



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA  
**REVISED**

[Zoom link to view Public Meeting](#) • Webinar ID: 949 9377 9800

**BOARD OF TRUSTEES**

**Monday, December 13, 2021**

**7:30 p.m.**

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

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

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

Gloria Aparicio Blackwell  
TERM ENDS JUNE 30, 2026

Kenneth J. Hoffman, M.D.  
TERM ENDS JUNE 30, 2023

Omar A. Lazo  
TERM ENDS JUNE 30, 2027

Robert F. Levey  
TERM ENDS JUNE 30, 2025

Maricé I. Morales  
TERM ENDS JUNE 30, 2025

Marsha Suggs Smith  
TERM ENDS JUNE 30, 2022

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

**INTERIM PRESIDENT AND  
SECRETARY-TREASURER**

Charlene M. Dukes, Ed.D.

- 1. Call to Order ..... Procedural
- 2. Roll Call..... Procedural
- 3. Approval of Agenda ..... Procedural
- 4. Approval of Minutes ..... Action
  - November 15, 2021 Public Meeting
- 5. Reports ..... Information
  - A. President’s Report (Dr. Charlene M. Dukes)
  - B. Chair’s Report (Mr. Michael J. Knapp)
  - C. Liaison Reports
    - i. Montgomery College Alumni Association
    - ii. Montgomery College Foundation
    - iii. PIC MC Foundation
- 6. Budget Matter ..... Information and Discussion
  - Presentation of the Proposed FY23 Current, Enterprise, and Other Funds Budgets
- ~~7. Regulatory Matter ..... Action~~
  - ~~The Montgomery College Audited Financial Statements for Year Ended June 30, 2021 and 2020~~
- 8. Consent Agenda ..... Action
  - Personnel Actions Confirmation Report
- 9. Change Order ..... Action
  - Contract Change Order, Hosted Unified Communications as a Service, Bid 517-004

- 10. Award of Contract (Competitive)..... Action
  - Multiple Awards of Contract, Construction Manager at Risk for Collegewide HVAC Upgrades on the Germantown, Rockville and Takoma Park Silver Spring Campuses, Bid e622-004
- 11. Academic Matters ..... Action
  - A. Creation of the Data Science Associate of Science
  - B. Exemption of the 60-Credit Requirement for Community Health Area of Concentration, Arts and Sciences Associate of Arts
- 12. **Amendment to the Proposed FY23 Capital Budget and Six-Year FY23–28 Capital Improvement Program ..... Action**
- 13. New Business ..... Procedural
- 14. Trustee Comments ..... Procedural
- 15. Adjournment..... Procedural

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**NOTICES**

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

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

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

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

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

Agenda Item Number: 8  
December 13, 2021

**PERSONNEL ACTIONS CONFIRMATION REPORT**

**BACKGROUND**

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

**RECOMMENDATION**

It is recommended that the Board adopt the attached report.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSON**

Ms. Leitch Walker

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8  
December 13, 2021

**Subject: Personnel Actions Confirmation**

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

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

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

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

Attachments

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
10/18/2021	Boayue, Markind C	Building Services Worker	11	Facilities – Central Admin
10/04/2021	Diaz, Orbelina	Building Services Worker	11	Facilities – Central Admin
10/18/2021	Madden, Lindsay D	DSS Students Services Spec	27	Sr VP for Student Services
10/30/2021	McAdams, Walter J	Public Safety Dispatcher	15	Public Safety – Central
10/18/2021	Millendez, Bert Williams	Building Services Worker	11	Facilities – Central Admin
10/30/2021	Oladimeji, Abiodun Tunde	Public Safety Officer II (Cpl)	15	Public Safety – RV
10/04/2021	Porter, Stephan G	Macklin Bus Institute Café Coord	27	Business/Computer Applications Dean
10/04/2021	Whitaker, Davonte A	Building Services Worker	11	Facilities – Central Admin
10/04/2021	Williams, Ashika H	Nursing Lab & Clinical Assoc	29	Health Sciences Dean

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
10/08/2021	Bell, Kenneth E	Building Services Worker Lead	15	6	Facilities – Central Admin
10/03/2021	Crawford, Roger E	Campus Police Officer	19	4	Public Safety – TPSS
10/29/2021	Garcia, Rosa M <sup>1</sup>	Building Services Worker	11	12	Facilities Operations – TPSS
10/22/2021	Holland, Wada	Administrative Aide I	15	1	Public Safety – TPSS
10/15/2021	Manfre, Maria C	Utility Analyst	31	6	Facilities – Central Admin
10/15/2021	Muse, Herbert E <sup>1</sup>	Distance Edu Program Coord	31	23	Distance Learning
10/08/2021	Nunez, Koaly A	Building Services Worker	11	7	Facilities Operations – GT
10/05/2021	Pagen, Timothy J	Building Equipment Mech Supv	29	14	Facilities Operations – TPSS
10/29/2021	Roman, Thomas G <sup>1</sup>	Analyst-Programmer	33	36	OIT Applications Services
10/29/2021	Telford, Lynette A <sup>1</sup>	Executive Associate I	25	20	President

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

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

<sup>1</sup> Retirement

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

**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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10/29/2021	Wallentiny, Pamela L	Professor	9	English and Reading Dean
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**FACULTY EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other	<b>TOTAL</b>
Female	0	0	0	0	0	0	<b>0</b>
Male	0	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FACULTY SEPARATIONS: Ethnicity and Gender**

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

<sup>1</sup> Retirement

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

Agenda Item Number: 9  
December 13, 2021

**CONTRACT CHANGE ORDER,  
AWARD OF CONTRACT, HOSTED UNIFIED COMMUNICATIONS AS A SERVICE,  
BID 517-004**

BACKGROUND

Request:	Up to one 12-month extension of current contract
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	517-004
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the interim chief information officer are requesting a contract change order to extend the current hosted unified communications as a service (UCaaS) contract for up to 12 months. On December 12, 2016, the Board of Trustees approved a five-year award of contract to Atlantech Online of Silver Spring, Maryland, for hosted UCaaS, under resolution 16-12-144. The purchase of this cloud voice service was based on BroadSoft's BroadCloud platform. BroadSoft was subsequently acquired by Cisco in February 2018.</p> <p>Cisco recently notified the College that it would not support the current BroadCloud hosted voice services platform in the coming years. Instead, customers will have to migrate to a newly-built, enhanced solution based on the BroadCloud platform.</p> <p>Migration to the new voice services platform will be substantial and require considerable planning and resources. The College's technical staff will need sufficient time to implement the new platform and to plan for the transition of the users and functional services that includes classroom telephones, emergency telephones, conference room telephones, fax machines, and call centers, to the new Cisco telephones and platform. The 12-month extension will allow a well-planned migration to minimize business disruptions. Additionally, a worldwide computer chip shortage is adding significant delays in acquiring new phone hardware needed for this migration.</p> <p>The current contract will expire on December 31, 2021.</p>

Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25 percent of the original, Board-approved contract award.
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 FY22 and FY23 operating budgets.
Total Dollar Amount:	\$804,000 (Not-to-exceed)
Vendor Name:	Atlantech Online
Vendor Address:	1010 Wayne Avenue, Suite 630 Silver Spring, Maryland 20910
Minority Status:	Non-minority
Contract Expiration:	January 1, 2022 up to December 31, 2022

### RECOMMENDATION

It is recommended that the Board of Trustees approve an extension of the current contract award to Atlantech Online of Silver Spring, Maryland, for up to 12 months, for a not-to-exceed total amount of \$804,000.

### BACKUP INFORMATION

Board Resolution 16-12-144

### 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: 9  
December 13, 2021

**Subject: Contract Change Order, Award of Contract, Hosted Unified Communications as a Service, Bid 517-004**

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WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting a contract change order to extend the current hosted unified communications as a service (UCaaS) contract; and

WHEREAS, On December 12, 2016, the Board of Trustees approved a five-year award of contract to Atlantech Online of Silver Spring, Maryland, for hosted UCaaS, under resolution 16-12-144; and

WHEREAS, The College is requesting an extension up to 12-months on the current contract to allow for a well-planned migration to the new system to minimize business disruptions; and

WHEREAS, The current contract will expire on December 31, 2021; and

WHEREAS, Board approval is required for contract change orders that are more than 25 percent of the original, Board-approved contract award; and

WHEREAS, The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY22 and FY23 operating budgets; and

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

Resolved, That the Board of Trustees approve a contract change order to extend the current hosted UCaaS contract for up to 12 months, for an additional not-to-exceed total amount of \$804,000; and be it further

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

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

Agenda Item Number: 10  
December 13, 2021

**MULTIPLE AWARDS OF CONTRACT,  
CONSTRUCTION MANAGER AT RISK FOR HVAC UPGRADES ON THE GERMANTOWN,  
ROCKVILLE, AND TAKOMA PARK/SILVER SPRING CAMPUSES,  
BID 622-004**

BACKGROUND

Request:	Construction manager at risk (CMAR) for HVAC upgrades on the Germantown, Rockville and Takoma Park/Silver Spring Campuses
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	622-004
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities is requesting multiple awards of contracts to upgrade HVAC systems in the Humanities and Science building (HS) on the Germantown Campus, the Theater Arts building (TA) on the Rockville Campus and the Pavilion One/Pavilion Two buildings (P1/P2) on the Takoma Park/Silver Spring Campus. The project also includes replacing the rooftop units on the Gudelsky Institute for Technical Education (GU), the Music Building (MU), Macklin Tower (MT), and the Technical Center (TC) on the Rockville Campus. When completed, each facility will provide a safe and healthy environment for students and staff that meets CDC guidelines and American Society of Heating, Refrigerating and Air-Conditioning Engineers standards.</p> <p>This award will engage a CMAR to review the designs, evaluate possible value engineering solutions, develop cost estimates, solicit bids once designs are finalized, award contracts, and manage construction for each project. Architectural Engineering (A/E) firms have already been engaged for the design process and are just starting work on the construction documents. The A/E expects to complete the construction documents by the end of January 2022.</p>

	The associated contract will be awarded in two parts: (1) appointment of a CMAR, along with an award of contract for pre-construction services, and (2) approval of a guaranteed maximum price (GMP) submitted by CMAR for all associated construction costs, including the CMAR fee.
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 HEERF grant funds are available.
Dollar Amount:	\$1,608,305
Vendor Name:	SEE ATTACHED AWARDEE LIST
Vendor Address:	SEE ATTACHED AWARDEE LIST
Minority Status:	SEE ATTACHED AWARDEE LIST
Term of Contract:	One-time purchase

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of Jeffrey Brown Contracting, LLC of Towson, Maryland, as the Construction Manager at Risk (CMAR) for Project 1: Rooftop unit replacements on the Gudelsky Institute for Technical Education (GU), Music Building (MU), Macklin Tower (MT) and the Technical Center (TC) on the Rockville Campus; Henley Construction Co. Inc. of Gaithersburg, Maryland, as the CMAR for Project 2: HVAC system upgrade for the Pavilion One/Pavilion Two buildings (P1/P2)-Takoma Park/Silver Spring Campus; and Brawner Builders, Inc. of Hunt Valley, Maryland, as the CMAR for Projects 3 and 4: HVAC system upgrade for the Theater Arts building (TA)-Rockville Campus, and HVAC system upgrade for the Humanities and Science building (HS)-Germantown Campus, for a total price of \$1,467,125.

It is further recommended that a contract for pre-construction services associated with all projects listed above be awarded to Jeffrey Brown Contracting, LLC of Towson, Maryland, Henley Construction Co. Inc. of Gaithersburg, Maryland, and Brawner Builders, Inc. of Hunt Valley, Maryland, for a total price of \$141,180.

This recommendation will be followed up by the submittal of the Guaranteed Maximum Price (GMP) by Jeffrey Brown Contracting, LLC. of Towson, Maryland, Henley Construction Co. Inc. of Gaithersburg, Maryland, and Brawner Builders, Inc. of Hunt Valley, Maryland, for all associated project costs, including the construction manager at risk fee, which is subject to Board of Trustees approval.

**BACKUP INFORMATION**

- Board Resolution
- List of Awardees (Board Members Only)
- 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: 10  
December 13, 2021

**Subject: Multiple Awards of Contracts, Construction Manager at Risk (CMAR) for HVAC Upgrades on the Germantown, Rockville and Takoma Park/Silver Spring Campuses, Bid 622-004**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president for facilities are requesting multiple awards of contracts for HVAC upgrades on the Germantown, Rockville and Takoma Park/Silver Spring Campuses; and

WHEREAS, The College utilized the Construction Management at Risk (CMAR) procurement method, because it allows for the selection of the most qualified construction manager for the project, and provides an opportunity for contractor and architect coordination during the construction project design process; and

WHEREAS, The CMAR procurement method allows for transparency of the overall bidding and construction process, including the costs incurred by the Construction Manager, and also requires use of pre-qualified subcontractors; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Bid was publicly advertised on November 10, 2021, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, The director of procurement certifies that a request for proposal was developed by appropriate College staff and consultants, and the chief business/financial strategy officer certifies that HEERF grant funds are available for all pre-construction services; and

WHEREAS, 49 companies downloaded the solicitation from the Procurement website; and on November 29, 2021, four responses were received by the Montgomery College Procurement department by 2:00 p.m. local time; and

WHEREAS, After evaluation of all received technical proposals, all offerors were deemed technically qualified; and

WHEREAS, Following the evaluation of the technical proposals and price proposals of all qualified offerors, it was determined that Jeffrey Brown Contracting, LLC. of Towson, Maryland, was the highest ranked CMAR for Project 1: Rooftop unit replacements on the Gudelsky Institute for Technical Education (GU), Music Building (MU), Macklin Tower (MT) and the Technical Center (TC) on the Rockville Campus; and

WHEREAS, Henley Construction Co. Inc. of Gaithersburg, Maryland, was the highest ranked CMAR for Project 2: HVAC system upgrade for the Pavilion One/Pavilion two buildings (P1/P2)-Takoma Park/Silver Spring Campus; and

WHEREAS, Brawner Builders, Inc. of Hunt Valley, Maryland, was the highest ranked CMAR for Projects 3 and 4: HVAC system upgrade for the Theater Arts building (TA)-Rockville Campus, and HVAC system upgrade for the Humanities and Science building (HS)-Germantown Campus, and met all College specification requirements; and

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

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

Resolved, That Jeffrey Brown Contracting, LLC. of Towson, Maryland, be appointed Construction Manager at Risk for Project 1: Rooftop unit replacements on the Gudelsky Institute for Technical Education (GU), Music Building (MU), Macklin Tower (MT) and the Technical Center (TC) on the Rockville Campus; and be it further

Resolved, That Henley Construction Co. Inc. of Gaithersburg, Maryland be appointed Construction Manager at Risk for Project 2: HVAC system upgrade for the Pavilion One/Pavilion two buildings (P1/P2)-Takoma Park/Silver Spring Campus; and be it further

Resolved, That Brawner Builders, Inc. of Hunt Valley, Maryland, be appointed Construction Manager at Risk for Projects 3 and 4: HVAC system upgrade for the Theater Arts building (TA)-Rockville Campus, and HVAC system upgrade for the Humanities and Science building (HS)-Germantown Campus for a total price of \$1,608,305; and be it further

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

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

Agenda Item Number: 11A  
December 13, 2021

**CREATION OF THE DATA SCIENCE ASSOCIATE OF SCIENCE**

**BACKGROUND**

The *2017-2021 Maryland State Plan for Postsecondary Education* sets forth the goals of access, success and innovation to support student success with less debt. Montgomery College echoes those goals by affirming in its *MC2025 Strategic Plan*, Goal II: Enhance Transformational Teaching Practices and Learning Environments to expand access to successful strategies that provide all students with a strong foundation of knowledge, professional and technical skills, cultural competency and support that keeps them engaged and prepares them for completion, transfer and/or careers. Montgomery College's *Academic Master Plan*, Initiative 5, also strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions.

In support of the above goals, Montgomery College is prepared to offer the data science associate of science, effective fall 2022. The new data science degree provides an excellent opportunity for students wanting to increase their data literacy, improve their marketability and/or prepare for a career in a data science field. It is also suitable for those who wish to advance their professional careers by supplementing their work experience or an existing college or graduate degree with data science knowledge. Students will use mathematics, statistics and data science skills to tackle unstructured data, solve multifaceted problems, consider ethical implications and make data-driven recommendations. Through hands-on experiences using a variety of the most ubiquitous data tools and technology, students will learn to build the skills necessary to explore, analyze, visualize and communicate about large data sets. Additionally, students will explore ethical implications of the use of data in the data lifecycle.

The proposed data science degree is designed to meet the growing need for highly skilled professionals who can keep pace with this growth in demand for data science expertise. Graduates of the data science program will acquire digital skillsets anchored in the sciences, mathematics and technical fields, and they will develop not only the hard skills needed to create high quality data science products but also the soft skills critical both to effectively communicate the data and consider the ethical implications of those products. In addition, students who are already working professionals can add data science skills to their current portfolios and offer employers what they need. Data skills double the job prospects for liberal arts graduates and add a \$12,000 premium, on average, to starting salaries, according to *The Chronicle of Higher Education*.

Data science is transforming industries in areas such as health care, public policy, energy, business, social sciences and transportation, to name a few. With benefits of data becoming more numerous and widespread, demand for data science and analytics talent is projected to continue to grow. The United States Bureau of Labor Statistics sees strong growth in the data science field and predicts the number of jobs will increase by about 28 percent through 2026, which is about 11.5 million new jobs in the field.

In addition to fulfilling workforce needs in the local Washington, D.C. region, the new data science associate of science will facilitate transfer to institutions offering bachelor's degrees in data science and information science. Montgomery College has an active articulation agreement for an information science degree at the University of Maryland, College Park at the Universities at Shady Grove. The proposed data science program will facilitate an increased growth in articulations with other academic institutions as well.

The new data science degree will be implemented with existing institutional resources in the mathematics, statistics and data science department and the computer science department. This new program will not create any additional expenses for the College. Highly qualified faculty, equipment and library resources are already in place as the courses are currently being offered within the department.

### RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the data science associate of science and that an application for approval be submitted to the Maryland Higher Education Commission.

### BACK-UP INFORMATION

Data Science Associate of Science Curriculum  
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

### RESOURCE PERSONS

Dr. Nash  
Ms. Latimer  
Ms. Leonard



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

Resolution Number:  
Adopted on:

Agenda Item Number: 11A  
December 13, 2021

**Subject: Creation of the Data Science Associate of Science**

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WHEREAS, The *2017-2021 Maryland State Plan* for Postsecondary Education sets forth the goals of access, success and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming in its *MC2025 Strategic Plan*, Goal II: Enhance Transformational Teaching Practices and Learning Environments to expand access to successful strategies that provide all students with a strong foundation of knowledge, professional and technical skills, cultural competency and support that keeps them engaged and prepares them for completion, transfer and/or careers; and

WHEREAS, Montgomery College's *Academic Master Plan*, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year universities; and

WHEREAS, In support of the above goals, Montgomery College is prepared to offer the new data science associate of science, which provides an excellent opportunity for students wanting to increase their data literacy, improve their marketability and/or prepare for a career in the data science field; and

WHEREAS, Students will use mathematics, statistics and data science skills to tackle unstructured data; solve multifaceted problems; consider ethical implications; make data-driven recommendations; and build the skills necessary to explore, analyze, visualize and communicate about large data sets; and

WHEREAS, Graduates of the data science program will acquire digital skillsets anchored in the sciences, mathematics and technical fields, and they will develop not only the hard skills needed to create high quality data science products but also the soft skills critical both to effectively communicate the data and consider the ethical implications of those products; and

WHEREAS, Students who are already working professionals can add data science skills to their current portfolios and offer employers what they need; data skills double the job prospects for liberal arts graduates and add a \$12,000 premium, on average, to starting salaries, according to *The Chronicle of Higher Education*; and

WHEREAS, Data science is transforming industries in areas such as health care, public policy, energy, business, social sciences and transportation, to name a few; with benefits of data becoming more numerous and widespread, demand for data science and analytics talent is projected to continue to grow; and

WHEREAS, The United States Bureau of Labor Statistics sees strong growth in the data science field and predicts the number of jobs will increase by about 28 percent through 2026, which is about 11.5 million new jobs in the field; and

WHEREAS, Montgomery College has an active articulation agreement for an information science degree at the University of Maryland, College Park at the Universities at Shady Grove, and the proposed data science program will facilitate an increased growth in articulations with other academic institutions as well; and

WHEREAS, The new data science degree will be implemented with existing institutional resources in the mathematics, statistics and data science department and the computer science department and will not create any additional expenses for the College; highly qualified faculty, equipment and library resources are already in place as the courses are currently being offered within the department; and

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

Resolved, That the members of the Board of Trustees approve the creation of the new data science associate of science; and be it further

Resolved, That an application for approval of the data science associate of science be forwarded to the Maryland Higher Education Commission.

## Data Science Associate of Science Curriculum

The degree provides an excellent opportunity for students wanting to increase their data literacy, improve their marketability and/or prepare for a career in a data science field. It is also suitable for those who wish to advance their professional careers by supplementing their work experience or an existing college or graduate degree with data science knowledge. Students will use mathematics, statistics and data science skills to tackle unstructured data, solve multifaceted problems, consider ethical implications and make data-driven recommendations. Through hands-on experiences using a variety of the most ubiquitous data tools and technology, students will learn to build the skills necessary to explore, analyze, visualize and communicate about large data sets. Additionally, students will explore ethical implications of the use of data in the data lifecycle.

Course Designator	Title	Credits
<b>Semester One</b>		
<b>ENGL 101</b>	Introduction to College Writing *	<b>3</b>
<b>MATH 181</b>	Calculus I (MATF)	<b>4</b>
<b>PSYC 102</b>	General Psychology (BSSD)	<b>3</b>
<b>COMM 108 or COMM 112</b>	Foundations of Human Communication (GEEL) or Business and Professional Speech Communication (GEEL)	<b>3</b>
<b>MATH 117 or MATH 217</b>	Elements of Statistics or Biostatistics	<b>3</b>
<b>Semester Two</b>		
<b>ENGF</b>	English Foundation (ENGF)	<b>3</b>
<b>PHIL 140</b>	Introduction to the Study of Ethics (HUMD)	<b>3</b>
<b>GEOG 130</b>	Global Geography (BSSD, GCP)	<b>3</b>
<b>DATA 101</b>	Introduction to Data Science	<b>3</b>
<b>DATA 110</b>	Data Visualization and Communication	<b>3</b>
<b>Semester Three</b>		
<b>NSLD</b>	Natural Sciences Distribution with Laboratory (NSLD) **	<b>4</b>
<b>DATA 201</b>	Statistical Methods in Data Science	<b>3</b>
<b>MATH 264</b>	Applications in Linear Algebra ‡	<b>4</b>
<b>Elective</b>	Program Elective †	<b>4</b>
<b>Semester Four</b>		
<b>ARTD</b>	Art Distribution (ARTD)	<b>3</b>
<b>NSLD</b>	Natural Sciences Distribution with Laboratory (NSLD) **	<b>4</b>
<b>DATA 205</b>	Capstone Experience in Data Science	<b>4</b>
<b>Elective</b>	200-Level Program Elective †	<b>3</b>
	<b>Total Credits</b>	<b>60</b>

\* ENGL 101/ENGL 101A, if needed for ENGL 102/ ENGL 103 or program elective.

\*\* Students are strongly encouraged to take two consecutive lab sciences courses. Examples include CHEM 131/132, PSCI 101/102, PHYS 203/204.

‡ MATH 284 can be substituted for MATH 264.

† Program Electives: MATH 165, MATH 182, CMSC 140, CMSC 203, CMSC 206, GEOG 240 and GEOG 260. Department strongly recommends CMSC 206 and GEOG 240. CMSC 206 provides programming skills in Python; GEOG 240 provides foundational knowledge of Geographic Information Systems (GIS). Not all program elective options transfer to all institutions. Please consult a data science program advisor or the transfer institution before selecting program elective courses.

### Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Assess different analysis and data management techniques and justify the selection of a particular model or technique for a given task.
2	Execute analyses of large and disparate datasets and construct models necessary for these analyses.
3	Demonstrate competency with programming languages and environments for data analysis.
4	Summarize and communicate findings of complex analyses in a concise way for a target audience using both graphics and statistical measures.
5	Understand, evaluate and apply ethical principles and practices in the data lifecycle.

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

Agenda Item Number: 11B  
December 13, 2021

**EXEMPTION OF THE 60-CREDIT REQUIREMENT FOR  
COMMUNITY HEALTH AREA OF CONCENTRATION, ARTS AND SCIENCES  
ASSOCIATE OF ARTS**

**BACKGROUND**

Montgomery College is requesting exemption to the Code of Maryland Regulations' (COMAR) 60-credit requirement for the community health associate of arts. The program prepares students to enter a diverse, people-oriented field in which professionals work to promote lifestyle wellness and improve the health status of society. Health educators assist people in making responsible decisions and changing behaviors to achieve a healthier lifestyle. Professionals in this fast-growing field are employed by public and private health care organizations, government agencies, hospital wellness centers, corporate-based worksite health programs, and college and university health service centers.

COMAR states 60 credit hours as the standard number of credit hours required for an associate's degree from a public community college. Montgomery College requests exemption due to a certification requirement resulting in the associate of arts having 61 credits. The additional credit is for a 40-hour practicum at Holy Cross Hospital (HLTH 297), enabling Montgomery College students to graduate with Maryland certification as a community health worker. Additionally, the community health associate of arts has an active articulation with University of Salisbury's public health program and the University agreed to accept the full 61 credits.

The associate of arts will exceed the 60-credit requirement because the program consists of 3- and 4-credit courses. The 4-credit courses allow students to satisfy the required biology courses and the natural science distribution with laboratory. Therefore, there is no opportunity to remove credits to avoid the 60-credit exemption.

The addition of HLTH 297 - Community Health Worker (CHW) Practicum, minor revisions to the program description, and one new outcome referencing the certification are the only revisions to the program.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the request for exemption to the 61-credit COMAR requirement for the community health associate of arts and that the request be submitted to the Maryland Higher Education Commission.

**BACK-UP INFORMATION**

Community Health Associate of Arts Curriculum (Current)  
Community Health Associate of Arts Curriculum (Proposed)

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: 11B  
December 13, 2021

**Subject: Exemption of the 60-Credit Requirement for Community Health Area of Concentration, Arts and Sciences Associate of Arts**

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WHEREAS, Montgomery College is requesting exemption to COMAR's 60-credit requirement for the community health associate of arts; and

WHEREAS, The community health program prepares students to enter a diverse, people-oriented field in which professionals work to promote lifestyle wellness and improve the health status of society; and

WHEREAS, Professionals in this fast-growing field are employed by public and private health care organizations, government agencies, hospital wellness centers, corporate-based worksite health programs, and college and university health service centers; and

WHEREAS, COMAR states 60 credit hours as the standard number of credit hours required for an associate's degree from a public community college; and

WHEREAS, Montgomery College requests exemption due to a certification requirement resulting in the associate of arts having 61 credits; the additional credit is for a 40-hour practicum at Holy Cross Hospital (HLTH 297), enabling Montgomery College students to graduate with Maryland certification as a community health worker; and

WHEREAS, The community health associate of arts has an active articulation with University of Salisbury's public health program and the University agreed to accept the full 61 credits; and

WHEREAS, The associate of arts will exceed the 60-credit requirement because the program consists of 3 and 4-credit courses and the 4-credit courses allow students to satisfy the required biology courses and the natural science distribution with laboratory; there is no opportunity to remove credits to avoid the 60-credit exemption; and

WHEREAS, The addition of HLTH 297 - Community Health Worker (CHW) Practicum, minor revisions to the program description and one new outcome referencing the certification are the only revisions to the program; and

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

Resolved, That the members of the Board of Trustees approve the request for exemption to the 61-credit COMAR requirement for the community health associate of arts; and be it further

Resolved, That a request for approval of 61-credit exemption for the community health associate of arts be forwarded to the Maryland Higher Education Commission.

## Community Health Area of Concentration, Arts and Sciences A.A. Curriculum (Current)

This A.A. area of concentration prepares students to enter a diverse, people-oriented field in which professionals work to promote lifestyle wellness and improve the health status of society. Health educators assist people in making responsible decisions and changing behaviors to achieve a healthier lifestyle.

Professionals in this fast-growing field are employed by public and private health care organizations, government agencies, hospital wellness centers, corporate-based worksite health programs, college and university health service centers, insurance companies, private health promotion corporations, drug and alcohol rehabilitation programs, family planning agencies, and health clinics, and as education representatives for textbook publishers and pharmaceutical companies. Graduates with school health degrees teach on the elementary, secondary, and college levels, in both private and public-school settings. School health educators also qualify to work in many community and governmental agencies. Job titles include patient educators, health program managers, health education teachers, community health organizers, health promotion directors, and wellness coordinators.

Course Designator	Title	Credits
<b>Semester One</b>		
<b>ENGL 101</b>	Introduction to College Writing *	<b>3</b>
<b>MATF</b>	Mathematics Foundation (MATF) †	<b>3</b>
<b>BIOL 150</b>	Principles of Biology I (NSLD)	<b>4</b>
<b>HLTH 105</b>	Personal and Community Health (GEIR)	<b>3</b>
<b>SOCY 100</b>	Introduction to Sociology (BSSD)	<b>3</b>
<b>Semester Two</b>		
<b>ENGF</b>	English Foundation (ENGF)	<b>3</b>
<b>COMM 108 or COMM 112</b>	Foundations of Human Communication (GEIR) or Business and Professional Speech Communication (GEIR)	<b>3</b>
<b>HLTH 160</b>	The Science and Theory of Health	<b>3</b>
<b>PSYC 102</b>	General Psychology (BSSD)	<b>3</b>
<b>Elective</b>	Program Elective ‡	<b>3</b>
<b>Semester Three</b>		
<b>BIOL 212</b>	Human Anatomy and Physiology I (NSLD)	<b>4</b>
<b>HLTH 225</b>	Introduction to Health Behaviors	<b>3</b>
<b>ARTD</b>	Arts Distribution (ARTD)	<b>3</b>
<b>Elective</b>	Program Electives ‡	<b>6</b>
<b>Semester Four</b>		
<b>BIOL 213</b>	Human Anatomy and Physiology II	<b>4</b>
<b>HUMD</b>	Humanities Distribution (HUMD)	<b>3</b>
<b>Elective</b>	Program Elective 200-Level ‡	<b>3</b>
<b>HLTH 298</b>	Global Health Capstone	<b>3</b>
<b>Total Credits</b>		<b>60</b>



\* ENGL 101/ENGL 101A, if needed for ENGL 102/ENGL 103, or elective.

† Choose math according to transfer school.

‡ Consult with departmental advisor before selecting program electives. Select from the following program electives: HLTH 121, HLTH 125, HLTH 131, HLTH 150, HLTH 170, HLTH 200, HLTH 212, HLTH 215 and HLTH 220. At least three program elective credits must be at the 200-level.

**Program Outcomes:**

<b>Outcome</b>	<b>Upon completion of this program a student will be able to:</b>
1	Describe biological, psychological, environmental, and social factors that influence health.
2	Explain the impact of individual behavior on health status.
3	Define health education and list the skills/competencies of the entry level health educator.
4	Develop a health education intervention based on the assessment of controllable and noncontrollable risk factors that impact health.

## Community Health Area of Concentration, Arts and Sciences A.A. Curriculum (Proposed)

Professionals in this fast-growing field are employed by public and private health care organizations, government agencies, hospital wellness centers, corporate-based worksite health programs, college and university health service centers, insurance companies, private health promotion corporations, drug and alcohol rehabilitation programs, family planning agencies, and health clinics, and as education representatives for textbook publishers and pharmaceutical companies. Job titles include patient educators, health program managers, health education teachers, community health organizers, health promotion directors, and wellness coordinators. For enhanced experience, students who successfully complete coursework and a 45-hour practicum field experience will earn Community Health Worker (CHW) certification.

Course Designator	Title	Credits
<b>Semester One</b>		
<b>ENGL 101</b>	Introduction to College Writing *	<b>3</b>
<b>MATF</b>	Mathematics Foundation (MATF) †	<b>3</b>
<b>BIOL 150</b>	Principles of Biology I (NSLD)	<b>4</b>
<b>HLTH 105</b>	Personal and Community Health (GEIR)	<b>3</b>
<b>SOCY 100</b>	Introduction to Sociology (BSSD)	<b>3</b>
<b>Semester Two</b>		
<b>ENGF</b>	English Foundation (ENGF)	<b>3</b>
<b>COMM 108 or COMM 112</b>	Foundations of Human Communication (GEIR) or Business and Professional Speech Communication (GEIR)	<b>3</b>
<b>HLTH 160</b>	The Science and Theory of Health	<b>3</b>
<b>PSYC 102</b>	General Psychology (BSSD)	<b>3</b>
<b>Elective</b>	Program Elective ‡	<b>3</b>
<b>Semester Three</b>		
<b>BIOL 212</b>	Human Anatomy and Physiology I (NSLD)	<b>4</b>
<b>HLTH 225</b>	Introduction to Health Behaviors	<b>3</b>
<b>ARTD</b>	Arts Distribution (ARTD)	<b>3</b>
<b>Elective</b>	Program Electives ‡	<b>6</b>
<b>Semester Four</b>		
<b>BIOL 213</b>	Human Anatomy and Physiology II	<b>4</b>
<b>HUMD</b>	Humanities Distribution (HUMD)	<b>3</b>
<b>Elective</b>	Program Elective 200-Level ‡	<b>3</b>
<b>HLTH 298</b>	Global Health Capstone	<b>3</b>
<b>HLTH 297</b>	Community Health Worker (CHW) Practicum	<b>1</b>
<b>Total Credits</b>		<b>61</b>

\* ENGL 101/ENGL 101A, if needed for ENGL 102/ENGL 103, or elective.

† Choose math according to transfer school.

‡ Consult with departmental advisor before selecting program electives. Select from the following program electives: HLTH 121, HLTH 125, HLTH 131, HLTH 150, HLTH 170, HLTH 200, HLTH 212, HLTH 215 and HLTH 220. At least three program elective credits must be at the 200-level.

**Program Outcomes:**

<b>Outcome</b>	<b>Upon completion of this program a student will be able to:</b>
1	Describe biological, psychological, environmental, and social factors that influence health.
2	Explain the impact of individual behavior on health status.
3	Define health education and list the skills/competencies of the entry level health educator.
4	Develop a health education intervention based on the assessment of controllable and noncontrollable risk factors that impact health.
5	Participate in a 45-hour practicum experience to earn a Community Health Worker certification.

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

Agenda Item Number: 12  
December 13, 2021

**AMENDMENT TO THE  
PROPOSED FY23 CAPITAL BUDGET  
AND SIX-YEAR FY23–28 CAPITAL IMPROVEMENT PROGRAM**

**BACKGROUND**

At its November 15, 2021, public meeting, the Board of Trustees approved a proposed FY23 capital budget and six-year FY23–28 capital improvement program. Subsequently, through consultation with the Montgomery County government, and at the request of the County Executive, the College seeks to attach an amendment to the proposed capital improvement plan. This amendment adds funds in FY24 in the amount of \$500,000 for the purpose of initiating steps to establish a Montgomery College campus in the East County region of Montgomery County.

The College conducted a feasibility study in FY21 and through this process has established that the residents of the East County will benefit from the presence of a Montgomery College operation, which will initially be an educational center. The study further recommended that the College continue planning for a fourth campus, including: obtaining approvals from appropriate agencies; developing programmatic offerings to serve community and market needs; and explore long-term real estate opportunities that maximize potential catchment area by maintaining appropriate distance from other Montgomery College campuses, connect to multi-modal transportation networks, and integrate with planned development.

The Board of Trustees has authorized the president to take the necessary steps to open such a center, a process that is underway. The proposed campus is a long-term goal, which will require local and State support as well as fulfillment of regulatory requirements through the Maryland Higher Education Commission and accreditation requirements through the Middle States Commission on Higher Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the amendment to the capital budget and six-year FY23–28 capital improvement program.

**BACKUP INFORMATION**

Letter from County Executive Elrich  
Proposed Project Description Form  
East County Presence Feasibility Study  
Board Resolution

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Cain  
Mr. Collette

RESOURCE PERSONS

Ms. Greaney  
Ms. Jones  
Ms. Madden  
Mr. Mills

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

Resolution Number:  
Adopted on:

Agenda Item Number: 12  
December 13, 2021

**Subject: Amendment to the Proposed FY23 Capital Budget  
and Six-Year FY23–28 Capital Improvement Program**

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WHEREAS, The College conducted a feasibility study in FY21, the East County Presence Feasibility Study September 2021, and through this process has established that both the residents of the East County, and the county will benefit from the presence of a Montgomery College operation; and

WHEREAS, The feasibility study recommendations included an initial educational center and that the College continue planning a fourth campus to serve residents of the East County; and

WHEREAS, The intended initial operation in the East County will be an educational center with a long-term goal to open a campus; and

WHEREAS, At its November 15, 2021, public meeting, the Board of Trustees approved a proposed FY23 capital budget and six-year FY23–28 capital improvement program; and

WHEREAS, The feasibility study was provided to Montgomery County government: and

WHEREAS, Subsequently, through consultation with the Montgomery County government, and at the request of the County Executive to include planning and pursuit of a fourth campus in the East County, the College has developed an amendment to the proposed capital improvement plan; and

WHEREAS, This amendment adds funds in FY24 in the amount of \$500,000 for the purpose of initiating steps to establish a Montgomery College campus in the East County region of Montgomery County; and

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

Resolved, That the members of the Board of Trustees hereby approves moving ahead with the recommendations of continued planning for a fourth campus, including obtaining approvals from appropriate agencies, developing programmatic offerings to serve community and market needs, and exploring long-term real estate opportunities to maximize potential catchment area, seek to maintain appropriate distance from other Montgomery College campuses, connect to multimodal transportation networks, and, where feasible and appropriate, integrate with planned redevelopment; and be it further

Resolved, That the Board of Trustees authorizes the president or her designees to locate a site and plan for a fourth campus as described above; and be it further

Resolved, That the members of the Board of Trustees approve the amendment to the capital budget and six-year FY23–28 capital improvement program.