



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

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

This meeting was held via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 963 6930 6064

May 15, 2023, 6:45 p.m.

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

Agenda Item Number: 6A
May 15, 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: **23-05-068**
Adopted on: **5/15/2023**

Agenda Item Number: 6A
May 15, 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 March 1, 2023, through March 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 March 1, 2023, through March 31, 2023**

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
03/06/2023	Beckwith, Brittany	ACES Student Success Coord	27	ACES-Achiev Coll Excell & Succ
03/06/2023	Brown, Dwaine	ACES Student Success Coord	27	ACES-Achiev Coll Excell & Succ
03/06/2023	Jordan, Danielle Shanell	ACES Student Success Coord	27	ACES-Achiev Coll Excell & Succ
03/06/2023	Montano, Antonio	Equity & Inclusion Program Mgr	31	President's Office
03/06/2023	Craig, Michele	Administrative Aide II	19	History & Political Science
03/20/2023	Kouassi, Brisoa	Building Equipment Mechanic II	25	Facilities Operations – RV
03/20/2023	Purification, Socrates	IT Support Specialist-NB	25	OIT Academic Services
03/20/2023	Woodby-Brown, Sara	Nursing Lab & Clinical Assoc	29	Nursing, TP/SS

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
03/03/2023	Flemming Mensah, Tahrea	ACES Student Success Coord	27	1	ACES-Achiev Coll Excell & Succ
03/03/2023	French, Andrew	Grounds Maint Work Lead	17	2	Facilities – Central Admin
03/07/2023	Cherokee Jr., James	Public Safety Officer II (CPL)	15	0*	Pub Safety, Health & Emerg Manag
03/31/2023	Isom, Sherry A ¹	Administrative Aide II	19	9	Collegewide Athletics
03/31/2023	Racek, Emmilee	Chief Compliance Officer	39	4	President's Office

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

* Less than one year

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

FACULTY

FACULTY EMPLOYEMENTS

Effective Date	Name	Position Title	Department
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FACULTY SEPARATIONS: NONE

Effective Date	Name	Position Title	YOS	Department
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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 6B
May 15, 2023

**GRADUATES RECEIVING ASSOCIATE DEGREES AND
PROGRAM CERTIFICATES IN FALL 2022**

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.

RECOMMENDATION

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.

BACK-UP 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: **23-05-069**
Adopted on: **5/15/2023**

Agenda Item Number: 6B
May 15, 2023

**Subject: Graduates Receiving Associate Degrees and Program Certificates in
Fall 2022**

WHEREAS, It is necessary that the Board take action 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, have successfully completed in the fall 2022 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 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 officer that such students have met all applicable requirements.

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

Agenda Item Number: 6C
May 15, 2023

**GRADUATES RECEIVING ASSOCIATE DEGREES AND
PROGRAM CERTIFICATES IN SPRING 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.

RECOMMENDATION

The Board of Trustees is asked to ratify 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.

BACK-UP INFORMATION

Board Resolution
List of Expected 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: **23-05-070**
Adopted on: **5/15/2023**

Agenda Item Number: 6C
May 15, 2023

**Subject: Graduates Receiving Associate Degrees and Program Certificates in
Spring 2023**

WHEREAS, It is necessary that the Board take action 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 spring 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 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 officer that such students have met all applicable requirements.

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

Agenda Item Number: 7A
May 15, 2023

**ADDITION OF A FULLY ONLINE DELIVERY OPTION
FOR THE COMMUNICATION STUDIES ASSOCIATE OF ARTS**

BACKGROUND

Per the College's MC2025 Strategic Plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences. Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses. Montgomery College currently offers 14 online degrees and nine online certificates. Another six fully online programs are pending approval from the Maryland Higher Education Commission.

In support of this goal, the communication studies discipline is prepared to offer fully online delivery option for the communication studies associate of arts. Providing Montgomery College students with a fully online option for program completion offers working professionals a pathway to degree completion, and it helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format. A fully online delivery option also allows the departments to advertise the online programs to attract more students.

The outstanding quality of a Montgomery College education remains the same for programs with a fully online option. The College's online programs follow the same curriculum at the same cost as the on-campus options. All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students have online access to the College's same exceptional student support services. The online delivery option will use the same institutional resources as the on-campus delivery option. Furthermore, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality.

RECOMMENDATION

It is recommended that the Board of Trustees approve the addition of a fully online delivery option for the communication studies associate of arts and that the president be authorized to submit an application for approval to the Maryland Higher Education Commission.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Fechter

RESOURCE PERSONS

Dr. Glade
Ms. Leonard
Dr. Stewart

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

Resolution Number: **23-05-071**
Adopted on: **5/15/2023**

Agenda Item Number: 7A
May 15, 2023

Subject: Addition of a Fully Online Delivery Option for the Communication Studies Associate of Arts

WHEREAS, Per the College's 2025 Strategic Plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences; and

WHEREAS, Montgomery College has seen tremendous growth in fully asynchronous online courses and in recent years has also seen growth in synchronous structured remote courses; and

WHEREAS, Montgomery College currently offers 14 online degrees and nine online certificates; another six fully online programs are pending approval from the Maryland Higher Education Commission; and

WHEREAS, In support of this goal, the communication studies discipline is prepared to offer fully online delivery option for the communication studies associate of arts; and

WHEREAS, Providing Montgomery College students with a fully online option for program completion offers working professionals a pathway to degree completion, and it helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format; a fully online delivery option also allows the departments to advertise the online programs to attract more students; and

WHEREAS, The outstanding quality of a Montgomery College education remains the same for programs with a fully online option; the College's online programs follow the same curriculum at the same cost as the on-campus options; and

WHEREAS, All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance; and

WHEREAS, Students have online access to the College's same exceptional student support services; and

WHEREAS, The online delivery option will use the same institutional resources as the on-campus delivery option; and

WHEREAS, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality; now therefore be it

Resolved, That the members of the Board of Trustees approve the addition of a fully online delivery option for the communication studies associate of arts; and be it further

Resolved, That an application for the fully online delivery option be forwarded to the Maryland Higher Education Commission for approval.

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

Agenda Item Number: 7B
May 15, 2023

**ADDITION OF A FULLY ONLINE DELIVERY OPTION FOR THE
INTERNATIONAL STUDIES AREA OF CONCENTRATION, ARTS AND SCIENCES
ASSOCIATE OF ARTS**

BACKGROUND

Per the College's MC2025 Strategic Plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences. Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses. Montgomery College currently offers 14 online degrees and nine online certificates. Another six fully online programs are pending approval from the Maryland Higher Education Commission.

In support of this goal, the international studies program is prepared to offer fully online delivery option for the international studies area of concentration, arts and sciences associate of arts. Providing Montgomery College students with a fully online option for program completion offers working professionals a pathway to degree completion, and it helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format. A fully online delivery option also allows the departments to advertise the online programs to attract more students.

The outstanding quality of a Montgomery College education remains the same for programs with a fully online option. The College's online programs follow the same curriculum at the same cost as the on-campus options. All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students have online access to the College's same exceptional student support services. The online delivery option will use the same institutional resources as the on-campus delivery option. Furthermore, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality.

RECOMMENDATION

It is recommended that the Board of Trustees approve the addition of a fully online delivery option for the international studies area of concentration, arts and sciences associate of arts and that the president be authorized to submit an application for approval to the Maryland Higher Education Commission.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Fechter

RESOURCE PERSONS

Ms. Leonard

Dr. Stewart

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

Resolution Number: **23-05-072**
Adopted on: **5/15/2023**

Agenda Item Number: 7B
May 15, 2023

Subject: Addition of a Fully Online Delivery Option for the International Studies Area of Concentration, Arts and Sciences Associate of Arts

WHEREAS, Per the College's 2025 Strategic Plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences; and

WHEREAS, Montgomery College has seen tremendous growth in fully asynchronous online courses and in recent years has also seen growth in synchronous structured remote courses; and

WHEREAS, Montgomery College currently offers 14 online degrees and nine online certificates; another six fully online programs are pending approval from the Maryland Higher Education Commission; and

WHEREAS, In support of this goal, the international studies program is prepared to offer fully online delivery option for the international studies area of concentration, arts and sciences associate of arts; and

WHEREAS, Providing Montgomery College students with a fully online option for program completion offers working professionals a pathway to degree completion, and it helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format; a fully online delivery option also allows the departments to advertise the online programs to attract more students; and

WHEREAS, The outstanding quality of a Montgomery College education remains the same for programs with a fully online option; the College's online programs follow the same curriculum at the same cost as the on-campus options; and

WHEREAS, All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance; and

WHEREAS, Students have online access to the College's same exceptional student support services; and

WHEREAS, The online delivery option will use the same institutional resources as the on-campus delivery option; and

WHEREAS, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality; now therefore be it

Resolved, That the members of the Board of Trustees approve the addition of a fully online delivery option for the international studies area of concentration, arts and sciences associate of arts; and be it further

Resolved, That an application for the fully online delivery option be forwarded to the Maryland Higher Education Commission for approval.

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

Agenda Item Number: 7C
May 15, 2023

**ADDITION OF A FULLY ONLINE DELIVERY OPTION FOR THE
MATHEMATICS AREA OF CONCENTRATION, SCIENCE ASSOCIATE OF SCIENCE**

BACKGROUND

Per the College's MC2025 Strategic Plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences. Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses. Montgomery College currently offers 14 online degrees and nine online certificates. Another six fully online programs are pending approval from the Maryland Higher Education Commission.

In support of this goal, the mathematics discipline is prepared to offer fully online delivery option for the mathematics area of concentration, science associate of science (A.S.). Providing Montgomery College students with a fully online option for program completion offers working professionals a pathway to degree completion, and it helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format. A fully online delivery option also allows the departments to advertise the online programs to attract more students.

The outstanding quality of a Montgomery College education remains the same for programs with a fully online option. The College's online programs follow the same curriculum at the same cost as the on-campus options. All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students have online access to the College's same exceptional student support services. The online delivery option will use the same institutional resources as the on-campus delivery option. Furthermore, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality.

RECOMMENDATION

It is recommended that the Board of Trustees approve the addition of a fully online delivery option for the mathematics area of concentration, science associate of science (A.S.) and that the president be authorized to submit an application for approval to the Maryland Higher Education Commission.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Fechter

RESOURCE PERSONS

Dr. Kehnemouyi

Ms. Leonard

Dr. Nash

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

Resolution Number: **23-05-073**
Adopted on: **5/15/2023**

Agenda Item Number: 7C
May 15, 2023

Subject: Addition of a Fully Online Delivery Option for the Mathematics Area of Concentration, Science Associate of Science

WHEREAS, Per the College's 2025 Strategic Plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences; and

WHEREAS, Montgomery College has seen tremendous growth in fully asynchronous online courses and in recent years has also seen growth in synchronous structured remote courses; and

WHEREAS, Montgomery College currently offers 14 online degrees and nine online certificates; another six fully online programs are pending approval from the Maryland Higher Education Commission; and

WHEREAS, In support of this goal, the mathematics discipline is prepared to offer fully online delivery option for the mathematics area of concentration, science associate of science (A.S.); and

WHEREAS, Providing Montgomery College students with a fully online option for program completion offers working professionals a pathway to degree completion, and it helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format; a fully online delivery option also allows the departments to advertise the online programs to attract more students; and

WHEREAS, The outstanding quality of a Montgomery College education remains the same for programs with a fully online option; the College's online programs follow the same curriculum at the same cost as the on-campus options; and

WHEREAS, All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance; and

WHEREAS, Students have online access to the College's same exceptional student support services; and

WHEREAS, The online delivery option will use the same institutional resources as the on-campus delivery option; and

WHEREAS, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality; now therefore be it

Resolved, That the members of the Board of Trustees approve the addition of a fully online delivery option for the mathematics area of concentration, science associate of science (A.S.); and be it further

Resolved, That an application for the fully online delivery option be forwarded to the Maryland Higher Education Commission for approval.

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

Agenda Item Number: 8B
May 15, 2023

**AWARD OF CONTRACT, SHaW FOOD PANTRY, LONG NGUYEN
AND KIMMY DUONG STUDENT SERVICES CENTER, ROCKVILLE
CAMPUS, BID 623-005**

BACKGROUND

Request:	Conversion of existing storage space in the Long Nguyen and Kimmy Duong Student Services Center on the Rockville Campus, to a student health and wellness suite.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President for Facilities
Award Type:	Competitive
Bid Number:	623-005
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president for facilities are requesting an award of contract for the conversion of existing storage space in the Long Nguyen and Kimmy Duong Student Services Center on the Rockville Campus, to a student health and wellness suite.</p> <p>The suite will house a variety of student support functions, including a large food pantry with refrigeration and microwave ovens for day-to-day food storage and preparation, flexible-use multi-purpose space, a combination classroom-exercise-yoga-quiet meeting room, a break room, and five offices for staff.</p> <p>Additionally, the new suite will afford the College resources to meet the nutritional, counseling, entertainment, and fitness wishes of students in need.</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 and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY23 capital budget.
Dollar Amount:	\$988,700
Vendor Name:	Building Concepts, LLC

Vendor Address:	3944 Sykesville Road Finksburg, Maryland 21157
Minority Status:	Non-Minority**
Term of Contract:	One-time purchase

**Although the recommended contract awardee is not a minority, female-owned, disabled firm, it has committed to sub-contracting with minority, female-owned, disabled vendors for at least 15% of the total contract value.

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Building Concepts, LLC, of Finksburg, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the conversion of existing storage space in the Long Nguyen and Kimmy Duong Student Services Center on the Rockville Campus, to a student health and wellness suite, for a one-time purchase in the amount of \$988,700.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: **23-05-074**
Adopted on: **5/15/2023**

Agenda Item Number: 8B
May 15, 2023

Subject: Award of Contract, ShaW Food Pantry, Long Nguyen and Kimmy Duong Student Services Center, Rockville Campus, Bid 623-005

WHEREAS, The senior vice president for administrative and fiscal services and the vice president for facilities are requesting an award of contract for the conversion of existing storage space in the Long Nguyen and Kimmy Duong Student Services Center on the Rockville Campus, to a student health and wellness suite; and

WHEREAS, The new suite will afford the College resources to meet the nutritional, counseling, entertainment, and fitness wishes of students in need; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY23 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal was publicly advertised on March 20, 2023, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 41 companies downloaded the solicitation from the Procurement website; and on April 10, 2023, three responses, including two no-bids, were received by the Montgomery College Procurement Department by 2 p.m. local time; and

WHEREAS, Following the evaluation of the price proposal and completed reference checks of the sole respondent, it was determined that Building Concepts, LLC, of Finksburg, Maryland, met all College specifications, and its submitted pricing, in the amount of \$988,700, is within the allotted project budget; 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 to Building Concepts, LLC, of Finksburg, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the conversion of existing storage space in the Long Nguyen and Kimmy Duong Student Services Center on the Rockville Campus, to a student health and wellness suite, for a one-time purchase in the amount of \$988,700; 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
May 15, 2023

MODIFICATION OF POLICY 38002–HONORARY DEGREES

General Information

Policy Number:	38002
Contained in Chapter:	Chapter Three
Policy Title:	Honorary Degrees
Policy Creation Date:	October 16, 1995
Most Recent Modification Date:	December 14, 2015

Changes, Additions, Deletions

Line Number	Purpose
36-39	Added language to include current members of the College’s support organizations (the Montgomery College Foundation Board of Directors, the PIC MC Foundation Board of Directors, and the Alumni Association Board of Governors) as not being eligible for an honorary degree.
40	Corrected spelling of college to be capitalized since this is a reference to Montgomery College, specifically.
42-43	Changed Section III to be part E of Section II since it aligns with issues of criteria.
53-61	Added a new Section IV regarding the rescinding of an honorary degree.
62-64	This language deleted since it is replaced by the new Section IV.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 38002–Honorary Degrees.

BACKUP INFORMATION

Resolution
Policy 38002–Honorary Degrees (revised version)

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Collette
Ms. Matthews

RESOURCE PERSON

Mr. Dietz

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

Resolution Number: **23-05-075**
Adopted on: **5/15/2023**

Agenda Item Number: 9A
May 15, 2023

Subject: Modification of Policy 38002–Honorary Degrees

WHEREAS, The Board of Trustees created Policy 38002–Honorary Degrees in 1995; and

WHEREAS, The policy has served an important purpose in conferring special recognition to distinguished individuals who meet certain criteria related to service to the College and the 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 38002–Honorary Degrees be amended as indicated in the attached draft; and be it further

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

POLICY Board of Trustees - Montgomery College

38002

Chapter: Personnel

Modification No. ~~004~~ **005**

Subject: **Honorary Degrees**

- 1 I. Purpose
2
3 The purpose of awarding honorary degrees is to honor and recognize individuals who
4 meet the criteria established by the Board of Trustees. The Board of Trustees shall
5 approve the names of all honorary degree recipients. The Board of Trustees shall
6 consider all relevant criteria and will determine honorary degrees on a case-by-case
7 basis.
8
- 9 II. Criteria for Honorary Degrees
10
- 11 A. Prospective recipients of honorary degrees shall be distinguished individuals who
12 meet at least one of the following criteria:
13
14 1. have shown a history of leadership and service to the community;
15
16 2. have acquired a national or international reputation in a selected field;
17
18 3. hold a distinguished record of public or community service or service in
19 education;
20
21 4. have provided exceptional educational service to enhance the success of
22 individuals at any and all levels of education;
23
24 5. have made a notable donation to Montgomery College or one of its
25 affiliates; or
26
27 6. have given significant volunteer service to Montgomery College.
28
- 29 B. Additionally, where criteria for award are met, honorary degrees may be awarded
30 posthumously.
31
- 32 C. An Honorary Degree is traditionally awarded to the commencement speaker,
33 unless they are already an alumnus/a of Montgomery College in which case
34 he/she is awarded a medallion and hood.
35
- 36 D. Current Trustees, faculty, staff, ~~and~~ administrators **and current board members**
37 **of the College's support organizations (namely, the Montgomery College**
38 **Foundation Board of Directors, the PIC MC Foundation Board of Directors,**
39 **and the Alumni Association Board of Governors)** are not eligible for an
40 honorary degree until their service to the College is completed.
41
- 42 ~~III.~~ **E.** The awarding of an honorary degree must be a positive reflection on the College
43 and comport well with the purpose and mission of Montgomery College.
44
- 45 **III.** Award
46
47 A. The Board of Trustees shall approve all honorary degree recipients.

POLICY - Montgomery College

38002

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- B. The Honorary Degree shall be conveyed by a framed diploma signed by the Chair of the Board of Trustees and President, a hood, and shall be accompanied by the award of an inscribed medallion.

IV. Rescinding an Honorary Degree

In extraordinary circumstances, the President may recommend that the Board of Trustees consider rescinding an honorary degree previously awarded by the Board if the President learns that the recipient of the degree has engaged in conduct that is inconsistent with the College's mission and values or is damaging to the reputation of the College, or if the information provided to the Board in the honorary degree nomination is determined to have been fraudulent or erroneous. The decision of the Board to rescind an honorary degree is not appealable.

~~The College reserves the right to rescind an honorary degree if that recognition damages the College's reputation or in the event of a change of circumstances with the degree recipient.~~

- V. The President is authorized to established procedures to implement this policy.

Board Approval: October 16, 1995; September 18, 2000; April 27, 2015; December 14, 2015,
DATE

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

Agenda Item Number: 9C
May 15, 2023

**MODIFICATION OF POLICY 74001–NAMING CAMPUSES, FACILITIES, BUILDINGS,
ROOMS, AND INSTITUTES**

General Information

Policy Number:	74001
Contained in Chapter:	Chapter Three
Policy Title:	Naming Campuses, Facilities, Buildings, Rooms, and Institutes
Policy Creation Date:	February 25, 1985
Most Recent Modification Date:	April 27, 2015

Changes, Additions, Deletions

Line Number	Purpose
1-5	Modified language so that naming of buildings is included in the naming when a designation other than location or functional description is recommended.
24-25	Added language to indicate that once given, the name of a building ordinarily remains for its useful life, unless otherwise determined by the Board.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes.

BACKUP INFORMATION

Resolution
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes (revised version)

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Collette

RESOURCE PERSON

Mr. Mills
Mr. Dietz

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

Resolution Number: **23-05-076**
Adopted on: **5/15/2023**

Agenda Item Number: 9C
May 15, 2023

Subject: Modification of Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

WHEREAS, The Board of Trustees created Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes in 1985; and

WHEREAS, The policy has served an important purpose in the process for naming campuses, facilities, buildings, rooms, and institutes; 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 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes be amended as indicated in the attached draft; and be it further

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

POLICY Board of Trustees - Montgomery College

74001

Chapter: Facilities

Modification No. ~~004~~ **005**

Subject: **Naming Campuses, Facilities, Buildings, Rooms, and Institutes**

- 1 I. The Board of Trustees shall approve the naming and renaming of all campuses,
2 buildings, ~~and programs, at Montgomery College. Additionally, the Board of Trustees~~
3 ~~approves naming of~~ rooms, areas within and outside of buildings, Institutes, Centers, and
4 special programs when a designation other than **location or** functional description is
5 recommended.
- 6
- 7 II. Campuses generally shall be named for the geographic section of the County in which
8 the campus is located.
- 9
- 10 III. Buildings, rooms, courtyards, areas outside of buildings, Institutes, Centers and major
11 programs generally shall be named for the function that they serve.
- 12
- 13 IV. Upon approval by the Board of Trustees, they also may be named for individuals,
14 businesses, foundations or families who have had a significant impact on the College. In
15 carrying out such a policy, the Board of Trustees shall take into account the level of
16 significant contributions of the individual to the College, the total cost of the project, and
17 questions affecting public image and academic reputation. The Board of Trustees shall
18 consider all relevant circumstances and will determine naming rights on a case-by-case
19 basis.
- 20
- 21 V. The naming must be a positive reflection on the College and comport well with the
22 purpose and mission of Montgomery College.
- 23
- 24 **Any naming pursuant to this policy ordinarily remains for its useful life, unless**
25 **otherwise determined by the Board. ~~The College~~ The Board** reserves the right to
26 rescind a naming recognition if that name damages the College's reputation or in the
27 event of a change of circumstances with a donor (e.g., if the intent of a gift cannot be
28 fulfilled).
- 29
- 30 VI. Names of buildings that have been demolished, or otherwise destroyed, may be
31 considered for reuse pursuant to the provisions of this policy.
- 32
- 33 VII. The President of the College is authorized to establish criteria and procedures for
34 recommending such names to the Board of Trustees.
- 35

36
37 Board Approval: February 25, 1985; September 19, 1988; January 19, 1999; April 27, 2015;
38 **DATE.**

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

Agenda Item Number: 9D
May 15, 2023

NEW POLICY 25000–DIVERSITY, EQUITY, INCLUSION, AND SOCIAL JUSTICE

General Information

Policy Number:	25000
Contained in Chapter:	Chapter Two
Policy Title:	Diversity, Equity, Inclusion, and Social Justice

Reason for Policy

This proposed new policy expresses the College’s commitment to diversity, equity, inclusion, and social justice. It lays out the principles on which the College will operate and states that these principles are the responsibility of everyone at the College.

Purpose of Each Policy Element

Section	Purpose
I.	This section expresses the College’s commitment to diversity, equity, inclusion, and social justice as values essential to the College’s mission. In addition, the College affirms the rights of all persons to work, study, and pursue opportunity through education and employment free from fear and distraction. Through policies and actions, the College supports and encourages efforts to promote social justice, radical inclusion, and equity within the College and the broader community and continues its focus on the journey to being an antiracist institution.
II.	This section notes that the College embraces, fosters, and sustains diversity, equity, inclusion, and social justice in all its activities and that this policy applies to everyone at the College and everyone who engages with the College.
III.	The section authorizes the president to establish procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 25000–Diversity, Equity, Inclusion, and Social Justice.

BACKUP INFORMATION

Resolution
Policy 25000–Diversity, Equity, Inclusion, and Social Justice

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Wilder

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

Resolution Number: **23-05-077**
Adopted on: **5/15/2023**

Agenda Item Number: 9D
May 15, 2023

Subject: New Policy 25000–Diversity, Equity, Inclusion, and Social Justice

WHEREAS, The Board of Trustees and the president have identified the need for a policy to articulate and establish the College's commitment to diversity, equity, inclusion, and social justice; and

WHEREAS, The College is committed to social justice, antiracism, radical inclusion, and creating a sense of belonging through addressing systemic inequities is the bedrock of the College's work to advance student success, inclusive excellence, and institutional cultural competency; and

WHEREAS, A draft policy statement was made available to the College community and reviewed by the appropriate College community stakeholders for their feedback; and

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

Resolved, That Policy 25000–Diversity, Equity, Inclusion, and Social Justice be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

POLICY Board of Trustees - Montgomery College

25000

Chapter: Organization

Modification No. 001

Subject: Diversity, Equity, Inclusion, and Social Justice

- 1 I. Montgomery College is an institution committed to diversity, equity, inclusion, and social
2 justice as values essential to its mission. It seeks to create robust learning and work
3 environments that are welcoming to all, in which all persons feel safe voicing their
4 perspectives, and where intellectual rigor is the basis for engaging across difference. The
5 College affirms the rights of all persons to work, study, and pursue opportunity through
6 education and employment free from fear and distraction. Our institution will continue to
7 be a place where diversity, equity, inclusion, and social justice thrive, and where
8 difference is celebrated.
9
- 10 Through policies and actions, the College supports and encourages efforts to promote
11 social justice, radical inclusion, and equity within the College and the broader community
12 and continues its focus on the journey to being an antiracist institution. Advancing social
13 justice and antiracism and embracing difference are bedrocks of Montgomery College's
14 commitment to student success, inclusive excellence, and equity of outcomes, and to
15 cultivating a sense of belonging for all. Achieving these goals calls for cultivating rich
16 institutional and personal cultural competency across the College and with our students
17 for understanding and valuing the experiences of others and for examining critically the
18 institutional and social policies that affect teaching, learning, and access to opportunities.
19
- 20 II. The College embraces, fosters, and sustains diversity, equity, inclusion, and social justice
21 in all its activities, including curricula, academic programs, co-curricular and
22 extracurricular activities, employment, business operations and practices, policies, and
23 community involvement. This policy applies to everyone at the College and everyone who
24 engages with the College. Montgomery College is committed to being an equity-minded
25 institution that champions inclusive excellence for all stakeholders.
26
- 27 III. The president is authorized and directed to establish procedures necessary to implement
28 and monitor this policy.
29

30
31 Board Approval: DATE _____

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

Agenda Item Number: 10
May 15, 2023

**MONTGOMERY COLLEGE REPORT ON SINGLE AUDIT
YEAR ENDED JUNE 30, 2022**

BACKGROUND

Montgomery College is required by the Uniform Guidance described in the Office of Management and Budget (OMB) Compliance Supplement to conduct an annual audit of its major federal programs.

The audit for the year ended June 30, 2022, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president.

The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment.

RECOMMENDATION

It is recommended that the Board of Trustees accept the report on single audit year ended June 30, 2022.

BACKUP INFORMATION

Board Resolution
Report on Single Audit Year Ended June 30, 2022 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: **23-05-078**
Adopted on: **5/15/2023**

Agenda Item Number: 10
May 15, 2023

Subject: Montgomery College Report on Single Audit Year Ended June 30, 2022

WHEREAS, Montgomery College is required by the Uniform Guidance described in the Office of Management and Budget's (OMB) Compliance Supplement to conduct an annual audit of its major federal programs; and

WHEREAS, The audit for the year ended June 30, 2022, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president; and

WHEREAS, The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment; and

WHEREAS, The Board of Trustees was informed that the College complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022; and

WHEREAS, The president of the College and the Audit Committee recommends that the Board of Trustees accept the resolution; now therefore be it

Resolved, That the Board of Trustees accepts the report on single audit year ended June 30, 2022.