



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# AUDIT COMMITTEE MEETING AGENDA

Central Services Building • Room CT S108 • 9221 Corporate Blvd, Rockville, MD 20850

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**BOARD OF TRUSTEES**

**Monday, December 10, 2018 • 7:30 p.m.**

Michael J. Knapp  
*Chair*

Gloria Aparicio Blackwell  
*First Vice Chair*

Leslie S. Levine, PhD  
*Second Vice Chair*

Michael A. Brintnall, PhD

Kenneth J. Hoffman, MD

Robert J. Hydorn

Frieda K. Lacey, EdD

Robert F. Levey

Marsha Suggs Smith

Sasini Wickramatunga  
*Student Trustee*

1. Call to Order of the Audit Committee.....Procedural
2. Roll Call..... Procedural
3. Approval of Agenda ..... Procedural
4. Review of Audited Financial Statements  
for June 30, 2018, and 2017 ..... Report
5. Recommendation of the Audit Committee .....Action
6. Adjournment of the Audit Committee..... Procedural

**ACTING PRESIDENT AND  
SECRETARY-TREASURER**

Stephen D. Cain, PhD

**NOTE: This is an action of the AUDIT COMMITTEE, a committee of the whole, to recommend that the Board accept the College's audit.**

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

**AUDIT COMMITTEE**

Agenda Item Number: 5  
December 10, 2018

**RECOMMENDATION BY THE AUDIT COMMITTEE  
THAT THE BOARD OF TRUSTEES ACCEPT THE MONTGOMERY COLLEGE AUDITED  
FINANCIAL STATEMENTS FOR JUNE 30, 2018, AND 2017**

**BACKGROUND**

Montgomery College is required to conduct an annual audit of the College's financial statements.

The audit of financial statements for June 30, 2018, and 2017 was conducted by CliftonLarsonAllen, LLC, Certified Public Accountants and Consultants, and certified by the interim senior vice president for administrative and fiscal services and by the acting president.

The annual audit report was presented to the Board's Audit Review Subcommittee and to this Audit Committee of the Board, which is a committee of the whole, for review and comment.

**RECOMMENDATION**

The acting president recommends that the Audit Committee approve a recommendation to the Board of Trustees that the Board accept the audited financial statements for June 30, 2018, and 2017.

**BACKUP INFORMATION**

Board Resolution  
Audited Financial Statements for June 30, 2018, and 2017 (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Ms. Greaney

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

**AUDIT COMMITTEE**

Resolution Number:  
Adopted on:

Agenda Item Number: 5  
December 10, 2018

**Subject: Recommendation by the Audit Committee that the Board of Trustees Accept the Montgomery College Audited Financial Statements for June 30, 2018, and 2017**

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WHEREAS, Montgomery College is required to conduct an annual audit of the College's financial statements; and

WHEREAS, The audit of financial statements for June 30, 2018, and 2017, was conducted by CliftonLarsonAllen, LLP, Certified Public Accountants and Consultants, and certified by the interim senior vice president of administrative and fiscal services and by the acting president; and

WHEREAS, The audit report was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the comptroller general of the United States; and

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

WHEREAS, The Audit Committee was informed that the College's financial statements are free of material misstatements and that a deficiency in internal controls was identified during the audit process, which was corrected by management; and

WHEREAS, The acting president of the College recommends that the Audit Committee approve a recommendation to the Board to accept the audited financial statements; now therefore be it

Resolved, That the Audit Committee of the Board of Trustees recommends Board acceptance of the audited financial statements for June 30, 2018, and 2017.



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# PUBLIC BOARD MEETING AGENDA

Central Services Building • Room CT S108 • 9221 Corporate Blvd, Rockville, MD 20850

## BOARD OF TRUSTEES

Michael J. Knapp  
*Chair*

Gloria Aparicio Blackwell  
*First Vice Chair*

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Robert F. Levey

Marsha Suggs Smith

Sasini Wickramatunga  
*Student Trustee*

## ACTING PRESIDENT AND SECRETARY-TREASURER

Stephen D. Cain, PhD

**December 10, 2018 • 7:45 p.m.**

1. Call to Order .....Procedural
2. Roll Call .....Procedural
3. Approval of Agenda ..... Action
4. Comments Period .....Procedural
5. Approval of Minutes ..... Action
  - A. November 12, 2018 Closed Session Minutes
  - B. November 12, 2018 Public Minutes
6. Recognitions..... Action
  - Recognition of Montgomery College Athletic Teams
7. Reports ..... Information
  - A. Acting President's Report (Dr. Stephen D. Cain)
  - B. Chair's Report (Mr. Michael Knapp)
  - C. Educational Excellence Committee Report (Mr. Robert Levey)
8. Consent Agenda..... Action
  - A. Personnel Actions Confirmation Report
  - B. Retirement of Policy 31103–Confidentiality: Employee Use, Release, and Disclosure of Information
  - C. Modification of Policy 39002–Volunteers
9. Naming of Campuses, Facilities, Buildings, Rooms, and Institutes ..... Action
  - A. Naming the Institute for Race, Justice, and Civic Engagement
  - B. Naming of Laboratory Suite for the Radiological Technology Program in the Health Sciences Center Building, Takoma Park/Silver Spring Campus in Honor of Dean Angela “Angie” Pickwick
  - C. Naming of Room 206 in the Campus Center Building, Rockville Campus, in Honor of Professor Janet Saros
10. Academic Matters..... Action
  - A. Creation of the Polysomnography Technology Associate of Applied Science Degree
  - B. Creation of the Homeland Security Certificate
11. Award of Contract (Competitive) ..... Action

Award of Contract, Clinical Simulation Medical Equipment,  
Bid 519-005

12. Awards of Contracts (Sole Source) ..... Action
  - A. America's Promise and TechHire Grant-Related Business Engagement and Case Management Services
  - B. America's Promise and TechHire Grant-Related Student Data Collection and Evaluation Services
13. Regulatory Matter ..... Action

The Montgomery College Audited Financial Statements for June 30, 2018, and 2017
14. Budget Matter ..... Information

Presentation of the FY20 Operating Budget
15. New Business ..... Procedural
16. Trustee Comments ..... Procedural
17. 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](http://www.montgomerycollege.edu/bot).

PUBLIC COMMENTS. The board welcomes public comments, which can be sent to [trustees@montgomerycollege.edu](mailto:trustees@montgomerycollege.edu) or to Board of Trustees, 9221 Corporate Blvd, Rockville, MD 20850, ATTN: Public Comments.

PUBLIC TESTIMONY. Persons wishing to speak before the board during a public meeting must sign up no less than seven (7) days before the scheduled meeting by calling 240-567-5272 or emailing [trustees@montgomerycollege.edu](mailto:trustees@montgomerycollege.edu). An electronic file or a hard copy of the testimony must be provided to the Board of Trustees by 5:00 p.m. on the day of the public meeting. Persons speaking before the board are provided four minutes for comments. The board allots 16 minutes for comments during each public meeting, though this time may be extended for an additional specified period by motion of the board chair and agreement by two-thirds of board members present. Additional comment time may be scheduled at the end of the agenda prior to adjournment.

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](mailto: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](mailto:trustees@montgomerycollege.edu).

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

Agenda Item Number: 8A  
December 10, 2018

**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**

Ms. Schena

**RESOURCE PERSON**

Mr. Roop

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8A  
December 10, 2018

**Subject: Personnel Actions Confirmation**

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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 October 1, 2018 through October 31, 2018; and

WHEREAS, The acting 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 and acting president.

Attachments

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From October 1, 2018, through October 31, 2018

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Department
10/08/2018	Addo, Maxwell	Network Engineer	33	OIT Engineering Services
10/08/2018	Callejo, Pablo M	Instructional Lab Coordinator	27	Fine Perform Visual Arts Dean
10/06/2018	Davis, Kathryn S	Dean of Instruction	37	Business/Computer Applications Dean
10/08/2018	Forrest, Richard	Training and Devel Coordinator	29	Distance Learning
10/06/2018	Gillett, Phillip M	Assessment Center Management	29	CW Assessment Centers
10/08/2018	Haile, Beletshachew Z	Accountant I	23	Business Services
10/08/2018	Kliever, Carol L	Human Resources Specialist II	29	Human Resources/Strategic Talent Mgt
10/08/2018	Mekonen, Minjote	Academic Coach	27	ACES-Achiev Colleg Excell & Success
10/20/2018	Norton, Brynne S	Library Associate Director	33	Library - Central
10/20/2018	Onunogbo, Kingsley N	Instructional Lab Coordinator	27	Biology and Chemistry Dean
10/20/2018	Singh, Sasenarine	Accountant II	27	BITS Dean WDCE

**STAFF SEPARATIONS**

Effective Date	Name	Position Title	Grade	YOS	Department
10/02/2018	Calderon, Roberto M	Instructional Assistant	23	5	Assessment Center Rockville
10/26/2018	Calderon, Stephanie C	Instructional Assistant	23	1	GITE-Gudelsky Inst Tech Educ
10/19/2018	Chiweshe, Opper	Interim Lab Manager	31	1	Health Sciences Dean
10/05/2018	Holliday, Tacy L	Dir-Govt Pres Proj Instit Init	35	13	Business/Computer Applic Dean
10/19/2018	Lamb, Latoya N	Enroll & Student Access Spec	23	9	CW Dean Stu Access-GT Stu Ser
10/05/2018	McAllister, Carolyn A	Learning Skills Support Spec	29	4	English and Reading Dean
10/05/2018	Michaelian, Katherine J <sup>1</sup>	Dean of Instruction	37	29	Business/Computer Applic Dean
10/12/2018	Pickwick, Angela M <sup>1</sup>	Dean of Instruction	37	34	Health Sciences Dean
10/19/2018	Vanatta, Richard C <sup>1</sup>	Locksmith	23	33	Facilities Operations - RV

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	2	0	0	0	5
Male	2	2	1	1	0	6
<b>TOTAL</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>11</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	2	1	0	0	7
Male	1	0	1	0	0	2
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>9</b>

<sup>1</sup> Retirement



MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From October 1, 2018, through October 31, 2018

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS: NONE**

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

Agenda Item Number: 8B  
December 10, 2018

**RETIREMENT OF POLICY 31103—CONFIDENTIALITY: EMPLOYEE USE, RELEASE, AND  
DISCLOSURE OF INFORMATION**

**General Information**

<b>Policy Number:</b>	31103
<b>Contained in Chapter:</b>	Chapter Three
<b>Policy Title:</b>	Confidentiality: Employee Use, Release, and Disclosure of Information
<b>Policy Creation Date:</b>	September 21, 1987
<b>Most Recent Modification Date:</b>	September 21, 1987

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
1-2	This language is now part of College Policy 66002—Confidential Data Management and Security, section IV, I.
4-17	This language is now part of College Policy 66002—Confidential Data Management and Security, sections II, III, IV, and V.
19	This language is included in College Policy 66001—Confidential Data Management and Security, section VII.

**RECOMMENDATION**

It is recommended that the Board of Trustees retire Policy 31103—Confidentiality: Employee Use, Release, and Disclosure of Information.

**BACKUP INFORMATION**

Resolution  
Policy 31103— Confidentiality: Employee Use, Release, and Disclosure of Information

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Mr. Roop

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8B  
December 10, 2018

**Subject: Retirement of Policy 31103–Confidentiality: Employee Use, Release, and Disclosure of Information**

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WHEREAS, The Board of Trustees created Policy 31103– Confidentiality: Employee Use, Release, and Disclosure of Information in 1987; and

WHEREAS, The policy has served an important purpose in establishing clear expectations and standards for the use, release, and disclosure of confidential and personally identifiable employee, student, and College information; and

WHEREAS, The language, authorities, and expectations have been incorporated into Policy 66002–Confidential Data Management and Security; and

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

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

Resolved, That Policy 31103– Confidentiality: Employee Use, Release, and Disclosure of Information be retired as indicated in the attached draft; and be it further

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

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

Agenda Item Number: 8C  
December 10, 2018

**MODIFICATION OF POLICY 39002–VOLUNTEERS**

**General Information**

<b>Policy Number:</b>	39002
<b>Contained in Chapter:</b>	Chapter Three
<b>Policy Title:</b>	Volunteers
<b>Policy Creation Date:</b>	May 15, 2017
<b>Most Recent Modification Date:</b>	May 15, 2017

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
Policy Title	Policy title has been modified to reflect "interns" within the scope of the policy.
3-6	Added new language concerning the importance and value of internship opportunities.
8-9	Inserted "and interns" into the policy statement.
12-15	Added expectation that internships will be of limited duration and sponsored by an external educational program. Deleted the last sentence as this is mentioned in lines 9-10.
17-19	Inserted "and interns" into the screening and compliance requirements, as well as the College's right to dismiss.
23-25	Inserted "and interns" into the compensation and benefits limitations language.
29	Inserted "and interns" into the language regarding College affiliated organizations with separate liability insurance.
31-35	Clarified that internship arrangements covered by existing MOUs and internships provided to MC students outside of the College are exempt from the policy.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the modifications to Policy 39002–Volunteers, henceforth known as 39002–Volunteers and Interns.

BACKUP INFORMATION

Resolution  
Policy 39002–Volunteers (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Roop

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8C  
December 10, 2018

**Subject: Policy Modification: 39002–Volunteers**

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WHEREAS, The Board of Trustees created Policy 39002–Volunteers in 2017; and

WHEREAS, The policy has served an important purpose in establishing expectations for and recognizing the value of individuals who perform services in support of the College's mission without expectation or receipt of compensation, benefits, or consideration for the services provided; and

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

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

Resolved, That Policy 39002–Volunteers be renamed to “Volunteers and Interns” and amended as indicated in the attached draft; and be it further; and be it further

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

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

Agenda Item Number: 9A  
December 10, 2018

**NAMING THE INSTITUTE FOR RACE, JUSTICE, AND CIVIC ENGAGEMENT**

**BACKGROUND**

As a community college with a very diverse student body, some of whom lack academic preparedness or financial means, Montgomery College has made the decision to put enormous efforts into creating an environment whereby students can succeed, as evidenced by the creation of the Achieving the Promise Academy. However, there is more required of us than providing academic and financial resources to students in our current environment. Students are asking to be engaged at the College and in their community at a deeper level. They are looking for the opportunity to share their stories, to ask difficult questions, to lead efforts, and to define themselves in their own terms. The Institute for Race, Justice, and Civic Engagement will provide a unique opportunity for students to develop their public voice as engaged members of their community.

Within this context, the new Institute will provide supplemental opportunities for students to connect with the community and the College through service learning opportunities. The new Institute will inspire and motivate discussion and engagement, by providing students with a physical space to work towards their goals. The Institute for Race, Justice, and Civic Engagement will house a food and clothing pantry, a social justice library, and access to additional resources to support student needs.

**RECOMMENDATION**

In recognition of addressing the needs of our student body, it is recommended that the Board of Trustees approve the proposed resolution to name the Institute for Race, Justice, and Civic Engagement.

**BACKUP INFORMATION**

Board Resolution  
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Rai

**RESOURCE PERSONS**

Dr. Stewart  
Dr. Fechter

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9A  
December 10, 2018

**Subject: Naming the Institute for Race, Justice, and Civic Engagement**

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WHEREAS, Montgomery College wishes to create a place for students to engage in conversations about equality, radical inclusion, and social justice, while providing them with the resources to reach their true potential as students and leaders; and

WHEREAS, Montgomery College supports our students' need to become deeply engaged with social justice issues through civic engagement; and

WHEREAS, Montgomery College provides resources to ensure our diverse student body can achieve success through a number of programs including the Achieving the Promise Academy; and

WHEREAS, The Institute for Race, Justice, and Civic Engagement provides access to a social justice library which includes books not in our libraries as well as textbooks and access to computers, printers, and supplies; and

WHEREAS, The Institute for Race, Justice, and Civic Engagement provides access to a food and clothing pantry through donations from the community; and

WHEREAS, The Institute for Race, Justice, and Civic Engagement seeks to work with courses that incorporate a service learning component; and

WHEREAS, The goal of the Institute for Race, Justice, and Civic Engagement is to become a hub for students who are interested in community and civic engagement while working closely with student life to meet student needs; and

WHEREAS, The acting president recommends this action; now therefore be it

Resolved, That the Board of Trustees approve the creation of the Institute for Race, Justice, and Civic Engagement in recognition of student needs at Montgomery College.



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

Agenda Item Number: 9B  
December 10, 2018

**NAMING OF LABORATORY SUITE FOR THE RADIOLOGICAL TECHNOLOGY PROGRAM  
IN THE HEALTH SCIENCES CENTER BUILDING, TAKOMA PARK/SILVER SPRING  
CAMPUS IN HONOR OF DEAN ANGELA “ANGIE” PICKWICK**

**BACKGROUND**

With almost four decades of experience in health sciences and higher education, Dean Angela “Angie” Pickwick’s leadership of Health Sciences has reflected a model for other programs in terms of curriculum development, community outreach, and career preparation. Throughout her tenure, accrediting agencies have recognized the extraordinary quality of the credit and workforce development programs that she has overseen.

Dean Pickwick has been instrumental in advocacy and philanthropy to sustain and enhance the health sciences and physical education programs. Her efforts led to the creation of the Nursing Simulation Lab and the provision of the latest medical technology through public and private grants. It has also led to numerous health sciences and nursing scholarships for credit and workforce development students.

Dean Pickwick has a long history of service to the College and the community, playing a critical role in the College’s partnerships with health care institutions such as Adventist Healthcare, Holy Cross Health, and the Healthcare Initiative Foundation. She has served as the founding co-chair of the Holy Cross Health-Montgomery College Steering Committee. She has actively participated in the Maryland Healthcare Workforce Initiative, the Latino Health Initiative, the Montgomery County Healthcare Workforce Consortium, and Community Advisory Board for NBC4.

Dean Pickwick has encouraged professional development for her faculty and staff, leading to more than 50 percent of her nursing faculty earning doctoral degrees while working at Montgomery College, as well as many faculty and staff in Health Sciences earning advanced degrees in their fields of study. Additionally, she has encouraged experiential learning for the health sciences and nursing students, supporting student participation in Latino, African American, and other community health fairs to enrich the health of our greater community.

In recognition of the decades of support for thousands of students, faculty, and staff, it is proposed to name the Health Sciences Center Building’s laboratory suite for the Radiological Technology program as the Angela Pickwick Laboratory Suite.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed resolution to name the Health Sciences Center Building’s laboratory suite for the Radiological Technology program (Rooms HC 424 and HC 430) as the Angela Pickwick Laboratory Suite.

**BACKUP INFORMATION**

Board Resolution  
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

**RESPONSIBLE SENIOR ADMINISTRATORS**

Dr. Rai  
Mr. Sears

RESOURCE PERSONS

Dr. Stewart  
Mr. Mills

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9B  
December 10, 2018

**Subject: Naming of the Laboratory Suite for the Radiological Technology Program in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus in Honor of Dean Angela “Angie” Pickwick**

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WHEREAS, Montgomery College wishes to recognize and honor long-time dean, faculty member, and donor, Angela Pickwick, for her extraordinary service to the College and community; and

WHEREAS, Angela “Angie” Pickwick has dedicated almost four decades of service to higher education and the health sciences and helped thousands of students during her tenure; and

WHEREAS, Ms. Pickwick has played a critical role for the College in engaging with community partners such as Adventist Health Care, Holy Cross Health, the Latino Health Initiative, and the NBC4 Community Advisory Board; and

WHEREAS, Ms. Pickwick has played a critical role in the expansion and evolution of the health sciences program through the creation of the Nursing Simulation Lab and other technological innovations; and

WHEREAS, Montgomery College determines that naming the laboratory suite in recognition of Ms. Pickwick is an appropriate recognition for her decades of service; and

WHEREAS, Ms. Pickwick has supported scholarships for students at the College; and

WHEREAS, The acting president recommends this action; now therefore be it

Resolved, That the Board of Trustees approve the naming of the laboratory suite for the radiological technology program in the Health Sciences Center Building on the Takoma Park/Silver Spring Campus (Rooms HC 424 and HC 430), as the Angela Pickwick Laboratory Suite in recognition of Angela Pickwick’s selfless service and support of the College’s mission and its students.

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

Agenda Item Number:  
December 10, 2018

**NAMING OF ROOM 206 IN THE CAMPUS CENTER, ROCKVILLE CAMPUS  
IN HONOR OF PROFESSOR JANET SAROS**

**BACKGROUND**

For 36 years, Janet Saros served Montgomery College with dedication and distinction as a full-time professor of hospitality management. During this time, she chaired the Management Department for four years and directed the Marriott Hospitality Center. She supervised the Center's activities, maintained relationships with the J. Willard and Alice S. Marriott Foundation, managed grant funding, directed scholarship awards, and represented the Center at community events.

Professor Saros displayed strong leadership in many ways. She marketed the hospitality program, hosted conferences and receptions, advised the Hospitality Management Club and Phi Theta Kappa, revised the Hospitality Management AAS degree, organized the Advising Open House for current and prospective hospitality management majors, oversaw the use of the Marriott Hospitality Center kitchen by Phi Theta Kappa, planned teambuilding-through-cooking workshops for the College's Board of Trustees and other groups, and convened the Hospitality Program Advisory Committee that supports student transfers from the College to the Hospitality and Tourism Management Program at the University of Maryland Eastern Shore, Shady Grove Campus, among other activities.

She served on governance, discipline, and College committees, including the Rockville Faculty Council, Rockville Campus Academic Appeals Committee, and General Studies—Social Science, Administration, and Health Core Committee. She also participated in many professional group activities, some of which involved leadership roles and public speaking.

Professor Saros's accomplishments and contributions were acknowledged with an Outstanding Faculty Award, an Excellence Award from the National Institute for Staff and Organizational Development, and honorary induction into Phi Beta Kappa. A skilled and enthusiastic instructor, she modeled effective teaching and created many student professional development activities.

**RECOMMENDATION**

In recognition of Professor Janet Saros's outstanding contributions to her discipline, campus, and college, it is recommended that the Board of Trustees approve the proposed resolution to name the Rockville Campus Center's Room 206 as the Janet Saros Classroom.

**BACKUP INFORMATION:**

Board Resolution  
Policy 74001—Naming Campuses, Facilities, Buildings, Rooms, and Institutes

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai  
Mr. Sears

RESOURCE PERSONS

Dr. Davis  
Dr. Kelley

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
December 10, 2018

**Subject: Naming Room 2016 in the Campus Center, Rockville Campus in Honor of  
Professor Janet Saros**

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WHEREAS, Montgomery College wishes to recognize and honor Professor Janet Saros for 36 years of dedicated and distinguished service as a full-time faculty member; and

WHEREAS, Professor Saros provided wisdom and guidance to faculty and staff as chair of the Management Department for four years and as director of the Marriott Hospitality Center since the Center's inception, having coordinated the food and beverage management curriculum, and supervised the Center's kitchen coordinator; and

WHEREAS, She developed and taught food and hospitality courses, among them Principles of Food Production, Food Service Sanitation, and Catering and Banquets; and

WHEREAS, She advised the Phi Theta Kappa Honor Society and the student Hospitality Management Club, and she took students on field trips to the Ocean City Restaurant Expo, New York Hotel Show, Ridgewell Caterers, Bethesda North Conference Center, Washington, DC Convention Center, and Marriott Headquarters; and

WHEREAS, She displayed strong leadership by marketing the hospitality program, facilitating the Marriott Hospitality College Area Review, revising the Hospitality Management AAS degree, organizing the Advising Open House for current and prospective hospitality management majors, overseeing the use of the Marriott Hospitality Center kitchen by Phi Theta Kappa, hosting conferences and receptions, and planning teambuilding-through-cooking workshops for the College's Board of Trustees and other groups; and

WHEREAS, she maintained excellent relationships with the leaders of the J. Willard and Alice S. Marriott Foundation, resulting in more than \$2 Million in programmatic and scholarship support over her tenure with the program. Her work with grants and philanthropy transformed the well-regarded hospitality program into one of the premiere programs of its kind at the community college level; and

WHEREAS, her critical role with the J. Willard and Alice S. Marriott Foundation grants led to the partnership between Montgomery College and the University of Maryland-Eastern Shore at the Universities of Shady Grove, providing hundreds of students with a seamless pathway to associate's and baccalaureate degrees in hospitality management; and

WHEREAS, this support led to scholarships for dozens of hospitality management majors to be able to pursue their career and higher education dreams with more than 200 transferring to four-year institutions since 1998; and

WHEREAS, her relationships with the Marriott Foundation and its leaders increased the volunteer involvement of Marriott leaders with the College, including Anne Gunsteens and the late Tom Ladd serving on the Montgomery College Foundation Board for several years; and

WHEREAS, Professor Saros served as the convener of the Hospitality Program Advisory Committee that supports student transfers from the College to the Hospitality and Tourism Management Program at the University of Maryland Eastern Shore, Shady Grove Campus; and

WHEREAS, Professor Saros served in the Advising Cadre; Rockville Faculty Council; Campus Wellness Committee; Rockville Campus Academic Appeals Committee; Rockville Campus On Course Workgroup; General Studies—Social Science, Administration, and Health Core Committee; Search Committee for the Area Dean; and Planning Committee for the Association for Career and Technical Education Perkins meeting at the College; and

WHEREAS, She actively participated in many professional groups and committees, including the National Restaurant Association; Hospitality Educators of the Mid-Atlantic Region; Council of Hospitality Educators; Culinary Historians of Washington, DC; Council on Hotel, Restaurant, and Institutional Education; Center for the Advancement of Foodservice Education Leadership; Washington Area Roundtable for Women in Foodservice; Governor's Workforce Investment Board Hospitality and Tourism Industry Initiative Steering Committee; Maryland Hospitality Affinity Group; Board of Advisors for L'Academie de Cuisine Professional Cooking Program; Planning Committee for the Women Chefs and Restaurateurs Conference; and Educators Subcommittee for the Hospitality Industry Metro Partnership, which she chaired; and

WHEREAS, She brought her expertise to the community by reviewing cooking programs for the Maryland Higher Education Commission, serving as the College's main contact on food safety and sanitation for the Montgomery County Department of Health and Mental Hygiene, and speaking to Montgomery County Public School foodservice employees on good sanitation practices; and

WHEREAS, Her accomplishments and contributions were acknowledged with an Outstanding Faculty Award in 2014, an Excellence Award from the National Institute for Organizational Development in 2015, and honorary induction into Phi Beta Kappa; and

WHEREAS, Professor Saros is held in high regard by colleagues and students as a skilled and enthusiastic instructor whose classes are lively and engaging, who models effective teaching, who seeks opportunities for students to connect with potential employers, and who creates student professional development activities such as facility tours, tastings, etiquette luncheons, and guest lectures; and

WHEREAS, Montgomery College determines that naming a room in recognition of Professor Saros is an appropriate recognition of her outstanding service and dedication to her profession; and

WHEREAS, The acting president recommends this action; now therefore be it

Resolved, That the Board of Trustees approve the naming of Room 206 in the Campus Center at the Rockville Campus as the Janet Saros Classroom in recognition of Professor Janet Saros's distinguished career at Montgomery College.

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

Agenda Item Number: 10A  
December 10, 2018

**CREATION OF THE POLYSOMNOGRAPHY (SLEEP MEDICINE) TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**BACKGROUND**

Montgomery College is prepared to offer the polysomnography (sleep medicine) technology associate of applied science (AAS) degree. Polysomnography is a diagnostic test that measures and records a patient's physiologic variables during sleep. Polysomnographic technologists, also known as sleep medicine technologists, perform sleep studies to assist physicians in the diagnosis and treatment sleep disorders.

According to the Centers for Disease Control, 70 million Americans suffer from chronic sleep problems. Lack of sleep is associated with injuries, chronic diseases, mental illnesses, poor quality of life and well-being, increased health care costs, and lost work productivity. Montgomery College strives to counteract the effects of poor sleep health by preparing students for careers in the growing field of sleep medicine technology and emphasizing the College's mission of empowering our students to change their lives and enriching our community.

Montgomery College's new polysomnography (sleep medicine) technology AAS will provide a strong foundation for students in sleep medicine technology by recognizing mastery of vocational-technical occupational skills. The program is designed for students pursuing entry-level positions in the field, practicing polysomnographic technologists, and individuals completing didactic studies and supervised clinical practice to meet the requirements of the Maryland State Legislature for licensure as a polysomnographic technologist. This state licensure is administered by the Board of Registered Polysomnographic Technologists.

Professional organizations in health care management are exploring an AAS as the minimum education requirement for certification, state licensure, and employment. As such, Montgomery College's program will prepare students with the requisite skills and content to succeed in four-year programs in health care management and the state credentialing examination. The new AAS is in addition to Montgomery College's polysomnography technology certificate, which is already accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the creation of the associate of applied science degree in polysomnography (sleep medicine) technology and that an application for approval be submitted to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

Board Resolution  
Polysomnography (Sleep Medicine) Technology Program Curriculum



Section 16-103 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSON

Dr. M. Davis

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

Resolution Number:  
Adopted on:

Agenda Item Number: 10A  
December 10, 2018

**Subject: Creation of the Polysomnography (Sleep Medicine) Technology Associate of Applied Science Degree**

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WHEREAS, The Centers for Disease Control states 70 million Americans suffer from chronic sleep problems; and

WHEREAS, Lack of sleep is associated with injuries, chronic diseases, mental illnesses, poor quality of life and well-being, increased health care costs, and lost work productivity; and

WHEREAS, Montgomery College strives to counteract the effects of poor sleep health by preparing students for careers in the growing field of sleep medicine technology and emphasizing the College's mission of empowering our students to change their lives and enriching our community; and

WHEREAS, The polysomnography (sleep medicine) technology associate in applied science program provides students with a strong foundation in sleep medicine technology which will create a pathway to higher education or licensure and provide students with the skills and knowledge necessary for employment growth, thereby ensuring both student completion and success; and

WHEREAS, No additional resources are needed for implementing the polysomnography (sleep medicine) technology associate of applied science degree; and

WHEREAS, The senior vice president for academic affairs and the acting 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 a polysomnography (sleep medicine) technology associate of applied science degree; and be it further

Resolved, That an application for approval of the polysomnography (sleep medicine) technology associate of applied science degree be forwarded to the Maryland Higher Education Commission.

**Program Title: Polysomnography (Sleep Medicine) Technology Associate of Applied Science Degree**

The polysomnography (sleep medicine) technology program is designed for practicing polysomnography technologists, as well as individuals filling entry-level positions in the field and completing didactic studies and supervised clinical practice to meet the requirements of the Maryland State Legislature for licensure as a polysomnographic technologist. Graduates of the program will be eligible to apply for the polysomnographic certification examination administered by Board of Registered Polysomnographic Technologists and for licensure in the state of Maryland as a polysomnographic technologist.

Course Designator	Title	Credits
<b>Semester One</b>		
<b>ENGL 101</b>	Introduction to College Writing	3
<b>MATH 117</b>	Mathematics/Elements of Statistics (MATF)*	3
<b>POSM 101</b>	Anatomy and Physiology for Polysomnography	4
<b>POSM 102</b>	Introduction to Polysomnography	3
<b>POSM 103</b>	Sleep Disorders	3
<b>Semester Two</b>		
<b>ENGL 102</b>	Critical Reading, Writing, and Research (ENGF)*	3
<b>PHIL 101</b>	Introduction to Philosophy (GEEL)*	3
<b>POSM 104</b>	Polysomnography I	3
<b>POSM 105</b>	Clinical Practicum 1	3
<b>POSM 106</b>	Pharmacology and Sleep Health	1
<b>PSYC 102</b>	General Psychology (GEEL)*	3
<b>Semester Three</b>		
<b>COMM 108 or COMM 112</b>	Foundations of Human Communication or Business and Professional Speech Communication (ARTD/HUMD)*	3
<b>HINM 115</b>	Medical Terminology I	2
<b>POSM 201</b>	Polysomnography II	4
<b>POSM 202</b>	Clinical Practicum II	4
<b>SOCY 100</b>	Introduction to Sociology (BSSD)*	3
<b>Semester Four</b>		
<b>BIOL 130/130L</b>	The Human Body (NSLD)*	4
<b>CMAP 120</b>	Introduction to Computer Applications	3
<b>HINM 116</b>	Medical Terminology II	2
<b>POSM 207</b>	Legal and Ethical Issues for Sleep Technologists	4
<b>PYSC 203</b>	Human Growth and Development During the Life Span	3
<b>Total Credits</b>		<b>64</b>

\* Fulfills MHEC/MC general education requirements

**Program Outcomes for the Polysomnography (Sleep Medicine) Technology Associate of Applied Science Degree**

#	Upon completion of this program a student will be able to:
1	Sit for the registered polysomnographic technologist credentialing exam.
2	Demonstrate critical thinking skills through their performance in their competency in sleep medicine technology and patient care skills.
3	Demonstrate professionalism and high ethical practices.
4	Demonstrate clinical competency.
5	Demonstrate effective communication skills.
6	Illustrate a strong commitment to excellent customer service.

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

Agenda Item Number: 10B  
December 10, 2018

**CREATION OF THE HOMELAND SECURITY CERTIFICATE**

**BACKGROUND**

Due to the events of September 11, 2001, the United States Department of Labor predicts that the employment of security management personnel will grow faster than all other occupations due to the threat of terrorism. Concerning threats to property and persons in our country will continue to grow in the years ahead, and trends clearly demonstrate increased demand in all aspects of intelligence analysis, information security, infrastructure protection, physical security, and law enforcement.

In response to the increased demand for personnel knowledgeable in the nation's growing homeland security needs and issues, Montgomery College is prepared to offer the Homeland Security Certificate. The certificate is designed to instruct students on how to secure borders, airports, waterways, and seaports; prepare for and respond to natural and man-made disasters; provide counterterrorism and intelligence support; and employ the latest security technology. In addition to providing students with a broad understanding of safety and security issues, the Homeland Security Certificate focuses on several vital components of the homeland security field: critical infrastructure protection, disaster preparedness, and response and intelligence operations. Individuals working in homeland security anticipate, prepare for, prevent, and react to everything from pandemics to hurricanes to terrorism. This workforce reduces the nation's vulnerabilities and minimizes the damage from catastrophic events.

The Homeland Security Certificate offers students an overview to the nation's homeland security environment through an all-hazards approach. The curriculum consists of 18 credit hours with coursework in emergency management, intelligence and counter-intelligence, terrorism, critical infrastructure protection, and border security.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the creation of the Homeland Security Certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

Board Resolution  
Homeland Security Certificate Program Curriculum  
Section 13B.02.03.03 of the Education Article of the Annotated Code of Maryland

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Rai

**RESOURCE PERSON**

Ms. M. Davis

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

Resolution Number:  
Adopted on:

Agenda Item Number: 10B  
December 10, 2018

**Subject:    Creation of the Homeland Security Certificate**

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WHEREAS, The United States Department of Labor predicts that the employment of security management personnel will grow faster than all other occupations due to the threat of terrorism; and

WHEREAS, Montgomery College strives to prepare students for careers in the growing field of homeland security and emphasizes the College's mission of empowering our students to change their lives and enrich our community; and

WHEREAS, The Homeland Security Certificate program provides students with a strong foundation of the nation's homeland security environment through an all-hazards approach and provides the skills and knowledge necessary for employment growth, thereby ensuring both student completion and success; and

WHEREAS, No additional resources are needed for implementing the Homeland Security Certificate program; and

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

Resolved, That the members of the Board of Trustees approve the Homeland Security Certificate; and be it further

Resolved, That an application for approval of the Homeland Security Certificate be forwarded to the Maryland Higher Education Commission.

## Program Title: Homeland Security Certificate

This certificate offers students an overview to the nation's homeland security environment through an all-hazards approach. The curriculum consists of 18 credit hours with coursework in emergency management, intelligence and counter-intelligence, terrorism, critical infrastructure protection, and border security.

Course Designator	Title	Credits
HMLS 201	Introduction to Homeland Security	3
EMGT 101	Principles of Emergency Management	3
HMLS 202	Introduction to Terrorism	3
HMLS 210	Critical Infrastructure Protection	3
HMLS 211	Introduction to Intelligence Studies	3
HMLS 212	Current Issues in Homeland Security	3
<b>Total Credits</b>		<b>18</b>

## Program Outcomes for the Homeland Security Certificate

Outcome	Upon completion of this program a student will be able to:
1	Analyze the evolution of the Department of Homeland Security and list the agencies and responsibilities within the department
2	Summarize key Homeland Security responsibilities
3	Analyze the roles, responsibilities, and authorities of the various organizations responding to disasters and other emergencies
4	Describe the elements, structure, and purpose of the intelligence community
5	Describe the purpose and types of intelligence, and the process by which intelligence is requested, gathered, and shared
6	Identify the key challenges for the 21st century facing U.S. Homeland Security
7	Assess critical infrastructures and key resources
8	Differentiate between cyberterrorism, cyberwarfare, cyberespionage, and cybercrime

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

Agenda Item Number: 11  
December 10, 2018

**AWARD OF CONTRACT,  
CLINICAL SIMULATION MEDICAL EQUIPMENT, BID 519-005**

**BACKGROUND**

<b>Request:</b>	Clinical Simulation Medical Equipment
<b>Office/SVP Originating Request:</b>	Senior Vice President for Academic Affairs and the Interim Dean of Health Sciences, Health, and Physical Education
<b>Award Type:</b>	Competitive
<b>Bid Number:</b>	519-005
<b>Explanation of Request:</b>	<p>In June 2015, the Maryland Higher Education Commission (MHEC), and Maryland Health Services Cost Review Commission (HSCRC), awarded the College the Maryland Clinical Simulation Resource Consortium (MCSRC) grant, which is a five-year, \$3 million initiative. This grant included the purchase of clinical simulation medical equipment and material resources to qualifying pre-licensure Maryland State nursing schools, community colleges, and universities, and to provide high-level simulation education to all pre-licensure nursing programs and all hospitals in the state of Maryland. In March 2018, the Board of Trustees approved the purchase of clinical simulation equipment for eight of the 18 requesting schools, under resolution 18-03-020. At the end of the 2017-2018 program year, MHEC awarded an additional \$1.2 million resource (supplemental) grant for the purchase of clinical simulation medical equipment for the remaining 10 requesting schools.</p>
<b>Reason Being Brought to Board:</b>	Board approval is required for bid awards valued over \$250,000.
<b>Certification:</b>	The director of procurement affirms that specifications were developed by appropriate College staff and the interim chief business/financial strategy officer certifies that grant funds are available in the Nurse Support Program II grant.
<b>Total Dollar Amount:</b>	\$1,008,008
<b>Vendor Name:</b>	Multiple
<b>Vendor Address:</b>	See attached
<b>Minority Status:</b>	N/A
<b>Term of Contract:</b>	One-time purchase



## RECOMMENDATION

It is recommended that the Board of Trustees approve multiple awards of contract for the purchase of clinical simulation medical equipment for use at qualifying Maryland State pre-licensure colleges and universities, for a total amount of \$1,008,008.

## BACKUP INFORMATION

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

## RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Rai  
Ms. Schena

## RESOURCE PERSONS

Mr. Stewart  
Ms. M. Davis  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 11  
December 10, 2018

**Subject: Award of Contract, Clinical Simulation Medical Equipment, Bid 519-005**

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WHEREAS, The senior vice president for academic affairs and the interim dean of health sciences, health, and physical education are requesting the purchase of clinical simulation medical equipment for use at qualifying Maryland State pre-licensure colleges and universities; and

WHEREAS, In June 2015, Montgomery College was awarded the Nurse Support Program II Grant by the Maryland Higher Education Commission (MHEC), and Maryland Health Services Cost Review Commission; and

WHEREAS, The grant's initiative is designed to increase the quality and quantity of simulation used in nursing education, clinical simulation medical equipment, and material resources to qualifying pre-licensure nursing schools, community colleges, and universities, and to provide high-level simulation education to all pre-licensure nursing programs and all hospitals in the state of Maryland; and

WHEREAS, This grant included the purchase of clinical simulation medical equipment and material resources to qualifying Maryland State pre-licensure nursing schools, community colleges, and universities; and

WHEREAS, At the end of the 2017-2018 program year, MHEC awarded an additional \$1.2 million resource (supplemental) grant for the purchase of clinical simulation medical equipment for the remaining 10 requesting schools that were not provided equipment under the original 2015 MHEC grant; and

WHEREAS, The director of procurement affirms that specifications were developed by appropriate College staff and the interim chief business/financial strategy officer certifies that grant funds are available in the Nurse Support Program II Grant; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for bid was issued on October 24, 2018, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 23 firms downloaded the solicitation from the procurement website, and five responses were received, publicly opened and recorded, beginning at 3:00pm on November 7, 2018; and

WHEREAS, Upon review of all bid pricing by appropriate College staff, it was determined that pricing submitted by DIA Medical of West Bloomfield, Michigan; Pocket Nurse of Monaca, Pennsylvania; Laerdal Medical Corporation of Wappingers Falls, New York; Gaumard Scientific of Miami, Florida; and Care Management Consulting of Randallstown, Maryland have been declared the lowest responsive-responsible bidders, meeting all College specifications; and

WHEREAS, Board approval is required for bid awards valued over \$250,000; and

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

Resolved, That the Board of Trustees approve multiple awards of contract for the purchase of clinical simulation medical equipment to DIA Medical of West Bloomfield, Michigan; Pocket Nurse of Monaca, Pennsylvania; Laerdal Medical Corporation of Wappingers Falls, New York; Gaumard Scientific of Miami, Florida; and Care Management Consulting of Randallstown, Maryland for a total amount of \$1,008,008.

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

Agenda Item Number: 12A  
December 10, 2018

**SOLE SOURCE AWARD OF CONTRACT,  
AMERICA'S PROMISE AND TECHHIRE GRANT-RELATED BUSINESS ENGAGEMENT AND  
CASE MANAGEMENT SERVICES**

**BACKGROUND**

Request:	Business engagement and case management services
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and the Vice President and Provost of Applied Technologies, the Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	In June and December of 2016, the College was awarded the TechHire and America's Promise grants by the US Department of Labor. Each grant requires that the College partner with the workforce investment organization to provide business engagement and case management services. The College has elected to utilize WorkSource Montgomery (WSM) to provide business engagement and case management services, because WSM is the local workforce investment agency recognized by the federal government and the State of Maryland. In addition, WSM is Montgomery County's authorized Workforce Development Board (WDB), and workforce service provider. WDBs are required under the 2014 Federal Workforce Investment and Opportunity Act. Failure to contract with WorkSource Montgomery for requested services may result in grant non-compliance.
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that WorkSource Montgomery is the only local agency authorized to provide requested services, and the interim chief business/financial strategy officer certifies that grant funds are available.
Estimated Total Dollar Amount:	\$185,000
Vendor Name:	WorkSource Montgomery
Vendor Address:	1801 Rockville Pike, Suite 320 Rockville, Maryland 20852
Minority Status:	NA

Term of Contract:	<div data-bbox="722 191 1406 222" data-label="Text"> America's Promise Grant: 1/1/2017 – 12/31/2020 </div> <div data-bbox="722 224 1406 256" data-label="Text"> TechHire Grant: 7/1/2016 – 6/30/2020 </div>
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### RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract to WorkSource Montgomery of Rockville, Maryland, to provide grant-related business engagement and case management services for a total estimated amount of \$185,000.

### BACKUP INFORMATION

Board Resolution

### RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Rai  
Ms. Schena

### RESOURCE PERSONS

Mr. Payne  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 12A  
December 10, 2018

**Subject:   Sole Source Award of Contract, America's Promise and TechHire Grant-related  
              Business Engagement and Case Management Services**

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WHEREAS, The senior vice president for academic affairs and the vice president and provost of applied technologies, the Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education are requesting the purchase of business engagement and case management services related to the America's Promise and TechHire grants; and

WHEREAS, The director of procurement certifies that WorkSource Montgomery is the only local agency authorized to provide requested services, and the interim chief business/financial strategy officer certifies that grant funds are available; and

WHEREAS, Failure to contract with WorkSource Montgomery for requested services may result in grant non-compliance; and

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

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

Resolved, That the Board of Trustees approve a sole source award of contract to WorkSource Montgomery for business engagement and case management services related to the America's Promise and TechHire grants, for an estimated total amount of \$185,000.

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

Agenda Item Number: 12B  
December 10, 2018

**SOLE SOURCE AWARD OF CONTRACT,  
AMERICA'S PROMISE AND TECHHIRE GRANT-RELATED  
STUDENT DATA COLLECTION AND EVALUATION SERVICES**

**BACKGROUND**

Request:	Student data collection and evaluation services
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and the Vice President and Provost of Applied Technologies, the Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	In June and December of 2016, the College was awarded the TechHire and America's Promise grants by the US Department of Labor. Each grant requires that the College partner with an organization to provide student data collection and evaluation services. The College has elected to use the University of Baltimore Jacob France Institute (JFI) to provide student data collection and evaluation services, because JFI developed, and is authorized by the State to maintain the Maryland Wage Record Archive on behalf of the Maryland Department of Labor, Licensing and Regulation (DLLR). JFI performs similar services for the Maryland Department of Human Services, Maryland State Department of Education-Division of Rehabilitation Services, and Maryland Department of Disabilities. Failure to contract with the University of Baltimore Jacob France Institute for requested services may result in grant non-compliance.
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that University of Baltimore Jacob France Institute developed and maintains the Maryland Wage Record Archive on behalf of the Maryland Department of Labor, Licensing and Regulation (DLLR), and the interim chief business/financial strategy officer certifies that grant funds are available.
Estimated Total Dollar Amount:	\$330,000
Vendor Name:	University of Baltimore – Jacob France Institute

Vendor Address:	1420 N. Charles Street Baltimore, Maryland 21201
Minority Status:	Not Applicable
Term of Contract:	America's Promise Grant: 1/1/2017 – 12/31/2020 TechHire Grant: 7/1/2016 – 6/30/2020

### RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract to the University of Baltimore Jacob France Institute of Baltimore, Maryland, to provide grant-related student data collection and evaluation services, for a total estimated amount of \$330,000.

### BACKUP INFORMATION

Board Resolution

### RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Rai  
Ms. Schena

### RESOURCE PERSONS

Mr. Payne  
Mr. Johnson



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

Resolution Number:  
Adopted on:

Agenda Item Number: 12B  
December 10, 2018

**Subject: Sole Source Award of Contract, America's Promise and TechHire Grant-related  
Student Data Collection and Evaluation Services**

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WHEREAS, The senior vice president for academic affairs and the vice president and provost of applied technologies, the Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education are requesting the purchase of student data collection and evaluation services related to the America's Promise and TechHire grants; and

WHEREAS, The director of procurement certifies that the University of Baltimore Jacob France Institute developed and maintains the Maryland Wage Record Archive on behalf of the Maryland Department of Labor, Licensing and Regulation (DLLR), and the interim chief business/financial strategy officer certifies that grant funds are available; and

WHEREAS, Failure to contract with the University of Baltimore Jacob France Institute for requested services may result in grant non-compliance; and

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

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

Resolved, That the Board of Trustees approve a sole source award of contract to the University of Baltimore Jacob France Institute for the purchase of student data collection and evaluation services related to the America's Promise and TechHire grants, for an estimated total amount of \$330,000.

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

Agenda Item Number: 13  
December 10, 2018

**MONTGOMERY COLLEGE AUDITED FINANCIAL  
STATEMENTS FOR JUNE 30, 2018 AND 2017**

**BACKGROUND**

Montgomery College is required to conduct an annual audit of the College's financial statements.

The audit of financial statements for June 30, 2018 and 2017 was conducted by CliftonLarsonAllen, LLC, Certified Public Accountants and Consultants, and certified by the interim senior vice president for administrative and fiscal services and by the acting 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 audited financial statements for June 30, 2018 and 2017.

**BACKUP INFORMATION**

Board Resolution

Audited Financial Statements for June 30, 2018 and 2017 (Board Members only)

CC4 Annual Financial Report June 30, 2018 (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Ms. Greaney

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

Resolution Number:  
Adopted on:

Agenda Item Number: 13  
December 10, 2018

**Subject: Montgomery College Audited Financial Statements for June 30, 2018 and 2017**

WHEREAS, Montgomery College is required to conduct an annual audit of the College's financial statements; and

WHEREAS, The audit of financial statements for June 30, 2018 and 2017, was conducted by CliftonLarsonAllen, LLP, Certified Public Accountants and Consultants, and certified by the interim senior vice president for administrative and fiscal services and by the acting president; and

WHEREAS, The audit report was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the comptroller general of the United States; 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's financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Montgomery College as of June 30, 2018 and 2017; and

WHEREAS, The respective changes in financial position and, where applicable, cash flows thereof for the years ended in accordance with accounting principles generally accepted in the United States of America; and

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

Resolved, That the Board of Trustees accepts the audited financial statements for June 30, 2018 and 2017.