



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

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

Post

BOARD OF TRUSTEES

Michael J. Knapp
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First Vice Chair

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Marsha Suggs Smith

Sasini Wickramatunga
Student Trustee

PRESIDENT AND SECRETARY-TREASURER

DeRionne P. Pollard, PhD

Monday, February 18, 2019 • 8:00 p.m.

Snow Date: Monday, February 25, 2019

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda Action
4. Comments Period Procedural
5. Approval of Minutes Action
 - A. January 23, 2019 Closed Session Meeting
 - B. January 23, 2019 Public Meeting
6. Reports Information
 - A. Student Recognition
 - B. President's Report (Dr. DeRionne P. Pollard)
 - C. Chair's Report (Mr. Michael J. Knapp)
 - D. Committee and Liaisons Reports
 - i. Alumni Association Liaison Report (Ms. Sasini Wickramatunga)
 - ii. Financial Sustainability Committee (Ms. Marsha Suggs Smith)
 - iii. PIC MC Foundation Liaison Report (Dr. Kenneth Hoffman)
 - E. Fiscal Year 2019 Second Quarter Financial Report (Ms. Donna Schena)
7. Consent Agenda Action
 - A. Personnel Actions Confirmation Report
 - B. Re-Naming of the Hillman Entrepreneurs Program to the Southern Management Leadership Program
 - C. Retirement Resolutions
 - i. Posthumous Recognition of Mr. Douglas Kitchener
 - ii. Ms. Debra A. Ritenour
 - iii. Professor Martin K. Stone
 - iv. Mr. Richard C. Vanatta
 - v. Ms. Donna M. Wilson
 - vi. Dr. Qingmin Zhou
 - D. Awards of Medallions

- i. Bronze Medallion for Professor Ada Garcia-Casellas
 - ii. Bronze Medallion for Professor Florence Ann Sallie
 - iii. Bronze Medallion for Dr. Jack E. Sallie
 - iv. Bronze Medallion for Professor Karen M. Thomas
 - v. Bronze Medallion for Dr. Charlotte H. Twombly
 - vi. Bronze Medallion for Dr. Catherine S. Wilson
 - vii. Silver Medallion for Professor Robert L. Giron
 - viii. Silver Medallion for Ms. Katherine J. Michaelian
 - ix. Silver Medallion for Dr. Janet E. Wormack
- 8. Award of Contract (Competitive) Action
Soccer Field Complex, Rockville Campus, Bid 619-002
 - 9. Strategic Plan Discussion
Montgomery College 2025 Strategic Plan Update
 - 10. Board Matter Information
Schedule of Board Meetings for Fiscal Year 2020
 - 11. New Business Procedural
 - 12. Trustee Comments Procedural
 - 13. 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.

PUBLIC COMMENTS. The board welcomes public comments, which can be sent to 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. 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 at least two weeks prior to the scheduled board meeting.

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

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

Agenda Item Number: 7A
February 18, 2019

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: 7A
February 18, 2019

Subject: Personnel Actions Confirmation

WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period December 1, 2018 through December 31, 2018; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
12/03/2018	Alvarez, Sonia C	Building Services Worker	11	Facilities Operations - GT
12/03/2018	Miller, Stephen R	Electrician	25	Facilities – Central Admin

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
12/07/2018	Applewhite, Marcia R	Recruitment & Enrollment Spec	23	10	Admission Services
12/14/2018	Cousar, Latasha M	Nursing Lab and Clinical Assoc	29	5	Health Sciences Dean
12/04/2018	Evans, Tracey	Senior Instructional Assistant	25	3	Biology and Chemistry Dean
12/28/2018	Murphy, Kevin D ²	Building Services Worker	11	11	Facilities – Central Admin
12/31/2018	Wiles, Tomiesenia ¹	Purchasing Agent II	27	17	Business Services

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	0	1	0	0	1
Male	1	0	0	0	0	1
TOTAL	1	0	1	0	0	2

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	3	0	0	0	4
Male	0	0	0	0	0	0
TOTAL	1	3	0	0	0	4

¹ Retirement

² Deceased

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

FACULTY

FACULTY EMPLOYMENTS

Effective

Date	Name	Position Title	Department
12/01/2018	Jones, Antonette A	Assistant Professor – N/T	CW Dean-Student Engag -TPSS Stu Svcs

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
12/15/2018	Mudd, Lincoln S ²	Associate Professor	12	Fine Perform Visual Arts Dean

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	1	0	0	0	1
Male	0	0	0	0	0	0
TOTAL	0	1	0	0	0	1

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	0	0	0	0	0
Male	1	0	0	0	0	1
TOTAL	1	0	0	0	0	1

² Deceased

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

Agenda Item Number: 7B
February 18, 2019

**RE-NAMING OF THE HILLMAN ENTREPRENEURS PROGRAM
TO THE SOUTHERN MANAGEMENT LEADERSHIP PROGRAM**

BACKGROUND

In 2012, The Hillman Family Foundation made a three-year, six-figure pledge to establish the Hillman Entrepreneurs Program. More than 30 students annually participated in the program at Montgomery College and received partial scholarships, educational resources and internships as part of the program. An additional 30 students from Prince George's Community College participated and were supported as well. Students from both community colleges also received partial scholarships to attend the University of Maryland College Park to continue participation in the Hillman program. In 2016, the Hillman Family Foundation renewed its commitment for three additional years.

In 2019, the Hillman Family Foundation is making a new three-year pledge to the Montgomery College Foundation of \$541,000 to support the continuation of the program, although it slightly downsized student capacity from 30 students to 20 students annually.

As part of the pledge negotiations and the strong connection of the late David Hillman's company, Southern Management Corporation, to the program, the Hillman Family Foundation has requested that the program be re-named as the Southern Management Leadership Program. The Hillman Family Foundation believes that the new name better reflects the brand of the company and will help the participating higher education institutions to better engage Southern Management leaders and investors in the programs.

In recognition of the generous gifts made by the Hillman Family Foundation and to accommodate its request, it is proposed to re-name the Hillman Entrepreneurs Program as the Southern Management Leadership Program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed resolution to re-name the Hillman Entrepreneurs Program as the Southern Management Leadership Program.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Sears
Mr. Rai

RESOURCE PERSONS

Dr. Kelley
Dr. Davis
Ms. Razavi

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

Resolution Number:
Adopted on:

Agenda Item Number:
Date: February 18, 2019

**Subject: Re-Naming of The Hillman Entrepreneurs Program as
the Southern Management Leadership Program**

WHEREAS, Montgomery College wishes to recognize and honor the wishes of a long-time donor, The Hillman Family Foundation, for its extraordinary philanthropy, which has provided and will continue to provide support for the future of Montgomery College; and

WHEREAS, The Hillman Family Foundation has been the lead private supporter of the Hillman Entrepreneurs Program through the Montgomery College Foundation; and

WHEREAS, The Hillman Family Foundation has requested a name change for the program to better reflect the name of the company founded by the late David Hillman, Southern Management Corporation; and

WHEREAS, Montgomery College determines that the re-naming of the Hillman Entrepreneurs Program as the Southern Management Leadership Program, in recognition of the Hillman Family Foundation's generosity is an appropriate recognition for a major gift of this level; and

WHEREAS, The Hillman Family Foundation has made the lead gifts for the program; and

WHEREAS, The Hillman Family Foundation has an extraordinary history of supporting Montgomery College and its students; and

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

Resolved, That the Board of Trustees approve the re-naming of the Hillman Entrepreneurs Program, as the Southern Management Leadership Program, in recognition of The Hillman Family Foundation's generous support of the College's mission and its wishes.

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

Resolution Number:
Adopted on:

Agenda Item Number:
February 18, 2019

Subject: Posthumous Recognition of Retirement of Mr. Douglas E. Kitchener

WHEREAS, Mr. Douglas E. Kitchener served Montgomery College with enthusiasm and dedication for more than 17 years as a full-time staff member, retired as of October 1, 2018 and met with his untimely death on January 22, 2019, which deeply saddened the College; and

WHEREAS, Mr. Kitchener began his employment at the College as a casual temporary employee in the Office of Computing Services on the Rockville Campus, progressed to instructional assistant, then to computer support specialist, and finally to IT support specialist in July 2015; and

WHEREAS, He provided IT support for the Computer Science Department's annual High School Java Programming competition since its inception more than 10 years ago; and

WHEREAS, Mr. Kitchener mentored student aides employed in the Rockville General Purpose Computer Labs and the Campus IT Support Office; and

WHEREAS, Mr. Kitchener received two Service-Outreach-Support (SOS) awards in FY14, and received a special recognition monetary award for exemplary service to the Office of Information Technology and the College; and

WHEREAS, His colleagues will miss his insight, expertise, and dedication during his many years of service; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this posthumous public recognition of Mr. Douglas E. Kitchener; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Douglas E. Kitchener for his outstanding service to the College and extend to them their profound sympathy for the loss of their loved one; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this posthumous recognition of retirement be presented to the family of Mr. Douglas E. Kitchener.

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

Resolution Number:
Adopted on:

Agenda Item Number:
February 18, 2019

Subject: Retirement of Ms. Debra A. Ritenour

WHEREAS, Ms. Debra A. Ritenour served Montgomery College with enthusiasm and dedication for more than 18 years, and retired from the College as of October 1, 2018; and

WHEREAS, She began her employment at Montgomery College as a front counter associate in the Rockville Admissions Office, later progressing to student information systems specialist in the student information system unit; and

WHEREAS, Ms. Ritenour utilized her vast experience at Montgomery College to serve in a collegewide capacity, facilitating and maintaining all aspects of the Curriculum Advising and Planning Program and the online/print catalog, credit courses and academic history related to graduation, in the student information system; and

WHEREAS, Throughout her career at Montgomery College, she pursued professional development, in particular by participating in the Leadership Development Institute; and

WHEREAS, Ms. Ritenour actively participated in College governance, served as a resource person for the College Curriculum Committee, and also served on the American Federation of State, County, and Municipal Employees board as treasurer; and

WHEREAS, She earned the admiration and respect of her colleagues for her dedication, collegiality, enthusiasm, professionalism, and hard work; and

WHEREAS, Her colleagues will miss her wide range of knowledge, her capability, and her enthusiasm, fidelity, and tact; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Debra A. Ritenour on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Debra A. Ritenour for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Ms. Debra A. Ritenour.

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

Resolution Number:
Adopted on:

Agenda Item Number:
February 18, 2019

Subject: Retirement and Award of Emeritus Status to Professor Martin K. Stone

WHEREAS, Professor Martin K. Stone served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than 14 years and retired from the College as of September 1, 2018; and

WHEREAS, Professor Stone was a contributing faculty member in the Department of Sociology, Anthropology, and Criminal Justice on the Rockville Campus, where he taught a variety of criminal justice courses, including Administration of Justice, Introduction to Law Enforcement, Criminal Investigation, Police Operations, and Contemporary Issues; and

WHEREAS, He provided wisdom and guidance as coordinator of the Criminal Justice program at the Rockville Campus; and

WHEREAS, His commitment to student learning and success extended beyond the classroom to include field trips to such venues as the Montgomery County Police Academy, the Frederick Law Enforcement Complex, the Federal Correctional Facility in Cumberland, Maryland, and the International Association for Identification Education Conferences in Ocean City, Maryland, and Williamsburg, Virginia; and

WHEREAS, Professor Stone's service to his discipline and department included authoring a guide to law enforcement textbook; helping the College obtain a Perkins grant; participating in Academic Area Review, and on the Outcomes Assessment Committee; and representing the College's criminal justice faculty at meetings of the Maryland Criminal Justice Educators, particularly its Articulation Task Force; and

WHEREAS, His service to the campus, College, and community included participating on a Distance Learning Committee, Grade Appeal Committee, and Discipline Committee; assisting Montgomery County Public Schools (MCPS) in developing a criminal justice academy at three local high schools as part of the MCPS Criminal Justice Advisory Committee; assisting the Montgomery County Police Department (MCPD) with selecting candidates for its Police Cadet program; representing the College at a City of Rockville Public Safety Awards program; and representing the MCPD Honor Guard by playing bagpipes at civic events; and

WHEREAS, Professor Stone was awarded a Certificate of Appreciation by Montgomery County Public Schools for his work on the Criminal Justice Advisory Committee; and

WHEREAS, He developed professionally by attending conferences hosted by the International Association of Chiefs of Police, the International Association for Identification, the Academy of Criminal Justice Sciences, and Maryland Criminal Justice Educators; and by participating in courses on classroom assessment, using the web in instruction, creating a respectful learning environment, and noncognitive factors in student success, among other topics; and

WHEREAS, Professor Stone is esteemed by colleagues and students for his outstanding organizational skills, maintaining high professional program standards, seeking to actively develop students' critical thinking and writing abilities, fully engaging students in classroom discussions, and maintaining currency in his discipline; and

WHEREAS, College policy provides that all faculty members holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Martin K. Stone on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Martin K. Stone for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Martin K. Stone is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Professor Martin K. Stone.

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

Resolution Number:
Adopted on:

Agenda Item Number:
February 18, 2019

Subject: Retirement of Mr. Richard C. Vanatta

WHEREAS, Mr. Richard C. Vanatta served Montgomery College with enthusiasm and dedication for more than 33 years as a full-time staff member and retired from the College as of November 1, 2018; and

WHEREAS, He began his employment at Montgomery College as a trades worker in the Alterations, Renovations, and Additions unit and later progressed to locksmith after earning his credentials at Montgomery College in February 1988; and

WHEREAS, Mr. Vanatta utilized his vast experience in the Facilities department to serve in a campus-wide capacity, facilitating access for employees, while easing the transition to the proxy system; and

WHEREAS, His commitment to the College included training to stay abreast of trades technology and salvaging locks from local public schools that were closing to repurpose for use at the College; and

WHEREAS, Throughout his lengthy career at Montgomery College, he pursued professional development by enrolling in courses related to locksmith best practices, also serving as a volunteer locksmith at his local fire department and his church; and

WHEREAS, He fostered an interest in utilizing technology to make campus facilities accessible to individuals with disabilities; and

WHEREAS, His colleagues will miss his positive demeanor, great work ethic and principles such as ensuring confidentiality of keycard holders and records; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Richard C. Vanatta on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Richard C. Vanatta for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Richard C. Vanatta

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

Resolution Number:
Adopted on:

Agenda Item Number:
February 18, 2019

Subject: Retirement of Ms. Donna M. Wilson

WHEREAS, Ms. Donna M. Wilson served Montgomery College with enthusiasm and dedication for more than 11 years as a full-time staff member and retired from the College as of July 1, 2018; and

WHEREAS, Ms. Wilson was hired as an office associate to lead and manage the front desk and waiting area of the Office of Counseling and Advising at the Takoma Park/Silver Spring Campus; and

WHEREAS, She served as the first point of contact for Counseling and Advising as well as Disability Support Services, played an essential role in the seamless operation of the department, welcomed students and community members who visited the department, and created a warm environment to make visitors feel comfortable; and

WHEREAS, Ms. Wilson skillfully assisted a high volume of student encounters at the front desk with over 20,000 student appointments a year by answering questions, providing information and resources, making referrals to other departments and services, and assisting students with scheduling appointments; and

WHEREAS, After the implementation of the developmental advising model that switched from a walk-in model to an appointment-based model, she supported and encouraged students in the department to be more intentional and planful with their time, and provided ongoing support to end users, always with patience, enthusiasm, and her “how can I help” mindset; and

WHEREAS, Ms. Wilson trained and coached numerous student employees, served as a role model with her high level of professionalism, and mentored them to encourage the achievement of their academic goals and development of their employability skills; and

WHEREAS, She maintained positive and supportive working relationships with her colleagues and frequently volunteered to assist staff and faculty with new initiatives and projects such as the annual Majors Fair, Adult Student Forums, Summer Bridge Programs, Career Month, and other events; and

WHEREAS, She directly supported institutional priorities, as well as legal, regulatory, compliance, and accreditation requirements for the College by connecting students to services to receive accommodations, to meet with confidential Title IX reporters, and to meet with counselors to create educational plans to support their academic success and completion; and

WHEREAS, She demonstrated commitment to the success of students and the institution by serving as an active member on several committees and councils including Staff Council, the

Professional Development Leave Committee, the Academic Success Workgroup, and Achieving the Dream; and

WHEREAS, Ms. Wilson displayed an ongoing commitment to service excellence, teamwork, and innovation as she was always eager to learn new skills and technology and to implement new processes in order to create efficiencies and improved business practices, such as managing a new online scheduling process for in-person group academic orientations, maintaining an informational monitor in the waiting room, learning the content management system to make updates to the website, creating and maintaining a blog for training purposes for student employees, and researching and submitting a sick leave bank proposal to Staff Council, to name a few; and

WHEREAS, Ms. Wilson will be remembered for her caring and supportive nature, her ability to stay calm and remain positive and poised under pressure, her sense of humor, her strong work ethic and high level of initiative and eagerness to learn, her ability to see projects through from beginning to completion, her reliability and dependability, her advocacy for students, the countless lives she positively impacted, her leadership at the front desk, and her steadfast dedication to the success of students, her colleagues, and the institution; and

WHEREAS, She is held in the highest regard and is immensely respected and sincerely appreciated by her colleagues and, most importantly, by students; and

WHEREAS, Ms. Wilson's compassion, dedication to student success, and her far-reaching institutional knowledge will be deeply missed by the College community; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Donna M. Wilson on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Donna M. Wilson for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Donna M. Wilson.

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

Resolution Number:
Adopted on:

Agenda Item Number:
February 18, 2019

Subject: Retirement and Award of Emeritus Status to Dr. Qingmin Zhou

WHEREAS, Dr. Qingmin Zhou served Montgomery College with enthusiasm and dedication for 25 years as a full-time faculty member and retired from the College as of September 1, 2018; and

WHEREAS, Dr. Zhou was a contributing faculty member in the Department of English, Foreign Languages, and Philosophy on the Takoma Park/Silver Spring Campus, where he taught in the American English Language Program, taught English composition and literature courses, and later retrained to teach computer science courses ranging from Computer Concepts to Java Programming and Object-Oriented Programming with C++; and

WHEREAS, Dr. Zhou provided wisdom and guidance as coordinator of American English Language I and coordinator of computer science courses at the Takoma Park/Silver Spring Campus; and

WHEREAS, He taught blended and online courses, introduced computer technology into the English composition classroom, and innovatively engaged students in English courses on the computer; and

WHEREAS, He mentored many students and student learning assistants, tutored students in the Takoma Park/Silver Spring Learning Center, served as a campus representative to the Beacon Conference, and was an advisor to Phi Theta Kappa, the All Maryland Academic Team, and the All USA Academic Team; and

WHEREAS, He served on the Computer Science I and II Gap Analysis Committee, evolving the computer science courses toward greater rigor and synchronization with comparable computer science courses at the University of Maryland College Park; and

WHEREAS, Dr. Zhou served on the Asian Student Academic Awards Steering Committee, Instructional Advisory Committee, College Area Review Committee, Faculty Status Committee, and Fundraising Subcommittee; and

WHEREAS, He developed professionally by attending conferences on distance learning and cyberspace technology, seminars on culturally responsive teaching, presentations on critical thinking, Microsoft and Sun courses, an e-instructors' training program at Liverpool University, and the Carnegie Mellon University Summer Institute in computer programming; and

WHEREAS, His professional memberships include the National Council of Teachers of English, the Modern Language Association of America, the College English Association—Middle Atlantic Group, the Microsoft Developer Network, IBM's DB2 Universal Database Network, and the Microsoft User Group; and

WHEREAS, Dr. Zhou is esteemed by colleagues and students as a caring and dedicated instructor who creates a friendly, positive learning environment, who supports student success within and beyond the classroom, and who demonstrates patience and kindness towards those who work with him; and

WHEREAS, College policy provides that all faculty members holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Qingmin Zhou on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Qingmin Zhou for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Qingmin Zhou is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Qingmin Zhou.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Di
February 18, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Ada Garcia-Casellas**

WHEREAS, Professor Ada Garcia-Casellas served Montgomery College with enthusiasm and dedication for more than 11 years as a full-time faculty counselor and retired from the College on July 1, 2018; and

WHEREAS, She served as a counselor in the Center for International and Multicultural Students, where she enthusiastically acted as an advocate for the College's international student population, coordinated International Montgomery Advising Programs, which included giving presentations to incoming first year students, supervised and trained student workers, and provided academic and counseling support to students; and

WHEREAS, She created an information session program for Latino parents of incoming high school students in 2008, and designed international-friendly guidelines to enroll at the College; and

WHEREAS, Professor Garcia-Casellas wrote a "Make it Happen Grant" and organized and coordinated a community event entitled "International Professionals Link," where international students could network with one another and make business and social connections; and

WHEREAS, She coordinated a program in conjunction with College libraries and academic affairs entitled "Celebrating Cultures through Books," where students could celebrate their cultures through reading of academic material; and

WHEREAS, In 2010 she was accepted as a fellow in the Paul Peck Humanities Institute to learn how to innovate interdisciplinary approaches and strategies for achieving Montgomery College's goals and objectives; and

WHEREAS, She presented and lectured on "Engaging the Millennial Generation" to help faculty and staff connect with students of the technology generation; and

WHEREAS, Professor Garcia-Casellas prepared semester-long workshops for faculty and staff on international students and organized a variety of community information sessions and programs on health care, English language programs, Dreamers, deferred action, and becoming an American college student; and

WHEREAS, She created a learning community combining courses of the American English Learning Program with sections of the First Year Seminar Student Success Courses; and

WHEREAS, She was faculty advisor to the International Club, English Conversation Club, and Bhangra Dance Club, assisted with Hispanic Heritage Month events, and chaired the event over several years, and assisted students in organizing a clothing drive for Syrian Refugees; and

WHEREAS, Professor Garcia-Casellas served on collegewide committees, including the College Diversity Review Sub-Committee, Sabbatical Leave Committee, Academic Regulations Committee, Diversity Plan Committee, and volunteered at commencement; and

WHEREAS, She participated in the Germantown Campus Council, the Germantown Faculty Senate, the Student Success Council, was active in the Center for Teaching and Learning, and was a graduate of the 15th Leadership Development Institute; and

WHEREAS, She received the Faculty Outstanding Service Award in 2017 for contributions to teaching and advising; and

WHEREAS, Professor Garcia-Casellas demonstrated excellence in multiple roles at the College—teacher, counselor, chair, and colleague—and will be greatly missed by her students and colleagues; and

WHEREAS, She exemplifies the College's mission to empower our students to change their lives, to enrich the life of our community, and be accountable for our results; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Professor Ada Garcia-Casellas on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Ada Garcia-Casellas for her contributions and service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Ada Garcia-Casellas is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Ada Garcia-Casellas is awarded the Bronze Medallion in recognition of her outstanding service to the College, the community, and her profession and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Ada Garcia-Casellas.

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

Resolution Number:

Agenda Item Number:7Dii

Adopted on:

February 18, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Florence A. Sallie**

WHEREAS, Professor Florence A. Sallie served Montgomery College with enthusiasm and dedication for more than 17 years as a full-time faculty member and retired from the College as of July 1, 2018; and

WHEREAS, Professor Sallie made numerous contributions to the Computer Applications Program from 2001 to 2006 and shared her knowledge and expertise as professor in the American English Language Program (AELP)/ English Language for Academic Purposes (ELAP) from 2007 to 2018; and

WHEREAS, She taught in all tracks in the English Language for Academic Purposes (ELAP) discipline, listening, speaking, reading, and writing; and added the integrated skills course, ELAP 990, as an open educational resources Z-course (a course with no textbook costs) to her teaching schedule; and

WHEREAS, Professor Sallie was honored with the Faculty Outstanding Service Award in 2014 and the National Institute for Staff and Organizational Development award in 2015, and received commendation for her service on the academic restructuring work group; and

WHEREAS, She, along with another professor, initiated, planned, and implemented, a “pop-up” learning community that joined AELP/ELAP classes with Global Humanities classes for conversations, where students discussed topics ranging from cultural dress, food, holidays, marriages, gender roles, racism, injustice, inequality, and obstacles to assimilating into the culture of the United States; and

WHEREAS, She served as a primary member of the AELP redesign team, from the initial planning through the implementation phases, and presented papers at many workshops related to redesign, such as The Maryland Association of Community Colleges Completion Summit, the international conference of Teaching English to Speakers of Other Languages 2016, and the Center for Teaching and Learning Saturday Conference; and

WHEREAS, Professor Sallie initiated and planned “Wall of Essays” an annual forum providing a voice to women from around the world, presented at Humanities Days and Center for Professional and Organizational Development training, and was one of three ELAP team members who wrote and implemented the professional development training materials for ELAP faculty; and

WHEREAS, She served as the reading coordinator at the Germantown Campus for several years and mentored part-time faculty, served on several collegewide and campus committees, and was elected to the Academic Assembly, where she also served as a vice chair; and

WHEREAS, Her unceasing willingness to help, unfailing ability to get things done, incredible kindness to students and colleagues alike, keen sense of fairness and commitment to equity, endearing Southern humor, and genuine goodness made her an invaluable member of the College community; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Florence A. Sallie on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Florence A. Sallie for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Florence A. Sallie is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Florence A. Sallie is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Florence A. Sallie.

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

Resolution Number:

Agenda Item Number: 7Diii

Adopted on:

February 18, 2019

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to
Dr. Jack E. Sallie Jr.**

WHEREAS, Dr. Jack E. Sallie Jr. served Montgomery College with dedication and distinction as a part-time faculty member for one year and as a full-time faculty counselor for more than 14 years and retired from the College as of July 1, 2018; and

WHEREAS, He enthusiastically and effectively taught Student Success courses for 14 years on the Germantown Campus and provided visits and advising to students of the English Language for Academic Program courses each semester; and

WHEREAS, He developed an online memory development course, which resulted in student enrollment in the course more than tripling collegewide; and

WHEREAS, Dr. Sallie served as chair of Faculty Council, Faculty Issues, and chair of chairs on the Germantown Campus; and

WHEREAS, He served two terms as the chair of Counseling on the Germantown Campus, supervising 14 full-time faculty, 10 part-time faculty, and two staff; and

WHEREAS, He was a Middle States co-chair for Standard II, Ethics and Integrity, for the College's 2018 Self-Study; and

WHEREAS, Dr. Sallie served from 2008 through 2012 as a founding committee member of the Behavioral Intervention Team; and

WHEREAS, He was selected for and completed the College Advanced Leadership Program in 2007; and

WHEREAS, He completed the training to qualify as a Quality Matters Peer Reviewer (QMPR); and

WHEREAS, Dr. Sallie was nominated by students and selected to be featured in Who's Who in American College Professors, once as a professor and once as a counselor; and

WHEREAS, He focused on international and multicultural students and served as a member of the Montgomery College International Education Task Force; and

WHEREAS, He was a member of the first Montgomery College Community College Leadership Development Program cohort, and successfully earned his EdD in 2007; and

WHEREAS, His dissertation, “*A Survey of First-Year Student Support Services for International Students Attending Community Colleges in the United States*,” delved into issues relevant for serving Montgomery College students; and

WHEREAS, Dr. Sallie presented his research findings at the American Association of Community Colleges Global Education Commission: *Launching a Research Agenda for International Education in Community Colleges* in 2007 and at other international conferences; and

WHEREAS, He served as a founding member and secretary of the Community College Leadership Development Program Alumni Chapter of Morgan State University National Alumni Association, and served as co-chair of the Eighth Annual Community College Leadership Institute in 2006; and

WHEREAS, He served as a founding member of the President’s Interfaith and Community Service Campus Challenge, and was asked to share Moments of Reflection at the 25th Germantown Anniversary Celebration and the dedication of the Paul Peck Building; and

WHEREAS, Dr. Sallie served as student club sponsor for over eight years; and

WHEREAS, Dr. Sallie received the Faculty Outstanding Service Award in 2017 and the National Institute for Staff and Organizational Development Excellence Award for contributions to teaching and advising in 2018; and

WHEREAS, He demonstrated excellence in multiple roles at Montgomery College—teacher, counselor, chair—and will be greatly missed by his students and colleagues; and

WHEREAS, He exemplifies the College’s mission which reads “We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results”; and

WHEREAS, College policy provides that all faculty members holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for student affairs and the acting president of the College recommend this public recognition of Dr. Jack E. Sallie Jr. on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Jack E. Sallie Jr. for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Jack E. Sallie Jr. is granted Professor Emeritus status, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. Jack E. Sallie Jr. is awarded the Silver Medallion in recognition of his outstanding service to the College and community, and as an expression of the gratitude of the College for his dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Dr. Jack E. Sallie Jr.

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

Resolution Number:
Adopted on:

Agenda Item Number:7Div
February 18, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Karen M. Thomas**

WHEREAS, Professor Karen M. Thomas served Montgomery College with enthusiasm and dedication for 29 years as a full-time faculty member and retired from the College as of June 1, 2018; and

WHEREAS, She ably and effectively served as a faculty member in the Health Enhancement, Exercise Science, and Physical Education Department, including 12 years as the department chair for Health and Physical Education, five years as the coordinator of the employee wellness program, and six years as the academic program coordinator for Exercise Science; and

WHEREAS, She was responsible for developing the Community Health associate of arts degree, including the development of five new health courses; and

WHEREAS, She obtained a Perkins Grant to develop the personal training certificate, re-designed the Exercise Science associate of arts degree, and developed an articulation agreement with Salisbury University and helped bring its bachelor's degree in kinesiology to the Universities at Shady Grove; and

WHEREAS, She played a key role in helping the Exercise Science program receive its accreditation by the Commission on Accreditation of Allied Health Education Programs/Committee on Accreditation for the Exercise Sciences; and

WHEREAS, Professor Thomas received multiple awards during her tenure, including the Outstanding Faculty Award in 2010 and the National Institute for Staff and Organizational Development Faculty Certificate in Excellence; and

WHEREAS, She presented at national conferences, including American Alliance for Health, Physical Education, Recreation and Dance, National Wellness Association, and the College Board Wellness Conference; and

WHEREAS, Professor Thomas provided leadership to the College by serving as a member of Rockville Faculty Council and as Chair of the collegewide Faculty Council for two years, and was a member of the Chair Mentoring Committee and Healthy Campus Committee; and

WHEREAS, She served the College community as a co-chair of Standard VII, Governance, Leadership, and Administration, for the College's 2018 Self-Study; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a), with the appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Karen M. Thomas on the occasion of her retirement; now therefore be it

Resolved, That members of the Board of Trustees express their sincere appreciation to Professor Karen M. Thomas for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Karen M. Thomas is granted the status of Professor Emerita and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Karen M. Thomas is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Karen M. Thomas.

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

Resolution Number:

Agenda Item Number: 7Dv

Adopted on:

February 18, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Dr. Charlotte H. Twombly**

WHEREAS, Dr. Charlotte H. Twombly served Montgomery College with dedication and distinction for 15 years as a full-time faculty member after serving as an adjunct faculty member, and retired from the College as of September 1, 2018; and

WHEREAS, Dr. Twombly provided wisdom and guidance to the faculty of the Department of Sociology, Anthropology, and Criminal Justice as department chair and sociology coordinator, where she resolved departmental issues, advised students, mentored and supported faculty, promoted the department, and helped to establish interdepartmental relationships; and

WHEREAS, She taught many courses, both online and in-person, including Introduction to Sociology, Sociology of the Family, Families in Crisis, Women and Men in American Society, Aging in American Society, Sport in American Society, Sociology of Religion, and Introduction to Community Field Work; and

WHEREAS, She demonstrated academic leadership by working with the History and Political Science Departments to propose and sponsor the Ethnic Social Studies Certificate and Letter of Recognition; proposed and developed the Globalization Issues course; developed the honors course Introduction to Sociology; mentored students for the Social Science/Graphic Arts Spring Poster Sessions; advised students who prepared for the Beacon Conference and the Rockville Campus Honors Colloquium; supported the Women's and Gender Studies Scholarship Program; developed an Academic Planning Retreat; helped to coordinate the 40th Anniversary Academic Convocation at the Rockville Campus; and finalized an articulation agreement that allowed Montgomery College students to transfer sociology credits to the Social Work Program at the University of Maryland Baltimore County, Shady Grove Campus; and

WHEREAS, Dr. Twombly was an expert in Distance Learning whose commitment was evident in her excellent online courses and in her chairing the Distance Learning Committee; and

WHEREAS, She served on the Distance Education Advisory Committee; created a Distance Learning Community in her department that addressed technological and academic concerns; facilitated a workshop entitled "Building Rapport and Community in the Online Classroom"; and co-authored and presented papers entitled "Current Challenges to Community College Distance Education" and "Distance Learning: Retained the Academic Integrity of Web-based Distance Programming in the Community College Model of Education" at the International Conference on Education in Athens, Greece; and

WHEREAS, She served as Chair of Chairs and participated in the Ethnic Studies Committee, the Globalization Issues Course Development Committee, the Annual Honors Awards Convocation, the Evening Weekend Office Advisory Board, and Part-time Faculty Appreciation

Reception, and a committee that developed detailed recommendations for a part-time faculty mentoring program; and

WHEREAS, Dr. Twombly was formally recognized for her support of the Women's and Gender Studies Scholarship program; and

WHEREAS, She developed professionally through Quality Matters training, engaged in College workshops, and actively participated in conferences and associations—including the Mid-Atlantic Women's Studies Conference, US Journal National Conference on the Self and the Family, Maryland Distance Learning Association Spring Conference, Maryland Community College Academic Leadership Conference, Maryland Higher Education Conference, League for Innovation in the Community College, Eastern Sociology Society, and Behavioral Health and Addictive Disorders Conference; and

WHEREAS, Dr. Twombly is esteemed as a conscientious and knowledgeable instructor whose teaching, both online and in-person, is exceptional; as an excellent colleague who created a warm atmosphere in her department and supported fellow faculty members; and as an effective leader who represented the interests of her department in the larger College community; and

WHEREAS, College policy provides that all faculty members holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the acting president of the College recommend this public recognition of Dr. Charlotte H. Twombly on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Charlotte H. Twombly for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Charlotte Twombly is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. Charlotte H. Twombly is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

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

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Dvi
February 18, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Dr. Catherine S. Wilson**

WHEREAS, Dr. Catherine S. Wilson has served Montgomery College with excellence, integrity, and dedication for 21 years as a full-time disability support services (DSS) counseling faculty member and retired from the College as of September 1, 2018; and

WHEREAS, Dr. Wilson was hired as the first lead DSS services counselor at the Takoma Park/Silver Spring Campus and dedicated her career to establishing and building services for students with disabilities, including the development of a Support Center Program and alignment of DSS collegewide; and

WHEREAS, She worked with students who had various disabilities, maintained fluency in American Sign Language to work with hearing impaired students, and advocated for and provided appropriate accommodations and support services for students to have full participation and equal access to educational opportunities, programs, and activities at the College; and

WHEREAS, Dr. Wilson, in partnership with students, faculty, and staff, identified and removed barriers to ensure Montgomery College's campuses, programs, and courses were accessible and inclusive and she consistently demonstrated a commitment to social justice, particularly as it relates to non-discrimination in the recruitment, admission, educational process, and treatment of students with disabilities; and

WHEREAS, She maintained a liaison relationship with community partners such as Montgomery County Public Schools, Department of Rehabilitation Services, and other external agencies and medical/therapeutic providers to share information and referrals for students with disabilities, and served as an institutional content expert and consultant to faculty, staff, and administrators regarding students with disabilities, and routinely facilitated educational presentations to the College community on disability support services and related topics; and

WHEREAS, She organized and mentored a disability support and advocacy student group, facilitated a plethora of disability awareness events on campus for students, and played a crucial role in serving as a student advocate, representing the student voice at the College and also encouraging and educating students on how to advocate for themselves and work towards the elimination of physical, technical, resource, relational, and attitudinal barriers to improve their circumstances and create opportunities; and

WHEREAS, She facilitated countless academic orientations and student success workshops covering a wide variety of topics, including how to succeed in College, goal setting, study skills development, stress management, and transfer planning; and

WHEREAS, She provided a dynamic, innovative, inspiring, and engaging learning environment for students and taught a wide variety of Student Success courses including First Year Seminar, Study Habits Development, Career Development: Dynamics and Application, and Principles of Academic Success; and

WHEREAS, She developed the first learning community between First Year Seminar and developmental English, conducted a successful outcomes and assessment review to revise and standardize the First Year Seminar curriculum, served as the freshman team coordinator and established the midterm check-up event and academic advising fairs, and received National Counselor Certification and a Center for Teaching and Learning fellowship; and

WHEREAS, Dr. Wilson was recognized for her outstanding service to students, the Takoma Park/Silver Spring Campus, and the wider College community by being awarded the Faculty Outstanding Service Award in 2010, a National Institute for Staff and Organizational Development Award in 2011, and a Service Outreach Support Award in 2012; and

WHEREAS, She was committed to the profession and discipline and maintained active membership with the Maryland Association on Higher Education and Disability, the National Academic Advising Association, and attended multiple professional development conferences, workshops, and trainings annually that supported continuous improvement in the areas of disability support, mental health and trauma, pedagogy, assessment and evaluation, and supported veterans and their families in higher education; and

WHEREAS, She demonstrated commitment to the success of students and the institution by serving on several campus and collegewide committees and councils including Academic Appeals Committee, Academic Regulations Committee, Developmental Math Task Force, DSS College Area Review, Outcomes Assessment Committee, Registration Committee, DSS Advisory Committee, Campus Council, and Faculty Council; and

WHEREAS, She provided ongoing leadership to the College community during the majority of her career by providing supervision to the Takoma Park/Silver Spring Disability Support Center, served as chair and/or coordinator of many of the aforementioned committees, such as the academic appeals committee and the registration committee for two years, the annual spring registration kickoff for four years, the DSS advisory committee, campus council, faculty council, and collegewide campus council all for one year, coordinated the DSS College academic review (CAR) during each review period, and served with distinction for three years as Department Chair of Counseling & Advising at the Takoma Park/Silver Spring Campus; and

WHEREAS, She is active and engaged in the community outside of her role at the College and has focused her energy on serving as a Girl Scout Leader, Parent Teacher Association (PTA) membership coordinator, soccer team manager, has competed in numerous triathlons, currently provides triathlon event support, and regularly volunteers for events held by the Potomac Pedalers and Oxon Hill bike clubs; and

WHEREAS, Dr. Wilson will be remembered for her relentless advocacy for students with disabilities, the countless lives she positively impacted, her leadership and ability to build morale and garner group momentum and engagement to see projects through from beginning to completion, her deeply caring yet easy-going and calming demeanor, her humor and distinct ability to make people laugh and focus on the positive, and her steadfast dedication to the success of students, her colleagues, and the institution; and

WHEREAS, She is held in the highest regard and is immensely respected and sincerely appreciated by her colleagues and most importantly by students; and

WHEREAS, Dr. Wilson's compassion, dedication to student success, and her far-reaching institutional knowledge will be deeply missed by the College community; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Dr. Catherine S. Wilson on the occasion of her retirement; now therefore be it

Resolved, That Dr. Catherine S. Wilson is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That Dr. Catherine S. Wilson is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Catherine S. Wilson for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

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

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Dvii
February 18, 2019

**Subject: Retirement and Award of Emeritus Status and Silver Medallion to
Professor Robert L. Giron**

WHEREAS, Professor Robert L. Giron served Montgomery College with enthusiasm and dedication for 32 years as a full-time faculty member and retired from the College as of September 1, 2018; and

WHEREAS, Professor Giron nobly served the students of Montgomery College, providing instruction in English, Reading, Literature, Creative Writing, English Language for Academic Purposes and Humanities (Honors) courses; and

WHEREAS, He served as the coordinator for various courses, including EL100/111/AELS920, EN190, and Creative Writing-Poetry; and

WHEREAS, He served ably and effectively as department chair for two terms, as the chair of chairs, as the acting dean of Humanities and Social Sciences, as the director of the Takoma Park Scholars Program, as the director of the Millennium Scholars Program, as coordinator for the Takoma Park/Silver Spring Honors Program, and MC Pride and Allies; and

WHEREAS, Professor Giron contributed to the vibrant culture of Montgomery College by supervising and evaluating no less than 100 full and part-time faculty and staff, and by serving on dozens of hiring committees; and

WHEREAS, He had served the Montgomery College community on most major committees, including Faculty Council, the *Montgomery College 2020* Strategic Planning Committee, the Academic Restructuring Team and Task Force Group, Academic Assembly, the General Education Committee, Curriculum Committee, the Part-Time Faculty Advocacy Task Force, and as an officer in the Takoma Park chapter of the Association of American Colleges and Universities; and

WHEREAS, He also contributed regularly to pedagogical and curricula discussions in program redesign committees, assessment committees, and software committees; and

WHEREAS, Professor Giron served dutifully as a faculty advisor for several student organizations such as the Veterans and Active Duty Club, the Adventures of the Mind, Honors Club, and the Hispanic Student Body; and

WHEREAS, He contributed greatly to the scholarship in his field as an editor and author of books, journal publications, scholarly articles, and poetry; as a current member of a multitude of professional associations such as, Teachers of English to Speakers of Other Languages and Community Colleges Humanities Association; and through participation in hundreds of academic and artistic programs, including presentations at national and international

conferences; at College-sponsored events, and in a host of community events such as book festivals and fairs; and

WHEREAS, Professor Giron has empowered students as the editor-in-chief—and now associate editor—of *The Sligo Journal*, as an associate editor of *Potomac Review*, as the chair and founder of the Venture Valdez English and Spanish Poetry Contest; and

WHEREAS, Professor Giron's excellence in teaching had been recognized several times throughout his career, having received two Outstanding Faculty Service Awards and three National Institute for Staff and Organization Development Excellence Awards; and

WHEREAS, He pursued professional development in many forms, completing department chair training at the American Council on Education, and continuing education through the University of Cambridge Summer International Programme, and as a fellow in the Smithsonian Humanities Institute; and

WHEREAS, He participated in community outreach by serving as a member of the Montgomery College Speakers Bureau, the Busboys and Poets Advisory Board, and as the vice president of the CEA-MAG Executive Board; and

WHEREAS, Professor Giron's collective body of Literature and Poetry was recognized with a multitude of impressive publishing awards such as the 2015 Florida Book Festival Award for Compilations/Anthologies for *The Sligo Journal* and the 2009 National Best Book Award for Fiction and Literature: Anthologies, for *Poetic Voices Without Borders 2*; and

WHEREAS, Professor Giron provided exemplary leadership to both the College community and the community at large, serving as the editor in chief and publisher of Gival Press, LLC and as editor in chief of *ArLiJo*; and

WHEREAS, Professor Giron is held in the utmost esteem by his colleagues and students, as evidenced by the faculty and student testaments included in his Outstanding Faculty Service Award Nominations; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College and the community; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Robert L. Giron on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Robert L. Giron for his distinguished service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Robert L. Giron is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Robert L. Giron is awarded the Silver Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Professor Robert L. Giron.

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

Resolution Number:

Agenda Item Number: 7Dviii

Adopted on:

February 18, 2019

**Subject: Retirement and Award of Emerita Status and Silver Medallion to
Ms. Katherine J. Michaelian**

WHEREAS, Ms. Katherine J. Michaelian served Montgomery College with dedication and distinction for more than 29 years as a full-time faculty member and administrator after serving as an adjunct faculty member, and retired from the College as of September 1, 2018; and

WHEREAS, Ms. Michaelian provided wisdom and guidance to faculty and staff on the Germantown Campus as chair of Computer Science and Computer Applications; instructional dean for Business, Science, Mathematics, and Technology; lead dean for the Information Technology Institute when it was first created; dean for Distance Learning; and acting dean of Humanities and simultaneously serving for a year as lead dean of the American English Language Program; and

WHEREAS, She served on the Rockville Campus as instructional dean for Business, Economics, Accounting, Computer Applications, Hospitality Management, and Paralegal Studies; and

WHEREAS, She was the honors dean supporting Millennium Scholars, Phi Theta Kappa, the Honors Awards Ceremony, and the Macklin Business Institute, having served on the team that wrote the original proposal to create the institute; and

WHEREAS, Ms. Michaelian was the lead dean for College Area Reviews in the following programs: Renaissance Scholars, Wireless and Network Technologies, Computer Applications, Computer Science, Management, Business, Hospitality Management, Paralegal Studies, Biotechnology, and Nutrition; and

WHEREAS, She taught courses in computer applications, databases, and DOS and developed an online Introduction to Computer Applications course, which has been adopted for all course sections and earned the Quality Matters recognition; and

WHEREAS, She led or participated in successful grant proposals, including grants with CyberWATCH, Georgetown Howard Hughes Medical Institute, Holy Cross Hospital, Perkins, Lumina, Gates, the Marriott Foundation, and Dickinson College partnerships in NASA, as well as the Health Resource and Services Administration's equipment grants for the biotechnology program, the National Science Foundation Partnerships in Innovation Grant, Montgomery College Innovation grants, and a United States Peace Institute grant for Renaissance Scholars; and

WHEREAS, Ms. Michaelian wrote the "Big Dream" paper, outlining the long-range vision for the Biotechnology and Life Sciences programs, supported the design and construction of the Bioscience Education Center; and

WHEREAS, She directed the moving, upgrading, and expansion of computer programs into the High Technology and Science Center Building, and ensured the progress of the Facilities Master Plan on the Germantown Campus; and

WHEREAS, She wrote articulation agreements in information systems with the University of Maryland Baltimore County, information systems and business with Johns Hopkins University, life sciences with the University of Maryland College Park, and computer science updates with the University of Maryland University College; and

WHEREAS, She brought the Hillman Entrepreneurs Program to Montgomery College, developed the program model, provided guidance and oversight for the program, served on the Hillman Advisory Board, and participated in the Hillman Foundation; and

WHEREAS, She was a leader in curriculum development, chairing the Campus Curriculum Committee and leading a team that redesigned and streamlined the College's curriculum development process; and

WHEREAS, She chaired the Collegewide Curriculum Committee, which she represented on the Academic Assembly, and chaired or served on many additional committees, among them the Part-time Faculty Development Committee at Germantown, 50th Anniversary Endowment Committee, Distance Education Policy Committee, Collegewide Honors Committee, Tech Prep Committee, Learning Technologies Committee, Gateway to College Steering Committee, Administrator's Accountability Committee, Administrative Support Committee, Outstanding Faculty Award Committee, and the Executive Committee of the Council for the 21st Century; and

WHEREAS, Ms. Michaelian served as the College's liaison to the Montgomery County Career and Technical Education Advisory Council and chaired or served on numerous teams, work groups, task forces, and advisory groups, among them the Holy Cross Hospital Work Group, Business Response Team, Joint Task Force for Faculty Leave, Instructional Technology Advisory Group, Information Technology Institute Leadership Group, Compensation Advisory Group, Honors Budget Task Group, Task Force for Excellence in Student Academic Support, Middle States Compliance Work Group, and Academic Reorganization Task Force; and

WHEREAS, She was appointed by the Governor of Maryland to represent Montgomery College on the Governor's Commission for Cybersecurity Innovation and Excellence, where she also chaired the subcommittee on Education and Training; and

WHEREAS, She created the Career Advisory Program, with joint advisory boards for Montgomery College and Montgomery County Public Schools and with a Montgomery County Collaboration Board comprised of chairs from each of the advisory committees; and

WHEREAS, She participated in multiple negotiations between the College, the American Association of University Professors (AAUP), and the Service Employees International Union, (SEIU), helping to negotiate the original SEIU part-time faculty contract and serving on the Labor Management Committees for both unions; and

WHEREAS, Ms. Michaelian received a Faculty Excellence Award from the Montgomery College Alumni Association in 1996, Outstanding Service Awards in 1998 and 2005, a Team Effort

Award for her work on curriculum revision, and letters of commendation for exceptional performance; and

WHEREAS, She presented on careers in information technology fields at the Montgomery County Commission for Women, presented in the Maryland Department of Education Developing a Curriculum series on information technology skill sets, and represented the College at biotechnology-related functions, including many national Biotechnology Innovation Organization Conferences and a National Institute of Standards and Technology Conference on nanotechnology; and

WHEREAS, She supported department chairs by taking them to New Horizons, the Chair Academy's 10th International Conference, and she actively participated in many professional development organizations and opportunities, such as the Maryland Academic Leadership Conference, the National Institute for Leadership Development, Morgan State University's Community College Leadership Fellowship Program, the Bioform Conference, the American Association of Community Colleges, the League for Innovation, the American Association for Paralegal Educators, the National Community College Chair Academy, and the College's Leadership Development Institute; and

WHEREAS, Ms. Michaelian is esteemed by colleagues and students for her excellence as a classroom instructor, supervisor, and dean who demonstrated integrity, compassion, wisdom, and energy in her work, who encouraged faculty and staff to serve our students to the best of their abilities, who tackled tough assignments with clarity and courage, and who developed an open and trusting environment on which to build for the future; and

WHEREAS, College policy provides that all administrators who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty or administrator emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Katherine J. Michaelian on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Katherine J. Michaelian for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Ms. Katherine J. Michaelian is granted the status of Administrator Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Ms. Katherine J. Michaelian is awarded the Silver Medallion in recognition of her distinguished service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Ms. Katherine J. Michaelian.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Dvix
February 18, 2019

**Subject: Retirement and Award of Emerita Status and Silver Medallion to
Dr. Janet E. Wormack**

WHEREAS, Dr. Janet E. Wormack served Montgomery College with dedication and distinction for more than 19 years as an administrator and retired from the College as of August 31, 2018; and

WHEREAS, Over the course of her career, Dr. Wormack provided exemplary service to the College while serving as the director of procurement (1999–2012), associate senior vice president for administrative and fiscal services (2012–2014), and senior vice president for administrative and fiscal services (2014–2018); and

WHEREAS, During her tenure, she demonstrated a willingness to serve in senior leadership roles as needed, including interim senior vice president for administrative and fiscal services (2013–2014), director of the presidential search (2010) and interim chief business officer (2008), and received a Team Effort Award in 2002 as a commendation for effective team effort; and

WHEREAS, She was an advocate for continuing education for her staff and completed a doctorate degree during her service at Montgomery College; and

WHEREAS, Dr. Wormack made numerous contributions in her role as the director of procurement by establishing best practices in the College's procurement processes resulting in cost savings; and

WHEREAS, During her distinguished service as the senior vice president for administrative and fiscal services, Dr. Wormack provided leadership, guidance, and assistance to the College president and Board of Trustees regarding fiscal and administrative matters; and

WHEREAS, Dr. Wormack spearheaded numerous operating-efficiency efforts that resulted in millions of dollars in cost savings for the College; and

WHEREAS, She led the project to relocate the College's Central Services operations from the Mannakee Building and two leased buildings, first, identifying a building on the market, then working with the Montgomery College Foundation's Real Estate Committee and the county government to secure bond funding for the purchase, leading a design and renovation effort, and then coordinating the moves into the building, thus improving the service level of Central Services, freeing up the Mannakee Building for campus uses, and concluding two leases, the result of which will save the College \$40 million; and

WHEREAS, She was a strong representative for the College in advocating for the College's operating and capital budget needs with the county government; and

WHEREAS, She served as the College's representative on numerous county and state committees, such as the Montgomery County Interagency Procurement Coordinating Committee, and the Council of Governments, Purchasing Officer's Committee; and

WHEREAS, Dr. Wormack served her professional community with distinction as a member of and as an officer in numerous state and local professional organizations, including various roles in the Maryland Public Purchasing Association, Inc., including vice president, regional conference program chair, as a board member and scholarship chair; and

WHEREAS, She also served the community as the co-chair of the Logistics Committee of the NAACP Annual Afro American, Cultural, Technological and Scientific Olympics Local Competition, and as an oral examiner for the Universal Public Purchasing Certification Council; and

WHEREAS, Dr. Wormack attended numerous international, national, and regional professional conferences in which she delivered presentations on public purchasing; and

WHEREAS, College policy provides that all administrators who retire with a minimum of 10 years of service as an administrator with Montgomery College shall be designated administrator emeritus(a) with appropriate title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College and the community; and

WHEREAS, The president of the College recommend this public recognition of Dr. Janet E. Wormack on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Janet E. Wormack for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Janet E. Wormack is granted the status of Administrator Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. Janet E. Wormack is awarded the Silver Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Dr. Janet E. Wormack.

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

Agenda Item Number:
February 18, 2019

**AWARD OF CONTRACT,
SOCCER FIELD COMPLEX CONSTRUCTION, ROCKVILLE CAMPUS, BID 619-002**

BACKGROUND

Request:	Construction of a new soccer field complex on the Rockville Campus
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	619-002
Explanation of Request:	<p>This contract award is to provide construction services to build a soccer field complex on the Rockville Campus. The complex will consist of a NJCAA regulation field, locker rooms, press box, grandstand seating, and field lights that comply with NJCAA Division I soccer field requirements. This project is part of the approved MC Facilities Master Plan and a response to the soccer teams moving to NJCAA Division I. The entirety of turf components consist of a crushed aggregate stone base, a resilient expanded polypropylene shock-absorbing base pad, a synthetic turf carpet consisting of monofilament fibers, and an infill consisting of coated, high-purity silica sand, where the coating is specifically engineered for synthetic turf.</p> <p>The initial project award will be for the Phase I construction of the soccer field, retaining wall, landscaping, walkways and stairs, grandstand, building pad and under-slab utilities, bid alternates for field lighting, polished concrete floors, and art panels, for a total amount of \$4,063,000. The second phase of the project will commence in FY20, and will consist of construction of the soccer field locker rooms and press box, for a total amount of \$1,830,000. This additional work is subject to the appropriation of FY20 capital funding.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the interim chief business/financial strategy officer certifies that \$4,063,000 is planned for and available in the FY19

	capital budget, and the remaining \$1,830,000 is subject to FY20 capital funding appropriation.
Total Dollar Amount:	\$5,893,000
Vendor Name:	Grunley Construction Company, Inc.
Vendor Address:	15020 Shady Grove Road, Suite 500 Rockville, MD 20850
Minority Status:	Not applicable
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Grunley Construction Company, Inc., of Rockville, Maryland, for the construction of a new soccer field and field lights on the Rockville Campus, for a total amount of \$5,893,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
 Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number:
February 18, 2019

**Subject: Award of Contract, Soccer Field Complex Construction, Rockville Campus,
Bid 619-002**

WHEREAS, The interim senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for the construction of a new soccer field complex on the Rockville Campus; and

WHEREAS, The entirety of turf components consist of a crushed aggregate stone base, a resilient expanded polypropylene shock-absorbing base pad, a synthetic turf carpet consisting of monofilament fibers, and an infill consisting of coated, high-purity silica sand, where the coating is specifically engineered for synthetic turf; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; and

WHEREAS, A two-part request for proposal method was used for this project to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A – Contractor Qualifications and Part B – Price Proposals, were publicly advertised on November 12, 2018, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 126 companies downloaded the solicitation from the Procurement website; and on December 13, 2018, eight responses were received and recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, After an evaluation of Part A – Contractor Qualification proposals, five contractors who submitted proposals were deemed qualified to have their Part B Price Proposals opened; and

WHEREAS, Following an evaluation of Part B – Price Proposals, it was determined that Grunley Construction Company, Inc., of Rockville, Maryland, submitted the lowest base bid price, including all bid alternatives, of \$5,893,000 and met all College specifications; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

WHEREAS, The interim chief business/financial strategy officer certifies that \$4,063,000 is planned for and available in the FY19 capital budget, and the remaining \$1,830,000 is subject to FY20 capital funding; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, supervision, bonds, and insurance for the construction of the soccer field complex on the Rockville Campus be

awarded to Grunley Construction Company, Inc., of Rockville, Maryland, at the submitted base bid price, including all bid alternatives, of \$5,893,000; and be it further

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



Montgomery College

Strategic Planning Update for Board of Trustees

The Route Traveled and Road Ahead

Dr. Michelle T. Scott, Deputy Chief of Staff and Strategy
Dr. Kevin Long, Director Planning and Policy
February 18, 2019

Introduction

Montgomery College 2020, launched in 2013, was the first strategic plan approved by the Board of Trustees and the plan addressed the then-current and urgent issues of college readiness, student achievement, and community engagement. The plan was grounded in a set of imperatives called the “Three Rs”:

- **Redesign** students’ educational experiences
- **Reinvent** institutional roles
- **Reset** the system to create incentives for student and institutional success

Montgomery College 2020 allowed the College to focus its efforts and energy around several key initiatives—such as the Academic Affairs Redesign, implementation of the ACES Program, the Common Student Experience, and the opening of two community engagement centers—aimed at enhancing student success and meeting the needs of our students and community. The College’s journey over the last several years has renewed our commitment to mission and revitalized our dedication to social justice. As tempting as it might be to simply refresh and continue the themes of *Montgomery College 2020*, too much has changed since 2012 when the plan was developed.

The context and landscape of higher education has changed, the needs of students have evolved, the meaning of being work-ready has changed, and the definition of student success has advanced. There is much from the past that the College can and should build on, which is especially relevant as the College continues the important work that it began with *Montgomery College 2020*. The College is facing new demands and challenges that require a different institutional focus that leverages the lessons learned from the implementation of *Montgomery College 2020*, and sets a bolder vision for fully realizing our mission. With this in mind, *Montgomery College 2025* is grounded in a proposed set of new imperatives—“AIM”:

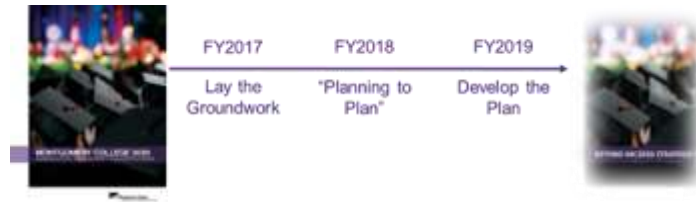
- **Amplify** institutional practices that contribute to student success
- **Integrate** our systems and processes to ensure seamless, equitable experiences
- **Measure** our progress at every step to ensure relevance

It will be critical in the new strategic plan to sustain momentum on initiatives that demonstrate success and can or should be brought to scale. Therefore, MC2025 should strategically amplify these successes and the lessons learned. Equally important is to align and integrate the activities and strategies of the Academic Master Plan, the Student Affairs Master Plan, Achieving the Dream initiatives, and the Middle States Self-study suggestions and recommendations—filtered through the dual lenses of student success and social justice. Finally, the new strategic plan must focus on developing a renewed culture of evidence in which transparency, continuous improvement, and empowerment through data has residence in all College activities.

The purpose of this planning process is to create a five-year strategic plan that defines and shapes the future course of the College and provides a framework for allocating the annual budget and other resources. The strategic plan will serve as the overarching institutional plan that guides and supports the College’s master plans and other institutional plans and identifies the strategic priorities—based upon relevant data and information upon which current and new College initiatives can be justified.

The Route Traveled

With the imminent conclusion and completion of *Montgomery College 2020*, the Board of Trustees and the Office of Planning and Policy began preparing the groundwork to develop the MC2025 strategic plan in FY17.

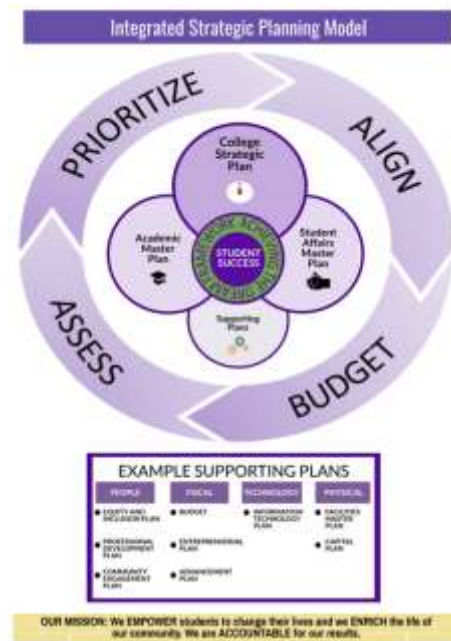


In September 2016, the Board of Trustees launched an effort to prepare for the future of Montgomery College through development and alignment of key foundational themes. This effort, *Envisioning the Future*, has four themes of critical importance to the College: *Financial Sustainability, Educational Excellence as Measured by Student Success, Community Engagement, and Regulatory, Legislative, and National Trends*, which were analyzed using a SWOT process (Strengths, Weaknesses, Opportunities, and Threats). This work formed the basis of preparation for the next strategic planning process.

During the 2017 spring semester, Dr. Pollard asked Dr. Long and Dr. Scott to conduct a review and analysis of the College’s current strategic planning and execution model, including its strengths and weaknesses. In planning for the conclusion of *Montgomery College 2020* and in looking ahead to the future, Drs. Long and Scott proposed that the College implement a new strategic planning framework to remain relevant, responsive, and responsible to our community, our future, and ourselves.

To begin this work, the College engaged in a *planning to plan* process in the latter part of FY17 and early FY18. The *planning to plan* process was the preparatory work for setting the context of the College’s strategic planning process. Dr. Pollard established two groups—the Integrated Institutional Planning Affinity Group (IIPaG) and the Integrated Institutional Planning Advisory Group (IIPAG)—to create a master planning, review, assessment, and budgeting calendar that takes into account data needs and external deadlines; and to develop a conceptual framework for the College’s integrated planning process, as illustrated in Figure 1: *Montgomery College Integrated Strategic Planning Model*.

Figure 1: *Montgomery College Integrated Strategic Planning Process Model*



The Integrated Strategic Planning process model positions “student success” at the center of all College planning, budgeting, and assessment. Student success is further defined and filtered through the Achieving the Dream Framework—emphasizing that equity of success for all students is the driving force behind the collective successes of the College. The model also establishes a clear hierarchy and expectations on how institutional priorities are established. The College’s strategic plan is the main “driver” of institutional priorities and establishes the primary institutional goals. The other two key driving plans that fuel and help actualize these goals are the Academic Master Plan and the Student Affairs Master Plan. Supporting plans, such as the Equity and Inclusion Master Plan, the Facilities Master Plan, and the Professional Development Master Plan, are informed by and compliment the three main driving plans.

Planning at the College—across all divisions, master plans, and supporting plans—follows a simple sequential four-step process—*prioritize, align, budget, and assess*. Key institutional priorities are established by the strategic plan. This model proposes that the master plans and supporting plans review and align their activities to support achievement of the institutional priorities outlined in the College’s strategic plan. These priorities guide institutional budgeting and resource allocation decisions to ensure adequate funding for achieving outcomes associated with the priorities. Finally, the College routinely collects and analyzes data to measure success, achieve outcomes, and re-prioritize or create new priorities that advance student success.

In August 2018, the College Strategic Planning Committee was established. To conduct an inclusive process with input from a broad array of internal and external stakeholders, the committee includes representation from all areas of the College. The essential charge and work of the strategic planning committee is to:

- develop a five-year strategic plan that identifies a set of five to six focused strategic goals that define the ways in which the College envisions itself evolving with specific emphasis on educational excellence, financial sustainability, and community engagement;

- ensure the strategic plan addresses, in particular, what the College will do to incorporate social justice and innovation into College operations and planning activities;
- identify specific strategies to reach those goals;
- establish and utilize a process to develop the plan that is inclusive with input from a broad array of internal and external stakeholders;
- use data to inform development of the plan; and
- deliver a plan within a timeframe for Board of Trustees' approval at its June 2019 public meeting session.

To develop the next strategic plan and establish future key priorities, the Board of Trustees hosted community engagement dialogues with two targeted communities: (1) the Montgomery College Community Engagement Roundtable and representatives of the county non-government organizations, and (2) Montgomery College Business Roundtable with additional guests. The purposes of the dialogues were to create opportunities for the board to be apprised of and understand the educational and workforce needs of the College's diverse constituent communities. The first engagement dialogue was held on September 17, 2018, with the Montgomery College Community Engagement Roundtable, and the second engagement was held on October 15, 2018, with the Montgomery College Business Roundtable and additional guests.¹

During the 2018 fall semester, the Strategic Planning Committee participated in Community Cafés and the "*What a Future Montgomery College Looks Like*" conversations to stimulate strategic and forward-thinking. The committee has reviewed, analyzed, and categorized all of the Community Café conversations and the outcomes of the two Board of Trustees' external stakeholder engagements. Over the past three months, the committee has worked diligently and collaboratively to understand, interpret, and analyze these disparate pieces of qualitative and quantitative data and to begin developing and refining a set of proposed goals and objectives for the MC2025 Strategic Plan.

Montgomery College Board of Trustees' Documents Guiding Strategic Planning

The Strategic Planning Committee is using three primary documents to guide and inform its work: (1) the Board of Trustees' Strategic Planning Charge to the President; (2) MC2025 Strategic Plan Project Charter; and (3) the Board of Trustees' Strategic Plan Vision Statement. A summary of these documents is below.

1. Board of Trustees' Strategic Planning Charge

In June 2018, the Board of Trustees presented a strategic planning charge to the president. The charge identifies the board's role in institutional strategic planning and provides six broad goals for developing the College's strategic plan. These goals provide philosophical and practical criteria for the president to engage in strategic planning. The specific goals are:

- Use data to inform planning via appropriate environmental scans of both internal and external strengths, weaknesses, opportunities, and threats (SWOT).

¹ Participants were asked to share their perspectives about: What are the most compelling issues facing our county, communities and the business community, and how the College can play a role? What makes you optimistic as you think about the future of our county and business community, and how the College can play a role? What would be most beneficial to the county, to its resident communities, and to the business community, as the College is developing its next strategic plan? What will the workplace of the future need? How can Montgomery College deliver an education that prepares students to emerge as informed and dedicated professionals?

- Identify a set of five to six focused strategic goals that define the ways in which the College envisions itself evolving with specific emphasis on educational excellence, financial sustainability, and community engagement.
- Address, in particular, what the College will do to incorporate social justice and innovation into College operations and planning activities.
- Conduct an inclusive process with input from a broad array of internal and external stakeholders.
- Develop a five-year strategic plan, which identifies specific strategies to reach those goals. This will serve as the primary document that defines the College's priorities going forward.
- Provide the Board regular progress reports at its meetings with a final draft of the plan submitted to the Board for approval by June 2019.

2. MC2025 Strategic Plan Project Charter

On July 16, 2018, the project charter was submitted to and approved by the acting president. The charter identifies the strategic planning process purpose, guiding principles, scope, resources (i.e., executive sponsors), planning team members, criteria for completing the project, internal and external stakeholders critical to the success of this project, key milestones, and the project communication plan.

3. Board of Trustees' Strategic Vision Statement—*Montgomery College 2025: A Bolder Vision for the Future*

In developing and proposing a strategic vision for the board to consider, the philosophical impetus for preparing the statement was that the College has an extraordinary opportunity to build on its existing foundation and aspirations. The foundation and aspirations include being a national model of educational excellence; further enhancing student success and completion; and pursuing innovation through strategic partnerships and collaborations with elected officials, business and community leaders that elevate the quality of life and open the doors of opportunity for all.

On October 15, 2018, at the public session meeting, the Board of Trustees adopted a strategic vision statement. The statement thematically supports the notion of *Montgomery College 2025: A Bolder Vision for The Future*. The board strategic vision states:

Higher education is undergoing an unprecedented period of disruption and change. The costs of education continue to rise in an era of diminishing public funding. Data demonstrate that the return on investment for a college education is high—outpacing most traditional investments—and, yet, for some, making that investment has become too difficult and is viewed by far too many as an impossibility. An excellent, affordable, and accessible education must be available for all who desire to change their lives.

Montgomery College owes it to its students, faculty, staff, and communities to develop a path that embraces the urgent need to innovate how education is provided in a changing world. Montgomery College is the critical education resource for thousands of residents, and the *Montgomery College 2025* plan is our roadmap for providing those the College serves, as well as those whom the College does not yet serve, with the intellectual tools, leadership and social justice they need to grow and thrive—with boldness, courage and compassion.

Key Institutional and External Documents and Data Elements Guiding Strategic Planning

Among the board's charges to the president for developing the strategic plan was to use data to inform planning. The committee has identified several institutional and external documents that provide key data and inform the framework for developing the strategic plan:

- Student Success Score Card
- Performance Accountability Report
- Board's Envisioning the Future
- Middle States Self-Study
- Academic Master Plan
- Student Affairs Master Plan
- Community Café Discussions
- Board Community/Business Engagement Feedback
- ICAT (an ATD institutional survey instrument)
- Content/Division-specific data
- EAB Report
- New County Executive's Priorities

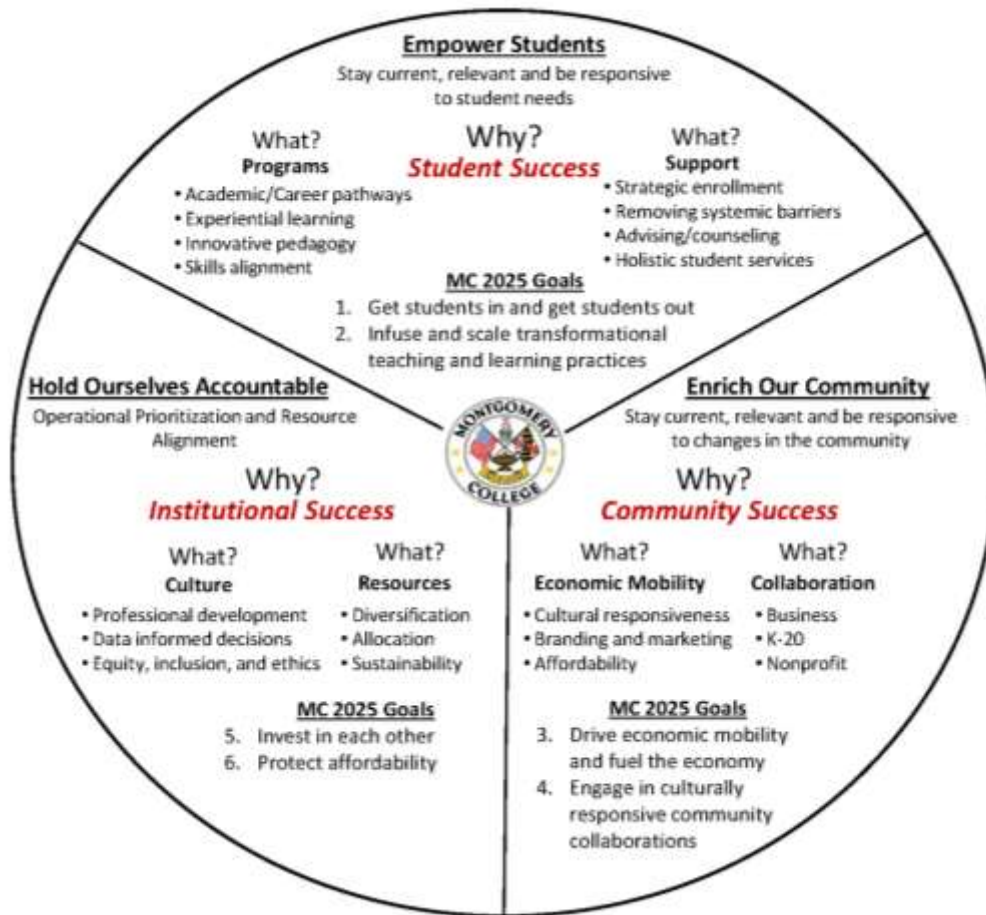
Strategic Plan Mission Centric Content Framework

One central expectation of the Middle States Commission for Higher Education (MSCHE) is that accredited institutions ground all planning within the institution's mission. Montgomery College created a revised mission and vision statement that was adopted by the Board of Trustees in June 2011. The mission statement, vision statement, and core values were the foundational framework for developing the *Montgomery College 2020* strategic plan.

Mission Statement	We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results
Vision statement	With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.
Core Values	Excellence, Integrity, Innovation, Diversity, Stewardship, Sustainability

Building on the mission-centric framework used to develop *Montgomery College 2020*, the planning committee has used the same mission centric framework as its foundational architecture to develop the MC2025 plan, illustrated in Figure 2: *MC2025 Mission Centric Goal Ideas Framework*.

Figure 2: MC2025 Mission Centric Goal Ideas Framework



Draft MC2025 Mission Centric Goal Ideas

The emerging themes from the board dialogues and Community Café along with the aforementioned data elements and the priorities of the newly elected county officials and the newly elected county executive are among the sources that create a contextual framework to begin developing the mission centric goals. The planning committee has refined all of the input and ideas received during the fall semester into six simple, yet bold draft goal ideas:

MC2025 Goal Ideas	Goal Idea Philosophy and Purpose	Board Emphasis Alignment
1. Get students in and get students out.	Student success is at the heart of our mission. Our goal is to achieve seamless access, completion, and transfer for all students by removing systemic barriers and integrating classroom experiences and holistic support systems that are key to student success.	Educational Excellence
2. Infuse and scale transformational teaching and learning practices.	Faculty interactions with students are the key to student success. Our goal is to amplify successful pedagogies that provide students with a strong foundation of knowledge and	Educational Excellence

	support that keeps students engaged and prepares them for completion, transfer, and careers.	
3. Drive economic mobility and fuel the economy.	Education and market-relevant skills are key to individual and county economic success. Our goal is to mobilize local and regional partnerships that effectively respond to labor market needs and to expand economic opportunity for our students and to all county residents.	Community Engagement
4. Engage in culturally responsive community collaborations.	Building and sustaining academic, industry, and broad-based community partnerships are key to advancing educational opportunities for chronically underserved and under-engaged populations. Our goal is to deepen connections with the broader diverse communities through organized, strategic, and culturally responsive efforts.	Community Engagement
5. Invest in each other.	Cultivating a culture of equity and inclusion, continuous learning, civility, and mutual respect is key to institutional success. Our goal is create opportunities for all employees to grow professionally and to retain the intellectual capital necessary to achieve our commitment to student success.	Financial Sustainability
6. Protect affordability.	The College has an ethical and moral obligation to be good stewards of resources and to use them in ways that address the needs of the community and reflect the fiscal environment in which we operate. Our goal is to align and allocate resources with institutional priorities that support student success and ensure equitable access and opportunity for all.	Financial Sustainability

The Road Ahead

The Strategic Planning Committee will continue to refine the goals and develop focused objectives for each goal based on current data and institutional aspirations regarding where the College wants to be by 2025. These draft goal ideas and objectives were shared and reviewed with the Senior Administrative Leadership Team. The Board of Trustees will receive the draft goals ideas and objectives for review in February 2019.

During the 2019 spring semester, the charge of the committee moving forward is to share the approved draft goal ideas and objectives with the College community and the external community through another series of community dialogues. A summary of the key strategic planning dates are in Figure 3: *Spring 2019 Strategic Planning Key Engagement Dates*.

Figure 3: *Spring 2019 Strategic Planning Key Engagement Dates*

What	Who	Date
Professional Week Event	College community and invited guests	January 16, 2019 (Globe Hall)
MC2025 Goal Framework presented to Board of Trustees	Board of Trustees	February 18, 2019
Campus Planning Dialogues	College community and invited guests	February 2019 (one at each campus and remote location)
Community Engagement Center Dialogues	Nonprofit advocacy groups, constituents, community members	February 2019 (one at each site)
Campus Planning Dialogues	College community	April 2019 (one at each campus and remote location)
Community Engagement Center Dialogues	Non-profit advocacy groups, constituents, community members	April 2019 (one at each site)
First Draft of MC2025 Plan presented to Board of Trustees	Board of Trustees	April 15, 2019
Second Draft of MC2025 Plan presented to Board of Trustees	Board of Trustees	May 13, 2019
Final Plan submitted to Board of Trustees for approval	Board of Trustees	June 17, 2019

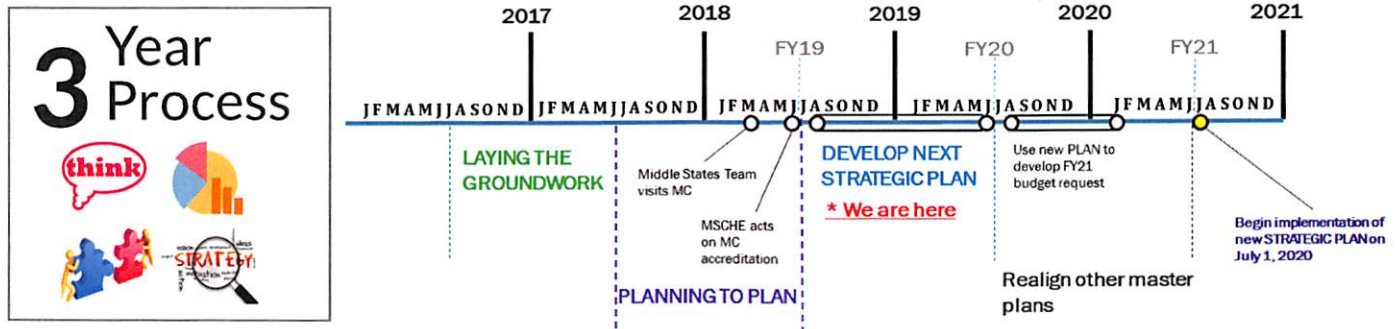
As the plan goal ideas and objectives are further refined with additional input, new data, and alignment with the Middle State Commission report recommendations, the committee will begin creating a set of possible multi-year, sequential strategies to implement the objectives, with an emphasis on year-one strategies designed to inform the FY21 budget request next year. The committee will present a branded first draft of the MC2025 plan to the Board of Trustees in April 2019 and a final draft for its formal approval in June 2019. The spring 2019 Montgomery College strategic planning timeline is illustrated in Figure 4: *2019 Spring Semester Montgomery College Strategic Planning Timeline*.

Figure 4: *2019 Spring Semester Montgomery College Strategic Planning Timeline*



MC 2025 STRATEGIC PLAN

The Route Traveled and the Road Ahead



Board of Trustees' Charge

Inclusive Process
Internal and External Stakeholders

Data Informed

5-6 Focused Goals
Emphasis on:

- Academic Excellence
- Community Engagement
- Financial Sustainability

Governing Documents

Board Charge

Project Charter

Board Strategic Vision

Summary of Fall 2018 Activities

~65
Strategic Planning Committee Members

2
Board of Trustees' Community Dialogs

6
Campus and Location Community Cafes

2
Community Engagement Center Cafes

200+
Stakeholders Engaged

DRAFT MC 2025 Goals

Get Students In and Get Students Out

Student success is at the heart of our Mission. Our goal is to achieve seamless student access, completion, and transfer for all students by removing systemic barriers and integrating classroom experiences and holistic support systems that are key to student success.

Scale & Infuse Transformational Teaching & Learning Practices

Faculty interactions with students are the key to student success. Our goal is to amplify successful pedagogies that provide students with a strong foundation of knowledge and support that keeps students engaged and prepares them for completion, transfer, and careers.

Drive Economic Mobility and Fuel the Economy

Education and market-relevant skills are key to individual and county economic success. Our goal is to mobilize local and regional partnerships to effectively respond to labor market needs and expand economic opportunity for our students and to all county residents.

Engage in Culturally Responsive Community Collaborations

Building and sustaining academic, industry, and broad-based community partnerships are key to advancing educational opportunities for underserved and under-engaged populations. Our goal is to deepen connections with the broader diverse communities through and organized, strategic, and culturally responsive efforts.

Invest in Each Other

Cultivating a workforce that is innovative, competitive, and relevant is key to institutional success. Our goal is to create opportunities for all employees to grow professionally and to retain the intellectual capital, knowledge, and skills necessary to achieve our commitment to student success.

Protect Affordability

The College has an ethical and moral obligation to be good stewards of resources and to use them in ways that address the needs of the community and reflect the fiscal environment in which we operate. Our goal is to align and allocate resources with institutional priorities that support student success and ensure equitable access and opportunity for all.

Planned Spring 2019 Activities

February
Collect online feedback for Draft MC 2025 Goals

February, March, April
14 Campus & Community Forums

April - 1st Draft to Board
June - Request Board Approval

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

Agenda Item Number:
March 18, 2019

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FISCAL YEAR 2020

BACKGROUND

The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves. In addition, the Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, place, and agenda of the meeting, and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice.

RECOMMENDATION

It is recommended that the Board adopt the attached schedule of meetings for Fiscal Year 2020.

BACKUP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2020 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Lee

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

Resolution Number:
Adopted on:

Agenda Item Number:
March 18, 2019

Subject: Board of Trustees Schedule of Meetings for Fiscal Year 2020

WHEREAS, The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, The notice shall be in writing and shall include the date, time, place, and agenda of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice; and

WHEREAS, Attached to this resolution is a schedule of meetings for Fiscal Year 2020, and while intended to be held as planned, those meetings may be changed based on circumstance according to the Board's bylaws, the Maryland Open Meetings Act, and availability; and

WHEREAS, The public will be notified of the Fiscal Year 2020 schedule as well as any change in meeting dates in accordance with the Board of Trustees bylaws and the Maryland Open Meetings Act; 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 adopts the attached Schedule of Meetings for Fiscal Year 2020.

BOARD OF TRUSTEES
Montgomery College
Fiscal Year 2020 Schedule of Meetings
Approved by the Board of Trustees—March 18, 2019

DRAFT

					OTHER ACTIVITIES AND EVENTS (RSVP NEEDED FOR MOST)	
	BOARD MEETINGS (Mondays, 7 pm closed, 8 pm public, unless noted)	CONSTITUENT CONVERSATIONS (CC), ANNUAL INTERBOARD MEETINGS (AIM), AND CONFERENCE SESSIONS (Mondays, 5:45 pm, unless noted)	BOARD RETREATS	PERIODIC REPORTS TO THE BOARD	BOARD DEVELOPMENT AND CONFERENCES	SPECIAL EVENTS AND OTHER BOARD DATES
JUL					TBD: Board Officers Kickoff Meeting	
AUG					28: New Trustee Orientation (MC)	
SEP	23	23: [CC] Staff	6-7 (Fri-Sat): Overnight Retreat	15: 1st Q Facilities Updates		
OCT	21	21: [CC] Faculty		15: 1st Q Budget Report	16-19: ACCT Leadership Congress (San Francisco, CA)	TBD: Legislative Reception (COB, 5:30 p.m.) TBD: MCF Golf Tournament (Lakewood Country Club)
NOV	18	18: [CC] Students				TBD: Legislative Breakfast (Campus, 8 a.m.)
DEC	16			15: 2nd Q Facilities Updates		16: Board's Audit Committee Meeting ¹
JAN	Wed., 29 SNOW DATE: WED., FEB. 1	29: [CC] Admin Council		15: 2nd Q Budget Report	15: Meeting for New Trustees (MC)	
FEB	24 SNOW DATE: MAR. 2	24: [CC] College Council TBD: [AIM] Joint Boards, morning SNOW DATE: TBD			TBD: MACC Conference (Annapolis) 9-12: ACCT Legislative Summit (DC)	
MAR	23 SNOW DATE: MAR 30			15: 3rd Q Facilities Updates		
APR	20			15: 3rd Q Budget Report	5-7: AGB National Conference on Trusteeship (D.C.)	13: Trustee Information Day TBD: Employee Recognition Event
MAY	18	TBD: [AIM] Board of Education				18: Harry Harden Awards 22: Commencement
JUN	22		5 (Fri): Retreat 5: Recognition Reception—Board and Supporting Organizations	15: 4th Q Facilities Updates NOTE: 4th Q Budget ²		22: Board's Annual Meeting ³

Current as of January 31, 2019

¹ Based on Bylaws section I.G.2. The Audit Committee, a standing committee of the Board, is a committee of the whole and is chaired by the First Vice Chair.

² The fourth quarter (end of fiscal year) report will be posted in Boardbooks in August or September of 2020.

³ The annual meeting is defined in the Board's Bylaws, section I.H.1, which states, "The annual meeting of the Board is normally held in June at which time Officers are elected for the year beginning on July 1."