



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# PUBLIC BOARD MEETING AGENDA

Zoom Webinar

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**BOARD OF TRUSTEES**

**Monday, September 20, 2021  
6:00 p.m.**

Michael J. Knapp  
*Chair*  
TERM ENDS JUNE 30, 2024

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

Frieda K. Lacey, EdD  
*Second Vice Chair*  
TERM ENDS JUNE 30, 2024

Gloria Aparicio Blackwell  
TERM ENDS JUNE 30, 2026

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

Omar A. Lazo  
TERM ENDS JUNE 30, 2027

Robert F. Levey  
TERM ENDS JUNE 30, 2025

Maricé I. Morales  
TERM ENDS JUNE 30, 2025

Marsha Suggs Smith  
TERM ENDS JUNE 30, 2022

Evan J. Wellek  
*Student Trustee*  
TERM ENDS JUNE 30, 2022

**INTERIM PRESIDENT AND  
SECRETARY-TREASURER**

Charlene M. Dukes, EdD

1. Call to Order ..... Procedural
2. Roll Call..... Procedural
3. Approval of Agenda..... Procedural
4. Oath of Office (Ms. Karen Bushell, Clerk of the Circuit Court) ..... Procedural
5. Approval of Minutes ..... Action
  - A. June 21, 2021 Public Vote and Closed Session
  - B. June 21, 2021 Public Meeting
  - C. July 16, 2021 Public Vote and Closed Session
  - D. August 4, 2021 Public Vote and Closed Session
6. Reports..... Information
  - A. President's Report (Dr. Charlene M. Dukes)
  - B. Chair's Report (Mr. Michael J. Knapp)
  - C. Workday Implementation Update (Mr. Sherwin A. Collette)
  - D. FY21 Fourth Quarter Financial Summary Report (Mr. Sherwin A. Collette)
7. Consent Agenda ..... Action
  - A. Personnel Actions Confirmation Report
  - B. Graduates Receiving Associate's Degrees and Program Certificates in Summer 2021
  - C. Bronze Medallion Recommendation for Mr. David G. Ensign
8. Award of Contract (Sole Source) ..... Action
  - Award of Contract, Rise Display for Macklin Business Institute Finance Lab Internal and External Tickers

- 9. Budget Matter..... Action
  - FY22 Capital Budget Fund Transfer, Site Improvements Project to the Roof Replacement Project
- 10.Regulatory Matter (Mr. John Hamman)..... Action
  - A. New Benchmarks for the Performance Accountability Report
  - B. The 2021 Performance Accountability Report
- 11. College Matter ..... Action
  - Rescission of Board Support for Temporary Authority to Respond to COVID-19 Emergency
- 12. New Business ..... Procedural
- 13. Trustee Comments..... Procedural
- 14. Adjournment..... Procedural

**NOTICES**

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

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

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

COMMUNICATIONS ACCOMMODATIONS. For special accommodations in communicating with the Board, contact 240-567-5272 or [trustees@montgomerycollege.edu](mailto:trustees@montgomerycollege.edu).

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

Agenda Item Number: 7A  
September 20, 2021

**PERSONNEL ACTIONS CONFIRMATION REPORT**

BACKGROUND

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution  
Personnel Actions Confirmation Report  
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number:  
Adopted on:

Agenda Item Number: 7A  
September 20, 2021

**Subject: Personnel Actions Confirmation Report**

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period May 1, 2021, through July 31, 2021; and

WHEREAS, The interim 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 interim president.

Attachments

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
**From May 1, 2021, through May 31, 2021**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
05/03/2021	Flemming Mensah, Tahrea	Academic Coach	27	ACES-Achieving College Excel & Success
05/17/2021	Ridgeway, Josiah	IT Tech Train & Develop Coord	29	BITS Dean WDCE
05/29/2021	Donohoe, Anna	Place & Learn Advisor	27	Community Based Grants WDCE
05/29/2021	Mehl, Rachel	Place & Learn Advisor	27	Community Based Grants WDCE

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
05/12/2021	Friday, Linda <sup>1</sup>	Nurse Lab & Clinical Assoc	29	11	Health Sciences Dean
05/28/2021	Barrett, Lisa	Job Oppor & Dev Spec	27	4	Community Based Grants WDCE
05/28/2021	Farria, Kizzy	Job Oppor & Dev Spec	27	7	Community Based Grants WDCE
05/28/2021	Jones, Chrissie <sup>1</sup>	Administrative Aide II	19	12	English and Reading Dean
05/28/2021	Lapole, Brian <sup>1</sup>	Building Equip Mechanic II	25	10	Facilities Operations – GT
05/28/2021	Strickland, La Toria	Tech Hire Program Manag	31	4	Community Based Grants WDCE

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	1	0	0	0	0	3
Male	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	1	3	0	0	1	0	5
Male	1	0	0	0	0	0	1
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>

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<sup>1</sup> Retirement

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From May 1, 2021, through May 31, 2021

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS**

Effective Date	Name	Position Title	YOS	Department
05/28/2021	Block, Gerard <sup>1</sup>	Professor	35	CW Dean-Student Engage – TPSS
05/28/2021	Caretto, Francesca	Professor	16	CW Dean Student Success - RV
05/28/2021	Glover, Trienne <sup>1</sup>	Professor	18	English and Reading Dean
05/28/2021	Harrison, Christine <sup>1</sup>	Professor	14	Health Sciences Dean
05/28/2021	Matthews, Dianna <sup>1</sup>	Professor	16	Health Sciences Dean
05/28/2021	Nelson, James <sup>1</sup>	Professor	14	Business/Computer Applications Dean
05/28/2021	Zakutansky, Peter <sup>1</sup>	Professor	25	Fine Perform Visual Arts Dean
05/29/2021	Marshall, Tuere Anne <sup>1</sup>	Professor	12	English and Reading Dean

**Faculty SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	3	0	0	0	0	<b>5</b>
Male	3	0	0	0	0	0	<b>3</b>
<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

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<sup>1</sup> Retirement

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From June 1, 2021, through June 30, 2021

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
06/07/2021	Collette, Sherwin	Sr VP for Admin & Fiscal Svcs	S1	Sr VP for Admin & Fiscal Svcs

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
06/11/2021	Santiago, Luis	Public Safety Office II Cpl	15	4	Public Safety – GT
06/11/2021	Schoonmaker, Martha <sup>1</sup>	Exe Dir Inov Comp Sci & Tech	35	7	VP/Provost – Stem
06/25/2021	Summers, Roland <sup>1</sup>	Building Services Worker	11	13	Facilities – Central Admin
06/30/2021	Brigham, Daniel <sup>1</sup>	Build Maint Mechanic Sup	29	43	Facilities Operations - GT
06/30/2021	Castillo, Violeta <sup>1</sup>	Instructional Assist	23	22	English & Reading Dean
06/30/2021	Davis, Kathryn	Dean of Instruction	37	2	Business/Comp App Dean
06/30/2021	Feehan, Patrick <sup>1</sup>	Interim DirIII-Dep CIO Per Mgt	39	13	OIT Central Admin
06/30/2021	Hankey, Linda <sup>1</sup>	Administrative Aide II	19	35	Social Sciences Dean
06/30/2021	Lamy, Sharon <sup>1</sup>	Administrative Aide II	19	21	CW Dean-Stud Engag-TPSS
06/30/2021	Magnotta, Scot <sup>1</sup>	Department Chair	35	14	Biology & Chemistry Dean
06/30/2021	Manduley, Regina <sup>1</sup>	Budget & Finance Mgr	33	19	OIT Central Administration
06/30/2021	Redmond, Rodney	Dean of Eng & Read	37	25	English & Reading Dean
06/30/2021	Schena, Donna <sup>1</sup>	Sr VP for Admin & Fiscal Svcs	S1	43	Sr VP for Admin & Fiscal Svcs
06/30/2021	Wilberham, David <sup>1</sup>	Electrician	25	32	Facilities Operations – RV
06/30/2021	Zappala, Jacqueline <sup>1</sup>	Executive Associate I	25	19	President

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	0	0	0	0	0	0
Male	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	5	1	2	0	0	0	8
Male	4	2	1	0	0	0	7
<b>TOTAL</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

<sup>1</sup> Retirement

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From June 1, 2021, through June 30, 2021**

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS**

Effective Date	Name	Position Title	YOS	Department
06/30/2021	Collins, Valerie <sup>1</sup>	Professor	20	CW Dean Stu Success – RV Stu Svcs
06/30/2021	Lawver, Angie	Associate Professor	7	English & Reading Dean

**Faculty SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	<b>TOTAL</b>
Female	2	0	0	0	0	0	<b>2</b>
Male	0	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

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<sup>1</sup> Retirement



**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From July 1, 2021, through July 31, 2021**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
07/12/2021	Boyer One	Placement & Learn Advisor	27	WDCE Central Administration
07/26/2021	Glymph, Adrienne C	Dir of Pub Health & Env Safety	35	Facilities – Central Admin

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
07/07/2021	Kinsey, Kraig <sup>1</sup>	Interim Mail Supervisor	25	34	Facilities – Central Admin
07/08/2021	Mehl, Rachel	Placement & Learn Advisor	27	0	Community Based Grants WDCE
07/09/2021	Burdette, William	Automotive Tech	21	3	Facilities Operations – GT
07/16/2021	Stokes, Cierra	Enrollment Svcs VA Spec	23	1	Records & Registration

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	2	0	0	0	0	2
Male	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	1	1	0	0	0	0	2
Male	2	0	0	0	0	0	2
<b>TOTAL</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

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<sup>1</sup> Retirement

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
 From July 1, 2021, through July 31, 2021

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS**

Effective Date	Name	Position Title	YOS	Department
07/11/2021	Takahara, Patricia	Associate Professor	7	Biology & Chemistry Dean
07/23/2021	Thurston, Stephen <sup>1</sup>	Professor	23	English & Reading Dean

**Faculty SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	<b>TOTAL</b>
Female	1	0	0	0	0	0	<b>1</b>
Male	1	0	0	0	0	0	<b>1</b>
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

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<sup>1</sup> Retirement

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

Agenda Item Number: 7B  
September 20, 2021

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND  
THE PROGRAM CERTIFICATE IN SUMMER 2021**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the college registrar, each semester. In the event that the ratification by the Board of Trustees takes place after the date of conferral of the degrees and certificates to the graduates, the Board of Trustees must ratify, confirm and authorize the conferral retroactively ("nunc pro tunc") to the past date of conferral.

RECOMMENDATION

The Board of Trustees is asked to ratify, confirm, and authorize the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the college registrar, nunc pro tunc to the date of such conferral action.

BACKUP INFORMATION

Board Resolution  
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown  
Dr. Rai

RESOURCE PERSONS

Mr. Cartledge  
Mr. Dietz

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

Agenda Item Number: 7B  
September 20,2021

**Subject: Graduates Receiving the Associate Degree and the Program Certificate in Summer 2021**

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WHEREAS, it is necessary that the Board ratify, confirm, and authorize the past conferral of degrees and certificates on the list of certified candidates attached herewith; and

WHEREAS, The College registrar ("the Registrar") has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the summer 2021 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

WHEREAS, the faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate's degrees and certificates, subject to certification by the Registrar that such students have met all applicable requirements; and

WHEREAS, the interim president recommends that the Board approve the following resolution; now therefore be it

Resolved, That the Board of Trustees ratifies, confirms and authorizes the faculty's conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate's degrees and certificates, subject to certification by the Registrar that such students have met all applicable requirements, nunc pro tunc to the past date on which such conferral took place.

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

Resolution Number:  
Adopted on:

Agenda Item Number: 7C  
Date: September 20, 2021

**Subject: Retirement and Award of Bronze Medallion to Mr. David G. Ensign**

WHEREAS, Mr. David G. Ensign served Montgomery College with enthusiasm and dedication for more than 13 years as a full-time staff member and retired from the College as of May 1, 2021; and

WHEREAS, Mr. Ensign served first as manager of systems engineering and then director of data center operations; and

WHEREAS, Mr. Ensign oversaw several of the College's largest and most complex technology infrastructure projects, including the migration to the new Takoma Park/Silver Spring data center and the Key Services Redundancy project; and

WHEREAS, Mr. Ensign received the College's Outstanding Staff Award, a NISOD Award, and the College Team Effort Award, as well as numerous OIT annual recognitions, including two Customer Care Awards and three Project Excellence Awards; and

WHEREAS, Mr. Ensign graduated from the MC Management Program and represented the College at numerous conferences, including five Gartner Security Conferences, the Gartner Operations Summit, the Gartner Enterprise Architecture Conference, three Educause Conferences, and two Microsoft Education Summits; and

WHEREAS, Mr. Ensign was Chair of the first Operational Services Council and Vice Chair of the College Council, as well as Chair of the Telework and Alternate Work Schedule Policy Committee, a participant in the Ethical Expectations Workgroup convened by Dr. Stephen Cain, and OIT's representative on the College Green Team; and

WHEREAS, Mr. Ensign managed the College's Gartner contract, including Campus Access that brings Gartner content to faculty and students, and chaired OIT's Employee of the Year and Excellence Awards Selection Committees; 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 administrative and fiscal services and the interim president of the College recommend this public recognition of Mr. Ensign 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. David G. Ensign 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 and the Bronze Medallion be presented to Mr. David G. Ensign.

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

Agenda Item Number: 8  
September 20, 2021

**SOLE SOURCE AWARD OF CONTRACT,  
RISE DISPLAY FOR MACKLIN BUSINESS INSTITUTE FINANCE LAB  
INTERNAL AND EXTERNAL TICKERS**

BACKGROUND

Request:	To fund the remaining balance related to the purchase of the rise display for the Macklin Business Institute Finance Lab's internal and external tickers
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The design and buildout of the Macklin Business Institute Finance Lab is being funded by, the College Foundation through donations. The Foundation facilitated its own procurement process and awarded a resultant contract to Rise Vision USA, Inc.</p> <p>The Finance Lab is, designed to give MBI students the real world, real-time experience employers are seeking in today's competitive job market. Students will utilize financial software currently used in investment banks, brokerage houses, and hedge funds on Wall Street.</p> <p>It was, recently discovered that donations received to date were not enough to cover the entire costs of the Finance Lab's rise display for the internal and external tickers. In addition, the lab donation qualified for the state's Workforce Readiness Grant, which would have provided a \$250,000 matching grant designated to the project in FY22. Unfortunately, the state has pushed back the awarding of that grant until FY23.</p> <p>It is requested that existing FY22 Facilities operating budget be used to cover this additional expenditure.</p>
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The chief business and financial strategy officer certify that funds are available in the FY22 operating budget.
Dollar Amount:	\$120,000 (Not-to-exceed)
Vendor Name:	Rise Vision USA, Inc.

Vendor Address:	216 N. Mosley Street, #126 Wichita, Kansas 67202
Minority Status:	Non-Minority
Term of Contract:	One-time Purchase

### RECOMMENDATION

It is, recommended that the Board of Trustees approve a one-time expenditure to cover the remaining balance needed to purchase a rise display for the Macklin Business Institute Finance Lab internal and external tickers, to Rise Vision USA, Inc. of Wichita, Kansas, for a not-to-exceed amount of \$120,000.

### RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

### RESOURCE PERSONS

Mr. Mills

Mr. Johnson

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:  
Adopted on:

Agenda Item Number: 8  
September 20, 2021

**Subject: Sole Source Award of Contract, Rise Display for Macklin Business Institute Finance Lab Internal and External Tickers**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting the approval of a one-time expenditure to cover the remaining balance needed to purchase a rise display for the Macklin Business Institute Finance Lab internal and external tickers; and

WHEREAS, The design and buildout of the Macklin Business Institute Finance Lab is being funded by the College Foundation, through donations; and

WHEREAS, The Foundation facilitated its own procurement process and awarded a resultant contract; and

WHEREAS, It was recently discovered that Foundation donations received to date, were not enough to cover the entire costs of the Finance Lab's rise display for the internal, and external tickers; and

WHEREAS, The chief business and financial strategy officer certifies that funds are available in the FY22 operating budget; and

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

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

Resolved, That a one-time expenditure be approved to cover the remaining balance needed to purchase a rise display for the Macklin Business Institute Finance Lab internal and external tickers, to Rise Vision USA, Inc. of Wichita, Kansas, for a not-to-exceed amount of \$120,000; and be it further

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



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

Agenda Item Number: 9  
September 20, 2021

**FY22 CAPITAL BUDGET FUND TRANSFER,  
SITE IMPROVEMENTS PROJECT TO THE ROOF REPLACEMENT PROJECT**

**BACKGROUND**

Request:	To authorize a fund transfer from the site improvements project to the roof replacement project
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 of Trustees, 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. Additional funding is available in the site improvements project to fund the roof replacement of the Rockville Campus Center, which is beyond its useful life. The requested transfer is within the parameters set by the county, and 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:	\$1,400,000
Certification:	The chief business/financial strategy officer certifies that funds are available in the appropriate FY22 capital funds budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a transfer of funds in the amount of, \$1,400,000 from the site improvements project to the roof replacement project.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Mr. Mills  
Ms. Greaney

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9  
September 20, 2021

**Subject: FY22 Capital Budget Fund Transfer, Site Improvements Project to the Roof Replacement Project**

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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 of Trustees is authorized to transfer a maximum of 10 percent from any one College project to projects within the College's capital budget; and

WHEREAS, Additional funding is available in the site improvements project to fund the roof replacement of the Rockville Campus Center, which is beyond its useful life; and

WHEREAS, Funds totaling \$1,400,000 are available in the FY22 capital budget site improvements project that can be used for this purpose; and

WHEREAS, The chief business/financial strategy officer certifies that funds are available in the FY22 capital budget for this transfer that is within the 10 percent limit; and

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

Resolved, That \$1,400,000 is transferred from the site improvements project to the roof replacement project in the FY22 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: 10A  
September 20, 2021

**NEW BENCHMARKS FOR THE PERFORMANCE ACCOUNTABILITY REPORT**

**BACKGROUND**

The Performance Accountability Report (PAR) is the College's annual report on progress toward reaching benchmarks in key indicators of operations. The report is submitted to the Maryland Higher Education Commission (MHEC) each year.

MHEC has established a five-year reporting cycle for PAR. The next cycle is beginning now in fiscal year 2022 and goes through fiscal year 2026. At the beginning of the cycle, each Maryland community college is asked to submit new benchmarks to MHEC. The new benchmarks, which require Board approval, are further reviewed and then accepted by MHEC. Once established, the benchmarks are the standard against which the College is evaluated on its performance. MHEC reviewers will note where the College is making progress or falling behind, and holds the College accountable for all indicators in each annual report.

At Montgomery College, the benchmarks recommended in this action were determined by research conducted by the Office of Institutional Research and Effectiveness, subsequent review by the president's Cabinet, and finally acceptance by the president.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed benchmarks for the five-year reporting cycle of FY22–26, and that the president be authorized to submit the benchmarks to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

2021 Performance Accountability Report, which includes the new benchmarks (Trustees only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. John Hamman

**RESOURCE PERSONS**

Dr. Arlene Blaylock

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

Resolution Number:  
Adopted on:

Agenda Item Number: 10A  
September 20, 2021

**Subject: New Benchmarks for the Performance Accountability Report**

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WHEREAS, The Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the state's public colleges and universities; and

WHEREAS, A new five-year reporting cycle begins in Fiscal Year 2022 and goes through Fiscal Year 2026; and

WHEREAS, The Maryland Higher Education Commission requires each college to submit Board-approved benchmarks at the beginning of a reporting cycle; and

WHEREAS, The College has conducted a thorough analysis of Performance Accountability Report data and reviewed proposed new benchmarks; and

WHEREAS, The interim president recommends approval of the new benchmarks for the next reporting cycle of the Performance Accountability Report; now therefore be it

Resolved, That the Board of Trustees approves the new benchmarks for the Montgomery College Performance Accountability Reports in Fiscal Year 2022 through Fiscal Year 2026; and be it further

Resolved, That the interim president is authorized to submit the new benchmarks to the Maryland Higher Education Commission.

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

Agenda Item Number: 10B  
September 20, 2021

**THE 2021 PERFORMANCE ACCOUNTABILITY REPORT**

**BACKGROUND**

The Performance Accountability Report (PAR) is the College's annual report on progress toward reaching benchmarks in key indicators of operations. The report is submitted to the Maryland Higher Education Commission (MHEC) each year. PAR indicators have universal statewide definitions.

This accountability reporting system has been in place since 1996, when it was implemented by MHEC. The reporting structure is based on requirements in the Maryland Higher Education Reorganization Act of 1988. At Montgomery College, the Office of Institutional Research and Effectiveness (OIRE) assumes the primary role for providing the quantitative content of the PAR and coordinating the contributions from administrative offices, individual campuses, and Workforce Development & Continuing Education (WDCE). OIRE also assumes the primary role for providing the narrative and coordinating contributions from WDCE.

In addition to a narrative reporting on significant student characteristics and performance metrics and community outreach efforts, the report contains recent trend data on a number of specific quantitative indicators that reflect progress towards benchmarks set by the Board of Trustees on each indicator that requires a benchmark. MHEC considers the College's performance on these indicators as the primary component of assessing the institution's effectiveness, and, at the College, the interim president incorporates the PAR results in monitoring and assessing institutional performance on relevant internal dimensions, the *Montgomery College Student Success Score Card*.

Upon acceptance of the report by the Board of Trustees, the Performance Accountability Report will be submitted to the Maryland Higher Education Commission.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2021 Montgomery College Performance Accountability Report, and that the interim president be authorized to submit the report to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

2021 Performance Accountability Report (Trustees only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. John Hamman

**RESOURCE PERSON**

Dr. Arlene Blaylock

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

Resolution Number:  
Adopted on:

Agenda Item Number: 10B  
September 20, 2021

**Subject: The 2021 Performance Accountability Report**

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WHEREAS, The Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the state's public colleges and universities; and

WHEREAS, The 2021 Montgomery College Performance Accountability Report contains the most recent data on the quantitative performance indicators as well as a written discussion of the trends in the narrative portion of the report; and

WHEREAS, The College uses data in the Performance Accountability Report to assess progress on collegewide student success and to contemplate actions where appropriate; and

WHEREAS, The interim president recommends acceptance of the College's 2021 Performance Accountability Report; now therefore be it

Resolved, That the Board of Trustees accepts the 2021 Montgomery College Performance Accountability Report; and be it further

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

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

Agenda Item Number: 11  
September 20, 2021

**RESCISSION OF TEMPORARY AUTHORITY TO RESPOND TO COVID-19  
EMERGENCY RESOLUTION**

**BACKGROUND**

At the May 18, 2020 meeting, the Board of Trustees approved a resolution granting the president authority to respond to the COVID-19 emergency and to identify current policies and procedures that should be deleted, revised, or created.

As a matter of urgency, this resolution was approved to be a pro-active emergency institutional response during a time that the world was in the midst of a declared global pandemic virus, COVID-19. The Governor of Maryland declared a state of emergency on March 5, 2020, and the Montgomery County Government subsequently took emergency actions. To engage timely emergency responses to this declared global pandemic, Montgomery College, through its president, and with strong support of the Board, took steps to protect students and employees from the spread of the virus, while maintaining the continuity of educational services under the new conditions required by the pandemic.

Currently certain significant circumstances and details have changed since the Board's authorization in May that no longer require an emergency Colleges response to COVID-19.

**RECOMMENDATION**

It is recommended that the authorization to grant the president the authority to respond to the COVID-19 emergency and to identify current policies and procedures that should be deleted, revised, or created under Board Resolution #20-05-037 be rescinded in its entirety.

**BACK-UP INFORMATION**

Board Resolution  
Board Resolution #20-05-037

**RESOURCE PERSON(S)**

Dr. Dukes  
Dr. Cain

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

Resolution Number:  
Adopted on:

Agenda Item Number: 11  
September 20, 2021

**Subject: Rescission of Temporary Authority To Respond To COVID-19 Emergency Resolution**

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WHEREAS, the Board of Trustees on May 18, 2020 (Board Resolution #20-05-037), made an authorization granting the president authority to respond to the COVID-19 emergency and to identify current policies and procedures that should be deleted, revised, or created; and

WHEREAS, Board Resolution #20-05-037 specified that the authorizations reflected therein remain in effect until rescinded by majority vote of the Board of Trustees, or until the termination of all national, state, or local emergency declarations regarding COVID-19; and,

WHEREAS, currently certain significant circumstances and details have changed since the Board's authorization in May 2020 that no longer require an emergency College response to COVID-19; and

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

Resolved, That the authorization to respond to the COVID-19 emergency and to identify current policies and procedures that should be deleted, revised, or created under Board Resolution #20-05-037 be rescinded in its entirety.