



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING  
**REVISED AGENDA**

[link to join Zoom Webinar](#) • Or by phone: 301-715-8592 • Webinar ID: 913 9136 0614  
Board Room • Central Services Building, 9221 Corporate Boulevard • Rockville, Maryland

**BOARD OF TRUSTEES**

**Wednesday, June 22, 2022**

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

**6:00 p.m.**

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

**PRESIDENT AND  
SECRETARY-TREASURER**

Dr. Jermaine F. Williams

1. Call to Order ..... Procedural
2. Roll Call ..... Procedural
3. Approval of Agenda ..... Procedural
4. Tributes ..... Action
  - A. Tribute to Mr. George M. Payne
  - B. Tribute to Trustee Emeritus Reginald M. Felton
5. Approval of Minutes ..... Action
  - A. May 16, 2022 Conference Session
  - B. May 16, 2022 Public Vote and Closed Session
  - C. May 16, 2022 Public Meeting
6. Reports ..... Information
  - A. President's Report
  - B. Chair's Report
  - C. Committee and Liaison Reports
    - i. Succession Planning
    - ii. Montgomery College Alumni Association
    - iii. Montgomery College Foundation Board
    - iv. PIC MC Foundation Board
7. Consent Agenda ..... Action
  - A. Personnel Actions Confirmation Report
  - B. Recognition of Retirements

C. Awards of Medallions

- i. Bronze Medallion to Professor Michael Farrell
- ii. Bronze Medallion to Ms. Denise L. Matheny
- iii. Bronze Medallion to Mr. David M. Sears
- iv. Bronze Medallion to Trustee Evan J. Wellek
- v. Silver Medallion to Trustee Georgette “Gigi” Godwin
- vi. Gold Medallion to Dr. Charlene M. Dukes

8. Facilities Matter ..... Action

Tree Conservation Easement and Declaration of Covenants for the Rockville Campus

9. Academic Matters ..... Action

- A. Addition of a Fully Online Delivery Option for Six Community and Emergency Services Programs
- B. New Title for the Modification of the Medical Coder/Abstractor/Biller Certificate

10. Awards of Contract (Competitive) ..... Action

- A. Award of Contract, Contract Change Order, Virtual Reality Training Simulation Software, Bid e521-015
- B. Award of Contract, Safety and Security Camera Equipment and Services, Bid e522-013
- C. Award of Contract, Mannakee Building Electrical Infrastructure Upgrade Rockville Campus, Bid 622-009
- D. Award of Contract, Sidewalk Replacement, Rockville Campus, Bid 622-010

11. Awards of Contract (Sole Source) ..... Action

- A. Sole Source Award of Contract, Continuation of Banner Enterprise Resource Planning Software Maintenance and Related Services
- B. Sole Source Award of Contract, Continuation of Wellness at Work Program

12. Amendment to Award of Contract ..... Action

Amendment to Award of Contract for the Continuation of Service of Student Success Tracking Software License-Starfish

13. Budget Matters ..... Action

- A. FY22 Capital Budget Fund Transfer, from Planning, Design, and Construction Project to Facility Planning Project

- B. Final Adoption of the FY23 Current, Enterprise and Other Funds Budgets
  - C. Final Adoption of the FY23 College Capital Budget
  - D. Petition for FY23 State Funding for the Resource Center Library,  
Takoma Park/Silver Spring Campus
  - E. Petition for FY23 State Funding for the Catherine and Isiah Leggett Math  
and Science Building, Takoma Park/Silver Spring Campus
14. Compensation ..... Action  
Compensation Programs in FY23
15. Institutional Reports ..... Action
- A. Annual Progress Report and Letter to Maryland Higher Education  
Commission on Programs of Cultural Diversity Plan, Diversity Report
  - B. College Annual Report for FY22
16. Policy Matter ..... Information and Possible Action  
Modification of Policy 11001–Board of Trustees Bylaws
17. New Business ..... Procedural
18. Trustee Comments..... Procedural
19. Adjournment..... Procedural

#### NOTICES

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

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

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Tribute to Mr. George M. Payne**

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WHEREAS, Mr. George M. Payne served Montgomery College with enthusiasm and dedication for 46 years as a part-time faculty member, full-time staff member, and administrator until his untimely death on May 21, 2022, which deeply saddened the College community; and

WHEREAS, Mr. Payne led the Workforce Development and Continuing Education (WDCE), Gudelsky Institute for Technical Education, and Applied Technologies unit from 2001; and

WHEREAS, Mr. Payne expanded the reach of Montgomery College's WDCE unit in academic, professional and community venues, including learning centers in key regions of Montgomery County and industry partnerships in cybersecurity, biotechnology, and IT as they came to the forefront of the county's economic development; and

WHEREAS, He represented the College with a number of state and county organizations and was the face of workforce development to many in Montgomery County; and

WHEREAS, He always shared credit with others and led the unit with a gentle sense of humor and generosity of spirit that will be greatly missed; and

WHEREAS, Mr. Payne created space for student success and unique experiences for professional growth and recognition for his many direct reports; and

WHEREAS, He championed access and knocked on doors on any of the campuses, seeking assistance for students and visitors who needed help; and

WHEREAS, Mr. Payne led with respect for his team and for Montgomery College, and conveyed a clear message that people were important and deserved empathy and dignity from leadership; and

WHEREAS, Mr. Payne supported his colleagues and motivated them to believe in themselves and their work, encouraging them to strive to do their best; stood alongside them in good times and challenging times; and always offered hope for a new day, noting, "It's all good"; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this posthumous public recognition of Mr. George M. Payne; now therefore be it

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the family of Mr. George M. Payne.

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

Agenda Item Number:  
June 22, 2022

**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 of Trustees 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:  
June 22, 2022

**Subject: Personnel Actions Confirmation**

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period April 1, 2022, through April 30, 2022; and

WHEREAS, The president of the College recommends that the Board of Trustees 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, 2022, through April 30, 2022**

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Department
4/4/2022	Alexander, Mary A.	Accountant II	27	Office of Business Services
4/4/2022	Bouknight, Nicholas J.	Campus Police Officer	19	Facilities Operations/TP/SS
4/4/2022	Scharf, Eric M.	Program Coordinator	23	WDCE-CEELS Dean
4/4/2022	Sheets, Andrew	Grounds Maintenance Worker	15	Facilities Operations/RV
4/4/2022	Shepard James, Yolanda	Accountant II	27	Office of Business Services
4/11/2022	Nunez Rodriguez, Kirsys	Payroll Manager	33	HRSTM/Business Services
4/18/2022	Bekele, Tsion	Payroll Specialist II	27	HRSTM/Business Services
4/18/2022	Fernandez Alfaro, Christian	Grounds Maintenance Worker	15	Facilities Operations/GT
4/18/2022	Muchai, Minnie	Payroll Specialist II	27	HRSTM/Business Services

**STAFF SEPARATIONS**

Effective Date	Name	Position Title	Grade	YOS	Department
4/1/2022	Akusa, Esther	Financial Aid Specialist	25	2	Financial Aid/RV
4/1/2022	Alteet, Patricia	Financial Records Supervisor	25	2	WDCE/Central Admin
4/4/2022	Alston, Sharon	Public Safety Dispatcher	15	1	Facilities Security/Central
4/7/2022	Hanes, Glen W. <sup>1</sup>	HVAC Mechanic I	21	24	Facilities Operations/RV
4/15/2022	Wong, Monica L. <sup>1</sup>	Finance Director	35	37	Office of Business Services
4/26/2022	Airing, Steven D. <sup>1</sup>	Building Equipment Mech Supvr.	29	16	Facilities Operations/RV
4/29/2022	Day, John L. <sup>1</sup>	Plant Maint. & Operations Mgr.	35	31	Facilities Operations/GT
4/29/2022	Forsyth, Younis <sup>1</sup>	Info. Tech. Campus Mgr.	35	25	OIT Academic Services/RV
4/29/2022	Kong, Chooi <sup>1</sup>	Payroll Specialist II	27	33	HRSTM/Business Services
4/29/2022	Matheny, Denise <sup>1</sup>	Special Events Director	33	39	Advancement/Comm Engage

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other	TOTAL
Female	1	3	0	0	0	1	5
Male	2	1	0	0	0	1	4
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>9</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other	TOTAL
Female	2	2	0	2	0	0	6
Male	3	0	0	0	1	0	4
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>10</b>

<sup>1</sup> Retirement

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From April 1, 2022, through April 30, 2022**

**FACULTY**

**FACULTY EMPLOYMENTS**

Effective

Date	Name	Position Title	Location
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None

**FACULTY SEPARATIONS**

Effective

Date	Name	Position Title	YOS	Department
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None



**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Retirement Resolution For Full-Time Faculty, Regular Administrative, Associate, and Support Staff**

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WHEREAS, Full-time faculty, regular administrative, associate, and support staff listed on the attached page(s) have retired from Montgomery College, and are being recognized for their years of service and dedication to the mission of the College; and

WHEREAS, These employees served Montgomery College with enthusiasm and dedication by making a significant contribution in empowering, and enriching the lives of our students and the College community; and be it

WHEREAS, These employees have cumulatively provided 857 years of service and dedication to the College; and

Resolved, That members of the Board of Trustees and the president of the College express their sincere appreciation to these employees for their outstanding service to the College and the community, and extend to them their best wishes that their 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 an acknowledgment of this resolution be presented to the employees on the attached list.

**RETIREMENT RESOLUTION FOR FULL-TIME FACULTY, REGULAR  
ADMINISTRATIVE, ASSOCIATE, AND SUPPORT STAFF**

<b>NAME/JOB TITLE/ RETIREMENT DATE</b>	<b>CAMPUS/DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
Ms. Paula Liverpool-Davis Administrative Aide II December 1, 2021	Takoma Park/Silver Spring Business/Computer Appl.	28
Mr. James Ray Public Safety Manager December 1, 2021	Germantown Public Safety	26
Ms. Jodi R. Robertson Administrative Aide II December 1, 2021	Rockville Student Services	24
Ms. Veronica Akpe Payroll Associate January 1, 2022	Central Services HRSTM	24
Ms. Janis L. Gallagher Professor January 1, 2022	Germantown Chemistry and Biology	13
Ms. Patricia A. Gorski Professor January 1, 2022	Takoma Park/Silver Spring Health Sciences	13
Mr. Eric Jeffers Program Manager II January 1, 2022	Rockville WDCE	29
Ms. Joanna Kong Human Resources Associate January 1, 2022	Central Services HRSTM	19
Ms. Beth Mole Administrative Manager January 1, 2022	Westfield WDCE	9
Dr. Harvey S. Stempel Professor-NT January 1, 2022	Germantown Student Services	13
Ms. Haoua Welsh Administrative Aide II January 1, 2022	Germantown Student Services	17

Ms. Carolyn Waddy Executive Associate I January 1, 2022	Takoma Park/Silver Spring Humanities	35
Mr. Jose G. Alonso Professor February 1, 2022	Rockville Mathematics	31
Ms. Susan Blumen Professor February 1, 2022	Rockville Business/Computer Appl.	12
Ms. Marcia Bronstein Professor February 1, 2022	Takoma Park/Silver Spring ELAP, Linguistics & Comm. Studies	28
Dr. Sharon K. Hauge Professor February 1, 2022	Takoma Park/Silver Spring Mathematics	22
Mr. William Henley Construction Services Manager February 1, 2022	Central Services Facilities	36
Ms. Windy Jefferson-Jackson Professor February 1, 2022	Takoma Park/Silver Spring English and Reading	27
Mr. William Jones Building Equipment Mechanic I February 1, 2022	Takoma Park/Silver Spring Facilities Operations	11
Dr. Charles C. Kung Professor February 1, 2022	Rockville Engineering/Computer Science	35
Mr. Leonard Lieber Asset Management Specialist February 1, 2022	Central Services OIT	32
Ms. Sue Riedel Analyst Programmer February 1, 2022	Central Services OIT	41
Ms. Carla R. Witcher Professor February 1, 2022	Germantown English and Reading	25
Ms. Margo Woodward-Barnett Professor February 1, 2022	Rockville WDCE	29

Mr. Carter Claud Systems Engineer March 1, 2022	Central Services OIT Engineering Services	12
Mr. Wyndom Surber Grounds Maintenance Worker Lead March 1, 2022	Rockville Facilities Operations	34
Mr. Louis Aitcheson Building Services Worker April 1, 2022	Central Services Facilities	17
Mr. Gerald Ash Construction Trades Worker April 1, 2022	Central Services Facilities	18
Mr. Robert Hall Building Equipment Mechanic April 1, 2022	Central Services Facilities Operations	31
Mr. Steven D. Airing Building Equipment Mech Supvr. May 1, 2022	Rockville Facilities Operations	16
Mr. John L. Day Plant Maint. & Operations Mgr. May 1, 2022	Germantown Facilities Operations	31
Mr. Younis Forsyth Info. Tech. Campus Mgr. May 1, 2022	Rockville OIT Academic Services	25
Mr. Glen W. Hanes HVAC Mechanic I May 1, 2022	Rockville Facilities Operations	24
Ms. Chooi Kong Payroll Specialist II May 1, 2022	Central Services HRSTM	33
Ms. Monica Wong Finance Director May 1, 2022	Central Services Office of Business Services	37

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to  
Professor Michael Farrell**

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WHEREAS, Professor Michael Farrell served Montgomery College with enthusiasm and dedication for more than 21 years as a full-time faculty member and retired from the College as of February 1, 2022; and

WHEREAS, Professor Farrell consistently provided wisdom and guidance to the faculty and to the department as chair of the Rockville and Germantown Art Departments from 2012 to 2017; and

WHEREAS, Professor Farrell served ably and effectively as a professor of drawing and design for 21 years, including many years as drawing coordinator; and

WHEREAS, Professor Farrell served on the General Education Committee for many years as well as the National Association of the Schools of Art and Design Accreditation Committee in 2020, the Advising Review Committee in 2016 and 2017, and the Academic Reorganization Subcommittee in 2014; and

WHEREAS Professor Farrell served as a General Studies Advisor from 2015 until his retirement and took a leadership role in advising and advisor-training in the Art Department; and

WHEREAS, Professor Farrell presented at the American Association of Colleges and Universities Conferences on General Education in 2014 and 2015; and

WHEREAS, Professor Farrell exhibited exemplary organizational skills as chair of the Art Department Curriculum Committee that oversaw the restructuring and consolidation of the art discipline degree offerings into the current form of the Associate of Art and Studio Associate of Fine Art degrees; and

WHEREAS, Professor Farrell's work can be found in numerous public and corporate collections, including the Duke Energy Corporation in North Carolina, the Wilson Building Permanent Collection in Washington, DC, the District of Columbia Art Bank Collection, the National Association of Home Builders, and the Montgomery County Public Arts Trust; and

WHEREAS, Professor Farrell's work is exhibited frequently in galleries throughout the Washington, DC area, including at the Glenview Mansion Gallery and VisArts in Rockville, BlackRock Center for the Arts in Germantown, Gallery 555 and the Apex Gallery in Washington, DC, and the Montage Gallery in Baltimore; and

WHEREAS, Professor Farrell's exhibitions have been reviewed in *The Gazette* and other publications; and

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

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

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

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

Resolved, That in recognition of his dedicated service to Montgomery College, Professor Michael Farrell is awarded the Bronze Medallion; and be it further

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

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Retirement and Award of Bronze Medallion to Ms. Denise L. Matheny**

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WHEREAS, Ms. Denise L. Matheny served Montgomery College with dedication and distinction for more than 39 years and retired from the College as of May 1, 2022; and

WHEREAS, Ms. Matheny was a highly dedicated, knowledgeable and congenial employee, who began her career in the Office of Admissions and Records on the Rockville Campus as a clerk in 1983; and

WHEREAS, Ms. Matheny was a resourceful, detail-oriented employee who moved to the Office of Public Information in 1984 as a public information assistant and served in progressively more responsible roles, including publications coordinator, serving in this capacity until 2003; and

WHEREAS, Ms. Matheny was an innovative and consensus-building employee who moved to the Special Events unit in 2003 as an events specialist, where she provided exceptional leadership to the special events team as the interim director in the academic year 2012-2013 and as the director in 2018, serving in this capacity until 2022; and

WHEREAS, Ms. Matheny consistently produced high-quality events and managed nearly 60 special events annually for the College, from campus anniversaries to the Dr. Harry Harden Jr. Student Academic Excellence Awards celebration to presidential events; and

WHEREAS, Ms. Matheny provided visionary leadership for the Leggett Legacy Event, a farewell gala for then-County Executive Isiah Leggett and his wife, Catherine, which was a fundraising event for the Achieving Collegiate Excellence and Success (ACES) program, drawing praise from all who participated and attended, and moreover, raising nearly \$2 million in scholarship funds for the ACES program; and

WHEREAS, Ms. Matheny demonstrated innovative thinking and incisive decision-making to respond, at a moment's notice, to the cancellation of the in-person commencement during the advent of the Covid-19 pandemic, where she used MarchingOrder, a graduation ceremony software, and social media to create the College's first-ever virtual commencement ceremony, in which more than 1,200 graduates were feted and local and national luminaries provided well-wishes for the 2020 graduates; and

WHEREAS, During the nearly two-year pandemic, Ms. Matheny provided dynamic leadership and resourceful thinking to create more than 30 virtual events, including building openings, awards ceremonies, and presidential farewell events among others; and

WHEREAS, Ms. Matheny partnered with the Montgomery College Foundation and the Development Office to plan the opening of the Long Nguyen and Kimmy Duong Student Services Center at the Rockville Campus; this in-person event, requested by the donor, required

careful planning that was in accordance with Montgomery County's and Montgomery College's strict social distancing guidelines and vaccine protocols; and

WHEREAS, Ms. Matheny worked closely with hospitality management students to help them gain real-life experience in the College's Office of Special Events, and provided mentoring to students interested in pursuing an event planning career; and

WHEREAS, Ms. Matheny has been an active member of the North American Association of Commencement Officers and the International Live Events Association, and has attended and presented at conferences on special events topics; and

WHEREAS, Ms. Matheny served on the Staff Senate Elections Committee in 2005 and as an At-Large Member in 2006 (pre-participatory governance) and on numerous College committees including the Rockville Campus 40th Anniversary Committee, the Middle States Team, the Collegewide Commencement Planning Committee; the Leggett Legacy Planning Committee (chair); the 75th Anniversary (chair); and the Inauguration Committees for Drs. Nunley, Johnson, and Pollard; and

WHEREAS, Ms. Matheny served as an election judge for the Montgomery County Board of Elections for 20 years and served on the City of Rockville Fourth of July Committee; and

WHEREAS, Ms. Matheny received external recognition with a 2014 National Institute for Staff and Organizational Development award; and

WHEREAS, Ms. Matheny was recognized by the College community with three Outstanding Service Awards (1998, 2009, 2014), four Staff Recognition Awards (2013, 2015, 2016, 2021) and fourteen Team Effort Awards during her tenure at the College; and

WHEREAS, Ms. Matheny is a dedicated and generous donor to the Montgomery College Foundation, having contributed to the Dr. Richard and Mrs. Barbara Beaudoin Scholarship, which provides financial support for any MC student who qualifies; and

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

WHEREAS, The interim senior vice president for advancement and community engagement and the president of the College recommend this public recognition of Ms. Matheny 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. Denise L. Matheny 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 in recognition of her dedicated service and association with Montgomery College and Montgomery County, Ms. Denise L. Matheny is awarded the Bronze Medallion for sustained and exemplary outstanding 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 be presented to Ms. Denise L. Matheny.



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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Award of Bronze Medallion to Mr. David M. Sears**

WHEREAS, Mr. David M. Sears served Montgomery College with enthusiasm and dedication for more than 16 years as a full-time administrator and departed from the College as of January 21, 2022; and

WHEREAS, Mr. Sears worked at Montgomery College from 2005 to 2008 as the vice president of institutional advancement and returned in 2009 as senior vice president of advancement and community engagement; and

WHEREAS, Mr. Sears provided exceptional leadership and modeled unwavering work ethic for the Office of Advancement and Community Engagement, which included more than 75 staff and administrators in Advancement Services, Alumni Relations, Communications, Community Engagement, Development, Grants and Sponsored Programs, the Montgomery College Foundation, the Pinkney Innovation Complex for Science and Technology, and Special Events; and

WHEREAS, Mr. Sears served with distinction on the Senior Administrative Leadership Team, the President's Executive Cabinet and the Student Success Network, as well as chairing the Grants Review Committee; and

WHEREAS, Mr. Sears provided important leadership and contributed efforts to the Montgomery College Foundation's fundraising goals for \$25 million, which was achieved by December 31, 2009, and later a \$30 million campaign, which was achieved by June 30, 2020; and

WHEREAS, Mr. Sears played an integral role in many of Montgomery College's most important academic and philanthropic initiatives, including the establishment of the College's Achieving Collegiate Excellence and Success (ACES) Program, the Southern Management Leadership Program, the Gordon and Marilyn Macklin Business Institute, and most recently, the Presidential Scholars Program; and

WHEREAS, Mr. Sears was instrumental in establishing the College's Community Engagement Program, which ensures that community members who are the most underserved and underrepresented have access to the educational opportunities Montgomery College provides; and

WHEREAS, Mr. Sears played a significant role in the establishment of the Pinkney Innovation Complex for Science and Technology (PIC MC), and he served with distinction providing leadership for the PIC MC Foundation, thereby advancing Montgomery College's goal of developing an innovation hub on the Germantown Campus; and

WHEREAS, Mr. Sears served on the Montgomery College Holy Cross Health Operational Steering Committee to support the long-term goals for the Montgomery College-Holy Cross

Health partnership of developing a strong health care workforce, working closely with the Holy Cross Germantown Hospital, the anchor tenant in the PIC MC on the Germantown Campus; and

WHEREAS, Under the senior leadership of Mr. Sears, the Office of Grants and Sponsored Programs secured more than \$100 million in federal and state awards, including the U.S. Department of Labor's \$15 million Trade Adjustment Assistance Community College Career Training (TAACCCT) grant, the largest federal grant award in Montgomery College's history; and

WHEREAS, These grants funded scholarships and tuition-free training, student support services, curriculum development, faculty professional development and new programs and institutes, such as the Global Humanities Institute, benefitting the College community and the general public; and

WHEREAS, During his tenure, the Office of Grants and Sponsored Programs recently administered an additional \$79 million in pandemic relief and recovery grants; and

WHEREAS, Mr. Sears served as the liaison for the Staff and College Councils in Montgomery College's participatory governance system; and

WHEREAS, Mr. Sears regularly mentored Montgomery College students upon request, including students in the Summer RISE program, and continued to offer guidance and support to College alumni; and

WHEREAS, Mr. Sears served on the ACES leadership team with members from Montgomery County Public Schools, the Universities at Shady Grove and Montgomery College; and

WHEREAS, Mr. Sears presented at professional conferences, was a longtime member of the Maryland Community College Fundraising Professionals affinity group and the Council for Advancement and Support of Education (CASE), and was a member of the CASE's Center for Community College Advancement Advisory Board from 2011 to 2015; and

WHEREAS, Mr. Sears served his community as a merit badge counselor for the Boy Scouts of America; and

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

WHEREAS, The interim senior vice president of advancement and community engagement and the president of the College recommend this public recognition of Mr. Sears on the occasion of his departure; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. David M. Sears for his outstanding service to the College and extend to him their best wishes in his career advancement; and be it further

Resolved, That in recognition of his dedicated service to Montgomery College, Mr. David M. Sears is awarded the Bronze Medallion for sustained and exemplary outstanding 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 be presented to Mr. David M. Sears.

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

Agenda Item Number:  
June 22, 2022

**TREE CONSERVATION EASEMENT AND DECLARATION OF COVENANTS  
FOR THE ROCKVILLE CAMPUS**

**BACKGROUND**

The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract to replace the sidewalk in between the Humanities and Macklin Tower buildings located on the Rockville Campus. Replacing the sidewalk will allow access to repair the foundation wall that is currently leaking, regrade and build a ramp to address American with Disabilities Act (ADA) requirements, and improve drainage in the area.

However, replacing the sidewalk will disturb the soil, thereby triggering forestry requirements of the city of Rockville. As part of the planning for this project, the College submitted a forest conservation plan for the project to the city of Rockville. Under state law, the city has the delegated authority to implement the forest conservation laws of the city and, in that role, to approve forest conservation plans for any private or public development within its jurisdiction. The city's approval of a forest conservation plan is required for the construction of the sidewalk replacement project and the plan includes a tree conservation easement and declaration of covenants that is required of the College.

**RECOMMENDATION**

It is recommended that a tree conservation easement and declaration of covenants be granted to the city of Rockville, Maryland, and that a related forest and tree conservation maintenance agreement be authorized in accordance with the measures associated with the approval of the Forest Conservation Plan required by the construction of the sidewalk replacement project on the Rockville Campus.

**BACKUP INFORMATION**

Board Resolution  
Tree Conservation Easement and Declaration of Covenants (Board members only)  
Award of Contract, Sidewalk Replacement, Rockville Campus, Bid 622-010

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

RESOURCE PERSONS

Mr. Mills  
Ms. Jones  
Ms. Mei

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Tree Conservation Easement and Declaration of Covenants for the  
Rockville Campus**

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WHEREAS, The College plans to replace the sidewalk between the Humanities and Macklin Tower buildings located on the Rockville Campus; and

WHEREAS, Construction of the sidewalk includes appropriate compliance with the state of Maryland forest conservation requirements as implemented by the city of Rockville in accordance with the state's assignment of enforcement authority; and

WHEREAS, The city of Rockville, as the local jurisdiction responsible for enforcement of the state of Maryland forest conservation requirements, has approved the forest conservation plan for construction of the sidewalk in between the Humanities and Macklin Tower buildings located on the Rockville Campus to include the establishment of an appropriate tree conservation easement and declaration of covenants; and

WHEREAS, College staff have prepared an easement agreement that identifies the land required and that these agreements are consistent with the College's requirements for such documents; and

WHEREAS, College staff have identified the land required for the conservation easement as follows:

All of that property conveyed to Owner from Board of Education of Montgomery County, by deeds dated March 5, 1965, and recorded among the Land Records of Montgomery County, Maryland in Liber 3840 at Folio 528, and Liber 3840 at Folio 534, and also that property conveyed to Owner from the Mayor and City Council of Rockville, by deed dated June 11, 1974, recorded in Liber 4554, at Folio 132 among the aforesaid Land Records, and also that property conveyed to Owner from the Maryland State Highway Administration by deed dated December 2, 1977 and recorded in Liber 5099, at Folio 539 among the aforesaid Land Records.

Said property also being depicted on a plat of subdivision entitled "MONTGOMERY COLLEGE ROCKVILLE CAMPUS, Plat of Resubdivision" as per plat thereof recorded as Plat No. 12701 among the Land Records of Montgomery County, Maryland; and

WHEREAS, This easement agreement should be recorded among the Land Records of Montgomery County, Maryland; and

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

Resolved, That the Board of Trustees grants a tree conservation easement to the city of Rockville for the said easement being described as:

All of that property conveyed to Owner from Board of Education of Montgomery County, by deeds dated March 5, 1965, and recorded among the Land Records of Montgomery County, Maryland in Liber 3840 at Folio 528, and Liber 3840 at Folio 534, and also that property conveyed to Owner from the Mayor and City Council of Rockville, by deed dated June 11, 1974, recorded in Liber 4554, at Folio 132 among the aforesaid Land Records, and also that property conveyed to Owner from the Maryland State Highway Administration by deed dated December 2, 1977 and recorded in Liber 5099, at Folio 539 among the aforesaid Land Records.

Said property also being depicted on a plat of subdivision entitled "MONTGOMERY COLLEGE ROCKVILLE CAMPUS, Plat of Resubdivision" as per plat thereof recorded as Plat No. 12701 among the Land Records of Montgomery County, Maryland. WHEREAS, this easement agreement should be recorded among the Land Records of Montgomery County, Maryland; and be it further

Resolved, That the easement shall be recorded among the Land Records of Montgomery County, Maryland, by the College; and be it further

Resolved, That the president is authorized to execute the agreement required as part of the tree conservation easement; and be it further

Resolved, That the chair of the Board of Trustees and the president are authorized to execute any easement, right-of-entry, and/or other agreement documents necessary to implement the terms of this resolution.

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

Agenda Item Number:  
June 22, 2022

**ADDITION OF A FULLY ONLINE DELIVERY OPTION FOR  
SIX COMMUNITY AND EMERGENCY SERVICES PROGRAMS**

**BACKGROUND**

Per the *Montgomery College 2025* strategic plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experience. Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses. Open educational resources, zero cost textbooks, and extended winter enrollments have contributed to the College's overall online enrollments.

Montgomery College currently offers nine online degrees and four online certificates. At this time, the six community and emergency services programs below are prepared to offer a fully online delivery option:

- Behavioral Health Associate of Arts Statewide Program
- Emergency Preparedness Management Associate of Science
- Emergency Preparedness Management Certificate
- Fire and Emergency Services Management Associate of Applied Science Statewide Program
- Fire and Emergency Services Management Certificate
- Homeland Security Certificate

The outstanding quality of a Montgomery College education remains the same for programs with a fully online option. The College's online programs follow the same curriculum at the same cost as the on-campus options. All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students have online access to the College's same exceptional student support services. Furthermore, Montgomery College's Office of Assessment will conduct a review of the program's student learning outcomes every three years as part of the academic review process. The online delivery option will use the same institutional resources as the on-campus delivery option. No additional resources are needed.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the addition of a fully online delivery option for the aforementioned health sciences programs and that the president be authorized to submit change in program modality request to the Maryland Higher Education Commission.



BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Davis  
Dr. Stewart  
Ms. Leonard

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Addition of a Fully Online Delivery Option for Six Community and Emergency Services Programs**

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

WHEREAS, Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses; open educational resources, zero cost textbooks, and extended winter enrollments have contributed to the College's overall online enrollments; and

WHEREAS, Montgomery College currently offers nine online degrees and four online certificates and the following six community and emergency services programs are prepared to offer a fully online delivery option: behavioral health associate of arts statewide program, emergency preparedness management associate of science, emergency preparedness management certificate, fire and emergency services management associate of applied science statewide program, fire and emergency services management certificate, and homeland security certificate; and

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

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

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

WHEREAS, Montgomery College's Office of Assessment will conduct a review of the program's student learning outcomes every three years as part of the academic review process; and

WHEREAS, The online delivery option will use the same institutional resources as the on-campus delivery option; no additional resources are needed; now therefore be it

Resolved, That the members of the Board of Trustees approve the addition of a fully online delivery option for the aforementioned programs; and be it further

Resolved, That an application for approval of the new program modality for the aforementioned programs be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number:  
June 22, 2022

**NEW TITLE FOR THE MEDICAL CODER/ABTRACTOR/BILLER CERTIFICATE**

**BACKGROUND**

The medical coder/abstractor/biller program trains students in the following functions normally performed by a health record service: analyzing and technically evaluating health records and reports; compiling, interpreting, and utilizing hospital and health care statistics; coding symptoms, diseases, and operations according to recognized classification systems; and abstracting and retrieving medical information. The certificate is designed for students to function as medical coders, abstractors, and billers in health record services located in hospitals, nursing homes, ambulatory care facilities, insurance companies, and governmental agencies.

The medical coder/abstractor/biller program follows the coding curriculum of the American Health Information Management Association. In 2020, Montgomery College's health information management program was accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM accreditation signifies the program's alignment with national policies and processes and ensures continued viability and quality of the program. Additionally, CAHIIM accreditation improves transfer opportunities for Montgomery College students and aids in the establishment of new articulation agreements with four-year colleges and universities.

During the accreditation process, CAHIIM recommended the medical coder/abstractor/biller certificate be retitled to align with CAHIIM standards and national norms in program titles. This is a simple title revision from medical coder/abstractor/biller to medical coding. The certificate title will be revised in the program description and there are no further revisions to the curriculum. Outstanding faculty, state-of-the-art facilities, equipment and library resources are already in place as the courses are currently being offered.

Per the Bureau of Labor Statistics, overall employment of medical records and health information specialists is projected to grow nine percent from 2020 to 2030, about as fast as the average for all occupations. An aging population will require more medical services, and medical records and health information specialists will be needed to organize and manage the older generation's health information data. This means more claims for reimbursement from insurance companies.

According to the Office of Institutional Research and Effectiveness 2020 Toolkit, 26 students applied to the certificate program in 2020. Student status reports for the Health Sciences division show 12 students met the minimum program requirements and were admitted to the program. The completion rate for the certificate program is strong with a 25 percent increase over the past five years; the Toolkit states 20 students completed the program in 2020. Credits from the medical coder/abstractor/biller certificate can be applied to the health information management associate of applied science. The certificate serves as an important feeder program for the health information management degree, which had 64 students in fall 2022.

RECOMMENDATION

It is recommended that the Board of Trustees approve the new title for the medical coder/abstractor/biller certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Stewart  
Dr. Davis  
Ms. Leonard

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject:      New Title for the Medical Coder/Abstractor/Biller Certificate**

WHEREAS, The medical coder/abstractor/biller program trains students in the following functions normally performed by a health record service: analyzing and technically evaluating health records and reports; compiling, interpreting, and utilizing hospital and health care statistics; coding symptoms, diseases, and operations according to recognized classification systems; and abstracting and retrieving medical information; and

WHEREAS, The certificate is designed for students to function as medical coders, abstractors, and billers in health record services located in hospitals, nursing homes, ambulatory care facilities, insurance companies, and governmental agencies; and

WHEREAS, The medical coder/abstractor/biller program follows the curriculum coding of the American Health Information Management Association and credits can be applied to the College's health information management associate of applied science; and

WHEREAS, In 2020, Montgomery College's health information management program was accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM); and

WHEREAS, CAHIIM accreditation signifies the program's alignment with national policies and processes and ensures continued viability and quality of the program; CAHIIM accreditation also improves transfer opportunities for Montgomery College students and aids in the establishment of new articulation agreements with four-year colleges and universities; and

WHEREAS, During the accreditation process, CAHIIM recommended the medical coder/abstractor/biller certificate be retitled to align with CAHIIM standards and national norms in program titles; and

WHEREAS, This is a simple title revision from medical coder/abstractor/biller to medical coding; the certificate title will be revised in the program description and there are no further revisions to the curriculum; and

WHEREAS, Outstanding faculty, state-of-the-art facilities, equipment and library resources are already in place as the courses are currently being offered; and

WHEREAS, The new program title requires an application for approval to the Maryland Higher Education Commission; and

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

Resolved, That the Board of Trustees approve the new title of the medical coder/abstractor/biller certificate; and be it further

Resolved, That an application for approval of the new title for the medical coder/abstractor/biller certificate be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number:  
June 22, 2022

**CONTRACT CHANGE ORDER  
AWARD OF CONTRACT, VIRTUAL REALITY TRAINING SIMULATION SOFTWARE,  
BID E521-015**

**BACKGROUND**

Request:	Contract spend authority increase
Office/SVP Originating Request:	The Senior Vice President for Academic Affairs
Award Type:	Competitive
Bid Number:	E521-015
Explanation of Request:	<p>The senior vice president for academic affairs is requesting a contract change order to increase the current contract award spend authority for additional Mursion software modules. On October 14, 2020, a request for proposal was issued for the purchase of virtual reality training simulation software, and as a result, a five-year contract was awarded to Mursion of San Francisco, California. At the time the original contract was awarded, the total five-year cost was not expected to exceed the \$250,000 threshold that would require approval from the Board of Trustees.</p> <p>However, following the initial one-year term of the contract, the senior vice president for academic affairs has elected to purchase additional software modules to address an increased need. The cost of the additional modules will exceed the \$250,000 threshold.</p>
Reason Being Brought to Board:	Board approval is required for contract change orders related to contract awards that were initially approved by the president, where the contract spend will exceed \$250,000.
Certification:	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 FY23 operating budget.
Total Annual Dollar Amount:	\$115,000
Vendor Name:	Mursion
Vendor Address:	2443 Fillmore Street, Suite 515 San Francisco, California 94115
Minority Status:	Non-Minority
Contract Term:	One year with three one-year annual renewals

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the current contract award spend authority to \$115,000 annually, to address an increased need for additional Mursion software modules.

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Benjamin  
Mr. Johnson



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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Contract Change Order, Award of Contract, Virtual Reality Training  
Simulation Software, Bid e521-015**

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WHEREAS, The senior vice president for academic affairs is requesting a contract change order to increase the current contract award spend authority for additional Mursion software modules; and

WHEREAS, On November 1, 2020, a contract was awarded to Mursion of San Francisco, California, for virtual reality training simulation software; and

WHEREAS, At the time the original contract was awarded, the total five-year cost was not expected to exceed the \$250,000 threshold that would require approval from the Board of Trustees; and

WHEREAS, Additional Mursion software modules are being requested to address an increased classroom need; and

WHEREAS, Board approval is required for contract change orders related to contract awards that were initially approved by the president, where the contract spend will exceed \$250,000; and

WHEREAS, 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 FY23 operating budget; 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 to \$115,000 annually, to address a request for additional Mursion software modules.

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:  
June 22, 2022

**AWARD OF CONTRACT,  
SAFETY AND SECURITY CAMERA EQUIPMENT AND SERVICES, BID E522-013**

**BACKGROUND**

Request:	Safety and security camera equipment and services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	e522-013
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and interim chief information officer are requesting an award of contract to purchase additional safety and security camera equipment and services. On June 19, 2017, the Board of Trustees approved a five-year award of contract under resolution 17-06-067, to purchase network-based Mobotix digital camera equipment with a lifecycle program that included ongoing support services.</p> <p>The new equipment will allow the College to expand security camera coverage and any required maintenance to current and future campus renovations, which include the Takoma Park/Silver Spring Campus East Garage, the Catherine and Isiah Leggett Math and Science Building, and East County projects.</p> <p>The College will also have the ability to continue monitoring its environment through the network system; ensure the personal safety of students, faculty, staff, and visitors; protect College property and assets; and deter crime.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
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 planned and budgeted in the FY23 capital budgets.
Estimated Annual Dollar Amount:	\$400,000
Vendor Name:	Vision Technologies, Inc.
Vendor Address:	530 McCormick Drive, Suite G Glen Burnie, Maryland 21061
Minority Status:	Non-minority
Term of Contract:	One year, with four one-year renewal options

### RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract to Vision Technologies, Inc., of Glen Burnie, Maryland, for safety and security camera equipment and services, for a not-to-exceed amount of \$400,000.

It is further recommended that the contract be renewed for four additional one-year renewals as long as service is satisfactory, funds are available, and renewals are in the best interest of the College. The total, five-year estimated contract award amount shall not exceed \$2,000,000.

### BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

### RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

### RESOURCE PERSONS

Mr. Johnson

Ms. Miller

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Award of Contract, Safety and Security Camera Equipment and Services, Bid e522-013**

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WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting an award of contract to purchase additional safety and security camera equipment and services; and

WHEREAS, On June 19, 2017, the Board of Trustees approved a five-year award of contract under resolution 17-06-067, to purchase network-based Mobotix digital camera equipment with a lifecycle program that included ongoing support services; and

WHEREAS, Current technology of safety and security cameras collegewide needs to be maintained, updated, and expanded, as new buildings come online, and existing equipment breaks down or becomes obsolete; 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 FY23 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on April 4, 2022, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 58 firms downloaded the request for proposal, and three responses were virtually received, read aloud, and recorded, beginning at 3:00 p.m. on April 25, 2022; and

WHEREAS, Upon evaluation of all submitted vendor proposals by appropriate College staff, it was determined that the proposal submitted by Vision Technologies of Glen Burnie, Maryland, was 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 approve a one-year award of contract to Vision Technologies of Glen Burnie, Maryland, for the purchase of safety and security camera equipment, for a total not-to-exceed amount of \$400,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as services are satisfactory, funds are available, and renewals are in the best interest of the College, where the total five-year award shall not exceed \$2,000,000; 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:  
June 22, 2022

**AWARD OF CONTRACT,  
MANNAKEE BUILDING ELECTRICAL INFRASTRUCTURE UPGRADE,  
ROCKVILLE CAMPUS, BID 622-009**

**BACKGROUND**

Request:	Mannakee Building electrical infrastructure upgrade
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	622-009
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the upgrade of the Mannakee Building electrical infrastructure.</p> <p>The electrical infrastructure is being upgraded to support the new HVAC system, and will include replacing all original power distribution system equipment located in the building, replacing the existing generator as well as the automatic transfer switch. Additionally, new electrical closets will be constructed on the second and third floors, and will become dedicated IT closets.</p> <p>Due to the current long lead times in the supply chain for electrical components, it is anticipated that this project will be completed in the summer of 2023.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY23 Planned Lifecycle Asset Replacement budget.
Dollar Amount:	\$1,104,714
Vendor Name:	Amber Enterprises Incorporated
Vendor Address:	4917 Edgewood Road College Park, Maryland 20740
Minority Status:	Yes
Term of Contract:	One-time purchase

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an award of contract to Amber Enterprises Incorporated, of College Park, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the Mannakee Building electrical infrastructure upgrade, for a one-time purchase in the amount of \$1,104,714.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Mr. Mills  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Award of Contract, Mannakee Building Electrical Infrastructure Upgrade,  
Rockville Campus, Bid 622-009**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the Rockville Campus Mannakee Building electrical infrastructure upgrade; and

WHEREAS, The electrical infrastructure is being upgraded to support the newly installed HVAC system, replace all original power distribution system equipment, replace the existing generator as well as the automatic transfer switch; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was publicly advertised on May 3, 2022, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 37 companies downloaded the solicitation from the procurement website; and on May 24, 2022, two responses were received, recorded and read by 2:00 p.m. local time by the procurement staff; and

WHEREAS, Following the evaluation of the price proposals and completion of reference checks, it was determined that Amber Enterprises Incorporated, of College Park, Maryland, submitted the lowest base-bid price of \$1,104,714, and met all College specifications; and

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

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

Resolved, That the Board of Trustees approves an award of contract to Amber Enterprises Incorporated, of College Park, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the Rockville Campus Mannakee Building electrical infrastructure upgrade, for a one-time purchase in the amount of \$1,104,714; 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:  
June 22, 2022

**AWARD OF CONTRACT  
SIDEWALK REPLACEMENT, ROCKVILLE CAMPUS, BID 622-010**

**BACKGROUND**

Request:	Replacement of the sidewalk located between the Humanities and Macklin Tower buildings on the Rockville Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	622-010
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the replacement of the sidewalk located between the Humanities and Macklin Tower buildings on the Rockville Campus.</p> <p>The sidewalk is in poor condition with potential hazards that need to be addressed. Replacing the sidewalk will allow access to repair the foundation wall that is currently leaking, regrade and build a ramp to address American with Disabilities Act (ADA) requirements, and improve drainage in the area.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY23 capital budget.
Dollar Amount:	\$988,400
Vendor Name:	Winmar, Inc.
Vendor Address:	1010 Wisconsin Avenue NW Washington, DC 20007
Minority Status:	Yes
Term of Contract:	One-time purchase

**RECOMMENDATION**

It is recommended that the Board of Trustees, approve an award of contract to Winmar, Inc. of Washington, D.C., including all necessary materials, labor, equipment, supervision, bonds and



insurance, for the replacement of the sidewalk in between the Humanities and Macklin Tower buildings located on the Rockville Campus, for a one-time purchase in the amount of \$988,400.

BACKUP INFORMATION

Board Resolution  
Bid Summary (Board Members Only)  
Bidders List (Board Members Only)  
Tree Easement and Declaration of Covenants for the Rockville Campus

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:  
June 22, 2022

**Subject: Award of Contract, Sidewalk Replacement, Rockville Campus,  
Bid 622-010**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the replacement of the sidewalk in between the Humanities and Macklin Tower buildings located on the Rockville Campus; and

WHEREAS, The existing sidewalk is in poor condition with potential hazards that need to be addressed; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal was publicly advertised on May 5, 2022, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 32 companies downloaded the solicitation from the Procurement website; and on April 23, 2022, five responses, including two vendors that were deemed not qualified and one vendor who was deemed non-responsive, were received, recorded and read aloud by the Montgomery College Procurement Department at 2:00 p.m. local time; and

WHEREAS, Following the evaluation of price proposals and the completion of reference checks, it was determined that Winmar, Inc. of Washington, D.C., submitted the lowest base-bid price of \$988,400 and met all College specifications; and

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

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

Resolved, That the Board of Trustees approves an award of contract to Winmar, Inc. of Washington, D.C., including all necessary materials, labor, equipment, supervision, bonds and insurance, for the replacement of the sidewalk located in between the Humanities and Macklin Tower buildings on the Rockville Campus, for a one-time purchase in the amount of \$988,400; 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:  
June 22, 2022

**SOLE SOURCE AWARD OF CONTRACT, CONTINUATION  
OF BANNER ENTERPRISE RESOURCE PLANNING SOFTWARE MAINTENANCE  
AND RELATED SUPPORT SERVICES**

**BACKGROUND**

Request:	Continuation of Banner Enterprise Resource Planning (ERP) software maintenance and related support services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and 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 Banner Enterprise Resource (ERP) Planning software maintenance and related support services.</p> <p>During its June 25, 2018, meeting, the Board of Trustees approved the sole source award of contract for the continuation of maintenance and related support services for Banner enterprise software under resolution 18-06-077.</p> <p>This approval expires on June 30, 2022.</p> <p>As the Workday implementation for human capital management and financial and payroll systems has been completed, the corresponding modules will be removed from the Ellucian support contract renewal; however, there is an ongoing need for Ellucian Banner support for the College's Student Information System. The current Banner 9 upgrade implementation will also be supported.</p> <p>If the continuation of this contract is not approved, student success initiatives including admissions, retention, registration, and financial aid awarding will be negatively impacted.</p>
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.

Certification:	The director of procurement affirms that Ellucian is the only contractor that can provide software maintenance and support services necessary to maintain the Banner system, due to its proprietary nature. The chief business/financial strategy officer certifies that planned funds are available in the FY23 operating budget.
Annual Dollar Amount:	\$850,000
Vendor Name:	Ellucian, Inc.
Vendor Address:	4 Country View Road Malvern, Pennsylvania 19355
Minority Status:	Non-minority
Term of Contract:	One year, with four additional one-year renewal options.

### RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award or contract for the continuation of the Banner Enterprise Resource (ERP) Planning software maintenance and related support services to Ellucian, Inc., of Malvern, Pennsylvania, for a total not-to-exceed amount of \$850,000.

It is further recommended that the contract be renewed for four additional one-year terms, as long as service is satisfactory, funds are available, and renewals are in the best interest of the College. The total five-year contract award amount shall not exceed \$4,250,000.

### BACKUP INFORMATION

Board Resolution

### RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

### RESOURCE PERSONS

Mr. Johnson

Ms. Miller

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Sole Source Award of Contract, Continuation of Banner Enterprise Resource Planning Software Maintenance and Related Support Services**

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WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting the continuation of Banner Enterprise Resource Planning (ERP) software maintenance and related support services; and

WHEREAS, The Board of Trustees approved a sole source award of contract during its June 25, 2018, meeting for the continuation of maintenance and related support services for Banner enterprise software under resolution 18-06-077; and

WHEREAS, Further continuation of Banner ERP software maintenance and related support services are needed to support the College's longstanding student information system; and

WHEREAS, The director of procurement affirms that Ellucian, Inc., of Malvern, Pennsylvania, is the only company that can provide software maintenance and support services necessary to maintain the Banner system, due to its proprietary nature, and the chief business/financial strategy officer certifies that planned funds are available in the FY23 operating budget; and

WHEREAS, Board of Trustees approval is required for sole source awards of contract valued over \$100,000; and

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

Resolved, That the Board of Trustees approves a one-year, sole source award of contract for the continuation of the Banner Enterprise Resource Planning software maintenance and related support services to Ellucian, Inc., of Malvern, Pennsylvania, for a not-to-exceed amount of \$850,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as the software and service are satisfactory, funds are available, and renewals are in the best interest of the College, with a total, five-year contract award not-to-exceed amount of \$4,250,000; 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:  
June 22, 2022

**SOLE SOURCE AWARD OF CONTRACT FOR THE  
CONTINUATION OF WELLNESS AT WORK PROGRAM**

BACKGROUND

Request:	Continuation of Wellness at Work Program Partnership with Holy Cross Health
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Human Resources and Strategic Talent Management
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of human resources and strategic talent management are requesting a sole source award of contract for the continuation of the Wellness at Work program. In June 2016, the Board of Trustees approved a three-year, sole source partnership with Holy Cross Health for a Wellness at Work program for College employees and retirees under resolutions 16-06-099, and again during its June 30, 2019 meeting under resolution 19-06-082.</p> <p>Due to the overall success of the Wellness to Work program, along with numerous benefits it has provided, the College would like to build on that success, and extend the partnership for three additional years. Benefits include organized exercise programs, on-site and Holy Cross Health-based health screenings, and annual flu shots. This program also provides Montgomery College student internship opportunities with Holy Cross Health. The current partnership will expire June 30, 2022.</p>
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that the College has a collaboration agreement in place with Holy Cross Health, which builds upon the original memorandum of understanding established in December 2008 between the two entities, and the chief business/financial strategy officer certifies that planned funds are available in the FY23 operating budget.
Annual Dollar Amount:	\$40,493
Vendor Name:	Holy Cross Health
Vendor Address:	1500 Forest Glen Road Silver Spring, Maryland 20910

Minority Status:	Non-minority
Term of Contract:	One year, with two one-year renewal options

#### RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year sole source award of contract for the continuation of the College's Wellness at Work program partnership with Holy Cross Health of Silver Spring, Maryland, starting July 1, 2022, for a total not-to-exceed amount of \$40,493.

It is further recommended that program be renewed for two additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and in the best interest of the College. The total three-year not-to-exceed amount is \$121,479.

#### BACKUP INFORMATION

Board Resolution

#### RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

#### RESOURCE PERSONS

Mr. Johnson  
Ms. Leitch Walker

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

Resolution Number:

Adopted on:

Agenda Item Number:

June 22, 2022

**Subject: Sole Source Award of Contract for the Continuation of the Wellness at Work Program**

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WHEREAS, The senior vice president for administrative and fiscal services and vice president of human resources and strategic talent management are requesting a sole source award of contract for the continuation of the Wellness at Work program partnership with Holy Cross Health; and

WHEREAS, In June 2016, the Board of Trustees approved a three-year sole source partnership with Holy Cross Health for a Wellness at Work program for College employees and retirees under resolutions 16-06-099, and again during its June 30, 2019 meeting under resolution 19-06-082; and

WHEREAS, The Wellness at Work program fosters a healthier and more productive Montgomery College workforce and College community through a strategic partnership with Holy Cross Health by enhancing and expanding the availability of health promotion and wellness interventions; and

WHEREAS, The director of procurement affirms that aspects of the existing collaboration agreement and memorandum of understanding between the College and Holy Cross Health, which includes building healthy communities in Montgomery County, promoting mutually beneficial priorities that enhance both organizations, and relationship development, continue to support the sole source request for Wellness at Work program services; and

WHEREAS, The chief business/financial strategy officer certifies that planned funds are available in the FY23 operating budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

WHEREAS, Board 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 a sole source award of contract for the continuation of the Wellness at Work program partnership be awarded to Holy Cross Health of Silver Spring, Maryland, for a one-year term beginning July 1, 2022, with a not-to-exceed amount of \$40,493; and be it further

Resolved, That the contract be renewed for two additional one-year periods, as long as service is needed and satisfactory, funds are available, and it is 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:  
June 22, 2022

**AMENDMENT TO AWARD OF CONTRACT FOR THE  
CONTINUATION OF SERVICE OF STUDENT SUCCESS TRACKING SOFTWARE LICENSE**

**BACKGROUND**

Request:	Continuation of license agreement to use the Starfish advising and student success software system
Office/SVP Originating Request:	Senior Vice President for Student Affairs and Interim Chief Information Officer
Award Type:	Continuation of Award of Contract
Bid Number:	NA
Explanation of Request:	<p>The senior vice president for student affairs and interim chief information officer are requesting an amendment to the award of contract to continue utilizing the Starfish advising and student success software system. During its June 18, 2012, meeting, the Board of Trustees approved the Starfish advising and student success software system under resolution 12-06-048, and approved an extension of this contract for five additional years during its June 19, 2017, meeting under resolution 17-06-071.</p> <p>The Starfish software is used to organize and track student academic progress; comply with the College and Career Readiness and College Completion Act of 2013 (CCRCCA), and enable the College to help students navigate more successfully to completion of their academic goals. This software also allows students to sign up for appointments with course instructors, counselors, and advisors; view support networks; obtain electronic referrals and other important time sensitive messages; and view and follow educational plans to completion. Continuing the Starfish software license also ensures that the College remains in compliance with CCRCCA. It is requested that continued use of this software license be granted for three additional years.</p>
Reason Being Brought to Board:	Board approval is required for all sole source procurements valued over \$100,000.

Certification:	The director of procurement certifies that the Starfish advising and student success software can only be obtained from EAB Global, Inc. and the chief business/financial strategy officer certifies that planned funds are available in the FY23 operating budget.
Annual Dollar Amount:	Year one: \$245,140
Vendor Name:	EAB Global Inc. (Formerly Hobsons, Inc./Starfish Retention Solutions)
Vendor Address:	2445 M. Street NW Washington, D.C. 20037
Minority Status:	Non-minority
Contract term:	One year, with two one-year renewal options

### RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for the continuation of the Starfish advising and student success software system to EAB Global, Inc. of Washington, D.C., for an annual, not-to-exceed amount of \$245,140.

It is further recommended that the contract be renewed for two additional one-year terms, as long as service is satisfactory, funds are available, and renewals are in the best interest of the College. The total, three-year estimated contract award amount shall not exceed \$760,000.

### BACKUP INFORMATION

Board Resolution

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

### RESOURCE PERSONS

Mr. Johnson  
Ms. Miller

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Amendment to Award of Contract for the Continuation of Service of Student Success Tracking Software License**

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WHEREAS, The senior vice president for student affairs and interim chief information officer are requesting the continued use of the Starfish advising and student success software system; and

WHEREAS, The Starfish service tracking software is used to organize and track student academic progress, comply with the College and Career Readiness and College Completion Act of 2013, and enable the College to help students navigate more successfully to completion of their academic goals; and

WHEREAS, The Board of Trustees awarded a competitive contract to Starfish Retention Solutions for purchase of an advising and student success software system on June 18, 2012, under resolution 12-06-048, and approved the subsequent continuation of the use of this software for five years during its June 17, 2017a meeting, under resolution 17-06-071; and

WHEREAS, Continuing the Starfish software license further help students navigate more successfully to completion of their academic goals, and ensures that the College remains in compliance with the College and Career Readiness and College Completion Act; and

WHEREAS, Board approval is required for sole source awards of contract valued over \$100,000; and

WHEREAS, The director of procurement certifies that the Starfish advising and student success software can only be obtained from EAB Global, Inc. of Washington, D.C., and the chief business/financial strategy officer certifies that planned funds are available in the FY23 operating budget; and

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

Resolved, That the amendment to the award of contract for continued use of the Starfish software system to EAB Global, Inc. of Washington, D.C., be approved for one year, for an annual, not-to-exceed amount of \$245,140; and be it further

Resolved, That the contract be renewed for two additional one-year terms, as long as the software and service is satisfactory, funds are available, and renewals are in the best interest of the College, with the total three-year estimated contract award not to exceed \$760,000; 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:  
June 22, 2022

**FY22 CAPITAL BUDGET FUND TRANSFER, PLANNING, DESIGN, AND CONSTRUCTION  
PROJECT TO THE FACILITIES PLANNING PROJECT**

**BACKGROUND**

Request:	To authorize a fund transfer from the Planning, Design, and Construction Project to the Facilities Planning 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:	The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a fund transfer from the Planning, Design, and Construction Project to the Facilities Planning Project. 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% of the total appropriation. There is additional funding available in the Planning, Design, and Construction Project due to unfilled vacancies. The additional funding is needed in the Facilities Planning Project to fund the Facilities Master Plan effort. 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:	\$600,000
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 of \$600,000 from the Planning, Design, and Construction Project to the Facilities Planning 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:  
June 22, 2022

**Subject: FY22 Capital Budget Fund Transfer, Planning, Design, and Construction  
Project to the Facilities Planning Project**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a fund transfer from the Planning, Design, and Construction Project to the Facilities Planning Project; and

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% from any one College project to projects within the College's capital budget; and

WHEREAS, The addition of funds to the Facilities Planning Project will be used for the facilities master plan undertaking; and

WHEREAS, Funds totaling \$600,000 are available in the FY22 capital budget Planning, Design, and Construction 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 and also certifies that the amount to be transferred, \$600,000, is within the 10% limit; and

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

Resolved, That \$600,000 be transferred from the Planning, Design, and Construction Project to the Facilities Planning Project in the FY22 capital budget; and be it further

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

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

Agenda Item Number:  
June 22, 2022

**FINAL ADOPTION OF THE FY23 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS**

**BACKGROUND**

On January 26, 2022, the Board of Trustees adopted a budget in the amount of, \$274,009,984 for the current fund under resolution 22-01-035. The Board also approved \$20,286,957 for the Workforce Development & Continuing Education (WDCE) Fund and \$1,823,008 for the Auxiliary Enterprises Fund for a total of \$22,109,965 for these special funds. These special fund totals remain as adopted and no further changes are necessary to the Board's original authorization. The current fund budget amount was increased by \$500,000 to \$274,509,984 due to action by the Montgomery County Council.

This budget is fiscally prudent, advances affordability, and protects the employees who do the hard work to empower students to change their lives. The economic terms of our employee agreements reflect our commitment to provide fair and sustainable wages. We are grateful to our employees for their commitment to our students and to fiscal sustainability.

County funding to the College increased \$2,500,000 or 1.7% from the previous year. This amount will partially fund an East County Education Center. The Board of Trustees approved no change to the credit tuition rate for in county, in state, and out-of-state student residents during its April 18, 2022, meeting under resolution 22-04-068. The total state aid funding for FY23 is \$66,059,823, which includes the operating budget and Workforce Development and Continuing Education (WDCE) budget, and is \$13,553,374 higher than the amount budgeted for the College in FY22. The FY23 budget includes the use of fund balance of \$10,644,763. The amount of fund balance utilized is greater than the adopted budget due to a reduction of \$5,061,000 in the county contribution. The Auxiliary Fund is contributing \$250,000 to support the current fund as a non-mandatory transfer.

The FY23 current fund budget expenditures are \$9,805,000 higher than the prior year. The increase in expenditures is due to providing sustainable compensation increases, adding funding for the East County Educational Center, and contractual and operational escalations in projected expenditures.

The Other Funds (Cable TV Fund; County Funded Grant; Federal, State and Private Grants and Contracts; Emergency Plant Maintenance and Repair 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.

**RECOMMENDATION**

It is recommended that the Board re-adopt these FY23 fund budgets as presented in the attached

and authorize the president to implement the budgets as approved by county council funding actions on May 26, 2022.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney



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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Final Adoption of the FY23 Current, Enterprise, and Other Funds Budgets**

WHEREAS, The Board of Trustees adopted the College's FY23 operating budget on January 26, 2022, under resolution 22-01-035; and

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

WHEREAS, The Montgomery County Council considered the budget in work sessions during May 2022, and approved \$274,509,984 for the current fund, and \$22,109,965 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 funded \$2,500,000 to partially fund the East County Education Center; and

WHEREAS, The Montgomery County Council has approved the College's FY23 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$274,509,984; and

WHEREAS, The Montgomery County Council granted the expenditure authority for the special funds as follows: Workforce Development and Continuing Education (WDCE) Fund of \$20,286,957; and Auxiliary Enterprises Fund of \$1,823,008; and

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

Resolved, That the Board of Trustees hereby re-adopts the FY23 College current fund operating budget in the amount of \$274,509,984, Workforce Development & Continuing Education (WDCE) Fund in the amount of \$20,286,957, the Auxiliary Enterprises Fund in the amount of \$1,823,008; and be it further

Resolved, That the functional totals for the FY23 current fund operating budget will be in the amounts listed in the following table:

		<b>Current Fund</b>	<b>Special</b>
10	Instruction	\$ 88,710,114	\$ 13,319,985
40	Academic Support	\$ 45,872,202	\$ 3,235,190
50	Student Services	\$ 35,363,749	\$ 2,721,400
60	Operations & Maintenance of Plant	\$ 47,832,562	\$ 1,010,382
70	Institutional Support	\$ 50,342,211	0
80	Scholarships & Fellowships	\$ 6,389,146	0
	Auxiliary Expenditures	0	\$ 1,823,008
<b>Total</b>		<b>\$ 274,509,984</b>	<b>\$ 22,109,965</b>

and; be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's current fund operating budget during FY23 are in the amounts listed in the table below :

	<b>Current Fund</b>	<b>Special</b>
County Contribution	\$ 148,149,696	0
State Aid	\$ 55,636,880	\$ 10,422,943
Tuition and Fees	\$ 58,406,696	\$ 8,851,352
Miscellaneous	\$ 1,921,949	\$ 1,406,270
Fund Balance	\$ 10,644,763	\$ 1,179,400
Net Transfers	\$ (250,000)	\$ 250,000
<b>Total</b>	<b>\$ 274,509,984</b>	<b>\$ 22,109,965</b>

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

Agenda Item Number:  
June 22, 2022

**FINAL ADOPTION OF THE FY23 COLLEGE CAPITAL BUDGET**

**BACKGROUND**

On May 26, 2022, the Montgomery County Council approved the College's FY23 capital budget by appropriating \$39,622,000 to fund 18 projects. The council's approved budget (council resolution 19-1278) includes the following:

<b>Project (in '000's)</b>	<b>College's FY23 Request</b>	<b>County Council Final Action</b>
ADA Compliance	\$ 75	\$ 75
Capital Renewal	1,000	1,000
Collegewide Central Plant & Distribution Systems	1,000	1,937
Collegewide Library Renovations	9,020	9,020
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	270
Instructional Furniture & Equipment	270	270
Planned Life-Cycle Asset Replacement	4,000	4,000
Planning, Design & Construction	1,900	1,900
Roof Replacement	500	500
Site Improvements	700	700
Information Technology	9,250	9,250
Network Infrastructure and Server Operations	4,100	4,100
Student Learning Support Systems	1,700	1,700
Rockville Student Services Center	-	(2,900)
TP/SS Math & Science Building	-	5,800
<b>Grand Total</b>	<b>\$ 35,785</b>	<b>\$ 39,622</b>

The approved FY23 capital budget provides \$5,800,000 (state funding of \$2,900,000, and county funding of \$2,900,000) for additional escalation related to the Takoma Park/Silver Spring (TP/SS) Leggett Math and Science Building construction. To create capacity within the capital budget, the College offered a fund transfer from the Rockville Student Services Center to fund the county's share of the additional escalation for the TP/SS Math and Science Building project. Additionally, the TP/SS Resource Center Library renovation was approved for FY23 funding of \$9,020,000 (state funding \$5,035,000, and county funding \$3,985,000).

The College was also awarded additional funding from the state in the amount of \$937,000 for

the facilities renewal grant funding, which will be used to replace a portion of distribution piping on the Rockville Campus.

In addition, a new project was added at the County Executive's request for an East County Campus. The county has recommended funding of \$500,000 in FY24, and the state has also preauthorized \$2 million in FY24. There are two stages for this project, the first is for an East County Education Center that will create a College presence in this underserved community. The second is to begin the process to plan for a fourth campus in the east county.

The College self-funded one project within the FY23 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.

#### RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY23 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

Mr. Collette

#### RESOURCE PERSON

Mr. Mills

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Final Adoption of the FY23 College Capital Budget**

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WHEREAS, On November 15, 2022, by Board Resolution 22-11-026, the Board of Trustees adopted the FY23 College capital budget; and

WHEREAS, On December 13, 2022, by Board resolution 22-12-032, the Board of Trustees approved an amendment to the six-year FY23–28 capital improvement program, at the request of the county executive to include planning, and pursuit of an education center, and subsequently a fourth campus in the East County; and

WHEREAS, On May 26, 2022, by council resolution 19-1278, the Montgomery County Council approved the College's FY23–28 capital improvements program and approved the FY23 capital budget with new appropriations totaling \$39,622,000 to fund 18 projects; and

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

Resolved, That the Board of Trustees adopts the FY23 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 19-1278.

MONTGOMERY COLLEGE  
FY23 Capital Budget  
Other Approved Projects (No Funds Requested in FY23)

**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 (FY23-28):**

Germantown Student Services Center

**Deleted outyear projects (FY23-28):**

N/A

**Projects pending close out:**

N/A

**Projects closed out as of July 1, 2022:**

Collegewide Road/Parking Lot Repairs and Replacements

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

Agenda Item Number:  
June 22, 2022

**PETITION FOR FY23 STATE FUNDING, RESOURCE CENTER LIBRARY,  
TAKOMA PARK/SILVER SPRING CAMPUS**

**BACKGROUND**

On May 26, 2022, the Montgomery County Council appropriated the College's FY23 capital budget, including funds for one state-assisted project, the Takoma Park/Silver Spring Resource Center Library construction, and furniture and equipment. The 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 at the end of this resolution. The FY23 appropriation for the Takoma Park/Silver Spring Resource Center Library construction, and furniture and equipment is \$9,020,000 (\$3,985,000 in county aid and \$5,035,000 through state support). The overall project cost (including design) is \$10,070,000 split 50/50 between the county and the state. The College must petition the state for funds from the community college construction grants program.

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 FY23 bond bill. With the Board's 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 FY23. At this time, the economic impact resulting from the COVID-19 public health crisis on state's, the county's, 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 \$5,035,000 for the furniture and equipment of the Takoma Park/Silver Spring Resource Center Library project.

**BACKUP INFORMATION**

Board Resolution  
County Council Resolution  
Project Description Form

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Mills



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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Proposal to Construct a Public Junior/Community College or Additions  
Thereeto, Takoma Park/Silver Spring Resource Center Library Construction, and  
Furniture and Equipment**

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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 the construction, furniture and equipment of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$5,035,000 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, furniture and equipment of the Resource Center Library 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 FY23 State of Maryland capital budget by the 2022 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 \$5,035,000, 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

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By: County Council

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**SUBJECT:** Petition for state grant of \$5,035,000 for the construction, furniture and equipment of the Resource Center Library 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 county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC).
3. The Board of Trustees of Montgomery Community College proposes undertaking the construction, furniture, and equipment of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board of Trustees, the Board requests the county council to petition the Maryland Higher Education Commission (MHEC) for a grant of \$5,035,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY23 capital budget for Montgomery College, the Board of Trustees proposed undertaking the construction, furniture, and equipment of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College. On May 26, 2022, the county council approved \$9,020,000 for this project, contingent on the receipt of \$5,035,000 from the state in FY23. The College only needs to petition the state for funds from the community college construction grants program.
5. In April 2022, the state General Assembly and the Governor approved the FY23 state of Maryland capital budget, which included \$5,035,000 for the construction, furniture, and equipment for the Resource Center Library 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

Petition for State Grant of \$5,035,000

Page 2 of 2

file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC). 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 2022 session of the General Assembly of the FY23 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission (MHEC) for a grant of \$5,035,000 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, furniture and equipment of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College, and the county council has not already agreed to 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.

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Megan Davey Limarzi, Esq.  
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. **xx-xx-xxxx**  
Collegewide Library Renovations Project PDF #P661901



## Collegewide Library Renovations (P661901)

<b>Category</b>	Montgomery College	<b>Date Last Modified</b>	05/03/22
<b>SubCategory</b>	Higher Education	<b>Administering Agency</b>	Montgomery College
<b>Planning Area</b>	Courtyards	<b>Status</b>	Planning Stage

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
<b>EXPENDITURE SCHEDULE (\$000s)</b>											
Planning, Design and Supervision	4,946	-	1,050	3,896	-	2,292	1,604	-	-	-	-
Construction	25,706	-	-	25,706	2,016	6,036	15,654	2,000	-	-	-
Other	3,212	-	-	3,212	484	484	-	2,244	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>33,864</b>	<b>-</b>	<b>1,050</b>	<b>32,814</b>	<b>2,500</b>	<b>8,812</b>	<b>17,258</b>	<b>4,244</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>FUNDING SCHEDULE (\$000s)</b>											
G.O. Bonds	16,932	-	1,050	15,882	725	4,406	8,629	2,122	-	-	-
State Aid	16,932	-	-	16,932	1,775	4,406	8,629	2,122	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>33,864</b>	<b>-</b>	<b>1,050</b>	<b>32,814</b>	<b>2,500</b>	<b>8,812</b>	<b>17,258</b>	<b>4,244</b>	<b>-</b>	<b>-</b>	<b>-</b>

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 23 Request	9,020	Year First Appropriation	FY20
Appropriation FY 24 Request	3,896	Last FY's Cost Estimate	25,216
Cumulative Appropriation	1,050		
Expenditure / Encumbrances	908		
Unencumbered Balance	142		

### PROJECT DESCRIPTION

This project provides funding for the renovation of the libraries on two of Montgomery College's campuses, specifically the Rockville Macklin Tower Building, and the Takoma Park/Silver Spring Resource Center. An architecture firm has developed conceptual designs for the two campus libraries, and has identified improvements required to support organizational and service changes, and to modernize the libraries. The main library floors will be hubs of academic life at Montgomery College: dynamic spaces that will be student-centered, technology and service-driven, and will foster innovation. The upper floors will provide students with comfortable and quiet study spaces and smaller, curated collections to support their academic and career goals. Additional goals of this project is to meet the variety of student needs including group study, individual study, and silent study.

### LOCATION

Takoma Park/Silver Spring and Rockville Campuses

### ESTIMATED SCHEDULE

A part I part 2 document was completed in FY21 for the Takoma Park/Silver Spring library renovation. Design will start in FY22, construction will begin in FY23, and continue in FY24, with completion in FY24. The Rockville library project design will begin in FY24, and construction, and FFE will be requested in FY25, and FY26.

### COST CHANGE

The Rockville Library project has 4 percent state allowable cost escalation included.

### PROJECT JUSTIFICATION

The Takoma Park/Silver Spring Resource Center was constructed in 1978, and is 41 years old. The Rockville Macklin Tower Building was constructed in 1971 and is 48 years old. These two buildings are outdated, space and service configuration is insufficient, employee workspaces are inadequate to promote collaboration with colleagues, as well as, support student success. In FY16, the Montgomery College Libraries had nearly 670,000 visitors, and ethnographic studies have shown that libraries are one of the places at Montgomery College where students can escape from work and family obligations to get homework and studying done. In addition, Montgomery College's libraries provide students access to technology to be successful in their coursework. In FY16, the Montgomery College library's computers, laptops, and tablets were used approximately 200,000 times by nearly 18,000 unique users. Providing computers, laptops, tablets, software, scanners, internet, and accessible software programs improves college affordability for students who wouldn't otherwise be able to afford those tools. The Montgomery College Libraries increasingly support educational excellence by embedding librarians and information literacy into classes with 7,600 students taught. Other relevant studies and plans include the Libraries Master Plan (2015), Montgomery College Libraries' Ethnographic Studies 2013-2016 (2016), Collegewide Facilities Master Plan Update (6/18), Libraries Planning Study (6/17), and Libraries Planning Study Germantown Addendum (9/17), and Montgomery College 2025 Strategic Plan.

### OTHER

FY23 Appropriation: Total \$9,020,000 (\$3,985,000 (GO Bonds); and \$5,035,000 (State Aid)). FY24 Appropriation: Total \$3,896,000 (\$1,948,000 (GO Bonds);

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and \$1,948,000 (State Aid)).

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**FISCAL NOTE**

\$650,000 transferred from Planning, Design, and Construction project (906605) to Collegewide Library Renovations project (661901) in the FY21-26 CIP (BOT Resolution 21-06-069 adopted on 6/21/2021).

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**DISCLOSURES**

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.

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

Agenda Item Number:  
June 22, 2022

**PETITION FOR FY23 STATE FUNDING, LEGGETT MATH AND SCIENCE BUILDING,  
TAKOMA PARK/SILVER SPRING CAMPUS**

**BACKGROUND**

On May 26, 2022, the Montgomery County Council appropriated the College's FY23 capital budget, including funds for one state-assisted project, the Takoma Park/Silver Spring Leggett Math and Science Building construction. The 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 FY23 appropriation for the Takoma Park/Silver Spring Leggett Math and Science Building construction is \$5,800,000 (\$2,900,000 in county aid and \$2,900,000 through state support). The College must petition the state for funds from the community college construction grants program.

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 FY23 bond bill. With the Board's 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 FY23. At this time, the economic impact resulting from the COVID-19 public health crisis on state's, county's, 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 \$2,900,000 for the construction of the Takoma Park/Silver Spring Leggett Math and Science Building project.

**BACKUP INFORMATION**

Board Resolution  
County Council Resolution  
Project Description Form

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

RESOURCE PERSON

Mr. Mills

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Proposal to Construct a Public Junior/Community College or Additions  
Thereeto, Takoma Park/Silver Spring Leggett Math and Science Building  
construction**

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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 the construction of the Leggett Math and Science Building project on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$2,900,000 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 Leggett Building Math and Science Building 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 FY23 State of Maryland capital budget by the 2022 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 \$2,900,000, 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

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By: County Council

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**SUBJECT:** Petition for state grant of \$2,900,000 for the construction of the Leggett Math and Science Building 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 county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC).
3. The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Leggett Math and Science Building project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board of Trustees, the Board requests the county council to petition the Maryland Higher Education Commission (MHEC) for a grant of \$2,900,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY23 capital budget for Montgomery College, the Board of Trustees proposed undertaking the construction of the Leggett Math and Science Building project on the Takoma Park/Silver Spring Campus of the College. On May 26, 2022, the county council approved \$5,800,000 for this project, contingent on the receipt of \$2,900,000 from the state in FY23. The College only needs to petition the state for funds from the community college construction grants program.
5. In April 2022, the state General Assembly and the Governor approved the FY23 state of Maryland capital budget, which included \$2,900,000 for the construction for the Leggett Math and Science Building 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

Petition for State Grant of \$2,900,000  
Page 2 of 2

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 (MHEC). 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 2022 session of the General Assembly of the FY23 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission (MHEC) for a grant of \$2,900,000 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 Leggett Math and Science Building project on the Takoma Park/Silver Spring Campus of the College, and the county council has not already agreed to 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.

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Megan Davey Limarzi, Esq.  
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. **xx-xx-xxxx**  
TPSS Math and Science Center Project PDF #P076607



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

<b>Category</b>	Montgomery College	<b>Date Last Modified</b>	05/10/22
<b>SubCategory</b>	Higher Education	<b>Administering Agency</b>	Montgomery College
<b>Planning Area</b>	Silver Spring and Vicinity	<b>Status</b>	Under Construction

	Total	Thru FY21	Est FY22	Total 6 Years	FY23	FY24	FY25	FY26	FY27	FY28	Beyond 6 Years
<b>EXPENDITURE SCHEDULE (\$000s)</b>											
Planning, Design and Supervision	10,276	7,868	2,408	-	-	-	-	-	-	-	-
Construction	80,526	35,058	19,196	26,282	26,282	-	-	-	-	-	-
Other	9,000	-	7,000	2,000	2,000	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>99,802</b>	<b>42,926</b>	<b>28,594</b>	<b>28,282</b>	<b>28,282</b>	-	-	-	-	-	-

<b>FUNDING SCHEDULE (\$000s)</b>											
G.O. Bonds	49,901	21,463	14,297	14,141	14,141	-	-	-	-	-	-
State Aid	49,901	21,463	14,297	14,141	14,141	-	-	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>99,802</b>	<b>42,926</b>	<b>28,594</b>	<b>28,282</b>	<b>28,282</b>	-	-	-	-	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 23 Request	2,900	Year First Appropriation	FY16
Appropriation FY 24 Request	-	Last FY's Cost Estimate	94,002
Cumulative Appropriation	96,902		
Expenditure / Encumbrances	80,531		
Unencumbered Balance	16,371		

### 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 Irish Leggett Math and Science Building.

### ESTIMATED SCHEDULE

Construction started in November 2019 and is expected to conclude in Summer 2023.

### COST CHANGE

Funds of \$2,900,000 were transferred from the Rockville Student Services Center project (P076604). The additional funds are needed to support increased escalation costs.

### 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 (2/21).

### OTHER

FY23 Appropriation: \$5,800,000; (\$2,900,000 (G.O. Bonds); \$2,900,000 (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 (\$71,342,000) 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:  
June 22, 2022

**COMPENSATION IN FISCAL YEAR 2023**

**BACKGROUND**

Each year during the spring, the Board acts on salary recommendations for non-bargaining associate and support staff, administrators, and department chairs subject to the availability of funds. Board action is necessary to authorize salary wage adjustments and establish the salary schedule, consistent with the approved FY23 operating budget, for non-bargaining associate and support staff, administrators, and department chairs 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 (AAUP), American Federation of State, County, and Municipal Employees (AFSCME), and Service Employees International Union (SEIU) bargaining units are established through the collective bargaining process.

Budget appropriation for compensation is based on projected resources for FY23. The County supports our compensation increases through the use of our fund balance.

**RECOMMENDATION**

The president recommends approval of the following resolutions:

1. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Wage Adjustment for FY23. 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 and one-half percent (3.5%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, effective July 1, 2022.
2. Salary Schedule for Bargaining and Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY23. This resolution outlines the pay schedule for all associate and support staff, administrators, and department chairs effective July 1, 2022. Because the existing grades 5, 7, and 9 (having no incumbents) are below the \$15 per hour minimum wage established by Montgomery County, they are being eliminated in the new FY23 salary schedule.
3. Special Recognition and Outstanding Service Awards for FY23. 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 FY23. 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. Bargaining and Non-Bargaining Associate and Support Staff Shift Differential for FY23.  
This resolution authorizes a shift differential of \$1.10 for hours actually worked for those associate and support staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

#### BACKUP INFORMATION

Board Resolutions (5)

#### RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

#### RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Non-bargaining Associate and Support Staff, Administrators and Department  
Chairs Salary Wage Adjustment for FY23**

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WHEREAS, Non-bargaining associate and support 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 associate and support staff employees who are not at the top of a salary grade are eligible for a salary wage adjustment up to three and one-half percent (3.5%) effective July 1, 2022; 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 and one-half percent (3.5%), effective July 1, 2022.

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Salary Schedule for Bargaining and Non-bargaining Associate  
and Support Staff, Administrators, and Department Chairs for**

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

WHEREAS, A review of market data concerning salary improvement was conducted during FY22 and a decision was made regarding the appropriateness to modify the College pay schedule for FY23; and

WHEREAS, The existing grades 5, 7, and 9 (having no incumbents) are below the \$15 per hour minimum wage established by Montgomery County; and

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

Resolved, That the current salary schedule, less grades 5, 7, and 9, effective July 1, 2022, for bargaining and non-bargaining associate and support staff, administrators, and department chairs be approved for FY23 as shown in the attachment.

Attachment

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

**FY23 Salary Schedule for  
Associate and Support Staff, Administrators, and Department Chairs**

<b>FY23 Salary Schedule-Non-bargaining and Bargaining Staff</b>						
<b>Effective July 1, 2022 for Non-bargaining Staff &amp; Effective July 1, 2022 for Bargaining Staff</b>						
	<b>Salary Structure (Annual)</b>			<b>Salary Structure (Hourly)</b>		
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
S1	\$162,600	\$223,600	\$284,600	\$78.17	\$107.50	\$136.83
41	\$141,370	\$194,398	\$247,425	\$67.97	\$93.46	\$118.95
39	\$122,993	\$169,102	\$215,212	\$59.13	\$81.30	\$103.47
37	\$106,926	\$147,036	\$187,147	\$51.41	\$70.69	\$89.97
35	\$93,001	\$127,876	\$162,752	\$44.71	\$61.48	\$78.25
33	\$80,945	\$111,300	\$141,654	\$38.92	\$53.51	\$68.10
31	\$74,445	\$96,768	\$119,091	\$35.79	\$46.52	\$57.26
29	\$67,639	\$87,942	\$108,244	\$32.52	\$42.28	\$52.04
27	\$61,529	\$79,977	\$98,424	\$29.58	\$38.45	\$47.32
25	\$55,907	\$72,657	\$89,407	\$26.88	\$34.93	\$42.98
23	\$50,847	\$66,091	\$81,334	\$24.45	\$31.77	\$39.10
21	\$46,219	\$60,063	\$73,907	\$22.22	\$28.88	\$35.53
19	\$43,659	\$54,573	\$65,488	\$20.99	\$26.24	\$31.48
17	\$40,473	\$50,591	\$60,709	\$19.46	\$24.32	\$29.19
15	\$37,459	\$46,823	\$56,188	\$18.01	\$22.51	\$27.01
13	\$34,703	\$43,379	\$52,055	\$16.68	\$20.86	\$25.03
11	\$32,120	\$40,150	\$48,180	\$15.44	\$19.30	\$23.16



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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Special Recognition and Outstanding Service Awards for FY23**

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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 FY23.

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Full-Time Faculty, Part-Time Faculty, and Staff Member of the Year Awards  
for FY23**

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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 FY23.

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Bargaining and Non-Bargaining Associate and Support Staff Shift Differential**

Resolved, That the Board of Trustees authorizes a shift differential of \$1.10 in FY23 for hours actually worked for those nonexempt, associate and support staff who are regularly scheduled to work more than 20 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number:  
June 22, 2022

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

**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 Montgomery College plan was adopted by the Board of Trustees in June 2021. The plan is a five-year action plan that the College is implementing over fiscal years 2021–2026.

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, the Commission 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, the Commission 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 2022. The Office of Equity and Inclusion 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, and access. Because of the importance of implementing this plan and producing measurable results, annual reports will be presented to the Board of Trustees for submission to MHEC.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report for fiscal year 2022 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  
Equity and Inclusion Roadmap for Success with Addendum I (July 1, 2021)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Ms. Wilder

BOARD OF TRUSTEES  
MONTGOMERY COLLEGE  
Rockville, Maryland

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: The Annual Progress Report of Cultural Diversity Plan and Annual Report**

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

WHEREAS, In July 2020, the Board of Trustees approved an Equity and Inclusion Roadmap for Success plan aligned with *Montgomery College 2025* to cover fiscal year 2020 through fiscal year 2025; and

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

WHEREAS, MHEC 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 Office of Equity and Inclusion has coordinated contributions from administrative offices and each campus in the development of the annual progress report; and

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

Resolved, That the attached Montgomery College Programs of Cultural Diversity Annual Progress Report 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 (MHEC).

# MONTGOMERY COLLEGE CULTURAL DIVERSITY REPORT



**ANNUAL PROGRESS REPORT**  
JULY 2022



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**Dr. Jermaine F. Williams**  
President

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**The Honorable Michael J. Knapp**  
Chair, Board of Trustees





## Montgomery College Annual Progress Report On Programs of the Cultural Diversity Plan

### **Section 1: A summary of the institution's Diversity, Equity, and Inclusion (DEI)-explicit initiatives or efforts for the following four populations:**

#### **Students**

The Student Affairs Division's Justice, Equity, Diversity, Inclusion (JEDI) group focused on several priorities supporting the College's equity and inclusion goals this past year. These included (1) College forms accessibility; (2) food insecurity/basic needs; (3) graduation clearance; (4) Presidential Scholars Program; and (5) training and development.

To address student basic needs security, the Student Health and Wellness Center for Success (SHaW Center) was awarded a \$970,000 federal grant to support students through its Social Resource Program. The funds will be used for a fully functioning food, clothing, and toiletries pantry on the Rockville Campus.

The Student Affairs JEDI group sponsored a "LGBTQIA+ Inclusivity on Campus" session during Equity Week focusing on identities and disambiguate terms. Eighty employees collegewide attended the event, which was recorded for other groups to view.

In support of disability and language inclusivity, the Office of Financial Aid implemented Dynamic Forms (electronic accessibility ADA compliant format) to increase access to documents required for College funding. The Office of Records and Registration also started the process for converting admissions and other forms to this platform. This will reduce the need for students to come to a campus office to complete simple processes, while still maintaining in-person services.

Student Affairs also partnered with the Capital Area Food Bank Mobile Markets to provide home delivery of food to students in the Presidential Scholars Program to foster equity and economic empowerment.

#### **Additional Diversity, Equity, and Inclusion activities included the following:**

- Inclusion by Design Summit 2022, counseling faculty presented "Know Your Resources, Disability Support Services (DSS) @ MC."
- Montgomery College's Social Justice Inclusive Leadership Institute held its third cohort in spring 2022, for students who are underrepresented in higher education and student participants earned \$500 scholarships.
- The College celebrated International Transgender Day of Visibility, which provided a platform for Pride + Club to promote their club mission, discuss transgender issues, and celebrate success.
- MC Votes initiatives assisted the student population in understanding how to register to vote, how to locate available voting resources, and how to determine their voting district, and how to contact their representatives.
- The Dream Alliance Club held a DREAM Act 10th Anniversary and Celebration to educate students on the immigrant population issues and success, the state of Maryland DREAM Act and how it affects the Hispanic/Latinx community
- The College held an Eid Celebration to commemorate the close of Ramadan for the College community and highlight the traditions of Muslims all over the world.

## Faculty–Academic Affairs

The Academic Affairs Division has been focused on several DEI efforts.

Montgomery Can Code is an equity and diversity initiative designed to bring high-tech skills, creative thinking, and career pathway guidance to Montgomery County Public Schools (MCPS) middle school students who are from less affluent or underresourced areas of the county. The program, a partnership of Montgomery College, MCPS, the Montgomery County Economic Development Corporation, the county government, and the Apple Corporation, enrolls MCPS middle school students who are eligible for Free and Reduced Meals. Since 2019, more than 3,000 students have participated in Montgomery Can Code summer camps and after school clubs. The new igniTe Hub at the Rockville Campus is an extension of Montgomery Can Code and its equity goals, bringing high-tech skills to the entire community, including MCPS students, Montgomery College students, adult learners, small businesses, and community members seeking to start businesses through app development.

The Montgomery College Criminal Justice Department is partnering with the Montgomery County Police Department to develop initiatives to support community-informed policing. The shared vision is to enhance police training and education in a way that will foster a supportive relationship between law enforcement entities and the greater Montgomery County community. This collaboration will address much-needed social issues concerning recruitment, hiring, and training practices.

Faculty conducted several workshops sponsored by the College's Office of E-Learning, Innovation, and Teaching Excellence (ELITE): the "Transforming Classrooms into Inclusive Spaces: Critical and Inclusive Pedagogies in the Community College Context"; the "Culturally and Linguistically Responsive Teaching" workshop; and the "Getting Started with Critical and Inclusive Pedagogies: Creating Classrooms for All" workshop.

The Universal Design Center (UDC), launched by ELITE, supports the College community by removing barriers in working and learning environments by using accessible information, communication technology, inclusive physical environments; and promoting inclusion, social justice, and cultural competence. The UDC offers a networked approach to support faculty and staff, including professional development, coaching, action research, and just-in-time web resources.

The College's academic coaching program, the Achieving the Promise Academy (ATPA), continues to support student success, especially for students historically marginalized and underserved in higher education. In FY22, more than 85 percent of students served by embedded academic coaches in historically challenging courses were students of color, primarily Black/African American and Latinx students. Seventy percent of those students earned grades of A, B, or C in their coursework. ATPA's student outreach campaign destigmatizes help-seeking behaviors, a significant barrier for historically minoritized, marginalized, and underserved student populations.

## Non-Faculty Staff

The Office of Advancement and Community Engagement (OACE) is prioritizing the fundraising for two student success initiatives serving Black/African American and Latinx students, with the goal of supporting the College in addressing academic equity. The Presidential Scholars Program (PSP) is open to students of all backgrounds who are committed to increasing representation of African American men in high-wage/high-demand careers. PSP, in its inaugural year, provided financial and academic support as well as mentoring to 18 students. To date, the Montgomery College Foundation has raised \$1.1 million for PSP.

The other student support program, Achieving Collegiate Excellence and Success (ACES), will celebrate its 10th anniversary in 2023. ACES is a supportive pathway from high school to attainment of a bachelor's degree. Montgomery County Public Schools (MCPS), Montgomery College (MC), and the Universities at Shady Grove (USG) are the three educational partners in this program. With 2,700 students in the MCPS-MC-USG pipeline, this program serves underrepresented populations in higher education, including first-generation college students, immigrants, low-income households, and those having differing abilities. At MC, 58 percent of ACES students are Latinx; 28 percent are Black/African American. Since June 2013, the development team has raised \$7.7 million for ACES. The Montgomery College Foundation administers these funds.

The Office of Community Engagement continues to provide multilingual student and outreach services at community centers, nonprofit partners, public events, and through the virtual environment. Community Engagement also produced four virtual events for Native American, Asian American, Arab American, and Black History Months. It also partnered with Montgomery County to support "newcomers," unaccompanied minors from Central America, aiding with educational opportunities and other county resources.

The Office of Communications translated several documents into various languages to facilitate a greater understanding of various programs, including ACES, the Student Health and Wellness Center for Success (SHaW Center), the College's Mobile Markets, and more. To enhance multilingual programming efforts, the office hired a second multicultural producer/director in the MCTV unit. The office now has producer/director personnel fluent in Amharic and Spanish. Communications also supported the College's Critical Race Theory initiative and Equity Week events, including the new Hoffman-Schulsinger Excellence in Equity Award medallion and accompanying award materials, Montgomery County Racial Equity programming. MCTV also produced numerous programs addressing antiracism.

Montgomery College now hosts a Truth, Racial Healing, and Transformation (TRHT) Campus Center. It is one of 55 campus centers housed at colleges and universities across the country. These community-integrated campus centers have a shared goal of preparing the next generation of leaders and thinkers to break down racialized practices and to dismantle the belief in hierarchy of human value. This aligns with the College's commitment to equity and inclusion. OACE serves as the executive sponsor as well as provides co-leadership for this collegewide initiative.

Both faculty and staff participate in educational and training opportunities. Equity, inclusion, and antiracism resources are available to all employees to support their self-learning journey.

The Administrative and Fiscal Services (AFS) Division supports the Search Advocate Program, which seeks to proactively recruit, engage, and hire highly qualified talent that more accurately represents the diverse demographics of Montgomery County. Human Resources and Strategic Talent Management (HRSTM) is working in collaboration with the Office of Equity and Inclusion (OEI) to actively cultivate a culture of equity and inclusion, continuous learning, civility, and mutual respect for institutional success. Both HRSTM and OEI will continue to implement the search advocate (SA) program into the College's recruitment and hiring process. Search advocates serve as a neutral process advisor focused on enhancing the equity, validity, diversity, and inclusion of the recruitment process.

AFS is also working with OEI to create Inclusion Centers on all three campuses to function as a central hub to build community and provide resources and opportunities for organic collaboration between faculty, staff, and students.

Facilities is working in collaboration with the President's Advisory Committee on Equity and Inclusion's (PACEI) Disability Inclusion Subcommittee to continue implementing the College's disability inclusion initiative. A collegewide Americans with Disability Act (ADA) infrastructure self-evaluation was conducted in 2020–2021. Correcting field-identified deficiencies is currently underway at the Germantown and Rockville Campuses.

**Section 2: A description of the governing, administrative, coordinating bodies, and institutional offices, if any, that exist on campus that are solely dedicated to DEI.**

The chief equity and inclusion officer developed a Cycle of Change framework to educate and enhance student, staff, and faculty awareness of equity, inclusion, and antiracism through training, which has been added for all onboarding programs. In collaboration with offices throughout the College, the Office of Equity and Inclusion (OEI) creates forums that provide education, dialogue, community engagement, and celebration including:

- 1) dialogue sessions;
- 2) an annual Equity Week/Summit;
- 3) the annual Excellence in Equity awards;
- 4) One MC Book Club;
- 5) MCTV equity and inclusion programming;
- 6) student professional development panels; and
- 7) Equity and Inclusion pop-up session, which are either virtual or campus-based events, occurring in small groups and more.

OEI works to improve Montgomery College's culture of civility and collaboration and people stewardship by enriching human working relationships, peer coaching, and in-house consulting and facilitation services.

The President's Advisory Committee on Equity and Inclusion (PACEI), created in 2017, is now a 50-member multicultural, multigenerational committee of faculty, staff, and administrators whose membership represents all facets of the College. PACEI also seeks input from various collegewide student organizations. Led by the chief equity and inclusion officer, PACEI is an advisory group to the president and senior leaders in the areas of equity, inclusion, social justice, and diversity.

PACEI serves to:

- 1) Promote cross-cultural understanding, communication, and cultural competence among students and employees;
- 2) Gather, analyze, and monitor relevant information and data concerning equity and inclusion and recommend specific actions and proposals for achieving and enhancing equity and inclusion;
- 3) Recognize excellence in equity, inclusive excellence, and awareness and promotion of equitable and inclusive outcomes;
- 4) Facilitate timely dialogue and communication about equity and inclusion issues affecting students, faculty, administrators, and staff;
- 5) Advise the president on internal concerns that emerge at Montgomery College.

**Section 3: A description of the institution's DEI data or metrics (including, but not limited to, Equity Scorecards, Equity Audits, Campus Climate Surveys). Please do not include actual data; include only a description of the data or metrics. This should also include a description of how these data assist in driving the institution's actions and interventions to eliminate educational diversity, inclusion, and equity gaps.**

The President's Advisory Committee on Equity and Inclusion (PACEI) subcommittees are charged with tracking the progress of their goals and objectives through periodic meetings, an annual report, and senior vice president (SVP) liaison progress reports.

PACEI has reviewed data from several surveys, evaluations, climate assessments that have been done across the college from 2017–2021. PACEI has also collected its own anecdotal data through interviews, Town Halls, forums and meetings, which has been analyzed and informed PACEI's six goals listed below. Data sources include many Institutional Assessment and Surveys: (1) Equity and Inclusion Survey 2017 and 2018; (2) Pizza for Your Thoughts with Students 2017, 2018, 2019, 2020; (3) Ethics Survey Recommendations 2018; (4) SENSE Survey, Fall 2018; (5) Employee Engagement 2019; (6) Climate Survey on Sexual Violence, May 2020; (7) Hope Center–#RealCollege, March 2021; (8) Your Voice, Your MC–Employee Experience and Culture Survey 2021; (9) LGBTQIA+ Needs Assessment, October 2021

OEI has focused not only on data collection, but also on seeking a deeper understanding of our students, faculty, and staff. The College uses this data to inform and assist reaching institutional goals and creating actions and interventions to eliminate educational diversity, inclusion, and equity gaps.

PACEI developed six goals to help drive Montgomery College's actions and interventions to eliminate educational diversity, inclusion, and equity gaps.

GOAL 1: Student Equity–Improve persistence, retention, and completion/graduation/transfer of all students, particularly African American male and Latinx students;

GOAL 2: College Workforce–Improve employee recruitment, hiring, onboarding, development, and training procedures and practices to attract and retain a diverse workforce that includes leaders, managers, faculty, and staff reflective of the diversity of the College's students;

GOAL 3: College Culture–Foster a College culture of equity, inclusion, civility, accessibility, kindness, trust, and respect for human dignity through targeted programs, activities, and educational opportunities;

GOAL 4: Multicultural Teaching/Learning–Integrate relevant and equitable multicultural teaching practices that infuse international/multicultural awareness into the educational experience, classrooms, and curriculum;

GOAL 5: Communitywide Opportunities–Support diversity and inclusion in our staff, students, community, and business populations. Provide increased opportunities for the College's communities to foster equity and economic empowerment;

GOAL 6: Antiracism–Promote social justice, radical inclusion, and racial equity within the College and the broader community and continue the Board of Trustees' focus on the journey to being an antiracist institution.

**Section 4: A description of how the diverse perspectives and voices of all students are captured and utilized in informing the campus's DEI efforts.**

Student success is the top priority at Montgomery College. Faculty and staff strive to create an inclusive learning environment by making sure that each student is seen and heard. The College utilizes data, surveys, and programming to serve the needs of our diverse student population.

The Social Justice Inclusive Leadership Institute (SJILI) trains, empowers, and directs the next generation of Montgomery College students to be social justice advocates in their communities through a curriculum that aligns with the Social Justice Badge, which is earned by successful completion of the institute.

The *Let's Talk!* Series provides a safe space for the College's staff, faculty, and students to talk about current events and important topics regarding race, social justice, and all issues related to equity, diversity, and inclusion.

Equity Dialogues, Equity Week, and Equity Summit were created to proactively include and apprise students, faculty, and staff of the ever-changing local and national topics including microaggressions, white fragility, implicit bias, Critical Race Theory, the Black Lives Matter movement, Asian hate crimes, etc. and utilize the Awareness to Action Cycle of Change model.

PACEI 2020–2022 advises the president and senior leadership, monitors the Equity and Inclusion Roadmap for Success, makes recommendations, and considers areas for review and research on antiracism and Inclusion, Diversity, Equity for students, Equity for employees, Access, Leadership, Social Justice (IDEEALS).

LGBTQIA+ students are an underrepresented and often marginalized group in higher education. LGBTQIA+ employees also have unique experiences and needs based on their identities. The College will use the results of the LGBTQIA+ survey conducted in fall 2021 to improve and expand its services and support for LGBTQIA+ students and employees.

Students are driving our efforts to create Inclusion Centers on all three campuses. These centers will function as a central hub to build community, provide resources, and offer opportunities for organic collaboration between faculty, staff, and students. The centers will serve as a home base for the SJILI, Safe Zone training, and PACEI. The centers will also provide a safe space for culturally diverse and relevant resources and programming geared toward students of color, LGBTQIA+, and other students to enhance their academic, personal, and professional capacity and provide a sense of welcoming and belonging.

Appendix: Copy of the diversity plan in place during the reporting year (Academic Year 2021–2022). This should be the plan approved by the institution’s Board of Trustees on or before July 1, 2021.

#### Institutional Diversity Statement

Montgomery College has grown into an institution where radical inclusion—that is, deeply rooted values of welcoming all individuals who seek higher education or continuing education—is an essential element of our identity. By intentionally cultivating our campuses as places where equal opportunity flourishes, we have advanced our own educational mission, contributed to the aspirations of Montgomery County, and added to the vision of our nation.

#### Montgomery College Mission, Vision, and Core Values

##### OUR MISSION

We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

##### OUR VISION

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

##### OUR VALUES

Excellence | Integrity | Innovation | Equity and Inclusion | Stewardship | Sustainability

#### *Appendix 1:*

##### *EQUITY AND INCLUSION: ROADMAP FOR SUCCESS*

July 1, 2020

2020–2025

#### *Appendix 2:*

##### *EQUITY AND INCLUSION ANNUAL REPORT–FY21*

July 1, 2020





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

Agenda Item Number: 14B  
June 22, 2022

**COLLEGE ANNUAL REPORT FOR FY22**

**BACKGROUND**

The Board of Trustees is dedicated to a long-term planning process for Montgomery College and sets annual goals for itself, the president, and the College. The activities and progress of the College toward reaching these goals are reflected in the College's annual report.

The FY22 annual report contains an overview of College highlights, student outcomes, a financial report, updates from the College's support organizations, recognitions of members of the College community, and a summary of the Board's activities.

The report has been prepared by the Office of the President and reviewed and vetted by trustees.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the College Annual Report for FY22.

**BACKUP INFORMATION**

Board Resolution  
College Annual Report for FY22 (Board members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

**RESOURCE PERSON**

Dr. Gibbons

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

Resolution Number:  
Adopted on:

Agenda Item Number: 14B  
June 22, 2022

**Subject: College Annual Report for FY22**

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WHEREAS, Montgomery College desires to be a national leader in higher education; and

WHEREAS, An annual report provides a vehicle to demonstrate stewardship of the public trust; and

WHEREAS, The Annual Report contains an overview of College highlights, student outcomes, a financial report, updates from the College's support organizations, recognitions of members of the College community, and a summary of the Board's activities; and

WHEREAS, The College has made substantial progress in these areas and has laid the foundation for more progress in the year ahead; and

WHEREAS, The Board of Trustees is pleased that the College, the president, faculty members, staff members, administrators, and students have undertaken these efforts this year; and

WHEREAS, The Board is prepared to accept the report as attached (with minor editorial revisions as authorized by the president, if necessary); now therefore be it

Resolved, That the Board of Trustees accepts the College Annual Report for FY22.

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

Agenda Item Number:  
June 22, 2022

**MODIFICATION OF POLICY 11001–BOARD OF TRUSTEES BYLAWS**

**General Information**

<b>Policy Number:</b>	11001
<b>Contained in Chapter:</b>	Chapter One
<b>Policy Title:</b>	Board of Trustees Bylaws
<b>Policy Creation Date:</b>	October 15, 1984
<b>Most Recent Modification Date:</b>	September 9, 2021

**Changes, Additions, Deletions**

<b>Purpose</b>
The bylaws of the Board of Trustees provide the official framework for its scope of authority and responsibilities, legal obligations, and rules of meeting order. The proposed changes are a result of the Board of Trustees Policy and Governance Committee's review to ensure that the bylaws are up-to-date and aligned with current practices or standards. The bylaws are contained as the first element in the College's Policies and Procedures Manual as item 11001.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the modifications to Policy 11001–Board of Trustees Bylaws.

**BACKUP INFORMATION**

Resolution  
Policy 11001–Board of Trustees Bylaws (revised version)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

**RESOURCE PERSON**

Ms. Abraham  
Mr. Dietz  
Dr. Scott

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
June 22, 2022

**Subject: Modification of Policy 11001–Board of Trustees Bylaws**

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WHEREAS, The Board of Trustees created Policy 11001–Board of Trustees Bylaws in 1984;  
and

WHEREAS, The bylaws serve an important role in providing the official framework for the scope  
of authority and responsibilities, legal obligations, and rules of meeting order of the Board of  
Trustees of Montgomery College; and

WHEREAS, The bylaws have been reviewed by a committee of the Board of Trustees with  
support from College staff and general counsel; and

WHEREAS, The Board's Policy and Governance Committee recommends that the Board adopt  
the modifications; now therefore be it

Resolved, That Policy 11001–Board of Trustees Bylaws be amended as indicated in the  
attached draft.