



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

By phone: 1-301-715-8592 • Meeting ID: 986-0273-1162

BOARD OF TRUSTEES

June 22, 2020

5:45 p.m.

Gloria Aparicio Blackwell
Chair
TERM ENDS JUNE 30, 2020

Leslie S. Levine, PhD
First Vice Chair
TERM ENDS JUNE 30, 2021

Michael A. Brintnall, PhD
Second Vice Chair
TERM ENDS JUNE 30, 2023

Sarah Haj Hamad
Student Trustee
TERM ENDS JUNE 30, 2020

Kenneth J. Hoffman, MD
TERM ENDS JUNE 30, 2023

Michael J. Knapp
TERM ENDS JUNE 30, 2024

Frieda K. Lacey, EdD
TERM ENDS JUNE 30, 2024

Robert F. Levey
TERM ENDS JUNE 30, 2025

Maricé Morales
TERM ENDS JUNE 30, 2025

Marsha Suggs Smith
TERM ENDS JUNE 30, 2022

PRESIDENT AND SECRETARY-TREASURER

DeRionne P. Pollard, PhD

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda..... Procedural
4. Comments Period Procedural
5. Approval of Minutes Action
 - A. May 18, 2020 Closed Session
 - B. May 18, 2020 Public Meeting
6. Reports..... Information and Discussion
 - A. President's Report (Dr. DeRionne P. Pollard)
 - B. Chair's Report (Ms. Gloria Aparicio Blackwell)
 - C. Committee Reports
 - i. Audit Review Subcommittee Report (Trustee Levine)
 - ii. Financial Sustainability Committee Report (Trustee Suggs Smith)
 - D. Liaison Reports
 - i. Montgomery College Foundation Board Report (Trustee Suggs Smith)
 - ii. PIC MC Foundation Board Report (Trustee Brintnall)
 - iii. Montgomery College Alumni Association Report (Trustee Haj Hamad)
7. Consent Agenda..... Action
 - A. Personnel Actions Confirmation Report
 - B. Retirement Recognitions
 - i. Mr. James H. Gilbert
 - ii. Ms. Sandra L. Filippi
 - iii. Ms. Nancy M. Nyland
 - iv. Ms. Dansui Pan
 - v. Mr. Antonio Serrano-Solano
 - vi. Ms. Janette Smith
 - vii. Ms. Jane S. Tchen
 - viii. Mr. Loc V. Tong

- C. Awards of Medallions to Employees
 - i. Bronze Medallion to Ms. Sherri L. Thompson
 - ii. Bronze Medallion to Ms. Usha Venkatesh
 - iii. Silver Medallion to Ms. Nancy J. Nuell
- D. Award of Bronze Medallion to Trustee Sarah Haj Hamad
- 8. Awards of Contract (Competitive) Action
 - A. Award of Contract, Printing, Binding, Mailing, Packaging, and Delivery Services for the College Noncredit Class Schedule, Bid e420-009
 - B. Award of Contract, Office Products and Services, Bid e520-039
 - C. Award of Contract, Pyxis Med Station Medication System, Bid e520-041
 - D. Award of Contract, Catherine and Isiah Leggett Math and Science Building Guaranteed Maximum Price Number 3, Concrete, Structural Steel, and Waterproofing, Bid 619-001
 - E. Contract Change Order for the Award of Contract, Catherine and Isiah Leggett Math and Science Building Guaranteed Maximum Price Number 1, Asbestos Abatement and Air Monitoring, Takoma Park/Silver Spring Campus, Bid 619-001
- 9. Award of Contract (Sole Source) Action
 - Continuation of Sole Source Award of Contract, TouchNet Commerce Management System, Cashiering Services Module and Professional Services
- 10. Policy Matter..... Information and Possible Action
 - Modification of Policy 31001–Sexual Misconduct
- 11. Budget Matters Action
 - A. FY20 Capital Budget Fund Transfer, Rockville Macklin Tower Alterations Project to the Planned Lifecycle Asset Replacement Project
 - B. Final Adoption of the FY21 Current, Enterprise, and Other Funds Budgets
 - C. Final Adoption of the FY21 Capital Budget
 - D. Petition for FY21 State Funding
- 12. Supplemental Request
 - Supplemental Appropriation Request for the FY21 Current Fund Budget
- 13. Compensation Action
 - Non-Bargaining Compensation in FY21
- 14. Institutional Reports Action
 - Annual Progress Report on Programs of Cultural Diversity Plan
- 15. Board Matter Action
 - Board Statement on the George Floyd Killing
- 16. New Business
- 17. Trustee Comments
- 18. Adjournment

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, Maryland 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
June 22, 2020

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

Ms. Leitch Walker

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

Resolution Number:
Adopted on:

Agenda Item Number: 7A
June 22, 2020

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 April 1, 2020, through April 30, 2020; 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 April 1, 2020, through April 30, 2020

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
04/06/2020	Aderibigbe, Adejumo	Administrative Aide II	19	Biology & Chemistry Dean
04/20/2020	Counil, Quiana	Campus Student Fin Aid	33	Financial Aid
04/20/2020	Lewis, Michael C	Public Safety Dispatcher	17	Facilities Security – CT
04/06/2020	Pollard, Melanie N	Campus Student Fin Aid	33	Financial Aid
04/06/2020	Spencer, Suzette	Dir of Library & Info Services	37	Library - CT

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
04/04/2020	Bare, Jeffrey N	Constr Worker	25	8	Facilities - CT
04/30/2020	Kessler, Kathleen K ¹	Executive Associate I	25	12	HRSTM
04/30/2020	Morgan, Barbara J ¹	Administrative Aide II	19	42	Biology & Chemistry Dean
04/11/2020	Thomas, Antonio ²	Dir of the Inst for PT Fac	35	13	Sr VP for Academic Affairs
04/24/2020	Thomas, Benjamin	Grants Specialist	27	1	Grants & Business Dev
04/01/2020	Wright, Maryam	Administrative Aide II	19	2	Student Life

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	4	0	0	0	0	4
Male	1	0	0	0	0	0	1
TOTAL	1	4	0	0	0	0	5

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	1	0	0	0	0	3
Male	1	2	0	0	0	0	3
TOTAL	3	3	0	0	0	0	6

¹ Retirement

² Deceased

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From April 1, 2020, through April 30, 2020

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS - NONE

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Bi
June 22, 2020

Subject: Retirement of Mr. James H. Gilbert

WHEREAS, James H. Gilbert served Montgomery College with enthusiasm and dedication as a full-time staff member in the facilities department for more than 34 years and retired on February 1, 2020; and

WHEREAS, Mr. Gilbert began his employment at Montgomery College as a building services supervisor on the Rockville Campus, later progressing to building and grounds manager on the Takoma Park/Silver Spring Campus; and

WHEREAS, Mr. Gilbert utilized his vast experience to serve the College community in many capacities: facilitating the work of a large staff, serving on numerous committees, mentoring students, volunteering to support student activities, and leading outreach efforts for off-campus community groups; and

WHEREAS, Mr. Gilbert's commitment to student learning and the College's core mission led him to launch and lead many initiatives in the areas of building cleanliness, grounds maintenance, snow removal, and recycling that resulted in the College gaining regional and national recognition within the higher education community; and

WHEREAS, Mr. Gilbert was instrumental in developing the College's "green cleaning" program, which led to the College becoming the first community college in the nation to be GS-42 certified; and

WHEREAS, Mr. Gilbert, throughout his lengthy career at Montgomery College, was recognized on numerous occasions for exemplary performance; and

WHEREAS, Mr. Gilbert pursued professional development opportunities by enrolling in courses that broadened his work knowledge and enhanced his skills in the areas of leadership, team work, staff relations, and utilizing technology to improve staff performance; and

WHEREAS, Mr. Gilbert encouraged and fostered collaborations between his department and campus instructional and support staff, and regularly attended departmental and student club meetings to share useful operating information to educate on the role of facilities in supporting the College mission; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. James H. Gilbert 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. James H. Gilbert 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. James H. Gilbert.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Bii
June 22, 2020

Subject: Retirement of Ms. Sandra L. Filippi

WHEREAS, Ms. Sandra L. Filippi served Montgomery College with enthusiasm and dedication for more than fifteen years and retired from the College as of January 1, 2020; and

WHEREAS, Ms. Filippi began her employment at Montgomery College as a campus planner in Central Facilities, where she served in that capacity for over nine years until being named acting director of planning and design in 2013; and

WHEREAS, Ms. Filippi utilized her experience and expertise as a campus planner to manage and supervise the planning and design of buildings on all three campuses to create education and office environments that were specifically responsive to the programmatic needs of Montgomery College; and

WHEREAS, Ms. Filippi's significant work contributions include managing the preparation and submission of the Facilities Master Plan to state agencies, supervising the design of Science Center West on the Rockville Campus, successfully overseeing the mandatory referral process of the North Garage on the Rockville Campus, managing the design of Pavilion Three on the Takoma Park/Silver Spring Campus, supervising the programming and design of the Science and Applied Studies Building Renovation and Addition Phase One on the Germantown Campus, and managing the design of the Center for Training Excellence in the Mannakee Building; and

WHEREAS, Ms. Filippi was promoted to the position of planning and design director in February 2019, in which she served until her retirement; and

WHEREAS, During Ms. Filippi's tenure in this position, she successfully managed the mandatory referral process, supervised the programming and design, managed the community engagement process, and participated in the selection of the construction manager at risk for the design and construction of the for the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, Ms. Filippi served as an instructor and as the community college representative to the Society of College and University Planning, Mid-Atlantic Council; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Sandra L. Filippi 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. Sandra L. Filippi 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. Sandra L. Filippi.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Biii
June 22, 2020

Subject: Retirement of Ms. Nancy M. Nyland

WHEREAS, Ms. Nancy M. Nyland served Montgomery College with enthusiasm and dedication for more than 20 years as a full-time staff member and retired from the College as of February 1, 2020; and

WHEREAS, Ms. Nyland began her employment at Montgomery College as an instruction librarian at the Rockville Campus and served as the library's head of technical services from 2002 to 2005; and

WHEREAS, Ms. Nyland later moved to the Germantown Campus library in the role of print periodicals, e-resources, and collection development librarian, and then became the Arts and Humanities liaison librarian for the Germantown Campus; and

WHEREAS, Ms. Nyland contributed to student learning by providing research support to students through individual appointments and in-class instruction and by developing and maintaining print and electronic collections, and deepened the library's understanding of faculty and student needs by her collaboration with and support of numerous programs and initiatives at the College; and

WHEREAS, Ms. Nyland established a partnership between the library and the Renaissance Scholars program, receiving a College Make it Happen! Innovation Grant with a faculty member, to increase students' exposure to the arts and humanities; and

WHEREAS, Ms. Nyland received a special recognition award for her participation in the redesign of the library's website; and

WHEREAS, Ms. Nyland created the first webpages for MC Pride, the Peace and Justice Studies community, and the Women's and Gender Studies program; and

WHEREAS, Ms. Nyland received a 2011 On Her Shoulders We Stand Award from the Women's and Gender Studies Program in recognition of her contributions to the program over the years; and

WHEREAS, Ms. Nyland served on the Staff Senate and was subsequently appointed by her peers to the first Academic Services Council; and

WHEREAS, Ms. Nyland served as a member of several College committees, including the Global Humanities Institute (GHI) work group, the GHI science, technology, engineering, art, and math event organizing committee, the Integrative Studies and High Impact Practices committee, the Peace and Justice Studies community, and a College Academic Restructuring work group; and

WHEREAS, Ms. Nyland donated her talents to provide music for campus and College events such as the Athenaeum Symposia; and

WHEREAS, Ms. Nyland contributed to the profession by publishing book reviews, article summaries, and conference reports in the areas of librarianship, technology, and women's and gender studies; and

WHEREAS, Through Ms. Nyland's leadership of the library's Technical Services unit, she was instrumental in improving library systems and processes; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Nancy M. Nyland 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. Nancy M. Nyland 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. Nancy M. Nyland.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Biv
June 22, 2020

Subject: Retirement of Ms. Dansui Pan

WHEREAS, Ms. Dansui Pan served Montgomery College with enthusiasm and dedication for more than 18 years as a full-time staff member and retired from the College as of April 1, 2020; and

WHEREAS, Ms. Pan began her tenure at Montgomery College in Workforce Development and Continuing Education in 2002, as a computer technician support specialist; in 2005, her position was reclassified to analyst/programmer and in 2012 she was promoted to a research analyst position in the Office of Institutional Research and Effectiveness; and

WHEREAS, Ms. Pan received several recognition awards for her exceptional effort and work products in the Office of Institutional Research and Effectiveness; and

WHEREAS, Ms. Pan produced the College's Enrollment Profile for many years, played an important role in producing and providing data and information for use by internal and external College constituents, and served as a member of the Achieving the Dream data team; and

WHEREAS, Members of the Office of Institutional Research and Effectiveness will relish Ms. Pan's tips on recipes and health, and the treats she shared from her international travel; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend the public recognition of Ms. Dansui Pan 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. Dansui Pan 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. Dansui Pan.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Bv
June 22, 2020

Subject: Retirement of Mr. Antonio Serrano-Solano

WHEREAS, Mr. Antonio Serrano-Solano served Montgomery College with enthusiasm and dedication as a full-time staff member in the Office of Facilities for more than 17 years and retired from the College as of April 1, 2020; and

WHEREAS, Mr. Serrano-Solano began his employment at the College as a building services worker; and

WHEREAS, Mr. Serrano-Solano provided valuable service to the faculty and students through his assistance in the daily upkeep of the facilities on the Rockville Campus; and

WHEREAS, Mr. Serrano-Solano was an asset to the Office of Facilities and often exceeded standards to ensure the professional appearance of the Rockville Campus; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Antonio Serrano-Solano 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. Antonio Serrano-Solano 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 Ms. Antonio Serrano-Solano.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Bvi
June 22, 2020

Subject: Retirement of Ms. Janette Smith

WHEREAS, Ms. Janette Smith served Montgomery College with enthusiasm and dedication for more than 20 years as a full-time staff member and retired from the College as of March 1, 2020; and

WHEREAS, Ms. Smith served as a customer service representative for Admissions from 1997 to 2004, providing excellent service to students and members of the community; and

WHEREAS, Ms. Smith served as a recruitment and enrollment specialist in the Response Center from 2004 to 2020, providing outstanding responses to countless phone queries; and

WHEREAS, As a graduate of Montgomery College, Ms. Smith maintained her professional competence, high level of integrity, professionalism, and a sincere joy of helping students throughout her many years at the College by participating in numerous workshops; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Janette Smith 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. Janette Smith for her service to the College and extend to her 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. Janette Smith.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Bvii
June 22, 2020

Subject: Retirement of Ms. Jane S. Tchen

WHEREAS, Ms. Jane S. Tchen served Montgomery College with enthusiasm and dedication as a full-time staff member for more than 14 years and retired from the College as of March 1, 2020; and

WHEREAS, Ms. Tchen began her employment as a temporary employee in the Office of Records and Registration, previously named Enrollment Services, on the Rockville Campus in July of 2000, and later transferred to the Germantown Campus in January of 2003; and

WHEREAS, Ms. Tchen began working full time as an admissions and registration assistant in June of 2005, transferring to Central Services to assist with the processing of online applications in 2014, and moving back to the Germantown Campus in 2017; and

WHEREAS, Ms. Tchen was well known by her team for her extreme dedication to producing accurate work, being detail-oriented, and providing excellent customer service to students and the College community; and

WHEREAS, Throughout Ms. Tchen's career, she processed thousands of admissions applications, as well as registration changes, information changes, and program of study changes; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Jane S. Tchen 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. Jane S. Tchen for her service to the College and extend to her 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. Jane S. Tchen.

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

Resolution Number:
Adopted on:

Agenda Item Number:
June 22, 2020

Subject: Retirement of Mr. Loc V. Tong

WHEREAS, Mr. Loc V. Tong served Montgomery College with enthusiasm and dedication as a full-time staff member for more than 20 years and retired from the College as of January 1, 2020; and

WHEREAS, Mr. Tong began his career as an electronic technician at the Takoma Park/Silver Spring Campus, later servicing and supporting the Rockville Campus, and then to the Germantown Campus, where he retired as an information technology campus support specialist; and

WHEREAS, Mr. Tong specialized in repairing and upgrading computer hardware to support the ever-increasing demand of software applications needed in the academic environment; and

WHEREAS, Mr. Tong worked closely with the Engineering Department to ensure that discipline had the necessary drivers and applications installed to support microcontroller motherboards and mini computers used to support the teaching of computer science and electronics; and

WHEREAS, Mr. Tong was a highly engaged and supportive employee of the College with an outstanding commitment to students, staff, and faculty, and he truly enjoyed helping others and took great pride in knowing that his efforts provided benefit to our students and community; and

WHEREAS, Mr. Tong provided mentorship to many information technology staff over the years, helping them to become familiar and successful in the College environment as well as working closely with others to mature their skills; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Loc V. Tong 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. Loc V. Tong for his service to the College and extend to her 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. Loc V. Tong.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Ci
June 22, 2020

Subject: Retirement and Award of Bronze Medallion to Ms. Sherri L. Thompson

WHEREAS, Ms. Sherri L. Thompson served Montgomery College with enthusiasm and dedication for over 31 years as a full-time staff member in the Office of Student Financial Aid and retired from the College as of March 1, 2020; and

WHEREAS, Ms. Thompson began her employment at the College on the Takoma Park/Silver Spring Campus, as a financial aid counselor and was promoted to campus director in 1998; and

WHEREAS, Though Takoma Park/Silver Spring was Ms. Thompson's home campus, during her tenure at the College she served briefly on a rotational basis at the Germantown Campus and most recently, prior to retirement, as the acting director at the Rockville Campus; and

WHEREAS, Ms. Thompson coordinated the Federal Work Study Program, State Scholarship Programs, and consortiums for home and visiting students; and

WHEREAS, As financial aid coordinator for foundation scholarships, Ms. Thompson revitalized and expanded the Montgomery College Foundation Scholarship Program; and

WHEREAS, Ms. Thompson served as coach of the Takoma Park/Silver Spring Campus' first women's basketball team, and in this position, not only coached her team on the court, but served as mentor to the athletes; and

WHEREAS, Ms. Thompson also used her coaching skills to mentor and coach youth boys' community basketball programs; and

WHEREAS, Ms. Thompson received a Special Recognition Award for her outstanding work with foundation scholarships and she participated in many of the College's supervisory professional development opportunities; and

WHEREAS, Ms. Thompson was an active member of the Maryland State Community College Director's Affinity Group; The Delaware, Washington DC, and Maryland Association of Student Financial Aid Administrators; and represented the College at state and regional Department of Education conferences; and

WHEREAS, Ms. Thompson served on many College committees including the Financial Aid Satisfactory Academic Progress Committee; Middle States Accreditation Committee; Montgomery College to University of Maryland, Baltimore County STEM Transfer Committee; Takoma Park/Silver Spring Athletic Committee; Collegewide Athletic Workgroup; and represented the College on a multi-institution committee on athletics; and

WHEREAS, Ms. Thompson provided outreach services on campus and in her community, conducted workshops for students and parents and coordinated the College Goal Sunday event

on campus; she also served as a reader for the Herb Block Foundation and Gates Foundation Scholarships, and many others, through the College Scholarship Service in Princeton; and

WHEREAS, Through Ms. Thompson's mentorship, she provided opportunities and encouraged her staff to participate in professional development leadership activities and trainings and developed lead positions in the office to give her staff the chance to enhance their leadership skills; 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 Ms. Sherri L. Thompson on the occasion of her retirement; now therefore be it

Resolved, That Ms. Sherri L. Thompson is awarded the Bronze Medallion in recognition of her outstanding service to the College, 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 a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Sherri L. Thompson.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Cii
June 22, 2020

Subject: Retirement Recognition and Award of Bronze Medallion to Ms. Usha Venkatesh

WHEREAS, Ms. Usha Venkatesh served Montgomery College with enthusiasm for over 32 years as a faculty member, chair, and interim dean, and retired from the College as of January 1, 2020; and

WHEREAS, Ms. Venkatesh has dedicated more than three decades of service to creating content and teaching in English Language for Academic Purposes (ELAP) programs and helped thousands of students during her tenure; and

WHEREAS, Ms. Venkatesh has played a critical role for the integration of academic support for ELAP students by serving as an advisory board member for the Writing Center; and

WHEREAS, Ms. Venkatesh used her considerable expertise in the discipline to help create the ELAP, formerly the AELP program in the 1980's, and then led it through redesign 20 years later; and

WHEREAS, Showing grace, diplomacy, and leadership, Ms. Venkatesh skillfully led the development of the new course sequence and innovative curriculum for ELAP, meeting the needs of students and the community at large; and

WHEREAS, Ms. Venkatesh served the Montgomery College community on many collegewide committees, including the Collegewide and Campus Curriculum Committees, coordinator for the Smithsonian Fellows Program in the Humanities Institute, Academic Area Review Committee, Cultural Diversity Committee, and many more; and

WHEREAS, Ms. Venkatesh has pursued professional development in many forms, including as a fellow in the Smithsonian Faculty Fellowship program; and

WHEREAS, Ms. Venkatesh has played a critical role in the expansion and evolution of the ELAP program and worked to involve the Continuing Education and counseling faculty in the placement of students as the placement coordinator for ELAP; and

WHEREAS, Ms. Venkatesh demonstrated extraordinary leadership during her time as Interim dean through her inspiring management of the Frank Islam Athenaeum Symposia Series, bringing the College and community together in meaningful conversation, critical thinking, and intercultural understanding around collective experiences; and

WHEREAS, Ms. Venkatesh served as a mentor to new full- and part-time faculty and instituted the Faculty Integration Initiative, an effort to integrate and meet the needs of adjunct faculty; and

WHEREAS, Ms. Venkatesh has been widely published in national and international professional journals as well as popular magazines and has presented at a multitude of national and international conferences; and

WHEREAS, Ms. Venkatesh has been a sought after leader, presenter, and program mentor regarding both credit and developmental education in ELAP coursework; 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 Ms. Usha Venkatesh 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. Usha Venkatesh 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. Usha Venkatesh is awarded the Bronze Medallion in recognition of her outstanding service to the College, 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 a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Ms. Usha Venkatesh.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Ciii
June 22, 2020

Subject: Retirement Recognition and Award of Silver Medallion to Ms. Nancy J. Nuell

WHEREAS, Ms. Nancy J. Nuell served Montgomery College with enthusiasm and distinction for over 31 years, as a full-time administrator and retired from the College as of March 1, 2020; and

WHEREAS, Ms. Nuell was a highly dedicated and conscientious employee who served in multiple leadership roles working on all three campuses and in Central Services; and

WHEREAS, Ms. Nuell was a student-centered and knowledgeable employee, who served as the assistant director and director of the library and educational support services for the Takoma Park/Silver Spring Campus and then as the collegewide director of educational support services from 1989 to 1994; and

WHEREAS, Ms. Nuell was a highly skilled and diligent employee who served as director of information technology operations and then director of information technology from 1996 to 2003; and

WHEREAS, Ms. Nuell was an enterprising and gifted employee, who served as director of opportunity funding and entrepreneurial programs, director of grants and business development, and then director of grants and sponsored programs from 2003 to 2016; and

WHEREAS, Ms. Nuell was a visionary and accomplished employee, who served as associate senior vice president of advancement and community engagement from 2016 to 2020; and

WHEREAS, Ms. Nuell was an experienced and committed employee, who served as acting senior vice president of advancement and community engagement twice from 2015 to 2016; and

WHEREAS, Ms. Nuell led the efforts to secure more than \$90 million in federal and state awards, including the US Department of Labor's \$15 million Trade Adjustment Assistance Community College Career Training grant, the largest federal grant award in the College's history, where these grants have funded scholarships and tuition-free training, student support services, curriculum development, faculty professional development, and new institutes and programs benefitting the College community and the general public; and

WHEREAS, Ms. Nuell continued to pursue professional development to better serve the College by working as a research fellow for the Morino Institute (2002) as a sabbatical appointment and becoming a certified mediator through the Center for Alternative Dispute Resolution, and she is also a 2005 graduate of the Morgan State University Community College Leadership Fellows program sponsored by the Maryland Association of Community Colleges; and

WHEREAS, Ms. Nuell served as the first chair of the Academic Services Council during the 2012–2013 academic year, which was the inaugural year of the College’s new participatory governance system; and

WHEREAS, Ms. Nuell served on multiple College committees and taskforces, both as a member and as chair or co-chair, including the Montgomery College 2025 Strategic Planning Committee; and

WHEREAS, Ms. Nuell co-chaired the Service and Outreach Support (S.O.S.) initiative to reinvigorate employee involvement and engagement at the College, and was instrumental in developing the College’s first program for peer-to-peer service recognition; and

WHEREAS, Ms. Nuell played an integral role in establishing the College’s Institutional Research Board, serving as vice chair and certifying official until 2016; and

WHEREAS, Ms. Nuell co-taught a Small Business Management course at the Rockville Campus; and

WHEREAS, Ms. Nuell received an Outstanding Service Award for an administrator who has served the College in an exemplary manner in 1998; and

WHEREAS, Ms. Nuell received the Council for Resource Development’s 2015 National Campus Impact Award, which recognizes the efforts of individuals that have made a significant positive impact on a community college and the students it serves; and

WHEREAS, Ms. Nuell served the community College grants profession as a long-time member in national professional organizations including the Council for Advancement and Support in Education, the Council for Resource Development, the National Grants Management Association, the Grants Professional Association, and the National Council of University Research Administrators, and she was also a member of the Maryland Community College Fundraising Professionals affinity group; and

WHEREAS, Ms. Nuell served as a member of the Board of Directors for the Council for Resource Development, a national organization for grants professionals from 1,500 community colleges, in 2016; served on the council’s Federal Funding Task Force, which meets annually with federal program officers to share federal grant information with community college grant professionals, and co-chaired the council’s 2013 Resource Development Boot Camp Program when the professional development training was held at Montgomery College; and

WHEREAS, Ms. Nuell has presented numerous times at regional and national conferences, including the Council for Resource Development and the Council for Advancement and Support in Education, and has been published in national grants-related publications such as the *Federal Grants Management Handbook*; and

WHEREAS, Ms. Nuell served the external community as a member, club president, area governor, and World Peace Fellows committee member for Rotary International from 1998 to 2014, and as trustee and then chair of the Loudoun County Public Library System from 2008 to 2016; and

WHEREAS, Ms. Nuell was a 2009 graduate of Leadership Loudoun; and

WHEREAS, Ms. Nuell is a faithful and benevolent donor to the Montgomery College Foundation, having established the Michael Riddle Endowed Scholarship in 2015 for credit and noncredit students who have financial need and are in good academic standing; 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 advancement and community engagement and the president of the College recommend this public recognition of Ms. Nancy J. Nuell 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. Nancy J. Nuell 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. Nancy J. Nuell is awarded the Silver Medallion in recognition of her outstanding service to the College, 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 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. Nancy J. Nuell.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7D
June 22, 2020

Subject: Recognition and Award of Bronze Medallion to Trustee Sarah Haj Hamad

WHEREAS, The Governor of the State of Maryland Larry Hogan appointed Ms. Sarah Haj Hamad as student member of the Board of Trustees of Montgomery College effective July 1, 2019, for a one-year term, which will end on June 30, 2020; and

WHEREAS, During her tenure, Ms. Haj Hamad served the Board of Trustees with distinction and dedication while also challenging herself as a student; and

WHEREAS, Ms. Haj Hamad brought energy and enthusiasm to the Board and ensured that the best interests of the College and its students were being served; and

WHEREAS, Ms. Haj Hamad's perspective as a student of the College and her understanding of the role of the Board have contributed to the deliberations and effective decision-making of the Board; and

WHEREAS, Ms. Haj Hamad committed herself to being an outstanding trustee by availing herself of professional development opportunities that allowed her to learn and grow in her responsibilities on the Board of Trustees; and

WHEREAS, Ms. Haj Hamad came to the Board as a well-informed student leader and activist, and used her experience and knowledge to guide her decisions as a trustee; and

WHEREAS, Ms. Haj Hamad engaged in activities that helped her develop as a leader and shaped her mind to be a caring and responsible person dedicated to serving and improving her community; and

WHEREAS, Ms. Haj Hamad served as a member of the Great Minds, a student club at the Takoma Park/Silver Spring Campus whose mission is to help students become the best version of themselves through intellectually stimulating discussions and to encourage members to engage in volunteering and internships, and pursue scholarships; and

WHEREAS, Ms. Haj Hamad served as assistant for iLeads, a leadership development program coordinated by the Takoma Park/Silver Spring Campus Student Life Office; and

WHEREAS, Ms. Haj Hamad was an active member of student governance, having served as a senator at-large for the Takoma Park/Silver Spring Campus; and

WHEREAS, Before joining the Board of Trustees, Ms. Haj Hamad served as the president of the Takoma Park/Silver Spring Student Senate, where she oversaw several service projects and professional development opportunities for students; and

WHEREAS, With eloquent and heartfelt testimony, Ms. Haj Hamad engaged in student advocacy efforts with state and local government officials, which won not only their admiration and respect, but helped obtain needed public support for the College; and

WHEREAS, Ms. Haj Hamad has conducted herself in an exemplary manner, and her demeanor, dependability, cooperation, and responsiveness to Board and College issues and events combine to make her a highly valued member of the Board; and

WHEREAS, In recognition of her distinguished service to the Board of Trustees of the College, its students, and to the greater College community, the Board recommends this recognition of Ms. Sarah Haj Hamad; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Sarah Haj Hamad for her conscientious and significant contributions and extend their best wishes to her for continued good health, happiness, and academic success, and invite her continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of her dedication, support, and association with Montgomery College and Montgomery County, Ms. Sarah Haj Hamad is awarded the College's Bronze Medallion for distinguished service; 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 Ms. Sarah Haj Hamad.

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

Agenda Item Number: 8A
June 22, 2020

**AWARD OF CONTRACT,
PRINTING, BINDING, MAILING, PACKAGING, AND DELIVERY SERVICES FOR
THE COLLEGE NONCREDIT CLASS SCHEDULE, BID e420-009**

BACKGROUND

Request:	Printing, binding, mailing, packaging, and delivery services for the College noncredit class schedule
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and Vice President of Workforce Development and Continuing Education
Award Type:	Competitive
Bid Number:	420-009
Explanation of Request:	<p>The senior vice president for academic affairs and vice president of workforce development and continuing education are requesting the printing, binding, mailing, packaging, and delivery services for the College noncredit class schedule.</p> <p>The Office of Workforce Development and Continuing Education programs provides a wide range of credit and noncredit educational offerings and services designed to meet the needs of Montgomery County residents and businesses. In addition to classes for individuals, Workforce Development and Continuing Education works with many businesses and government agencies to provide customized training for their employees. This office also oversees production of various publications, including the noncredit class schedule, and supports College units by fostering internal and external communications, including printing and dissemination of brochures, catalogs, flyers, etc. The noncredit class schedule contains general information and course descriptions for more than 37 program areas to help approximately 38,000 enrollees each year meet career transition, workforce re-entry, enhancement of technical skills, and lifelong learning goals.</p>
Reason Being Brought to Board:	<p>The current contract expires on June 30, 2020.</p> <p>Board approval is required for bid awards valued over \$250,000.</p>
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief

	business/financial strategy officer certifies that expenditures are planned for and available in the FY21 operating budget, subject to county council and Board of Trustees funding approval.
Total Dollar Amount:	\$156,210 (amount for year one of contract)
Vendor Name:	Indiana Printing & Publishing Co.
Vendor Address:	Indiana, Pennsylvania
Minority Status:	NA
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Indiana Printing & Publishing Co. of Indiana, Pennsylvania, for printing, binding, mailing, packaging, and delivery services for the College noncredit class schedule, for a not-to-exceed annual amount of \$156,210, which include a one-time fee of \$4,400 for the creation of the mailing list.

It is further recommended that the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$763,450.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Rai
 Ms. Schena

RESOURCE PERSONS

Mr. Payne
 Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 8A
June 22, 2020

**Subject: Award of Contract, Printing, Binding, Mailing, Packaging, and Delivery
Services for the College Noncredit Class Schedule, Bid e420-009**

WHEREAS, The senior vice president for academic affairs and vice president of workforce development and continuing education are requesting the printing, binding, mailing, packaging, and delivery services for the College noncredit class schedule; and

WHEREAS, Workforce Development and Continuing Education oversees production of various publications, including the noncredit class schedule, and supports College units by fostering internal and external communications, including printing and disseminating brochures, catalogs, flyers, etc.; and

WHEREAS, The current contract for printing, mailing, packaging, and delivery services for the College noncredit class schedule expires on June 30, 2020; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 operating budget, subject to county council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for bid was issued on May 15, 2020, and posted on the Montgomery College Procurement and Maryland state eMaryland Marketplace Advantage websites; and

WHEREAS, 50 firms downloaded the solicitation from the procurement website, and five responses, including two no-bids, were received, publicly opened and recorded, beginning at 3:00 p.m. on May 29, 2020; and

WHEREAS, Upon review of all bid pricing by appropriate College staff, it was determined that pricing submitted by Indiana Printing & Publishing Co. of Indiana, Pennsylvania, has been declared the lowest responsible bidder, meeting all College specifications; and

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

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

Resolved, That the Board of Trustees approve an award of contract for printing, binding, mailing, packaging, and delivery services, for a one-year term, starting on July 1, 2020, to Indiana Printing & Publishing Co. of Indiana, Pennsylvania, for a total annual amount of \$156,210, for the first year of the contract; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is

available, and renewals are in the best interest of the College; and be it further

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

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

Agenda Item Number: 8B
June 22, 2020

**AWARD OF CONTRACT,
OFFICE PRODUCTS AND SERVICES, BID e520-039**

BACKGROUND

Request:	Purchase of office products and services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	e520-039
Explanation of Request:	The senior vice president for administrative and fiscal services is requesting an award of contract for the continued purchase of office products and supplies. In June 2015, the Board of Trustees approved an award of contract to W.B. Mason, of Brockton, Massachusetts, for products and services, under resolution 15-06-062. Having such a contract in place enhances operational efficiencies, reduces transactional costs, and empowers end-users to make low dollar, high-volume purchases online. In addition, it provides competitive pricing, continues to meet time-sensitive departmental office supply needs, and provides the College with quarterly monetary rebates based on spending.
Reason Being Brought to Board:	The current contract will expire on June 30, 2020. Board approval is required for all contract awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 operating budget, subject to county council and Board of Trustees funding approval.
Dollar Amount:	\$1,100,000 (Annual Estimated)
Vendor Name:	Rudolph's Office Supply, Inc.
Vendor Address:	Elkridge, Maryland
Term of Contract:	One year, with four one-year renewal options
Minority Status	Yes (Woman-owned)

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the purchase of office products and services, for a one-year term, starting on July 1, 2020, to Rudolph's Office Supply, Inc. of Elkridge, Maryland, for a total estimated annual amount of \$1,100,000.

It is further recommended that the contract be renewed for four additional one-year periods, under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract estimated amount is \$5,500,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 8B
June 22, 2020

Subject: Award of Contract, Office Products and Services, Bid e520-039

WHEREAS, The senior vice president for administrative and fiscal services is requesting an award of contract for the purchase of office products and services; and

WHEREAS, During its June 2015 meeting, the Board of Trustees approved an award of contract to W.B. Mason, of Brockton, Massachusetts for office products and services under resolution15-06-062; and

WHEREAS, Having a contract for office products and supplies enhances operational efficiencies, reduces transactional costs associated with purchasing office supplies, and empowers end-users to make low dollar, high-volume purchases online; and

WHEREAS, The current contract with W.B. Mason provided rebates to the College and will expire on June 30, 2020; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 operating budget, subject to county council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on April 14, 2020, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 35 firms downloaded the request for proposal and six responses were received; and

WHEREAS, Two vendors were deemed non-responsive and one no bid was received, read aloud, and recorded, beginning at 3:00 pm on May 11, 2020; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that the proposal submitted by Rudolph's Office Supply, Inc. of Elkridge, Maryland, was declared the highest ranked, meeting all College requirements; and

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

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

Resolved, That the Board of Trustees approves an award of contract for the purchase of office products and services, for a one-year term, starting on July 1, 2020, to Rudolph's Office Supply, Inc. of Elkridge, Maryland, for a total estimated annual amount of \$1,100,000; and be it further

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

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

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

Agenda Item Number: 8C
June 22, 2020

**AWARD OF CONTRACT,
PYXIS MED STATION MEDICATION SYSTEM, BID e520-041**

BACKGROUND

Request:	Pyxis Med Station Medication System
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and Dean of Health Sciences, Health, and Physical Education
Award Type:	Competitive
Bid Number:	e520-041
Explanation of Request:	<p>The senior vice president for academic affairs and dean of health sciences, health, and physical education are requesting the purchase of the Pyxis Med Station medication system, for use at qualifying Maryland State pre-licensure colleges and universities. In June 2015, the Maryland Higher Education Commission, and Maryland Health Services Cost Review Commission, awarded the College, the Maryland Clinical Simulation Resource Consortium grant, which is a five-year, three-million-dollar initiative. This grant included the purchase of clinical simulation medical equipment and material resources to qualifying pre-licensure Maryland State nursing schools, community colleges, universities, and provided high-level simulation education to pre-licensure nursing programs and hospitals in the state of Maryland. In March 2018, the Board of Trustees approved the purchase of clinical simulation equipment for eight of the 18 requesting schools, under resolution 18-03-020.</p> <p>At the end of the 2017–2018 program year, Maryland Higher Education Center awarded an additional \$1.2 million resource (supplemental) grant for the purchase of clinical simulation medical equipment for the remaining ten requesting schools, and the Board of Trustees approved this purchase under resolution 18-12-137.</p> <p>At the end of the 2018–2019 program year, Maryland Higher Education Center awarded an additional \$1,475,525 resource (supplemental) grant for the purchase of Pyxis (medication storage units) and/or electronic medical records capability, for use at qualifying Maryland state pre-licensure community college and university simulation centers.</p>

Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement affirms that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that grant funds are available in the FY20 Nurse Support Program II grant.
Total Dollar Amount:	\$991,688
Vendor Name:	CareFusion Solutions, LLC-Becton, Dickinson (BD)
Vendor Address:	San Diego, California
Minority Status:	N/A
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to CareFusion Solutions, LLC-Becton, Dickinson (BD) of San Diego, California, for the purchase of the Pyxis Med Station medication system, for use at qualifying Maryland State pre-licensure colleges and universities, for a one-time purchase, in the amount of \$991,688.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Rai
Ms. Schena

RESOURCE PERSONS

Mr. Stewart
Ms. Davis
Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 8C
June 22, 2020

Subject: Award of Contract, Pyxis Med Station Medication System, Bid e520-041

WHEREAS, The senior vice president for academic affairs and the dean of health sciences, health, and physical education are requesting the purchase of the Pyxis Med Station medication system for use at qualifying Maryland State pre-licensure colleges and universities; and

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

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

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

WHEREAS, In March 2018, the Board of Trustees approved the purchase of clinical simulation equipment for eight of the 18 requesting schools; and

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

WHEREAS, At the end of the 2018–2019 program year, the Maryland Higher Education Center awarded an additional \$1,475,525 resource (supplemental) grant for the purchase of Pyxis (medication storage unit) and/or electronic medical record capability within the Maryland state pre-licensure community college and university simulation centers; and

WHEREAS, The director of procurement affirms that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that grant funds are available in the FY20 Nurse Support Program II Grant; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for bid was issued on April 27, 2020, and posted on the Montgomery College Procurement and eMaryland Marketplace Advantage websites; and

WHEREAS, 16 firms downloaded the solicitation from the procurement website, and two responses were received, publicly opened and recorded, beginning at 3:00 p.m. on May 11, 2020; and

WHEREAS, Upon review of all bid pricing by appropriate College staff, it was determined that pricing submitted by CareFusion Solutions, LLC-Becton, Dickinson (BD) of San Diego, California, has been declared the lowest price responsive-responsible bidder, meeting all College specifications; and

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

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

Resolved, That the Board of Trustees approve an award of contract for the purchase of the Pyxis Med Station medication systems to CareFusion Solutions, LLC-Becton, Dickinson (BD) of San Diego, California, for a one-time purchase, in the amount of \$991,688.

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

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

Agenda Item Number: 8D
June 22, 2020

**AWARD OF CONTRACT,
CATHERINE AND ISIAH LEGGETT MATH AND SCIENCE BUILDING GUARANTEED MAXIMUM
PRICE NUMBER 3–CONCRETE, STRUCTURAL STEEL, AND WATERPROOFING
TAKOMA PARK/SILVER SPRING CAMPUS, BID 619-001**

BACKGROUND

Request:	Contract for concrete, structural steel, and waterproofing identified as guaranteed maximum price (GMP) number 3, for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services, and the Vice President of Facilities.
Award Type:	Competitive
Bid Number:	619-001
Explanation of Request:	<p>In accordance with the 2004 College Facilities Master Plan, the senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract, identified as GMP number 3, for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.</p> <p>The Board of Trustees approved this award of contract during its January 2019 meeting under resolution 19-01-003. This award provides for concrete, structural steel, and waterproofing for the construction of the Catherine and Isiah Leggett Math and Science Building. The subcontractors estimated costs associated with this work submitted by the construction manager at risk (CMAR) was \$6,874,500.</p> <p>This is the third of four GMP proposals to be awarded using those funds. The submitted GMP, including the subcontractor bids, owner and construction manager allowances, general conditions, construction manager phase fee, bonds, and insurance, is within the allotted budget for this work and provides for a five percent construction contingency.</p>

Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY20 capital budget.
Total Dollar Amount:	\$5,871,999
Vendor Name:	Barton Malow Company
Vendor Address:	300 W. Pratt Street, Suite 301 Baltimore, Maryland 21201
Minority Status:	N/A
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the Catherine and Isiah Leggett Math and Science Building GMP number 3 for concrete, structural steel, and waterproofing associated with the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus to Barton Malow Company of Baltimore, Maryland, for a one-time purchase in the total amount of \$5,871,999

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List 1–Concrete Services (Board Members Only)

Bidders List 2–Structural Steel Services (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Johnson

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 8D
June 22, 2020

**Subject: Award of Contract, Catherine and Isiah Leggett Math and Science Building
Guaranteed Maximum Price Number 3–Concrete, Structural Steel, and
Waterproofing, Takoma Park/Silver Spring Campus, Bid 619-001**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the Catherine and Isiah Leggett Math and Science Building guaranteed maximum price (GMP) number 3 for concrete, structural steel, and waterproofing on the Takoma Park/Silver Spring Campus; and

WHEREAS, The Board of Trustees approved this award of contract during its January 2019 meeting under resolution 19-01-003; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the construction manager at risk (CMAR) and the chief business/financial strategy officer certifies that funds are available in the FY20 capital budget that enables the College to award the contract as recommended; and

WHEREAS, The CMAR solicited bids for bid package number 3 on March 26, 2020; and

WHEREAS, Bid package number 3 was publicly advertised on March 26, 2020, on the Montgomery College Procurement, and eMaryland Marketplace Advantage websites; and

WHEREAS, 36 pre-qualified companies downloaded the solicitation from the CMAR web site, and on April 30, 2020, five responses were received for concrete services including one non-responsive bidder, four responses were received for structural steel services, and no responses were received for waterproofing services; and

WHEREAS, All responses were recorded in the College Central Services Building at 2:00 p.m. local time; and

WHEREAS, After evaluation of the submitted bids, four of the five contractors submitting a bid package for concrete services, and the four contractors submitting a bid package for structural steel work were interviewed to have their scope of work reviewed and evaluated; and

WHEREAS, Following the evaluation of bids that were submitted, the CMAR submitted a GMP number 3, in the amount of \$5,871,999, in accordance with the terms and conditions of this request for proposal; and

WHEREAS, Board approval is required for bids valued above \$250,000; 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 concrete, structural steel, and waterproofing associated with the construction of the Catherine and Isiah Leggett Building on the Takoma Park/Silver Spring Campus

be awarded to Barton Malow Company, of Baltimore, Maryland, at the submitted GMP number 3, for a one-time purchase, in the amount of \$5,871,999; and be it further

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

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

Agenda Item Number: 8E
June 22, 2020

**CONTRACT CHANGE ORDER FOR THE
AWARD OF CONTRACT, CATHERINE AND ISIAH LEGGETT MATH AND SCIENCE BUILDING
GUARANTEED MAXIMUM PRICE NUMBER 1-ASBESTOS ABATEMENT AND
AIR MONITORING, TAKOMA PARK/SILVER SPRING CAMPUS, BID 619-001**

BACKGROUND

Request:	Contract spend authority increase for asbestos abatement and air monitoring services identified as guaranteed maximum price (GMP) number 1, for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	619-001
Explanation of Request:	On September 23, 2019, the Board of Trustees approved an award of contract under resolution 19-09-105, identified as GMP number 1, for the construction of the Catherine and Isiah Leggett Math and Science Building for asbestos abatement and air monitoring on the Takoma Park/Silver Spring Campus. It was discovered that the existing wood floor in the gymnasium of Falcon Hall was placed over a polymer floor, which contained mercury. This polymer floor needs to be removed in a controlled, safe environment and disposed of as a mercury-containing material. The costs for this removal and disposal will be funded from the capital account for the project and does not require a request for additional funding.
Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25 percent of the original award.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are available in the FY20 capital budget.
Total Dollar Amount:	\$127,455
Vendor Name:	Barton Malow Company
Vendor Address:	300 W. Pratt Street, Suite 301 Baltimore, Maryland 21201
Minority Status:	NA
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the current contract award spend authority for the removal of the mercury-containing flooring in the gymnasium of Falcon Hall as part of the GMP number 1, for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, for a one-time purchase in the amount of \$127,455.

BACKUP INFORMATION

College Policy 63001
Board Resolution 19-09-105

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Johnson
Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 8E
June 22, 2020

Subject: Contract Change Order for the Award of Contract, Catherine and Isiah Leggett Math and Science Building Guaranteed Maximum Price Number 1–Asbestos Abatement and Air Monitoring, Takoma Park/Silver Spring Campus, Bid 619-001

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a contract change order to increase the spend authority to an existing award of contract to the guaranteed maximum price (GMP) number 1, for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, On September 23, 2019, the Board of Trustees approved an award of contract for GMP number 1, for asbestos abatement and air monitoring associated with the construction of the Catherine and Isiah Leggett Math and Science Building, under resolution 19-09-105, in the amount of \$607,477; and

WHEREAS, The discovery of polymer flooring containing mercury under the existing wood gymnasium floor in Falcon Hall requires the removal of this flooring in an environmentally responsible manner; and

WHEREAS, An increase to the current contract award spend authority is needed to remove the mercury-containing flooring in Falcon Hall; and

WHEREAS, The director of procurement re-certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are available in the FY20 capital budget and does not require a request for funding from the county; and

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

Resolved, That the Board of Trustees approve an increase in the current contract award spend authority for the removal of the mercury-containing flooring in Falcon Hall as part of the GMP number 1, for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, for a one-time purchase in the amount of \$127,455.

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

Agenda Item Number: 9
June 22, 2020

**CONTINUATION OF SOLE SOURCE AWARD OF CONTRACT,
TOUCHNET COMMERCE MANAGEMENT SYSTEM, CASHIERING SERVICES MODULE,
AND PROFESSIONAL SERVICES**

BACKGROUND

Request:	Continuation of TouchNet commerce management system, cashiering services module, and professional services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Interim Chief Information Officer
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the interim chief information officer are requesting the continuation of the annual subscription and hosting services, along with associated maintenance and support for the TouchNet commerce management system software and cashiering services module.</p> <p>The Board of Trustees approved the following sole source awards of contract for the purchase of a commerce management system including voice portals, cashiering services, software subscription and license fees, hosting services, and professional services from TouchNet Information Systems: resolution 01-93 in June 2001; resolution 06-06-055 in June 2006; resolution 08-01-10 in January 2008; resolution 09-06-067 in June 2009; resolution 10-10-077 in October 2010; and resolution 15-09-075 in September 2015.</p> <p>In June 2017, the Board of Trustees approved the consolidation of all resolutions into a single resolution, 17-06-076, to align and better manage provided services.</p> <p>The College will be implementing the new Workday enterprise resource planning system, however, this system does not currently include a student module.</p>

	For this reason, the College will continue to utilize the Banner (Ellucian) student module, which is supported by the TouchNet payment processing system.
Reason Being Brought to Board:	Board approval is required for sole source awards valued at \$100,000 and above.
Certification:	The director of procurement affirms that the TouchNet software subscription and hosting, maintenance, and support services can only be obtained from TouchNet Information Systems, due to the proprietary nature of its software, and the chief business/financial strategy officer certifies funds are planned and budgeted in the FY21 operating budget, subject to county council and Board of Trustees funding approval.
Annual Estimated Dollar Amount:	\$300,000
Vendor Name:	TouchNet Information Systems, Inc.
Address:	Lenexa, Kansas
Minority Status:	N/A
Contract Term:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve the continuation of the sole source award of contract to TouchNet Information Systems, Inc., of Lenexa, Kansas, for annual subscription and hosting services, along with associated maintenance and support for the TouchNet commerce management system software and cashiering services module, for a total not-to-exceed annual amount of \$300,000.

It is further recommended that the sole source award of contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract estimated amount is \$1,500,000.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Johnson

Ms. Miller

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

Resolution Number:
Adopted on:

Agenda Item Number: 9
June 22, 2020

Subject: Continuation of Sole Source Award of Contract, TouchNet Commerce Management System, Cashiering Services Module, and Professional Services

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting the continuation of annual subscription and hosting services, along with associated maintenance and support for the TouchNet commerce management system software and cashiering services module; and

WHEREAS, The Board of Trustees approved the following sole source awards of contract for the purchase of a commerce management system including voice portals, cashiering services, software subscription and license fees, hosting services, and professional services from TouchNet Information Systems: resolution 01-93 in June 2001; resolution 06-06-055 in June 2006; resolution 08-01-10 in January 2008; resolution 09-06-067 in June 2009; resolution 10-10-077 in October 2010; and resolution 15-09-075 in September 2015; and

WHEREAS, In June 2017, the Board of Trustees approved the consolidation of all resolutions into a single resolution, 17-06-076, to align and better manage provided services; and

WHEREAS, This continuation will allow the College's electronic payment option for student credit card and debit card transactions to run un-encumbered and effectively; and

WHEREAS, The director of procurement affirms that the TouchNet software subscription and hosting, maintenance, and support services can only be obtained from TouchNet Information Systems, due to the proprietary nature of its software, and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY21 operating budget, subject to county council and Board of Trustees funding approval; and

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

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

Resolved, That the Board of Trustees approve the continuation of a sole source award of contract, to TouchNet Information Systems, Inc., of Lenexa, Kansas, for one year, for TouchNet commerce management system software subscription, hosting, cashiering services, and professional services for a not-to-exceed annual amount of \$300,000; and be it further

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

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

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

Agenda Item Number: 10
June 22, 2020

MODIFICATION OF POLICY 31001–SEXUAL MISCONDUCT

General Information

Policy Number:	31001
Contained in Chapter:	Chapter Three
Policy Title:	Sexual Misconduct
Policy Creation Date:	December 15, 2014
Most Recent Modification Date:	June 17, 2019

Changes, Additions, Deletions

Line Number	Purpose
1	Added the following footnote: "On May 6, 2020, the United States Department of Education released new Title IX regulations, which will be effective on August 14, 2020. These regulations necessitate some modifications to College policy 31001 ("Sexual Misconduct"), which are being brought to the Board for approval at its June meeting in order to meet the August 14 effective date. However, the ACLU has filed a lawsuit in the United States District Court for Maryland seeking to block some of the provisions in the new Title IX regulations. Absent a court order enjoining or vacating the new regulations, any changes to College policy 31001 approved at the June meeting will become effective on August 14, 2020. Should any court strike down, either temporarily or permanently, any portion of the 2020 Title IX regulations, the Board authorizes the president to make any necessary modifications to this policy which will become effective immediately upon distribution to the College community through publication on the College's web page. The president will apprise the Board of any such action in a timely manner."
6-8	Deleted language that references federal and state discrimination laws and Title VII. The new regulations make it clear that institutional policies should only apply to Title IX cases.
10-13	Updated the language of intent to include "equal educational access" and "actual knowledge" pursuant to new federal guidance.
17-23	Deleted references to "sexual exploitation" and "sexual intimidation" as stand-alone conduct. These are now included in the definition for sexual harassment.

40, 44	Added new language to specify that the policy only applies to conduct that occurs within the United States pursuant to the new federal guidance.
45	Added clarifying language that conduct must impact equal educational opportunity or access pursuant to the new federal guidance.
60, 65-66	New term, "Mandated Reporter," added to replace the previous "Responsible College Employee."
61	Updated term to "public safety" for consistency with other Board policies.
62	Deleted language concerning "other employees with a responsibility for student welfare" from the list pursuant to new federal guidance.
67-69	Deleted "sworn police officers" as the Title IX Coordinator is the only employee authorized to investigate and resolve Title IX complaints.
72	Added language that the Title IX Coordinator can be reached "at any time" in person, by phone, or by email.
77	Added "formal complaint" language to replace "report" pursuant to new federal guidance.
82-84	New term, "Mandated Reporter," added to replace the previous "Responsible College Employee."
93-95	Added new language that authorizes the Title IX Coordinator to sign a formal complaint on behalf of the College pursuant to new federal guidance.
103-108	Cleaned up language to be consistent with new federal guidelines—"protective measures" are now "supportive measures;" and they will be made available upon a report of sexual misconduct.
118	Deleted "and resolve" as the resolution process may now take longer than 60 days.
125-127	Added new language regarding the presumption of "not responsible."
155-157	Added new language that specifies that the College has the burden of collecting evidence and proving a violation of the policy.
169	Added reference to College Policy 39003-Protection Against Retaliation.
181-189	Added new language pursuant to federal guidance regarding student and employee notice of the policy and the provision of mandatory training and maintenance and publication of such training.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 31001–Sexual Misconduct.

BACKUP INFORMATION

Resolution
Policy 31001–Sexual Misconduct (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Moy

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

Resolution Number:
Adopted on:

Agenda Item Number: 10
June 22, 2020

Subject: Modification of Policy 31001–Sexual Misconduct

WHEREAS, The Board of Trustees created Policy 31001–Sexual Misconduct in 2014; and

WHEREAS, The policy has served an important purpose in establishing expectations for maintaining a safe and secure environment where all members of the College community can work or participate in College programs and activities free from all forms of sexual misconduct; and

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

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

Resolved, That Policy 31001–Sexual Misconduct be modified as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 004

Subject: Sexual Misconduct

I. Policy Statement¹

It is the policy of Montgomery College to establish and maintain an environment in which all members of the Montgomery College community can work or participate in College education programs and activities free from all forms of sexual misconduct. Sexual misconduct is a form of sex discrimination prohibited by ~~federal and state discrimination laws, including~~ Title IX of the Education Amendments of 1972 ~~and Title VII of the Civil Rights Act of 1964~~. In addition, some forms of sexual misconduct violate the criminal laws of the State of Maryland. Sexual misconduct in any form will not be tolerated by Montgomery College. The College will take immediate action to **preserve and restore equal educational access when the College has actual knowledge of sexual misconduct** ~~stop sexual misconduct of which it is aware, prevent its recurrence, and remedy its effects.~~

II. Definitions

For purposes of this Policy, "sexual misconduct" is an umbrella term that encompasses various types of prohibited conduct, including sexual harassment, sexual assault, domestic violence, dating violence, ~~sexual exploitation, sexual intimidation,~~ and stalking. The President is authorized and directed to establish procedures to define other terms relevant to this Policy, including but not limited to: "sexual harassment", "sexual assault", "domestic violence", "dating violence", ~~"sexual exploitation", "sexual intimidation,"~~ and "stalking".

III. Applicability

All students and employees of the College must comply with this Policy. Sexual misconduct is prohibited between students, between employees, between students and employees, and by students or employees against contractors, vendors, or other individuals whose relationship to the student or employee is through the College's facilities, programs or activities. Similarly, the College will not tolerate sexual misconduct by College contractors, vendors, or other third parties, including visitors and guests to the College whose relationship to the victim is through the College's facilities, programs or activities. This Policy, applies regardless of the sex, sexual orientation, or gender identity of either the perpetrator or the victim of the sexual misconduct. This Policy applies to sexual misconduct (i) that occurs on College premises, including any property owned or leased by the College (including College buses) or that the College has permission to occupy for purposes of conducting a College-sponsored program or event; (ii) that occurs

¹ On May 6, 2020, the United States Department of Education released new Title IX regulations, which will be effective on August 14, 2020. These regulations necessitate some modifications to Board policy 31001 ("Sexual Misconduct"), which are being brought to the Board for approval at its June meeting in order to meet the August 14th effective date. However, the ACLU has filed a lawsuit in the United States District Court for Maryland seeking to block some of the provisions in the new Title IX regulations. Absent a court order enjoining or vacating the new regulations, any changes to Board policy 31001 approved at the June meeting will become effective on August 14, 2020. Should any court strike down, either temporarily or permanently, any portion of the 2020 Title IX regulations, the Board authorizes the President to make any necessary modifications to this policy which will become effective immediately upon distribution to the College community through publication on the College's web page. The President will apprise the Board of any such action in a timely manner.

in connection with any College-sponsored, College-recognized, or College-approved activities **within the United States** (e.g., off-campus education programs and activities such as College-sponsored field trips, athletic team travel, and events for officially recognized College clubs that occur off-campus, and social activities for employees sponsored by the College or relating to the business of the College); (iii) that occurs during business travel **in the United States** or otherwise in connection with College-related business; or (iv) **sexual harassment on- or off-campus during any college-sponsored activity that impacts equal educational opportunity or access that results in creation or contribution to a hostile environment on campus or in an off-campus education or College-related program or activity, regardless of where the conduct occurred.** All incidents of sexual misconduct should be reported so that the College may determine whether the conduct falls within the scope of this Policy.

IV. Reporting and Confidentiality

All members of the Montgomery College community may report allegations of sexual misconduct at any time, but are encouraged to make such reports promptly in order to maximize the College's ability to respond and take appropriate action, including to obtain evidence and to conduct a prompt and equitable investigation.

Students may report alleged sexual misconduct to the Title IX Coordinator or to any **"Responsible College Employee Mandated Reporter,"** which includes any College administrator, supervisor, faculty member, ~~campus security~~ **public safety** officer, coach, **or** ~~trainer, or other employees with a responsibility for student welfare.~~ Employees and other members of the College community may report sexual misconduct to the Title IX Coordinator or the Director of the Employee and Labor Relations, and employees may also report sexual misconduct to their supervisor. A ~~Responsible College Employee Mandated Reporter~~, the Director of Employee and Labor Relations, and any other employee ~~(other than sworn police officers)~~ who receives a report of sexual misconduct must promptly relay such report to the Title IX Coordinator. No employee ~~(other than sworn police officers)~~ is authorized to investigate or resolve reports of sexual misconduct without the involvement of the Title IX Coordinator.

Christopher Moy is the College's Title IX Coordinator and can be reached **at any time** in person in Room 315-G of the Mannakee Building, by telephone at 240-567-5412, or by e-mail at christopher.moy@montgomerycollege.edu.² Members of the College community may contact the Title IX Coordinator in order to seek information about courses of action available to resolve reports or complaints that involve sexual misconduct; to file a **formal** complaint ~~or otherwise make a report of sexual misconduct~~; to get information about available resources and supports services available to victims of sexual misconduct, and; to ask any questions concerning College Policies and Procedures relating to sexual misconduct.

Certain College employees will be designated Confidential Resources for purposes of this policy. Confidential Resources are not considered to be ~~Responsible College Employees~~ **Mandated Reporters** – that is, upon receipt of a report of ~~an~~ alleged ~~violation~~

² The President is authorized to change the designation of the Title IX Coordinator by a procedure that provides the name and contact information of the Title IX Coordinator similar to the information provided in this Policy. Upon adoption of the procedure with this information and the posting of notice of the change to the College's web site, this Policy may be modified by direction of the President to substitute the new information about the Title IX Coordinator without the need for further action of the Board of Trustees.

sexual misconduct, Confidential Resources are not required to notify the Title IX Coordinator. An individual seeking support or guidance with respect to an alleged incident of sexual misconduct may contact any Confidential Resource, who will normally keep private the individual's identity and any other information concerning the incident.

The College recognizes that allegations of sexual misconduct are a sensitive subject for all parties involved and is committed to maintaining the privacy of the parties involved to the fullest extent possible, consistent with applicable law and the need for investigation and resolution. The College, through the Title IX Coordinator, may ~~investigate and take reasonable action~~ **sign a formal complaint to initiate the investigation and formal resolution process** even when the individual making a report of sexual misconduct requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In all cases, the College will take care to protect the identity of the parties through processes that provide for discussion of the allegations only among those who have a legitimate administrative, investigative, or legal need to know.

V. College Aid to Victims of Sexual Misconduct

The President is authorized and directed to establish procedures to provide victims of sexual misconduct with reasonable accommodations (e.g., changes in academic, transportation and/or working situations) and/or ~~protective~~ **supportive** measures that ~~may~~ **will** be made available upon **a report of sexual misconduct request** to a victim of sexual misconduct, regardless of whether the victim chooses to report the sexual misconduct to campus security or local law enforcement.

VI. Investigation

All reports of sexual misconduct will be taken seriously and investigated as appropriate. The President is authorized and directed to establish procedures for the investigation of such reports, which shall provide for a prompt, thorough, and impartial process.

VII. Time Frame

The College strives to investigate ~~and resolve~~ all complaints within sixty (60) days after the filing of a complaint. Actual resolution time may vary depending on many factors, including but not limited to, the complexity of the investigation and the severity and extent of the alleged misconduct.

VIII. Grievance; Resolution; Sanctions

It is presumed that a responding party is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. Individuals found to have committed sexual misconduct in violation of this Policy will be subject to disciplinary action in accordance with applicable College policies and procedures and/or collective bargaining agreements.

Employees found in violation of this Policy are subject to disciplinary action in accordance with the applicable College policies and procedures for disciplinary action and discharge (34002 and 34003), or, for bargaining unit members, the applicable procedures in the collective bargaining agreement. Sanctions will be based on the circumstances and nature of the violation, ranging from a reprimand up to and including termination of employment. Students found in violation of this Policy are subject to disciplinary action in accordance with procedures set forth in the Student Code of Conduct (42001). Sanctions

will be based on the circumstances and nature of the violation and include, but are not limited to, a warning, disciplinary probation, community service, participation in sexual misconduct education programming, suspension and dismissal from the College. In the event of sexual misconduct by a third party against a College student or employee, the College will take appropriate action within its control to address the misconduct and prevent its recurrence, including but not limited to, referring to local law enforcement to issue a "No Trespass" notice denying access to the College's buildings and grounds.

As required or appropriate, parties will be informed of the outcome of any resolution process based on a violation of this Policy.

Persons who commit sexual misconduct in violation of federal, state, or local law may also be subject to criminal charges and penalties as a result of related legal proceedings.

IX. Evidentiary Standard

In any investigation and/or disciplinary proceeding concerning an alleged violation of this Policy, the finding will be determined by a preponderance of the evidence. **The burden of collecting evidence and proving a violation of policy is the responsibility of the College and not the individuals.**

X. Good Faith Reporting

Allegations of sexual misconduct are extremely serious, with potential for great harm to the accused if ill-conceived or made with malice. An individual found to have knowingly filed a false allegation may be subject to separate appropriate disciplinary action. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

XI. Retaliation

Pursuant to College Policy 39003-Protection Against Retaliation, this Policy prohibits retaliation by anyone in the College community against an individual because the individual reports or complains about sexual misconduct or participates in the College's investigation or proceedings related to an allegation of sexual misconduct. When the College is aware of possible retaliation, it will take immediate and appropriate steps to investigate. Students or employees who commit retaliation in violation of this Policy are subject to appropriate disciplinary action. The Complainant or participants in any report or investigation of sexual misconduct who believe they have experienced retaliation in violation of this Policy should immediately report such conduct to the Title IX Coordinator.

XII. Education

Education is a key element of this Policy. **Notice of this Policy will be provided to all students during admissions and all employees during onboarding.** The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Sexual Misconduct Policy and Procedures. Sufficient periodic training will be conducted for ~~Responsible College Employees~~ **Mandated Reporters** and for those involved in the investigation and resolution of complaints **and appeals**, as determined by the President. **Records and verification of all training will be maintained by the Title IX Coordinator and published on the Title IX website.** Any mandatory education requirements will be announced and posted on the College's website. The President is authorized to provide

institutional leadership and guidance for developing education programs to increase knowledge and share information and resources to prevent sexual misconduct, promote safety, and reduce perpetration. Some goals to be achieved through education are: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed; (c) informing employees, students, and other members of the college community, including contractors, about the proper way to recognize and address complaints involving a violation of this Policy; (d) preventing issues that this Policy addresses, and; (e) identifying the necessary steps for preventing sexual misconduct and addressing its effects.

- XIII. The President is authorized and directed to establish procedures to implement this Policy.

Board Approval: December 15, 2014; September 21, 2015; June 17, 2019 (Administrative correction); **June 22, 2020**

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

Agenda Item Number: 11A
June 22, 2020

**FY20 CAPITAL BUDGET FUND TRANSFER,
ROCKVILLE MACKLIN TOWER ALTERATIONS PROJECT TO THE
PLANNED LIFECYCLE ASSET REPLACEMENT PROJECT**

BACKGROUND

Request:	To authorize a fund transfer from the Rockville Macklin Towers Alteration Project to the Planned Lifecycle Asset Replacement Project. The Rockville Macklin Towers Alteration Project is complete, and there is a remaining balance that can be transferred.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and The Vice President of Facilities
Approval Type:	Fund transfer between capital projects
Explanation of Request:	In accordance with county fiscal procedures, the board is authorized to transfer funds among College projects within the capital budget, as long as the transfer does not exceed 10 percent of the total appropriation. The requested transfer is within the parameters set by the county and the funding sources for both projects are compatible.
Reason Being Brought to Board:	Board approval is required for all fund transfers between capital projects.
Total Dollar Amount:	\$31,000
Certification:	The chief business/financial strategy officer certifies that funds are available in the appropriate capital funds budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve a transfer of funds of \$31,000 from the Rockville Macklin Towers Alterations Project to the Planned Lifecycle Asset Replacement Project.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills

Ms. Greaney

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution #:

Adopted on:

Agenda Item Number: 11A

June 22, 2020

**Subject: FY20 Capital Budget Fund Transfer, Rockville Macklin Tower Alterations
Project to the Planned Lifecycle Asset Replacement Project**

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

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

WHEREAS, The addition of funds to the Planned Lifecycle Asset Replacement Project will be used for project costs; and

WHEREAS, Funds totaling \$31,000 are available in the FY20 capital budget Planned Lifecycle Asset Replacement Project that can be used for this purpose; and

WHEREAS, The chief business/financial strategy officer certifies that the funds are available in the FY20 capital budget for this transfer and also certifies that the amount to be transferred, \$31,000 is within the 10% limit; and

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

Resolved, That \$31,000 is transferred from the Rockville Macklin Towers Alterations Project to the Planned Lifecycle Asset Replacement Project in the FY20 capital budget; and be it further

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

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

Agenda Item Number: 11B
June 22, 2020

FINAL ADOPTION OF THE FY21 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

On January 29, 2020, the Board of Trustees adopted a budget in the amount of \$268,000,660 for the current fund. The Board also approved special budgets of \$20,712,172 for the Workforce Development and Continuing Education (WDCE) Fund and \$1,941,300 for the Auxiliary Enterprises Fund, for a total of \$22,653,472 under resolution 20-01-011. These special budget funds remain as adopted and no further changes are necessary to the Board's original authorization. The current fund budget amount was increased by \$165,000 to \$268,165,660 by the county executive to fund Montgomery Can Code, a joint venture between Montgomery College, Montgomery County Public Schools (MCPS), Montgomery County, and Montgomery County Economic Development Corporation in partnership with Apple.

County funding is at the current funding level with no change from the prior year and reflects the county council's desire to fund the College at a continuing service level as it begins to address the impact of the global health crisis on the county and its residents. During their April 2020 meeting, the Board of Trustees approved no change to the credit tuition rate for in-county, in-state, and out-of-state student residents. Total state aid funding for FY21, which includes the operating budget and WDCE, is \$6,266,662 higher than the amount budgeted for the College in FY20. This budget includes the use of a fund balance of \$1,919,936, which is less than the adopted budget due to the increased amount received for state aid during the Maryland general assembly session. The Auxiliary Enterprises Fund is contributing \$500,000 to support the current fund as a non-mandatory transfer.

This budget funds \$3,397,000 in expenditure increases over that of the prior fiscal year. Expenditure increases are for salary improvements for our full-time faculty, bargaining and non-bargaining staff, administrators, part-time faculty, and also reflects an increase to the minimum wage. Additionally, this budget provides for scholarship increases and the transfer of student activities and athletics to the current fund due to Statement Number 84 of the Governmental Accounting Standards Board (GASB) Fiduciary Activities.

The Other Funds (Emergency Plant Maintenance and Repair Fund, county-funded grant, Cable TV fund, Major Facilities Reserve Fund, Montgomery College 50th Anniversary Endowment Fund, Transportation Fund) remain as adopted and no further changes are necessary to the Board's original authorization.

There is a provision in this resolution to re-appropriate encumbered FY20 balances in FY21. This action will allow funding for items encumbered in the current fiscal year to automatically be re-appropriated in the next fiscal year.

The appropriation in this resolution is based on projected resources for FY21. At this time, the economic impact resulting from the COVID-19 public health crisis on state, county, and [the College's](#) revenues is uncertain and unpredictable. As these impacts become known and measurable, certain adjustments to the budget may become necessary

RECOMMENDATION

It is recommended that the Board re-adopt the FY21 current fund and special funds budgets as presented on the attached and authorize the president to implement the budgets that are subject to final county council funding actions in June 2020.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Greaney

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 11B
June 22, 2020

Subject: Final Adoption of the FY21 Current, Enterprise, and Other Funds Budgets

WHEREAS, The Board of Trustees adopted the College's FY21 operating budget on January 29, 2020, under resolution 20-01-011; and

WHEREAS, Montgomery College submitted a budget that was fiscally responsible; and

WHEREAS, The Montgomery County Council considered the budget in work sessions during April and May 2020, and approved \$268,165,660 for the current fund, and \$22,653,472 for the special funds; and

WHEREAS, The Montgomery County Executive and Montgomery County Council recognized the valuable contribution that Montgomery College makes to the community and is thus committed to fund Montgomery College at a continuing level of service as the council begins to address the impact of the global health crisis on the county and its residents; and

WHEREAS, The Montgomery County Council has approved the College's FY21 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$268,165,660; and

WHEREAS, The Montgomery County Council granted the expenditure authority for the special funds as follows: WDCE Fund of \$20,712,172, and Auxiliary Enterprises Fund of \$1,941,300; and

WHEREAS, The College is requesting authority for encumbered expenditures to be carried into the next fiscal year; and

WHEREAS, The foregoing expenditure appropriation has been applied to functional expense categories to reflect council actions; now therefore be it

Resolved, That the Board of Trustees hereby re-adopts the FY21 College current fund operating budget in the amount of \$268,165,660, the WDCE Fund in the amount of \$20,712,172, and the Auxiliary Enterprises Fund in the amount of \$1,941,300; and be it further

Resolved, That the Board of Trustees authorizes re-appropriation and expenditures of encumbered FY20 appropriations for all funds, permitting the funds to be spent in FY21 (unencumbered appropriations lapse at end of FY19); and be it further

Resolved, That the functional totals for the FY21 operating budget will be in the amounts listed in the following table;

		Current Fund	Special
10	Instruction	\$ 89,823,861	\$ 13,021,393
40	Academic Support	\$ 44,710,311	\$ 3,700,265
50	Student Services	\$ 34,590,480	\$ 2,685,132
60	Operations & Maintenance of Plant	\$ 43,832,058	\$ 1,255,382
70	Institutional Support	\$ 49,094,804	0
80	Scholarships & Fellowships	\$ 6,114,146	\$ 50,000
	Auxiliary Expenditures	0	\$ 1,941,300
Total		\$ 268,165,660	\$ 22,653,472

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's operating budget during FY21 are in the amounts listed in the table below subject to final county council funding actions in June 2020.

	Current Fund	Special
County Contribution	\$ 145,149,696	0
State Aid	\$ 41,848,829	\$ 9,672,951
Tuition and Fees	\$ 76,747,199	\$ 10,372,460
Miscellaneous	\$ 2,000,000	\$ 1,739,270
Fund Balance	\$ 1,919,936	\$ 1,368,791
Net Transfers	\$ 500,000	\$ (500,000)
Total	\$ 268,165,660	\$ 22,653,472

Fiscal Year 2021 Budget

Board of Trustees
Montgomery College
June 22, 2020

Current Fund Budget

(In Millions)	Proposed FY21 Budget	Final FY21 Budget
SOURCES OF FUNDS		
County Contribution	\$ 145.1	\$ 145.1
Tuition & Tuition-Related	75.2	75.2
Other Student Fees	1.5	1.5
State Aid	39.3	41.8
Other	2.6	2.6
Use of Fund Balance	4.3	1.9
TOTAL SOURCES OF FUNDS	\$ 268.0	\$ 268.1
EXPENDITURES BY PROGRAM		
Instruction	\$ 89.7	\$ 89.8
Academic Support	44.7	44.7
Student Services	34.6	34.6
Op. & Maint. of Plant	43.8	43.8
Institutional Support	49.1	49.1
Scholarship	6.1	6.1
TOTAL EXPENDITURES	\$ 268.0	\$ 268.1

Current Fund Budget-Key Changes

- CADE fully funded-State appropriation increased by \$2.5 million with an offsetting decrease of the same amount to use of fund balance
- County Executive recommended and the County Council approved an additional appropriation for Montgomery Can Code in the amount of \$165,000
- Using Apple iPads and digital playgrounds, sixth to eighth grade students will soon be upping their digital game this summer. Montgomery College, Montgomery County Public Schools (MCPS) and Montgomery County Economic Development Corporation (MCEDC) are working together to bring coding camp opportunities for free to middle school students through the summer program, *Montgomery Can Code*.

Combined College Summary by Fund

(In Millions)	Proposed FY21 Budget	Final FY21 Budget
Current Fund	\$ 268.0	\$ 268.1
Workforce Development & Continuing Education	20.7	20.7
Auxiliary Services	1.9	1.9
Cable Television	1.8	1.8
Emergency, Plant, Maintenance and Repair Fund	0.4	0.4
Transportation Fund	4.2	4.2
Major Facilities Reserve Fund	2.0	2.0
Grants and Contracts	19.2	19.2
TOTAL ALL	\$ 318.2	\$ 318.3



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

Agenda Item Number: 11C
June 22, 2020

FINAL ADOPTION OF THE FY21 COLLEGE CAPITAL BUDGET

BACKGROUND

On May 21, 2020, the Montgomery County Council approved the College's FY21 capital budget by appropriating \$26,674,000 to fund 18 projects. The council's approved budget (council resolution 19-465) includes the following:

Project (in '000's)	College's FY21 Request	County Council Final Action
ADA Compliance	\$ 75	\$ 50
Capital Renewal	2,000	2,000
Collegewide Central Plant & Distribution Systems	1,000	1,000
Collegewide Library Renovations	4,750	-
Collegewide Physical Education Renovations	1,500	1,500
Collegewide Road/Parking Lot Repairs and Replacements	-	-
Elevator Modernization	200	200
Energy Conservation	300	300
Facility Planning	270	770
Information Technology	8,500	7,500
Instructional Furniture & Equipment	270	270
Network Infrastructure and Server Operations	3,800	3,300
Planned Life-Cycle Asset Replacement	4,000	2,500
Planning, Design & Construction	1,900	1,850
Roof Replacement	1,000	350
Site Improvements	1,500	700
Student Learning Support Systems	1,400	900
TP/SS Math & Science Center	-	3,484
Total	\$ 32,465	\$ 26,674

The approved FY21 capital budget provides \$3,484,000 (state funding—\$1,742,000, and county funding—\$1,742,000) for additional escalation related to the Takoma Park/Silver Math and Science Building construction. To create capacity within the capital budget, the College offered reductions to the FY21 capital budget request to fund the additional escalation for the Takoma Park/Silver Spring Math and Science Center project.

The College self-funded one project within the FY21 capital budget—the Physical Education Project, which is funded through the major facilities fee and supports the installation of a

baseball field on the Germantown Campus. The College has also self-funded the collegewide Road/Parking Lot Maintenance and Repairs Project, which is funded through the transportation fee. This year it was determined that funds were not available within this project.

There were reductions of \$1 million in FY21 for the Information Technology Project, \$500,000 in the Network Infrastructure and Server Operations Project, and \$500,000 in the Student Learning Support Systems Project due to county fiscal constraints.

Additional reductions in the FY21 capital budget request include the construction and furniture for the Takoma Park/Silver Spring Library Renovation Project (\$4.75 million), Planned Lifecycle Asset Replacement Project (\$1.5 million), ADA Compliance (\$25,000), Planning, Design and Construction (\$50,000), Roof Replacements (\$650,000), and Site Improvements (\$800,000).

The appropriation in this resolution is based on projected resources for FY21. At this time, the economic impact resulting from the COVID-19 public health crisis on state, county, and the College's revenues is uncertain and unpredictable. As these impacts become known and measurable, certain adjustments to the budget may become necessary.

The College identified one project ready to close out—the Rockville Macklin Tower Alterations.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY21 capital budget as appropriated by the Montgomery County Council and authorize the president to implement the approved budget. The attached resolution provides for the formal action taken each year following the council's appropriation of the College's capital budget.

BACKUP INFORMATION

Board Resolution
Other Approved Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 11C
June 22, 2020

Subject: Final Adoption of the FY21 College Capital Budget

WHEREAS, On November 18, 2019, by board resolution 19-11-132, the Board of Trustees adopted the FY21 College capital budget; and

WHEREAS, On May 21, 2020, by council resolution 19-465, the Montgomery County Council approved the College's FY21-26 capital improvements program and approved the FY21 capital budget with new appropriations totaling \$26,674,000 to fund 18 projects; and

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

Resolved, That the Board of Trustees adopts the final FY21 College capital budget and authorizes the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to council resolution 19-465.

MONTGOMERY COLLEGE
FY21 Capital Budget
Other Approved Projects (No Funds Requested in FY21)

Projects with prior-year appropriations (approved as submitted):

Germantown Science and Applied Studies Renovation – Phase 1
Rockville Student Services Center

Outyear projects with no previous appropriation (FY21-26):

Germantown Student Services Center

Deleted outyear projects (FY21-26):

Germantown Student Affairs Renovation - Phase 2

Projects pending close out:

Rockville Parking Garage

Projects closed out as of July 1, 2020:

Rockville Macklin Tower Alterations

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

Agenda Item Number: 11D
June 22, 2020

PETITION FOR FY21 STATE FUNDING

BACKGROUND

On May 21, 2020, the Montgomery County Council appropriated the College's FY21 capital budget, including funds for one state-assisted project, the Takoma Park/Silver Spring Math and Science Center construction. The Montgomery County Executive and the county council have been informed that the College will petition the state for final approval of funding for this project.

The state and county funding levels for this project are outlined below. The FY21 appropriation for the Takoma Park/Silver Spring Math and Science Center project construction is \$3,484,000 (\$1,742,000 in county aid and \$1,742,000 through state support).

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY21 bond bill. With the Board of Trustees adoption of this resolution, the request is forwarded to the county council for action on the state grant petitions. The appropriation in this resolution is based on projected resources for fiscal year 2021. At this time, the economic impact resulting from the COVID-19 public health crisis on state, county, and the College's revenues is uncertain and unpredictable. As these impacts become known and measurable, certain adjustments to the budget may become necessary.

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$1,742,000 for the construction of the Takoma Park/Silver Spring Math and Science Center project.

BACKUP INFORMATION

Board Resolution
County Council Resolution
Project Description Form

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 11D
June 22, 2020

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereeto, Takoma Park/Silver Spring Math and Science Center Project for
Construction**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$1,742,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY21 State of Maryland capital budget by the 2020 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$1,742,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$1,742,000 for the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The Montgomery County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the county council to petition the Maryland Higher Education Commission for a grant of \$1,742,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY21 capital budget for Montgomery College, the Board of Trustees proposed undertaking the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College. On May 21, 2020, the county council approved \$1,742,000 for this project, contingent on the receipt of \$1,742,000 from the state in FY20.
3. In April 2020, the state General Assembly and the Governor approved the FY21 state of Maryland capital budget, which included \$1,742,000 for the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2020 session of the General Assembly of the FY21 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission for a grant of \$1,742,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College, and the county council has not already agreed to the fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Megan Davey Limarzi, Esq.
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No.xx-xx-xxxx
Takoma Park/Silver Math and Science Center PDF #P076607



Takoma Park/Silver Spring Math and Science Center (P076607)

Category	Montgomery College	Date Last Modified	05/06/20
SubCategory	Higher Education	Administering Agency	Montgomery College
Planning Area	Silver Spring and Vicinity	Status	Planning Stage

	Total	Thru FY19	Est FY20	Total 6 Years	FY21	FY22	FY23	FY24	FY25	FY26	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	10,276	2,712	7,564	-	-	-	-	-	-	-	-
Construction	74,726	-	8,994	65,732	28,064	25,186	12,482	-	-	-	-
Other	7,410	-	-	7,410	-	7,410	-	-	-	-	-
TOTAL EXPENDITURES	92,412	2,712	16,558	73,142	28,064	32,596	12,482	-	-	-	-

FUNDING SCHEDULE (\$000s)											
G.O. Bonds	46,206	1,356	8,279	36,571	13,032	17,298	6,241	-	-	-	-
State Aid	46,206	1,356	8,279	36,571	13,032	17,298	6,241	-	-	-	-
TOTAL FUNDING SOURCES	92,412	2,712	16,558	73,142	26,064	34,596	12,482	-	-	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 21 Request	3,484	Year First Appropriation	FY16
Appropriation FY 22 Request	7,410	Last FY's Cost Estimate	88,642
Cumulative Appropriation	81,518		
Expenditure / Encumbrances	10,068		
Unencumbered Balance	71,450		

PROJECT DESCRIPTION

This project provides funding for the design and construction of a new academic building (134,600 gross square feet) supporting science programs, such as biology, chemistry, computer science and cybersecurity, engineering, geology, physics, and the mathematics department, as described in the Collegewide Facilities Master Plan, 2013-2023 (2/16). The new math and science building will replace the Science South and Falcon Hall buildings, which will be demolished, and the new building will be constructed on this site. During FY18, the building was renamed to the Catherine and Isaiah Leggett Math and Science Building.

ESTIMATED SCHEDULE

Construction started in November 2019 and is expected to conclude in Summer 2022.

COST CHANGE

Construction costs increased in line with the State-approved 9.3% escalation rate. FFE costs increased by the state approved escalation of 4%.

PROJECT JUSTIFICATION

Under the application of the State space guidelines, the enrollment growth on the Takoma Park/Silver Spring Campus has resulted in a significant instructional space deficit. The Takoma Park/Silver Spring Campus has a Fall 2018 laboratory space deficit of 67,128 NASF and a total space deficit of 731 NASF. The 2028 projected laboratory space deficit is 60,069 NASF and the total space deficit is anticipated to be 74,034 NASF. The construction of the math & science building will address this deficit as well as replace Science South and Falcon Hall, which are in exceedingly poor condition (as identified in the Collegewide Facilities Condition Assessment, 12/13). Relevant studies include the Montgomery College 2025 Strategic Plan, Collegewide Facilities Condition Assessment Update (12/13), and the Collegewide Facilities Master Plan Update (6/18).

OTHER

FY21 Appropriation: \$3,484,000; \$1,742,000 (G.O. Bonds), and \$1,742,000 (State Aid). FY22 Appropriation: \$7,410,000; \$3,705,000 (G.O. Bonds), and \$3,705,000 (State Aid). Relocation costs and design fees above approximately 7% of estimated construction costs may not be eligible for State reimbursement. The construction costs in the expenditure schedule (\$71,242,000) include: site improvement costs (\$6,588,000), building construction costs (\$64,654,000). The building construction cost per gross square foot equals \$480 (\$64,654,000/134,600).

DISCLOSURES

A pedestrian impact analysis has been completed for this project. Montgomery College asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

COORDINATION

Facility Planning: College (CIP No. P886686)

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

Agenda Item Number: 12
June 22, 2020

SUPPLEMENTAL APPROPRIATION REQUEST FOR THE FY21 CURRENT FUND BUDGET

BACKGROUND

On June 22, 2020, the Board of Trustees will adopt a budget in the amount of \$268,165,660 for the current fund. Prior to the adoption of the current fund budget, on March 5, 2020, the governor of the state of Maryland proclaimed a state of emergency and health emergency to control and prevent the spread of the COVID-19 virus within the state. On March 11, 2020, the president of the College issued a memorandum detailing the College's response plan to the COVID-19 virus. The plan called for the College to begin providing instruction remotely, including counseling and support services, as well as to require all non-essential employees to work remotely. Effective March 30, 2020, a stay-at-home order was proclaimed for all residents within the state of Maryland.

The College is steadfastly committed to strategically and assertively meeting the challenges presented by the COVID-19 pandemic as the College continues into the next phase of teaching, learning, and working remotely. During the transition to remote learning and work, the College has incurred unexpected expenses and will continue to do so in the upcoming year. Our students are also feeling the effects of the COVID-19 as the country transitioned to stay at home orders which caused significant economic hardship to them and their families. Congress passed the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, to address the economic and financial burden for students and educational institutions due to the COVID-19 pandemic in the United States. The US Department of Education notified Montgomery College that the total funds available to the College is \$10,995,749. Of that amount, not less than 50 percent, or \$5,497,875, must be expended for emergency student assistance. The College has completed the certification process for these student emergency funds and began awarding the funds the first week of May. The College has one year from the date of certification to award these funds.

The balance of the funds, or \$5,497,874, are available to the College through a similar certification process for the institutional costs borne by the College or to be incurred by the College from March 13, 2020, for significant changes to the delivery of instruction due to the coronavirus. The College has one year to expend these funds.

The College identified \$1,000,000 of allowable expenditures pursuant to the institutional portion of the CARES Act. On May 18, 2020, the board unanimously approved this amount as a supplemental to the FY20 current funds budget. In order to pursue and expend the residual balance of the CARES Act institutional funds of \$4,497,894 in the upcoming FY21 current fund year, the College has to request a supplemental appropriation to the county council to address the increase in expenditures due to significant changes to the delivery of instruction because of the coronavirus.

RECOMMENDATION

It is recommended that the Board approve and support a supplemental appropriation request to the Montgomery County Council in the amount of \$4,497,874 for the FY21 current fund. This action will increase the FY21 current fund appropriation to \$272,663,534. The funding for this request will be the Institutional Portion of the Higher Education Emergency Relief Fund Formula Grants Authorized by Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

Mr. Sears

RESOURCE PERSON

Ms. Greaney

Ms. Garvin Aquilino

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 12
June 22, 2020

Subject: Supplemental Appropriation Request for the FY21 Current Fund Budget

WHEREAS, On June 22, 2020, the Board of Trustees will adopt a budget in the amount of \$268,165,660 for the current fund; and

WHEREAS, On March 5, 2020, the governor of the state of Maryland proclaimed a state of emergency and health emergency to control and prevent the spread of the COVID-19 virus within the state; and

WHEREAS, On March 11, 2020, the president of the College issued a memorandum detailing the College's response plan to the COVID-19 virus; and

WHEREAS, The plan called for the College to begin providing instruction remotely, including counseling and support services, as well as requiring all non-essential employees to work remotely; and

WHEREAS, Congress passed the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, to address the economic and financial burden for student and educational institutions due to the COVID-19 pandemic in the United States; and

WHEREAS, The US Department of Education notified Montgomery College that the total funds available to the College are \$10,995,749; and

WHEREAS, Not less than 50 percent, or \$5,497,875, must be expended for emergency student assistance and the balance of the funds, or \$5,497,874, are available to the College for the institutional costs borne by the College or to be incurred by the College from March 13, 2020, and up until one year from the date of certification for significant changes to the delivery of instruction due to the coronavirus; and

WHEREAS, The College identified \$1,000,000 of allowable expenditures pursuant to the institutional portion of the CARES Act and on May 18, 2020, the board unanimously approved this amount as a supplemental to the FY20 current funds budget; and

Resolved, That the Board of Trustees approves and supports a supplemental appropriation request to the Montgomery County Council pursuant to the CARES Act in the amount of \$4,497,874 for the FY21 current fund; and be it further

Resolved, That this action will increase the FY21 current fund appropriation to \$272,663,534; and be it further

Resolved, That the functional totals for the FY21 operating budget will be in the amounts listed in the following table;

		<i>Current Fund</i>	<i>Supplemental</i>	<i>Current Fund</i>
10	Instruction	\$ 89,823,861		\$ 89,823,861
40	Academic Support	\$ 44,710,311	\$ 3,497,874	\$ 48,208,185
50	Student Services	\$ 34,590,480	\$ 1,000,000	\$ 35,590,480
60	Operations/Maintenance of Plant	\$ 43,832,058		\$ 43,832,058
70	Institutional Support	\$ 49,094,804		\$ 49,094,804
80	Scholarships & Fellowships	\$ 6,114,146		\$ 6,114,146
	TOTAL	\$ 268,165,660	\$ 4,497,874	\$ 272,663,534

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's operating budget during FY21 are in the amounts listed in the table below, subject to county council action in July 2020.

	<i>Current Fund</i>	<i>Supplemental</i>	<i>Current Fund</i>
County Contribution	\$ 145,149,696		\$ 145,149,696
State Aid	\$ 41,848,829		\$ 41,848,829
CARES Federal grant		\$ 4,497,874	\$ 4,497,874
Tuition and Fees	\$ 76,747,199		\$ 76,747,199
Miscellaneous	\$ 2,000,000		\$ 2,000,000
Fund Balance	\$ 1,919,936		\$ 1,919,936
Net Transfers	\$ 500,000		\$ 500,000
Total	\$ 268,165,660	\$ 4,497,874	\$ 272,663,534

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

Agenda Item Number: 13
June 22, 2020

NON-BARGAINING COMPENSATION IN FY21

BACKGROUND

Each year, during the spring, the Board of Trustees act on salary recommendations for administrators, department chairs, and non-bargaining staff. Subject to the availability of funds, the president makes recommendations for administrators, department chairs, and non-bargaining staff salary adjustments. Board action is necessary at this time to authorize salary wage adjustments and to establish the salary schedule, consistent with the approved FY21 operating budget for administrators, department chairs, and non-bargaining staff, and to authorize funds in support of recognition awards for all eligible employees.

Wages for bargaining unit employees who are members of the American Association of University Professors, Montgomery College Chapter; the American Federation of State, County, and Municipal Employees Local 2380; and Service Employees International Union Local 500 bargaining units are established through the collective bargaining process.

Budget appropriation for compensation is based on projected resources for FY21. The appropriation in this resolution is based on projected resources for FY21. At this time, the economic impact resulting from the COVID-19 public health crisis on state, county, and the College's revenues is uncertain and unpredictable. As these impacts become known and measurable, certain adjustments to the budget may become necessary.

RECOMMENDATION

The president recommends approval of the following resolutions:

1. Non-bargaining Administrators, Department Chairs, and Staff Salary Wage Adjustment for FY21. This resolution authorizes a wage adjustment, defined by Montgomery College as a salary adjustment expressed as a percentage of an employee's overall base pay, for eligible non-bargaining employees in the amount of three percent (3.0%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, or a one-time, non-precedential \$500 payment (not added to the base salary) for those employees at the top of the grade level assigned to that employee's position, effective July 1, 2020.
2. Salary Schedule for Non-bargaining Administrators, Department Chairs, and Staff for FY21. This resolution outlines the pay schedule for all non-bargaining administrators, department chairs, and staff effective July 1, 2020.
3. Special Recognition and Outstanding Service Awards for FY21. This resolution authorizes one-time, lump-sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.

4. Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for FY21. This resolution authorizes a one-time, lump-sum award of up to five thousand dollars (\$5,000) each for excellence in teaching and/or counseling and academic advising (full-time and part-time faculty) and performance, leadership, and service (staff) for eligible employees.
5. Degree Attainment for Administrators, Department Chairs, and Staff for FY21. This resolution authorizes a lump-sum payment equal to \$1,500 (not added to the base salary) to an eligible employee for earning a progressively higher degree from an accredited institution.
6. Non-Bargaining Staff Shift Differential for FY21. This resolution authorizes a shift differential of \$1.10 for hours actually worked for those non-bargaining staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10 p.m. and 6:30 a.m.

BACKUP INFORMATION

Board Resolutions (6)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number:
Adopted on:

Agenda Item Number: 13
June 22, 2020

Subject: Non-bargaining Administrators, Department Chairs, and Staff Salary Wage Adjustment for FY21

WHEREAS, Non-bargaining staff employees may receive a salary wage adjustment provided the employee is not at the maximum of the assigned salary grade; and

WHEREAS, The president recommends adoption of the following resolution; now, therefore, be it

Resolved, That all non-bargaining staff employees who are not at the top of a salary grade are eligible for a salary wage adjustment up to three percent (3.0%) effective July 1, 2020; and be it further

Resolved, That all non-bargaining staff employees who are at the top of a salary grade are eligible for a one-time, non-precedential \$500 payment (not added to the base) effective July 1, 2020; and be it further

Resolved, That all administrators and department chairs who are not at the top of a salary grade are eligible for a salary wage adjustment of three percent (3.0%) effective July 1, 2020; and be it further

Resolved, That all administrators and department chairs who are at the top of a salary grade are eligible for a one-time, non-precedential \$500 bonus (not added to the base) effective July 1, 2020;

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

Resolution Number:
Adopted on:

Agenda Item Number: 13
June 22, 2020

**Subject: Salary Schedule for Non-bargaining Administrators, Department
Chairs, and Staff for FY21**

WHEREAS, The College strives to maintain a competitive salary schedule for its highly qualified non-bargaining administrators, department chairs, and staff; and

WHEREAS, the president recommends adoption of the following resolution; now therefore be it

Resolved, That the current salary schedule remain in effect for FY21, for non-bargaining administrators, department chairs, and staff, as shown in the attachment.

Attachment

**FY21 Salary Schedule for
Staff, Administrators, and Department Chairs**

Salary Schedule - July 1, 2020 (Non-bargaining Staff)

New Grade	Min	Midpoint	Max	Min	Midpoint	Max
41	136,590	187,824	239,058	65.67	90.30	114.93
39	118,834	163,384	207,934	57.13	78.55	99.97
37	103,310	142,064	180,818	49.67	68.30	86.93
35	89,856	123,552	157,248	43.20	59.40	75.60
33	78,208	107,536	136,864	37.60	51.70	65.80
31	71,928	93,496	115,064	34.58	44.95	55.32
29	65,352	84,968	104,584	31.42	40.85	50.28
27	59,448	77,272	95,096	28.58	37.15	45.72
25	54,016	70,200	86,384	25.97	33.75	41.53
23	49,128	63,856	78,584	23.62	30.70	37.78
21	44,656	58,032	71,408	21.47	27.90	34.33
19	42,182	52,728	63,274	20.28	25.35	30.42
17	39,104	48,880	58,656	18.80	23.50	28.20
15	36,192	45,240	54,288	17.40	21.75	26.10
13	33,530	41,912	50,294	16.12	20.15	24.18
11	31,034	38,792	46,550	14.92	18.65	22.38
9	28,766	35,984	43,202	13.83	17.30	20.77
7	26,624	33,280	39,936	12.80	16.00	19.20
5	24,710	30,888	37,066	11.88	14.85	17.82

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

Resolution Number:
Adopted on:

Agenda Item Number: 13
June 22, 2020

Subject: Special Recognition and Outstanding Service Awards for FY21

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump-sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY21.

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

Resolution Number:
Adopted on:

Agenda Item Number: 13
June 22, 2020

**Subject: Full-Time Faculty, Part-Time Faculty, and Staff Member of the Year Awards
for FY21**

Resolved, That the Board of Trustees authorizes up to five thousand dollars (\$5,000) each as the lump-sum amount for the full-time faculty member, part-time faculty member, and staff member of the year award to be presented to those employees of the College who are eligible and approved for such an award during FY21.

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

Resolution Number:
Adopted on:

Agenda Item Number: 13
June 22, 2020

**Subject: Degree Attainment Salary Enhancement for Administrators, Department
Chairs, and Staff for FY21**

Resolved, That the Board of Trustees authorizes a lump-sum payment equal to \$1,500 (not added to the base salary) to an eligible employee for earning a progressively higher degree from a regionally accredited institution.

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

Resolution Number:
Adopted on:

Agenda Item Number: 13
June 22, 2020

Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY21

Resolved, That the Board of Trustees authorizes a shift differential of \$1.10 in FY21 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work more than 20 hours in a work week between the hours of 10 p.m. and 6:30 a.m.

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

Agenda Item Number: 14
June 22, 2020

**ANNUAL PROGRESS REPORT ON PROGRAMS
OF THE CULTURAL DIVERSITY PLAN**

BACKGROUND

Maryland state legislation passed in 2008 requires every higher education institution to develop and implement a plan for a program of cultural diversity. Accordingly, each “cultural diversity plan must include an implementation strategy and time line for meeting the goals.” The current Montgomery College plan was adopted by the Board in June 2013. The plan is a multi-year action plan that the College is implementing over a period of seven years—fiscal years 2014 through 2020.

In addition, the Maryland Higher Education Commission (MHEC) requires an annual progress report from institutions. Specifically, as required by section 11-406 of the Education Article, the governing body of each Maryland public college and university is required to submit, by September 1 of each year, a report summarizing institutional progress toward the implementation of its plan for cultural diversity. As per the statute, MHEC is required to review each plan, monitor each institution’s progress toward achieving the goals outlined in its plan, and assess each plan’s adequacy and compatibility with the state’s goals for higher education. Additionally, MHEC is required to report its findings to the Maryland Senate’s Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

As required by section 11-406 of the Education Article, the attached report is Montgomery College’s annual progress report of its program of cultural diversity and provides a report on progress made during fiscal year 2020. The Chief Equity and Inclusion Officer, with the assistance of several offices at the College, has prepared this report, which summarizes institutional progress toward implementing the College’s plan for cultural diversity. The report highlights some of the ways Montgomery College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report for fiscal year 2020 and authorize the president to forward it to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

Montgomery College Programs of Cultural Diversity Annual Progress Report (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Bland

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

Resolution Number:
Adopted on:

Agenda Item Number: 14
June 22, 2020

Subject: Annual Progress Report on Programs of the Cultural Diversity Plan

WHEREAS, Maryland legislation requires each higher education institution to have a cultural diversity plan; and

WHEREAS, In June 2013, the Board of Trustees approved a College plan aligned with *Montgomery College 2020* to cover fiscal year 2014 through fiscal year 2020; and

WHEREAS, Annually each Maryland institution's governing board must accept and submit to the Maryland Higher Education Commission a progress report on the institution's implementation of the cultural diversity plan; and

WHEREAS, The Maryland Higher Education Commission must review the progress report and monitor compliance; and

WHEREAS, Montgomery College has developed the annual progress report of the College's programs of cultural diversity that provides insight into the way the College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access; and

WHEREAS, The annual progress report demonstrates the College's commitment and good faith efforts for removing barriers to expand and sustain diversity and producing measurable results; and

WHEREAS, The chief equity and inclusion officer has coordinated contributions from administrative offices and each campus in the development of the annual progress report; and

WHEREAS, Minor editorial changes may be made to include any appropriate activity through the end of the fiscal year; and

WHEREAS, The president recommends that the following action be taken; now therefore be it

Resolved, That the attached FY20 Montgomery College Programs of Cultural Diversity Annual Progress Report (and any minor editorial changes) is accepted by the Board of Trustees; and be it further

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

MONTGOMERY COLLEGE CULTURAL DIVERSITY REPORT

Our College Roadmap for Ensuring and Sustaining Diversity and Inclusive Excellence



ANNUAL PROGRESS REPORT
JULY 2020



A handwritten signature in black ink, reading 'DeRionne P. Pollard', written over a horizontal line.

Dr. DeRionne P. Pollard
President

A handwritten signature in black ink, reading 'Gloria Aparicio Blackwell', written over a horizontal line.

Ms. Gloria Aparicio Blackwell
Chair, Board of Trustees

MONTGOMERY COLLEGE
ANNUAL PROGRESS REPORT ON PROGRAMS
OF THE CULTURAL DIVERSITY PLAN

June 2020

As required by §11-406 of the Education Article, this document is the Montgomery College (MC) annual progress report for its programs related to cultural diversity. Prepared by the Office of Equity and Inclusion, this report summarizes institutional progress toward implementing Montgomery College's Diversity Plan -*Our College Roadmap for Ensuring and Sustaining Diversity and Inclusive Excellence*¹. The Plan is a multi-year action plan that the College is implementing over a period of seven fiscal years 2014 through 2020. Following Maryland Higher Education Commission (MHEC) requirements for the 2019-2020 fiscal year, the Montgomery College (MC) annual progress report focuses on the following five areas.

- a. A summary of the institutions's plan to improve cultural diversity as required by Education Article §11-406.**
- b. A description of efforts to increase the numerical representation of traditionally underrepresented groups among (1) students, (2) administrative staff, and (3) faculty.**
- c. A description of efforts designed to create positive interactions and cultural awareness among students, faculty, and staff on campus.**
- d. Describe one strategy that has proven successful in increasing diversity of faculty and staff and provide the evidence that demonstrates its success**
- e. A statement regarding the campus process for the reporting of hate-based crimes consistent with federal requirements.**

Introduction

Montgomery College is committed to providing a wide array of diversity, equity, and inclusion-related activities and development programs for its students and employees. The College values continuous learning, professional growth, and high performance and has made it a priority to identify and implement best practices. These best practices have become institutional cornerstones for achieving diversity, inclusion, and institutional excellence.

Section a. A summary of the institution's plan to improve cultural diversity as required by Education Article §11-406.

This is the last year of our 7-year diversity plan and it outlines our efforts for improving cultural diversity for its students, staff, and faculty. In accordance with the College's values of *Excellence, Integrity, Innovation, Equity, Inclusion, Stewardship, and Sustainability*, we continue

¹ The College's Plan is its second multi-year diversity action plan covering fiscal years 2014 through 2020 (the first plan covered fiscal years 2009–2012).

to evaluate our progress using the Plan as the guidepost by which the College measures its success.

By integrating the values of diversity and inclusion into the College's operational, tactical, and strategic plans, the College demonstrates its institutional commitment and can assess its progress, evaluate success, and plan for the future. Equity and inclusion are imbedded in each area of emphasis in the MC 2025 Strategic Plan.

The College provides educational and academic programs that are designed to develop cultural competence among its students and employees, including required participation by employees in at least one multicultural professional development activity, which is evaluated in annual performance reviews. As we wrap up the last year of the current plan, the Office of Equity and Inclusion will launch its new Equity and Inclusion Roadmap 2020-2025 in July 2020.

The President's Advisory Committee on Equity and Inclusion (PACEI) was established in November 2017 for a two-year term to help create an inclusive, civil, and respectful community that achieves equity for all Montgomery College students, employees, and business partners. The committee, which meets monthly, consists of a diverse, multi-generational and multicultural group of faculty, staff, and administrators who represent all facets of the college community. PACEI members served on one of the following nine (9) sub-committees: Student Experience and Campus Culture; Business Practices and Procurement; Disability Inclusion; Faculty, Teaching, and Curriculum; Human Resources/Recruiting, Hiring, Retention, Succession Planning; Nationwide Peer Institution Best Practices/Assessment and Evaluation/Resources; Reports and Communication; Training, Dialogue, Events, and Celebrations; and Workforce Development and Community Engagement. The PACEI 2020-2022 committee commenced April 2020.

Continued emphasis on diversity and improvement in the College's work has been highlighted in FY20, under the leadership of Sharon Bland, Chief Equity and Inclusion Officer, who led the College's first annual Equity Summit, the theme of which was "From Awareness to Action: Embracing Equity and Inclusion at Montgomery College." The Summit was followed up by an 8-part Equity and Inclusion Dialogue Series through the 2019-2020 academic year.

Section b. A description of efforts to increase the numerical representation of traditionally underrepresented groups among (1) students, (2) administrative staff, and (3) faculty.

This section of the report details initiatives designed to recruit and retain traditionally underrepresented students, staff, and faculty. Below is information related to collegewide and program-specific initiatives.

1. Students

Recruiting

To recruit students we participate in college recruitment events such as Raptors Rising, MC Information Sessions, Parent Nights, Scholarship Breakfast, Health Fair, and other events. To retain students we utilize intrusive academic advising, provide tutoring in mathematics, English, reading, social sciences, humanities, and introductory science courses. We track student progress and communicate with students frequently. This year we embarked on a new initiative to address

food insecurity with an external partner, Nourish Now, that provides access to fresh fruits, vegetables, and meats.

Combat2College Program

As part of our ongoing retention initiatives for student veterans, Combat2College staff have taken an intrusive approach to student retention. Combat2College collaborated with Counseling and Advising to utilize the Starfish Advising Network. Through this network, staff can generate direct referrals for student veterans who require additional assistance with navigating the College or those who are experiencing academic difficulties and are in need of an intervention. Staff review midterm grades of Veterans Administration (VA) education beneficiaries and provide appropriate referrals for students in need of academic interventions or referrals to resources that can assist with personal hardships. In the months leading up to the start of a semester, staff review files of VA beneficiaries and contacts students who have not completed their VA certification paperwork or registered for the upcoming semester. Appropriate assistance is provided, as needed. To create a welcoming and safe environment to this vulnerable population, staff provide weekly wellness and stress management opportunities for students. This includes exclusive, veteran only times in our fitness centers, and trauma sensitive yoga.

Recruiters conduct outreach at the county tier 1 schools (which serve large percentages of Free and Reduced Meal Service, African American, and Latinx students). Recruiters also participated in Twitter chat and Facebook live sessions in March 2020 (in both English and Spanish) and participated in the MCPS forum (video recorded) in Spanish for 11th and 12 grade students on May 13, 2020. In March 2020, recruiters attended the Bilingual College Fair and developed a plan for Hispanic student outreach for implementation in fall 2020.

The College has highlighted opportunities for DREAM Act applicants by including links to College DREAM Act information in email outreach campaigns. Recruiters attended two college fairs, the Ethnic Youth Minority College Fair in October 2019, and the HBCU College Fair in January 2020 to reach out to these underrepresented populations.

Through the Financial Aid/TRiO Educational Opportunity Center (in addition to individual high school and community financial aid workshops), the College hosted its 19th FAFSA Fever event in November 2019. This event is targeted to low-income families in the state. The Financial Aid Office also held Financial Aid Awareness Week in February 2020 and hosted sessions in February 2019 with the Maryland Higher Education Commission's Office of Student Financial Aid to assist low-income students in the completion of the Guaranteed Access Grant and Promise Scholarship applications.

The TRiO Educational Opportunity Center focuses on low-income and underrepresented populations in higher education. The Center staff conduct workshops and provide individual assistance with GED preparation, college admission applications, and financial aid applications. The Student Support Services TRiO staff is culturally diverse and speak multiple languages to serve the diverse student population. Many of their clients are returning students. TRiO EOC also offered several Zoom workshops in April/May 2020 regarding WDCE Outreach, scholarships and grants opportunities, and FAFSA eligibility.

Additionally, Montgomery College has had several heroes during the current COVID-19 pandemic. Our faculty have been tremendously caring advocates for their students, particularly the most vulnerable ones. As they advocate for student needs, more than 1,600 requests came in for laptops, software, smart devices, and food and rent assistance. A team of people in the Office of Advancement and Community Engagement processed these requests day and night. More than 1,200 awards have been processed to date totaling more than \$500,000. These funds have helped students who are homeless or who formally suffered from substance abuse and addiction. This team went out of its way to provide outreach. For example, one employee made a special effort to personally meet with a student prior to the stay-at-home order to provide the individual financial support for rent expenses so the individual could leave their current residence and a domestic violence situation. Our faculty and staff are there for our students and the pandemic has shown the lengths to which they will go to help those in crisis.

2. Staff/Faculty

The Office of Human Resources and Strategic Talent Management conducted its annual internal assessment and proactively implemented an Affirmative Action Plan (AAP) to ensure accessibility related to the College's employment opportunities. The 2019 AAP² report indicates that minorities are employed at a rate of 53.9% and are represented in 91% of 81 departments. Women are employed at a rate of 58.9% percent and are represented in 93% of all departments. Between 4/1/2019 and 3/31/2020, the College filled 163 budgeted positions. Of the 163, 69% were from traditionally underrepresented groups and 62% were women.

The Fall 2019 demographic data for employees is as follows: there were 3,768 employees, of whom 50.4% were employed on a part-time basis. Of the total number of employees, 46% were White, 29% were Black, 14% were Asian, 10% were Hispanic, and 1% was categorized as "foreign, unknown, or multi-race" for federal government reporting purposes. Ensuring objectivity and fairness throughout the College's recruitment process is essential to attracting and retaining qualified talent. The College has robust policies and procedures governing the hiring process, which reinforce the College's commitment to increasing the numerical representation of underrepresented groups. Additionally, in order to ensure the integrity of the search process, there are systems in place for reporting related concerns. Hiring managers are trained in all facets of interviewing and selection, as well as being educated regarding employment laws and best practices for attracting and retaining diverse talent. Over the past year, we have added a training component to our recruitment process aimed at raising awareness of unconscious bias. Every effort is made to have diverse search and interview committees, consisting of individuals with different backgrounds, perspectives, and experiences. The Office of Human Resources and Strategic Talent Management (HRSTM), in collaboration with the Office of Equity and Inclusion, is working to incorporate a Search Advocate Program into recruitment and hiring in order to enhance the equity, validity, and diversity of the process. This program will include comprehensive training on strategies to increase equity and inclusion and to avoid bias. The College continues its targeted recruitment efforts by updating marketing and advertising materials with organizations and/or publications that may prove helpful in attracting diverse groups. The College routinely uses the latest technology to support its efforts, including various forms of social media designed to target specific audiences. We monitor recruitments on an ongoing basis to ensure that we are attracting a diverse applicant pool. Additionally, applicant

² The 2018 AAP data covers the period from October 1, 2017 through the date of this report.

tracking demographic metrics have been enhanced and are reported on a quarterly basis. This allows us to identify where additional outreach efforts are needed. For the time period of April 1, 2019 through March 31, 2020, of the applicants that self-disclosed, 70% were from a traditionally underrepresented group. The percentage of applicants self-disclosing as female was 58%.

Section c. A description of efforts designed to create positive interactions and cultural awareness among students, faculty, and staff on campus.

1. Students

Non-Curricular Activities

For the 2019-2020 academic year, International & Multicultural Center's Global Connections Program hosted ten co-curricular and cultural events. On September 23, 2019, during African Heritage Month, Global Connections hosted an Ethiopian Coffee Ceremony and Ethiopian New Year Observance with a traditional Ethiopian Coffee ceremony at our Takoma Park/Silver Spring Campus that featured social entrepreneur Mr. Tebabu Assefa, owner of Blessed Coffee. The Ethiopian Students Association, TP/SS Facilities department staff, and Dr. Clemmie Solomon participated in the ceremony. Students were shown how to build community by participating in this century's old, ancient tradition.

On February 27, 2020, students, faculty, staff, and the community coordinated to highlight and showcase cultures at the first annual MC Africa & Diaspora Heritage Festival. Attendees learned about various Afro-Descendants cultures in the following countries—Nigeria, Ghana, Ethiopia, Kenya, Uganda, Guinea, Jamaica, Haiti, the USA, Gambia, and Tanzania through elaborate, interactive exhibits, artwork, food, and performances. MCTV broadcasted the event live on the MC Facebook page. There were approximately 200 attendees at the festival.

<https://www.montgomerycollege.edu/counseling-and-advising/international-and-multicultural-student-services.html>

The College's Asian-Pacific Heritage Month Kick-off Celebration was held *virtually* on Tuesday, April 28, 2020. MC students, faculty, and staff showcased their countries of origin to the College. Attendees "traveled" with Global Connections to eight different Asian countries: China/Taiwan, India, Bangladesh, Vietnam, Nepal, Korea, Pakistan, and Sri Lanka:

<https://www.montgomerycollege.edu/events/asian-pacific-heritage/index.html>

The Office of Student Life, the Latin Dance Club, the K-Pop Club, the African Dance Club, the History Club, the Muslim Student Association, and the Library sponsored Globe Fest for International Education Week on November 18-22, 2019. Globe Fest provided Montgomery College students with an authentic representation of different cultures by providing music, K-Pop, Bachata, and African dance, international trivia games, and information regarding the history of different cultures. Performers provided the artistic cultural experience. Food from all continents was present for students to taste. The movie *They Named Me Malala* was shown and a discussion held. Census information was also provided.

The Germantown Campus Office of Student Life sponsored several Black History Month activities for Montgomery College students. On February 12 & 18, 2020, Words, Beats & Life provided the history and contributions made by African Americans to hip hop culture. Hands on

workshops were provided in beat production, Djing, graffiti, and hip-hop dancing. On February 20, 2020 students were taken to the National Museum of African American History and Culture (NMAAHC). Students toured the exhibits and were fascinated with what they learned. Students were provided lunch from Sweet Home Café, the museum eatery that has traditional African American cuisine.

On February 21, 2020, Student Life and the Student Senate Activities Board sponsored a Poetry Coffee House for students to participate and display artwork, slam poetry/poems, music, essays and more. On February 28, 2020, the movie *Harriet*, about American abolitionist and political activist Harriet Tubman, was shown to students, faculty, and staff. Students also had the opportunity to sign-up for a Service-Learning project to clean-up the Underground Railroad and participate in a hiking tour. The Black History Month Trivia Night on February 28, 2020 was sponsored by the Germantown Student Senate.

On November 19, 2019, Korafest, an annual event, was attended by over 300 students. Korafest explores and celebrates the diversity of the Korean culture through cuisine, music, dance, artifact displays, fashion, and traditional games.

Getting to Know Your Muslim Neighbor-November 20, 2019 (approx. 100 student participants): Hosted by the Muslim Student Association Club, this event provided educational and engaging activities related to Islam. The event featured Arabic cuisine, learning the Arabic language, Henna artwork, traditional music, dance, and the history of the hijab.

Hosted by the Christian United for Israel Club on November 22, 2019, an “Understanding Israel” event, attended by 25 students, provided student attendees with information about Israel that focused on cultural games, desserts, and photos.

On December 4, 2019, approximately 50 students attended the second annual PRIDE+ Queer Prom, which is an event for students who identify as LGBTQIA and allies that provides a relived high school prom experience. The prom featured queer artists, trivia games, food, dancing, and other fun. National Coming Out Day programming was held October 10 and 11, 2019 with over 200 participants. Student Life’s Service-Learning Program collaborated with the PRIDE+ Club to host two days of button making and resource tabling to support the visibility and inclusion of gender and sexual minorities at Montgomery College.

On November 16, 2019, in observance of Native American Heritage Month, Student Life Rockville and Germantown offices chaperoned students to the 45th Annual Baltimore American Indian Center in Timonium, MD. Students experienced a live Pow Wow, traditional music, dance, and food. Before one of the traditional dances, Native Americans asked for volunteers and a few students participated. Students also learned about tribes, traditional clothing, face paint, and a host of other activities. This experience expanded students’ knowledge of Native Americans, debunked myths, and offered them first-hand experiences.

MC Votes programming kicked off in September 2019 and is ongoing. MC Votes is a working group of faculty, staff, and students convened by the Service-Learning Program to encourage voter education and engagement at Montgomery College. MC Votes aims to support

MC's civic and academic mission, engage politically diverse students and employees, and provide information to students, employees, and community members to support increased voter engagement at levels that inform and empower our diverse community to engage politically. Programming with over 300 students included movie screenings of *The Future is Young*, *Black, Brown and Lit*, and *Women Who Made America*, a Know Your Civic Power workshop, and a program about Voter Suppression.

The Office of Student Life and the Multicultural & Diversity Committee held a "Lunch and Learn" on October 2, 2019: Commemorating Hispanic Heritage Month, there was an open panel discussion about the historical presence of the Latino community, lasting influence and contributions to the U.S., and the exploration of the influence of the African Diaspora in Latin America. The panel was comprised of two MC students, Dr. Karl Smith, and Mr. Celestino Barrera, member of the DC Afro-Latino Caucus.

The Office of Student Life and the Student Senate hosted the World Hijab Day event, on February 3, 2020, to commemorate National Hijab Day, while promoting unity in diversity. There was an exclusive screening of the short YouTube film, *Muslim Girls Get Real about the Hijab*, Hijab wrapping tutorial, refreshments, as well as giveaways.

The Office of Student Life, MC African & Diaspora Heritage Committee and Global Connections hosted the First Annual MC Africa & Diaspora Heritage Festival at the Takoma Park/Silver Spring Campus, on February 27, 2020. Similar to the Multicultural Fair, the goal of the festival was to showcase the beautiful diversity and cultures of people of African descent. These included cultures from Continental Africa, USA, Caribbean, the Creole, Afro-Latin, Afro-European, and other cultures. The festival featured country exhibits, talent, fashion, guest speakers, food, and fun.

The Muslim Student Association hosted a Virtual Halaqa (gathering), on April 14, 2020, with the focus on Staying Positive in Times of Hardship, with guest speaker Sheikh Khalid Omer (Religious Figure). After Montgomery College was shut down due to the pandemic, and classes were moved online, many people experienced a lack of motivation and anxiety.

Curricular Activities

The Montgomery College Nursing Program philosophy expresses commitment to cultural, social, and ethnic diversity. It states:

- "All individuals are viewed holistically as having physical, emotional, intellectual, socio-cultural and spiritual needs." ([Nursing Student Handbook](#))
- "Nursing Education is designed to prepare a diverse student body to provide safe and competent care to a variety of populations in a multi-cultural community with an increasingly global perspective."

The curriculum contains competencies relating to diversity, which are reflected in the Clinical Evaluation Tool completed weekly by students in the clinical setting, as well as the final clinical evaluation tool. These competencies are:

- Apply knowledge of cultural factors that affect nursing care.
- Respect the healthcare beliefs and practices of a diverse patient population.

Each course contains at least one course outcome with associated topic outcomes relating to the development of competence in caring for a culturally, ethnically, and socially diverse patient population.

Each semester, the Art Department hosts an Artist in Residence, a program that augments the studio arts curriculum by providing students with direct experience in the arts that is guided by visiting artists. The fall 2019 Artist In Residence, Stephanie Mercedes, worked to transcend violence through her art. She used weapons confiscated and deactivated by the DC police, melted down the metal, and transformed them into musical installations and instruments. In her artist talk in Germantown, she explained how violence against the LGBTQ and Latinx communities, including the Orlando Pulse shooting, influenced her to begin melting down weapons to create artwork. At MC, Stephanie Mercedes worked with art students to melt down bullet casings to create school bells, a project that was designed to give students a voice in a crisis that has largely affected them—school shootings.

As part of the fall 2019 Athenaeum program, artist Michelle Angela Ortiz presented a talk titled *Amplifying Community Voices: Public Art and Social Change*. The artist's socially engaged art practice offered meaningful connections for many of our classes in the Art Department. Ortiz is a visual artist, skilled muralist, and community arts educator who used her art as a vehicle to represent people and communities whose histories are often lost or co-opted. Through painting, printmaking, and community arts practices, she created a safe space for dialogue around some of the most profound issues communities and individuals may face, including issues of immigration, social inequalities, and human rights, to promote multiculturalism.

In an ENGL 102 class, one instructor assigned a “Community” unit in which students conducted interviews to learn about the interviewee’s experience as a member of a racial, ethnic, or cultural group. In the same unit, students explored and defined terms such as culture, race, ethnicity, diversity, identity, inclusion, belonging, otherness, first generation, discrimination, bigotry, and acceptance in order to create a common understanding of the terms. Their final project, which was either a podcast or written product, referred to these terms. In another unit in the same class, the instructor explored the issue of “Civics,” in which student groups created a PowerPoint to define and provided real-life examples of rules of civility. The presentations showcased images along with quote from different ethnic, racial, or cultural figures espousing the rules.

In the Chemical and Biological Sciences department, within microbiology there are end of the term presentations on various microbes/diseases. Students are strongly encouraged to present on microbes/diseases that are important to them. Since we have so many international students, we routinely have students present about diseases that they have encountered in their countries of origin. We routinely discuss how different areas of the world are affected by infectious diseases based on their ability to access things like clean water or air conditioning (which helps keep mosquitoes inactive in houses at night). There are also discussions of how different cultural behaviors can limit or increase the spread of disease. Such discussions resulted in a presentation on SARS and COVID-19 and how countries that had encountered SARS or MERS view wearing masks as a socially correct thing to do, where in the US and Europe there is much more resistance to wearing masks in this current COVID-19 outbreak. These discussions are one of the

reasons that the College strongly encourages our students to present on international diseases. When discussing typhoid, there was a long discussion about personal rights to freedom (and spreading typhoid) versus the public's right to keep this person separated from healthy individuals. We were discussing Mary Mallon (aka Typhoid Mary in New York City) and her quarantine from the public after she infected numerous individuals.

Non-Credit Students

Noncredit programs provide easily accessible student engagement opportunities that serve our diverse communities for their immediate learning and career aspirations, as well as providing a connection to degree programs for continued studies. Many noncredit students continue their studies in degree programs after achieving their early success in noncredit programs. A recent study by the Office of Institutional Research shows that over a given two-year period there are approximately 3,900 instances of a Montgomery College student taking a noncredit course prior to taking a credit course. Noncredit experiences significantly contribute to the rich diversity of our student body.

Program examples:

- The Refugee Training Center programs serve newly arriving immigrants through language skill development, acculturation of community norms, career development, and independent living skills.
- The GED preparation program offered at the Montgomery County Correctional Facility and the Pre-Release Center provide basic educational skills development for individuals while they are incarcerated. Upon graduation with the GED diploma, these students receive scholarships to attend Montgomery College.
- Our Lifelong Learning Institute provides lifelong educational enrichment opportunities for our community members 50 years of age and beyond. More than 10% of the college credit and noncredit students are in this age group.
- Our youth programs provide educational enrichment activities and allow for early college campus visits and awareness building of the opportunities awaiting them beyond high school.
- In general, our working adult population (average age is 35-36) benefits from a rich array of career enhancement, learning, and certification earning possibilities. These adult students bring the richness of our communities into the College settings while building their individual capacity for lifelong community, workforce, and economic development opportunities in their own communities.

2. Staff and Faculty: Cultural Training

Over the course of the past academic year, PACEI members participated in a variety of trainings on topics, such as Speak Up, Speak Out, Unconscious Bias, Racial Equity, Intersectionality, Cultural Communications, and Interrupting Micro-Aggressions.

Montgomery College's Office of E-Learning, Innovation, and Teaching Excellence (ELITE) is dedicated to providing professional development diversity programs to both faculty and staff. In addition to creating and providing its own diversity programs, ELITE partners with other units

and departments to form rich collaborations in diversity awareness for staff and faculty. Below are a few examples from the inventory of events:

Creating an Inclusive Classroom: This event featured panelists who offer strategies to help create an inclusive classroom for specific student demographics. The panelists spoke to how creating an inclusive environment affects student outcomes. The specific student demographics discussed were: Muslim students, female students, and students whose first language is not English. Outcomes for attendees were being able to demonstrate knowledge of how to create an inclusive classroom for at least two student demographics and articulating how creating an inclusive environment affects student performance.

Creating Radically Inclusive Course Materials with Universal Design: Universal Design is an approach to designing course materials and content to honor different learning styles and benefit students with disabilities. Universal Design benefits all students with its flexibility. In this training, participants had the opportunity to learn how to create accessible course content that can be used by all students, including students with disabilities. Outcomes for attendees were being able to apply the principle of universal design for course design in digital format; identify the potential useability and accessibility issues for students in the course development process; and utilize the simple techniques to create accessible digital course content such as course syllabus, PowerPoint presentations, and multimedia files.

Supporting Success for our iGen students: Student success is the driving theme of our service at MC. Faculty have stepped up to meet the unique needs of millennials. Now, iGen students are also in our classrooms. Outcomes for attendees included being able to identify distinct characteristics of millennials and iGens; apply characteristics to specific teaching practices; and strategize department initiatives that synchronize with changing student demographics.

Safe Zone Training: Gain new understanding of gender, gender identity, gender expression, and the diverse range of sexual and affectional orientations. Acquire resources and referral information and practice communication skills for classroom or office discussions or unexpected disclosure. Foster a welcoming academic environment for students who are lesbian, gay, bisexual, transgender, or questioning their identity. LGBTQ students often feel unsafe at school, resulting in reduced attendance to avoid risk, bullying, or bias. Empower students to cope with ignorance or discrimination, build community among peers, and focus on their studies.

Student Mental Health Concerns and How to Respond: Mental health disorders have been on the rise for years. Individuals with these issues are on community college campuses and many are not getting treatment because of stigma, financial concerns, or just not being able to recognize what they're experiencing is a mental health disorder. This session discussed how to recognize students who may be struggling with their mental health, how to respond appropriately, and how to refer them for additional support.

Supporting Students on the Autism Spectrum: Beyond the Basics: Through interactive exercises and case scenarios, the presenter went beyond the definition and characteristics of autism by offering insights on how autism impacts social and communication skills and how behaviors can

easily be misinterpreted in the classroom. The presenter discussed interventions and specific strategies to improve academic experiences.

Section d. A description of the one strategy that has proven most successful in increasing the diversity of faculty and staff on the campus, and what evidence demonstrates its success.

The Office of Advancement and Community Engagement has influenced changes in our hiring practices, particularly for community engagement. While we cannot hire by race or gender, we can hire an individual based on experience with working with specific underserved communities. There is evidence that the diversity of the community engagement staff has expanded. Whereas there were no males prior to last year, we now have a male staffer of Ethiopian descent working with the underserved Ethiopian population alongside a female staffer of Ethiopian descent. We also now have a staff member of Asian descent, where previously we had none. Our remaining staff is Latinx and serving primarily our Hispanic communities and partner organizations. So the evidence of success is that a slight change in how we look at hiring, based on experience with certain communities, has allowed us to hire a more diverse staff without violating HR regulations of hiring based on race or gender. We still have work to do to hire staff that can work in the community with American-born black males, which remains our slowest progressing community towards increased student completion.

The Senior Vice President for Academic Affairs has worked directly with the Vice Presidents/Provosts and deans to ensure that all faculty searches are active and transparent. Job postings are reviewed by his office to check that qualifications for faculty members are academically sound and open to encourage recent graduates to apply by emphasizing currency and expertise over experience. The Academic Affairs division has implemented the minority faculty internship program, which provides a one-year assignment to a diverse candidate in a program of graduate studies leading to a master's or doctor's degree in the discipline(s). Interns are recruited from regional colleges and universities. In addition, the SVP for Academic Affairs has advocated for the College to implement the Search Advocate program to advise faculty searches in supporting diverse hiring practices. Academic Affairs has assigned 2 faculty members to lead this initiative with academic departments, and the SVP meets regularly with these faculty members to discuss active faculty searches and strategies to ensure a diverse pool of qualified candidates.

Section e. A statement regarding the campus process for the reporting of hate-based crimes consistent with federal requirements.

This section contains information concerning the process for reporting hate-based crimes, consistent with federal requirements as defined under Title 10, Subtitle 3 of the Criminal Law Article and consistent with 20 USC §1092(f) known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“the Clery Act”).

“All students and employees are encouraged to report if they are the victim of a crime, observe a crime in progress, or believe a crime may be in progress. If a life-threatening emergency is taking place, call **9-1-1** first, then call the Office of Public Safety and Emergency Management at the appropriate campus. Officers are required to record any crime information reported to them and do not have authority to maintain complete confidentiality. However, special consideration is given to complainants and victims who prefer to remain anonymous. Personal

identifying information will not be published and only shared with College officials on a need-to-know basis.”³

All hate-based crimes reported to Public Safety staff, typically via telephone, in-person, walk-up, or by written correspondence will be assessed to determine if a Timely Warning or advisory needs to be issued. The report is then forwarded to appropriate personnel such as the Dean(s) of Student Affairs, Title IX Coordinator, Director of Employee and Labor Relations, and/or Chief Equity and Inclusion Officer. External Law Enforcement will be notified of the report and coordinate an investigation if deemed appropriate. The report will be recorded and retained by Public Safety and resulting statistics will be printed in the College’s Annual Security Report.

The College’s commitment to compliance with these federal requirements is reinforced by several College policies, including College Policy 31002–Hate/Violence Activity and its corresponding College Procedure, 31002CP–Hate/Violence Activity. Adoption of policies and implementation of corresponding procedures is a collaborative effort, involving input from the college offices of General Counsel; Planning and Policy; Public Safety; Compliance, Risk, and Ethics; and Human Resources and Strategic Talent Management, under the leadership of the Office of the President. Policies are reviewed and adopted by the Board of Trustees and implemented through corresponding procedures, which are adopted by the President.

Montgomery College has taken several actions to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act (HEOA), and all implementing regulations issued by the U.S. Department of Education (34 CFR Part 668.46). The College’s Annual Security Report is prepared and distributed by the Office of Public Safety and Emergency Management based on crimes reported to its staff, as well as crimes reported to campus officials designated as Campus Security Authorities under the Clery act, and crimes reported to local law enforcement authorities. By October 1 of each year, the College’s report is posted online with a link at the College’s homepage and is made available to each member of the College community via email communication. The Office of Compliance, Risk, and Ethics routinely monitors the College’s efforts to fulfill the requirements of the law.

In addition, articles, trends, and safety tips are regularly publicized through College media, public service announcements, student newspapers, and targeted messages on radio and television. Crime prevention programs, including reporting procedures and related materials, are made available to students, staff, and faculty by the College’s Office of Public Safety and Emergency Management. For example, such information is delivered at both new-student and new-hire orientations, as well as being made available through student resource and compliance fairs. In summary, the College’s strategy for information dissemination concerning processes and procedures for hate-based crime reporting is multifaceted and designed to provide critical information to various audiences using several methods, and employing available technology.

³ Montgomery College Annual Security Report, January 1–December 31, 2019 prepared by the Office of Public Safety and Emergency Management



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

Agenda Item Number: 15
June 22, 2020

BOARD STATEMENT ON THE GEORGE FLOYD KILLING

BACKGROUND

The Board of Trustees of Montgomery College takes pride in our institution's commitment to the dignity of all peoples. We are profoundly affected at this moment by the numbers of Black lives that have been needlessly lost to racism and injustice. The widespread protests that have erupted in the wake of the killing of Mr. George Floyd, among many other African Americans, embody the depth of despair experienced by many in our nation and are emblematic of a cry for reform across our society. Injustice is corrosive and destructive and must stop. As a nation, we must do better. In our local community this is especially pronounced given our rich diversity and commitment to building radically inclusive communities.

RECOMMENDATION

It is recommended that the Board of Trustees issue its statement on the George Floyd Killing and affirm the statement from Montgomery College President Dr. DeRionne P. Pollard on Reactions to Calls for Justice, which further acknowledge the College's fundamental commitment to racial equity and social justice.

BACKUP INFORMATION

Board Statement on the George Floyd Killing

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

Resolution Number:
Adopted on:

Agenda Item Number: 15
June 22, 2020

Subject: The Board Statement on the George Floyd Killing

WHEREAS, The Board of Trustees issues its statement on the George Floyd killing; and

WHEREAS, The Board of Trustees affirms the statement from Montgomery College President Dr. DeRionne Pollard on Reactions to Calls for Justice; and

WHEREAS, Montgomery College has made radical inclusion an essential part of its mission and has taken bold steps to welcome all people—of all colors, legal status, religious traditions, and sexual orientations; and

WHEREAS, The Board of Trustees affirms that the Board's work to ensure that policies enhancing equity and inclusion at the College will continue to be robust and visionary; and

WHEREAS, As an institution of higher education, Montgomery College recognizes that there is always more learning to be done and will continue to look for ways to most effectively serve the needs of people who are most marginalized in our communities; and

WHEREAS, Montgomery College will continue to enlist the scholarship and teaching of our faculty to fill the intellectual gaps that exist in our cultural understanding of racism and oppression; and

WHEREAS, The Board of Trustees stands with the MC staff and administration in ensuring that Montgomery College is an active partner in community change; and

WHEREAS, The Board of Trustees encourages students and our communities to engage with questions of social justice, to champion reform, and to act with civility across difference; now therefore be it

Resolved, That Montgomery College will continue the efforts enumerated in the "MC Equity and Inclusion Roadmap for Success" with deepened commitment; and be it further

Resolved, That Montgomery College commits ourselves to persist in seeking change in our society through the opportunities we enable for our students, the work of our faculty, administration, and staff and our engagement with our community; and be it further

Resolved, That the Board of Trustees issues this statement on the George Floyd Killing and affirms the statement from Montgomery College President Dr. DeRionne P. Pollard on Reactions to Calls for Justice.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

BOARD STATEMENT ON THE GEORGE FLOYD KILLING

June 22, 2020

The Board of Trustees of Montgomery College takes pride in our institution's commitment to the dignity of all peoples. We are profoundly affected at this moment by the numbers of black lives that have been needlessly lost to racism and injustice. The widespread protests that have erupted in the wake of the killing of Mr. George Floyd, among many other African Americans, embody the depth of despair experienced by many in our nation and are emblematic of a cry for reform across our society. Injustice is corrosive and destructive and must stop. As a nation, we must do better. In our local community this is especially pronounced given our rich diversity and commitment to building radically inclusive communities.

Montgomery College has made radical inclusion an essential part of our mission. We have taken bold steps to welcome all people—of all colors, religious traditions, sexual orientations, and immigration statuses—into our midst. Our very definition of community allows for no exclusions. As a Board and College, we stand behind the bold statements and leadership of our president, Dr. DeRionne P. Pollard, in support of these values. We affirm that the Board's work to ensure that policies enhancing equity and inclusion at the College will continue to be robust and visionary.

Montgomery College is, first and foremost, an institution of higher education dedicated to advancing all individuals in the community through accessible and affordable education. We recognize that there is always more learning to be done; more effort to be made. We continue to look for ways that the College can most effectively serve the needs of people marginalized in our communities. We continue to enlist the scholarship and teaching of our faculty to fill the intellectual gaps that exist in our cultural understanding of racism and oppression. We stand with the MC staff and administration in ensuring that Montgomery College is an active partner in community change. We encourage students and our communities to engage with questions of social justice, to champion reform, and to act with civility across difference.

Many efforts are already at work at Montgomery College, as enumerated in the "MC Equity and Inclusion Roadmap for Success" and we will continue these efforts with deepened commitment. We commit ourselves to persist in seeking change in our society through the opportunities we enable for our students, the work of our faculty, administration and staff and our engagement with our community.