Records & Registration
11/10/2023	Enloe, Gregory	Alumni Director	31	11	Advancement – Alumni
11/10/2023	Umar, Idowu	Building Services Worker	11	0*	Facilities Operations – RV
11/10/2023	Lee, Richard ¹	Building Services Supervisor	23	17	Facilities Operations – RV
11/10/2023	Ron, Tal	Int. Audit & Advis. Svc. Dir	37	0*	Compliance
11/10/2023	Washington, Sergio	Stud. Affairs Init. Prog. Mgr.	29	5	CW Dean-Student Success-RV
11/17/2023	Escobar, Juan	Building Services Supervisor	23	9	Facilities Operations – GT
11/30/2023	Greene, Annette ¹	Placement & Learning Advis.	27	17	CEELS Dean WDCE

STAFF EMPLOYMENTS: Ethnicity and Gender

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

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	2	4	3	1	0	0	10
TOTAL	3	4	3	1	0	0	11

¹ Retirement

* Less than one year

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

Agenda Item Number: 7A
January 24, 2024

POLICY MODIFICATION: 42001–STUDENT CODE OF CONDUCT

General Information

Policy Number:	42001
Contained in Chapter:	Chapter Four
Policy Title:	Student Code of Conduct
Policy Creation Date:	May 20, 1985
Most Recent Modification Date:	May 20, 1985

Changes, Additions, Deletions

Line Number	Purpose
9	Deleted words “are adults who” to ensure the policy applies to all students, including Dual Enrollment Students.
15-16	Addition of words “to apply to all students” to ensure the policy applied to all students.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 42001–Student Code of Conduct.

BACKUP INFORMATION

Resolution
42001–Student Code of Conduct

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Dr. Gregory

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

Resolution Number:
Adopted on:

Agenda Item Number: 7A
January 24, 2024

Subject: Policy Modification: 42001–Student Code of Conduct

WHEREAS, The Board of Trustees created Policy 42001–Student Code of Conduct in 1985;
and

WHEREAS, The policy has served an important purpose in maintaining an environment that promotes learning, protects the integrity of the academic process, and protects the College community; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and been updated; and

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

Resolved, That Policy 42001–Student Code of Conduct be amended as indicated in the attached draft; and be it further

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

Chapter: Student Affairs

Modification No. ~~001~~-002

Subject: **Student Code of Conduct**

- 1 I. Montgomery ~~Community~~ College is dedicated to providing a quality comprehensive educational
2 program designed to meet the diverse and changing educational, social, economic, and cultural
3 needs of the community. The College is committed not only to learning and the advancement of
4 knowledge, but also to the development of ethically sensitive and responsible persons. It seeks to
5 achieve these goals through a sound educational program and through regulations and policies
6 governing student life that encourage responsibility and respect for the rights and viewpoints of
7 others.
8
- 9 II. The College believes in the premise that students ~~are adults who~~ are responsible for their own
10 actions and who should be free to pursue their educational objectives in an environment that
11 promotes learning, protects the integrity of the academic process, and protects the College
12 community.
13
- 14 III. To promote this overall policy, the Montgomery College Board of Trustees authorizes the
15 President of the College to establish a Montgomery College Student Code of Conduct to apply to
16 all students. Student enrollment at Montgomery College presupposes a commitment to the
17 principles, policies, and procedures embodied in this Code.
18
- 19 IV. The President is authorized to develop procedures necessary to implement this policy.
20
21
22

23 Board Approval: May 20, 1985; DATE.

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

Agenda Item Number: 7B
January 24, 2024

POLICY MODIFICATION: 42002–CAMPUS BEHAVIORAL INTERVENTION TEAM

General Information

Policy Number:	42002
Contained in Chapter:	Chapter Four
Policy Title:	Campus Behavioral Intervention Team
Policy Creation Date:	February 22, 2016.
Most Recent Modification Date:	February 22, 2016.

Changes, Additions, Deletions

Line Number	Purpose
Title	Removed “Campus” to allow for the possibility that Behavioral Intervention Teams may be collegewide.
5-13	Deleted background information and reference to specific organizations.
15-18	Modification to adjust placement of main policy language.
25-29	Modification to adjust placement of main policy language.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 42002–Campus Behavioral Intervention Teams.

BACKUP INFORMATION

Resolution
42002–Campus Behavioral Intervention Team

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Dr. Gregory

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B
January 24, 2024

Subject: Policy Modification: 42002–Campus Behavioral Interventional Teams

WHEREAS, The Board of Trustees created Policy 42002–Campus Behavioral Intervention Teams in 2016; and

WHEREAS, The policy has served an important purpose in ensuring the overall health and safety of Montgomery College students, staff, and faculty; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and been updated; and

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

Resolved, That Policy 42002–Campus Behavioral Intervention Teams be amended as indicated in the attached draft; and be it further

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

Chapter: Student Affairs

Modification No. ~~001~~-002

Subject: ~~Campus~~ Behavioral Intervention Teams

- 1 I. Montgomery College is committed to promoting the overall health and safety of Montgomery
- 2 College students, staff, and faculty by providing proactive assistance to students who are
- 3 exhibiting behaviors of concern.
- 4
- 5 II. ~~Behavioral Intervention Teams (B.I.T.) are used in higher education as a proactive way to~~
- 6 ~~address the growing need in the college and university community for a centralized, coordinated,~~
- 7 ~~caring, developmental intervention for those in need prior to crisis. Montgomery College is a~~
- 8 ~~member of NaBITA (National Behavioral Intervention Team Association), an organization for the~~
- 9 ~~support and professional development of behavioral intervention teams. The College is also a~~
- 10 ~~member of the statewide Behavioral Intervention Team Affinity Group. The Behavioral~~
- 11 ~~Intervention Team members participate in ongoing training to ensure current and best practices~~
- 12 ~~as well as provide training and education to the College community in addressing student~~
- 13 ~~behaviors of concern.~~
- 14
- 15 II. ~~Therefore, it is the policy of the Board of Trustees to create campus the~~
- 16 ~~establishment of Behavioral Intervention Teams (B.I.T.) as a proactive way to provide a~~
- 17 ~~centralized, coordinated, caring, developmental intervention for those in need prior to crisis and to~~
- 18 ~~which student behaviors of concern can be referred and addressed.~~
- 19
- 20 III. The Student Code of Conduct, which governs students' rights and responsibilities, requires the
- 21 College to take action after the occurrence of an incident or perceived violation. By contrast, the
- 22 use of Behavioral Intervention Teams (B.I.T.) is preventative and allows the College to respond to
- 23 student behaviors of concern before an actual incident occurs.
- 24
- 25 IV. ~~Therefore, it is the policy of the Board of Trustees to create campus Behavioral Intervention~~
- 26 ~~Teams (B.I.T.) to which student behaviors of concern can be referred and addressed. The B.I.T.~~
- 27 ~~conducts threat assessments for referred students of concern and recommends interventions to~~
- 28 ~~manage the concerning or threatening behavior to assure the safety and rights of the student~~
- 29 ~~and/or others and to minimize the disruption to the College community.~~
- 30
- 31 V. The B.I.T. will make recommendations to the President regarding interventions, policies,
- 32 procedures, practices, and education consistent with College policy and procedures.
- 33
- 34 VI. The President is authorized to develop procedures to implement this policy.
- 35
- 36
- 37

Board Approval: February 22, 2016; DATE.

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

Agenda Item Number: 7C
January 24, 2024

POLICY MODIFICATION: 43001–STUDENT FINANCIAL AID

General Information

Policy Number:	43001
Contained in Chapter:	Chapter Four
Policy Title:	Student Financial Aid
Policy Creation Date:	July 16, 1984
Most Recent Modification Date:	March 21, 2016

Changes, Additions, Deletions

Line Number	Purpose
5	Deleted words “and equitable” to avoid misunderstanding because not all students are eligible to receive aid.
9-10	Modified language to include merit as a basis of awarding financial aid referring to reflect current practice.
10	Added “or” (to indicate “parents and/or students”) so as to recognize that many of our students do not leverage this structure to determine their financial means.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 43001–Student Financial Aid.

BACKUP INFORMATION

Resolution
43001–Student Financial Aid

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Mr. Dietz
Ms. Taylor

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C
January 24, 2024

Subject: Policy Modification: 43001–Student Financial Aid

WHEREAS, The Board of Trustees created Policy 43001–Student Financial Aid in 1984; and

WHEREAS, The policy has served an important purpose in ensuring the College provides a financial aid program to support students attendance; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and been updated; and

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

Resolved, That Policy 43001–Student Financial Aid be amended as indicated in the attached draft; and be it further

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

Chapter: Student Affairs

Modification No. ~~002~~-003

Subject: **Student Financial Aid**

- 1 I. It is the philosophy of the Board of Trustees that no student should be restricted from the privilege
2 of attending Montgomery College because of limited financial resources. The student financial
3 aid program at Montgomery College has been developed to act on this philosophy.
4
- 5 II. The College will determine student eligibility, disburse funds in a fair ~~and equitable~~ manner, and
6 administer the funds in a manner that provides for accountability.
7
- 8 III. The financial aid funds, ~~unless otherwise specified by the sponsoring agency,~~ will be awarded on
9 ~~the basis of need, and/or merit, and/or in line with the guidelines of the sponsoring agency. a~~
10 ~~financial need basis.~~ The determination of financial need recognizes that parents and/or students
11 are expected to contribute to educational expenses according to their means.
12
- 13 IV. The president is authorized and directed to establish procedures to implement this policy.
14

15
16

Board Approval: July 16, 1984; March 21, 2016; DATE.

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

Agenda Item Number: 7D
January 24, 2024

**POLICY MODIFICATION: 43002–BOARD OF TRUSTEES STUDENT GRANTS AND
SCHOLARSHIPS**

General Information

Policy Number:	43002
Contained in Chapter:	Chapter Four
Policy Title:	Board of Trustees Student Grants and Scholarships
Policy Creation Date:	July 16, 1984
Most Recent Modification Date:	March 21, 2016

Changes, Additions, Deletions

Line Number	Purpose
1-3	Edited language referring to access to higher education from “to an economically and academically diverse population of students” to more simply read “all” in order to be inclusive of all kinds of diversity.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 43002–Board of Trustees Student Grants and Scholarships.

BACKUP INFORMATION

Resolution
Policy 43002–Board of Trustees Student Grants and Scholarships

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Mr. Dietz
Ms. Taylor

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

Resolution Number:
Adopted on:

Agenda Item Number: 7D
January 24, 2024

Subject: Policy Modification: 43002–Board of Trustees Student Grants and Scholarships

WHEREAS, The Board of Trustees created Policy 43002–Board of Trustees Student Grants and Scholarships in 1984; and

WHEREAS, The policy has served an important purpose in ensuring access to education is affordable for all student who wish to pursue it; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and been updated; and

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

Resolved, That Policy 43002–Board of Trustees Student Grants and Scholarships be amended as indicated in the attached draft; and be it further

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

Chapter: Student Affairs

Modification No. ~~005~~006

Subject: **Board of Trustees Student Grants and Scholarships**

- 1 I. The Montgomery College Board of Trustees is committed to making access to higher
2 education affordable for all to providing access to higher education to an economically
3 and academically diverse population of students. Board of Trustees grants and
4 scholarships are provided by the College's Board of Trustees to assist recent
5 Montgomery County Public School graduates, Montgomery County residents, and a
6 limited number of Maryland state and out-of-state residents who have financial need or
7 have demonstrated academic potential.
8
- 9 II. The Board of Trustees authorizes the President to occasionally designate grants or
10 scholarships for special purposes. When there are such occasions, there may be
11 additional criteria which must be met by applicants.
12
- 13 III. The President is authorized and directed to establish procedures to implement this policy.
14

15
16

Board Approval: July 16, 1984; April 21, 1986; November 21, 1988; May 10, 2004; March 21,
17 2016; DATE,

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

Agenda Item Number: 8A
January 24, 2024

MODIFICATION OF DATABASE SYSTEMS CERTIFICATE

BACKGROUND

Per Goal 4 in the College's 2023—2028 strategic plan, increase economic impact for our students and community, a primary College objective is to identify relevant skills that prepare students for the future and incorporate those skills into appropriate pathways. In support of this goal, Montgomery College is prepared to offer the revised database systems certificate in fall 2024.

The database systems certificate provides training, skills, and knowledge that prepare students for employment as entry-level database programmers and designers or provides current professionals with essential database programming and design skills. Students will create and manipulate Microsoft Access and web database applications, as well as write database user interfaces in the Visual Basic.Net environment. The program is designed for students preparing for an entry-level position in database administration, individuals wishing to incorporate a database skillset within their current career, or those currently employed in unrelated careers intending to make a significant career change.

While the database systems certificate has been relevant for many years, the discipline would like to revise the program to meet the needs of today's students and employers. The revised certificate will focus on database and web technology skills that help students demonstrate competency in basic database design concepts. Visual programming will be removed from the program as this is no longer a focus. Two outdated web application development courses will be replaced with a 3-credit TECH elective and an SQL course (Standard Query Language) that teaches the concepts, design, architecture, and components of the Oracle database system and SQL. As a result, the certificate credit count will decrease from 20 to 16 credits. Fine-tuning the scope of the database systems certificate curriculum prepares students to increase their economic future with a reduced time to completion at less cost.

RECOMMENDATION

It is recommended that the Board of Trustees approve the aforementioned substantial modifications to the database systems certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Price

RESOURCE PERSONS

Dr. Benjamin

Dean Henley

Ms. Leonard

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

Resolution Number:
Adopted on:

Agenda Item Number: 8A
January 24, 2024

Subject: Modification of Database Systems Certificate

WHEREAS, Per Goal 4 in the College's 2023 - 2028 strategic plan, increase economic impact for our students and community, a primary College objective is to identify relevant skills that prepare students for the future and incorporate those skills into appropriate pathways; and

WHEREAS, In support of this goal, Montgomery College is prepared to offer the revised database systems certificate in fall 2024; and

WHEREAS, The database systems certificate provides training, skills, and knowledge that prepare students for employment as entry-level database programmers and designers or provides current professionals with essential database programming and design skills; the program is designed for students preparing for an entry-level position in database administration, individuals wishing to incorporate a database skillset within their current career, or those currently employed in unrelated careers intending to make a significant career change; and

WHEREAS, While the database systems certificate has been relevant for many years, the discipline would like to revise the program to meet the needs of today's students and employers; and

WHEREAS, The revised certificate will focus on database and web technology skills that help students demonstrate competency in basic database design concepts and manipulation; and

WHEREAS, Visual programming will be removed from the program as this is no longer a focus, and two outdated web application development courses will be replaced with a 3-credit TECH elective and an SQL course (Standard Query Language) that teaches the concepts, design, architecture, and components of the Oracle database system and SQL; and

WHEREAS, As a result, the certificate credit count will decrease from 20 to 16 credits; and

WHEREAS, Fine-tuning the scope of the database systems certificate curriculum prepares students to increase their economic future with a reduced time to completion at less cost; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the substantial modifications to the database systems certificate; and be it further

Resolved, That an application for substantial modifications to the database systems certificate be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 8B
January 24, 2024

CREATION OF THE PSYCHOLOGY ASSOCIATE OF ARTS

BACKGROUND

Per Goal 4 in the College's 2023—2028 strategic plan, increase economic impact for our students and community, a primary College objective is to identify relevant skills that prepare students for the future and incorporate those skills into appropriate pathways. In support of this goal, Montgomery College is prepared to offer the new psychology associate of arts in fall 2024.

The new psychology associate of arts is designed for students planning to transfer to a four-year institution to complete a bachelor's degree in psychology. The 60-credit pathway exposes students to important psychology coursework while incorporating key General Education courses needed for transfer. The curriculum aligns with the American Psychological Association's recommendations for undergraduate education in psychology. The program prepares students who plan to serve the psychology community as advocates in health care organizations, human services, education, research, social work, legal services, military roles, and as mental health professionals. The psychology degree can be completed either on campus or online.

The new psychology program will help meet the growing need for highly skilled psychology professionals. According to the United States Bureau of Labor Statistics, in 2021 there were 3,418,420 jobs in the psychology field. The Bureau projects the overall employment of psychologists to grow six percent through 2032, which is about 12,800 new jobs in the field. The projected increase is 18 percent for substance abuse, behavioral disorder, and mental health counselors. Montgomery College's new psychology associate of arts will ultimately increase the number of mental health professionals in the community, particularly those from underrepresented populations.

In addition to fulfilling workforce needs in the local Washington, D.C. region, the new psychology program will facilitate transfer to institutions offering bachelor degrees in psychology. Montgomery College has pending articulation agreements for psychology degrees at the University of Maryland College Park and the University of Maryland Baltimore County at the Universities at Shady Grove campus. The program will facilitate an increased growth in articulations with other academic institutions as well.

The new psychology degree will be implemented with existing institutional resources within the psychology department. Highly qualified faculty, equipment, and library resources are already in place as the courses are currently being offered by the department.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the psychology associate of arts with a fully online completion option and that applications for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Price

RESOURCE PERSONS

Dr. Benjamin
Ms. De La Rosa
Ms. Leonard

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

Resolution Number:
Adopted on:

Agenda Item Number: 8B
January 24, 2024

Subject: Creation of the Psychology Associate of Arts

WHEREAS, Per Goal 4 in the College's 2023—2028 strategic plan, increase economic impact for our students and community, a primary College objective is to identify relevant skills that prepare students for the future and incorporate those skills into appropriate pathways; and

WHEREAS, In support of this goal, Montgomery College is prepared to offer the new psychology associate of arts in fall 2024; and

WHEREAS, The new psychology associate of arts is designed for students planning to transfer to a four-year institution to complete a bachelor's degree in psychology; the 60-credit pathway exposes students to important psychology coursework while incorporating key General Education courses needed for transfer; and

WHEREAS, The curriculum aligns with the American Psychological Association's recommendations for undergraduate education in psychology and prepares students who plan to serve the psychology community as advocates in health care organizations, human services, education, research, social work, legal services, military roles, and as mental health professionals; and

WHEREAS, The psychology degree can be completed either on campus or online; and

WHEREAS, The new psychology program will help meet the growing need for highly skilled psychology professionals; and

WHEREAS, According to the United States Bureau of Labor Statistics, in 2021 there were 3,418,420 jobs in the psychology field; the Bureau projects the overall employment of psychologists to grow six percent through 2032, which is about 12,800 new jobs in the field, and the projected increase is 18 percent for substance abuse, behavioral disorder, and mental health counselors; and

WHEREAS, Montgomery College's new psychology associate of arts will ultimately increase the number of mental health professionals in the community, particularly those from underrepresented populations; and

WHEREAS, In addition to fulfilling workforce needs in the local Washington, D.C. region, the new psychology program will facilitate transfer to institutions offering bachelor degrees in psychology; Montgomery College has pending articulation agreements for psychology degrees at the University of Maryland College Park and the University of Maryland Baltimore County at the Universities at Shady Grove campus; and

WHEREAS, The proposed psychology degree will be implemented with existing institutional resources within the psychology department; highly qualified faculty, equipment, and library resources are already in place as the courses are currently being offered by the department; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the creation of the psychology associate of arts with a fully online option; and be it further

Resolved, That applications for approval of the psychology associate of arts with an online option be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 9
January 24, 2024

**CONTRACT CHANGE ORDER
SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF COLLEGEWIDE MAINTENANCE AND
INSPECTION PROGRAM FOR AMMONIA CHILLERS**

BACKGROUND

Request:	Spend authority increase
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting a spend authority increase for maintenance services on Frick brand industrial ammonia chillers collegewide.</p> <p>During its September 2011 meeting, the Board of Trustees approved a sole source award of contract for a collegewide maintenance and inspection program for Frick ammonia chillers currently in place under resolution 11-09-116, and approved the continuation of this program under resolutions 16-06-096 and 21-06-068, respectively.</p> <p>Ammonia chillers are installed in central plants on all three campuses. Continued factory maintenance is vital to the proper operation of the central plant chillers to ensure no disruption of the air conditioning units. The current fleet of campus-based Frick ammonia chillers reduce power consumption related to air conditioning by approximately 40 percent, which in turn reduces energy costs for the College.</p> <p>A spend authority increase is being requested for the remainder of FY24, in addition to FY25 and FY26, to address additional services needed to further maintain existing chillers throughout the College. Services include the replacement of aging or failed parts/components there are not covered under the current routine inspections/maintenance services that consist of adding refrigerant, change oils and filters, and replacement of sensors, valves, compressors etc. Industrial Refrigeration Inc. remains the manufacturer's sole sales and service provider in the state of Maryland. The current Board approval expires on June 30, 2026.</p>

Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that Industrial Refrigeration Inc. remains the manufacturer's sole sales and service provider in the state of Maryland, and chief business/financial strategy officer certifies that funds are planned for and available in the FY24 operating budget.
Dollar Amount:	(FY24) \$200,000 (FY25) \$200,000 (FY26) \$200,000
Vendor Name:	Industrial Refrigeration Inc.
Vendor Address:	Baltimore, Maryland
Minority Status:	Non-minority Firm
Term of Contract:	One year (prorated), with two one-year renewal options.

RECOMMENDATION

It is recommended that the Board of Trustees approve a spend authority increase for the remainder of FY24, to \$200,000, along with \$200,000 in spend authority for FY25 and FY26 respectively, for the purchase of additional ammonia chiller maintenance services, for a not-to-exceed amount of \$600,000.

BACKUP INFORMATION

Board Resolutions 11-09-116, 16-06-096, and 21-06-068
Policy 72001 – Construction Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 9
January 24, 2024

Subject: Contract Change Order, Sole Source Award of Contract, Continuation of Collegewide Maintenance and Inspection Program for Ammonia Chillers

WHEREAS, The senior vice president for administrative and fiscal services is requesting the continuation of maintenance services for Frick brand industrial ammonia chillers collegewide; and

WHEREAS, During its September 2011 meeting, the Board of Trustees approved a sole source award of contract for a collegewide maintenance and inspection program for Frick ammonia chillers currently in place under resolution 11-09-116, and approved the continuation of this program under resolutions 16-06-096 and 21-06-068 respectively; and

WHEREAS, Industrial Refrigeration Inc. remains the manufacturer's sole sales and service provider in the state of Maryland; and

WHEREAS, Ammonia chillers are installed in central plants at all three campuses and continued factory maintenance is vital to the proper operation of these chillers, which ensures no disruption of the air conditioning units; and

WHEREAS, The current fleet of collegewide ammonia chillers reduces power consumption related to air conditioning by approximately 40 percent, which in turn reduces energy costs for the College; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 2: Cultivate a sense of belonging for everyone at the College; and

WHEREAS, The director of procurement affirms that Industrial Refrigeration Inc. of Baltimore Maryland, remains the manufacturer's sole authorized service provider for the ammonia chillers in place at the College, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY24 operating budget; and

WHEREAS, College policy states that formal bidding process may be dispensed with in the event of a sole source procurement; and

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

Resolved, That a spend authority increase be approved for the remainder of FY24, to \$200,000, along with \$200,000 in spend authority for FY25 and FY26 respectively, for the purchase of additional ammonia chiller maintenance services, for a not-to-exceed amount of \$600,000; 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: 10
January 24, 2024

THE 2023-2033 COLLEGEWIDE FACILITIES MASTER PLAN

BACKGROUND

The 2023—2033 Collegewide Facilities Master Plan (FMP) was presented and discussed at the November 13, 2023, Board of Trustees meeting. The Code of Maryland Regulations (COMAR) requires that each community college “shall develop and submit by February 1 of each year a facilities master plan or addendum which supports the College’s role and mission. The plan shall be updated every 10 years or whenever major changes occur in the role and mission statements or in other plan components which have significant facilities implications.”

The current comprehensive Facilities Master Plan covers the period of 2013 to 2023. This FMP was approved by the Board of Trustees under Resolution No. 16-01-003 and endorsed by the Maryland Higher Education Commission (MHEC) thereafter. Annual FMP updates were submitted to MHEC on February 1 from 2016 until 2022. The annual updates report on the College’s progress in renovating existing and constructing new facilities per the 2013 to 2023 FMP.

The College awarded a contract to CannonDesign for the preparation of the required 10-year update of the 2023 to 2033 FMP. This effort involved numerous meetings, both internal and external public meetings, planning sessions and reviews by the Administration, College stakeholders in academics, Workforce Development & Continuing Education, and Central Services. Public meetings were held at the Takoma Park/Silver Spring Campus on May 25, 2023, and virtual Takoma Park-focused meetings on May 4, June 6, September 13, and October 5, 2023. Public meetings with a Rockville-focus were held on June 8, 2023; a Germantown-focus meeting held on June 13, 2023; and a meeting with a future East County Campus-focus was held on June 15, 2023. Several additional collegewide focus meetings were held on May 2 and September 21, 2023.

The master planning process revealed new space needs that have derived from the way that students access their academic classes in multiple modes. The FMP reveals facilities repurposing, additions, replacements along with areas of academic program and services growth. The proposed 10-year, Collegewide FMP provides a detailed response that addresses all of the needs of the College. This plan identifies future development opportunities outside of this 10-year plan. In response to the fiscal realities confronting the state and county, the 2023—2033 Collegewide FMP proposes a project phasing plan that identifies the desired sequence and responses to the College’s needs. Detailed cost estimates for all of the projects included in the 10-year plan are in progress and will be included in a separate appendix. The Board is being asked to act on the final plan and approve its transmittal prior to the February 1, 2024 submission to MHEC for its consideration and endorsement.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2023–2033 Collegewide Facilities Master Plan and approve its transmittal to MHEC.

BACKUP INFORMATION

Board Resolution
2023–2033 Collegewide Facilities Master Plan with Executive Summary
Policy 71001- Space Planning and Utilization
Policy 72001- Construction Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Mills

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 10
January 24, 2024

Subject: The 2023—2023 Collegewide Facilities Master Plan

WHEREAS, In accordance with the Code of Maryland Regulations (COMAR), the Maryland Higher Education Commission requires (COMAR 13B.07.04.02) that each community college prepare a facilities master plan as the foundation of a sound capital budget process for the purpose of establishing a framework for the orderly development of all capital improvements to support the role and mission of the institution, and that institutions regularly review the plans and update them “whenever major changes occur to the role and mission statements, or other plan components which have significant facilities implications”; and

WHEREAS, The new plan is a report on the status of the projects in the current Capital Improvements Program (CIP), which includes several deferred maintenance projects and introduces proposed changes to accommodate new programs in partnership with Montgomery County Public Schools; and

WHEREAS, On February 1, 2016, under resolution 16-01-003, the Board of Trustees approved and adopted the 2013 to 2023 Collegewide Facilities Master Plan that has guided the development of the College since that time; and

WHEREAS, On December 12, 2016, under resolution 16-12-139, the Board of Trustees approved and adopted an amendment to the 2013 to 2023 Collegewide Facilities Master Plan to include the acquisition of a building to centralize and consolidate central services in a new location – Central Services (CT); and

WHEREAS, On June 25, 2018, under resolution 18-06-042, the Board of Trustees approved and adopted an Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013-2023 Facilities Master Plan to report on the status of the projects in the current Capital Improvements Program (CIP) and to include several deferred maintenance projects so that they may be deemed eligible for the Facilities Renewal Grant Program that was signed into law by the Governor on May 15, 2018; and

WHEREAS, On January 29, 2020, under resolution 20-01-009, the Board of Trustees approved and adopted an Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013-2023 Facilities Master Plan to report on the status of the projects in the current Capital Improvements Program (CIP), updates to deferred maintenance projects, and to include proposed changes to accommodate new programs in partnership with Montgomery County Public Schools; and

WHEREAS, On February 1, 2021, under resolution 21-01-002, to report on the status of the projects in the current Capital Improvements Program (CIP), to provide updates to deferred maintenance projects, and to include proposed changes to include the Rockville Macklin Tower Library Renovation, the Takoma Park/Silver Spring Resource Center Library Renovation, and the Pinkney Innovation Complex for Science and Technology at Montgomery College; and

WHEREAS, This resolution aligns with all four goals in the College's 2023 through 2028 Strategic Plan; and

WHEREAS, The vice president of facilities requests approval of the new 2023 to 2033 Collegewide Facilities Master Plan; and

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

Resolved, That the Board of Trustees approves the new 2023 to 2033 Collegewide Facilities Master Plan; and be it further

Resolved, That the president is authorized to transmit the new 2023 to 2033 Collegewide Facilities Master Plan to the Maryland Higher Education Commission and other State agencies as required.

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

Agenda Item Number: 11
January 24, 2024

THE FY25 CURRENT, ENTERPRISE, AND OTHER FUND BUDGETS

BACKGROUND

On December 11, 2023, during the public meeting of the Board of Trustees, the president presented the proposed FY25 Current, Enterprise, and Other Fund budgets. The Board expressed its recognition and the need for the College to meet its mission by (a) protecting and enhancing student access; (b) providing quality education through programs and services; (c) maintaining reasonable tuition and fee rates; and, (d) increase the economic impact for our students and county. The proposed budget expresses the Board's and the president's desire and commitment to student access, learning, completion and post completion success, and support of employees.

The Current Fund budget, the largest of the operating fund budgets, is \$283,008,780 which represents an increase of approximately 1.0 percent compared to the FY24 approved Current Fund budget. This budget assumes \$203,080,202 in support from the county and state.

The table below summarizes the proposed FY25 budget by fund:

Current Fund	\$ 283,008,780
Workforce Development & Continuing Education	\$ 22,748,598
Auxiliary Enterprises Fund	\$ 1,959,598
Cable Television	\$ 1,894,942
Emergency Plant Maintenance and Repair	\$ 350,000
Transportation Fund	\$ 4,200,000
Major Facilities Reserve Fund	\$ 2,000,000
Federal, State and Private Grants	\$ 18,533,500

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY25 Current, Enterprise, and Other Fund budgets.

BACKUP INFORMATION

Board Resolutions
Part A: The FY25 Current and Enterprise Budgets
Part B: The FY25 Other Fund Budgets

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number:
Adopted on:

Agenda Item Number: 11
January 24, 2024

Subject: The FY25 Current and Enterprise Budgets

WHEREAS, During the December 11, 2023, meeting of the Board of Trustees, the president presented the proposed FY25 Current, Enterprise, and Other Fund budgets; and

WHEREAS, The Board also recognizes the College's need to meet its mission by (a) protecting and enhancing student access; (b) providing quality education through programs and services; (c) maintaining reasonable tuition and fee rates; and, (d) increase the economic impact for our students and county; and

WHEREAS, These budgets express the Board's and the president's desire and commitment to student learning, access, completion and post completion success, and their support of employees; and

WHEREAS, The Current Fund budget assumes \$203,080,202 in support from the county and state; and

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

Resolved, That the Board of Trustees adopts the FY25 operating budget in the amount of \$283,008,780, for the Current Fund, \$22,748,598 for the Workforce Development & Continuing Education Fund, and \$1,959,598 for the Auxiliary Enterprises Fund; and be it further

Resolved, That the budgeted amounts are subject to funding and appropriate action by the Montgomery County Government, and the amounts are subject to further technical refinement before the budget is submitted for recommendation to the county executive and the county council.

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

Resolution Number:
Adopted on:

Agenda Item Number: 11
January 24, 2024

Subject: The FY25 Other Funds Budgets

WHEREAS, The College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, The exact funding of special College projects and/or proposals is not certain at this time; and

WHEREAS, Amounts shown in the budget document for cable television, emergency plant maintenance and repair fund, major facilities reserve fund, transportation fund, and federal, state, and private grants and contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, It is essential to the success of these special programs for the president to have flexibility to deal with the changing external circumstances associated with these programs; now therefore be it

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that these amounts are estimates; and be it further

Resolved, That the president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY25, provided expenditures do not exceed revenues.