



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

Central Services Building • 9221 Corporate Boulevard • Board Room S109
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BOARD OF TRUSTEES

Monday, November 15, 2021

Michael J. Knapp
Chair
TERM ENDS JUNE 30, 2024

6:30 p.m.

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
 - A. October 18, 2021 Public Vote and Closed Session
 - B. October 18, 2021 Public Meeting
- 5. Reports Information
 - A. Student and Faculty Perspectives
 - B. President’s Report (Dr. Charlene M. Dukes)
 - C. Chair’s Report (Mr. Michael J. Knapp)
 - D. Committee Reports
 - i. Student Success Committee
 - ii. Succession Planning Committee
 - iii. Budget and Financial Sustainability Committee
- 6. Consent Agenda Action
 - A. Personnel Actions Confirmation Report
 - B. FY22 National and State of Maryland Designated Awareness Days and Months
- 7. Awards of Contract (Competitive)..... Action
 - A. Multiple Awards of Contract, Youth Programming, Bid e421-007
 - B. Award of Contract, Renewal of Scala Software License, Bid e522-004

- 8. Contract Change Order Action
 - Contract Change Order, Multi-Facility Grounds Maintenance and Pond Weed Control Services, Bid 420-001
 - 9. Academic Matters Action
 - A. New Program
 - Creation of the Art Associate of Arts
 - B. Administrative Changes
 - i. New Title for Graphic Design Associate of Applied Science
 - ii. New Title for National Kitchen and Bath Association-Accredited Associate of Applied Science
 - iii. Deletion of the Management Certificate
 - iv. Deletion of the Paralegal Studies Certificate
 - 10. Policy Matter Information and Possible Action
 - Modification of Policy 32103–Allocation, Recruitment, Employment and Salary Placement of Part-Time Faculty
 - 11. Budget Matters..... Action
 - A. Supplemental Appropriation Request for the FY22 Federal, State and Private Funds Budget
 - B. The Proposed FY23 Capital Budget
 - 12. New Business Procedural
 - 13. Trustee Comments Procedural
 - 14. Adjournment..... Procedural
-

NOTICES

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

WRITTEN COMMENTS. The Board of Trustees welcomes written comments, which can be sent to 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 at least two weeks prior to the scheduled board meeting.

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

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

Agenda Item Number: 6A
November 15, 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: 6A
November 15, 2021

Subject: Personnel Actions Confirmation

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period September 1, 2021, through September 30, 2021; and

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

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

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective

| Date | Name | Position Title | Grade | Department |
|------------|--------------------|--------------------------------|-------|---------------------------------|
| 09/20/2021 | Almonte, Anghela C | Building Services Worker | 11 | Facilities – Central Admin |
| 09/07/2021 | Budd, Tyrone | Building Services Worker Lead | 15 | Facilities – Central Admin |
| 09/20/2021 | Deng, Afusat K | Simulation Coordinator | 31 | Health Sciences Dean |
| 9/20/2021 | Ellison, Kimilie R | Building Services Worker | 11 | Facilities – Central Admin |
| 09/07/2021 | Green, Lorraine V | Nursing Lab and Clinical Assoc | 29 | Health Sciences Dean |
| 09/07/2021 | Khandagale, Usha S | Nursing Lab and Clinical Assoc | 29 | Health Sciences Dean |
| 09/20/2021 | Reilly, Regina M | Architect | 29 | Facilities – Central Admin |
| 09/20/2021 | Szwerc, Daniel J | Producer-Director-Videographer | 27 | MCTV 10 – Montgomery College TV |

STAFF SEPARATIONS

Effective

| Date | Name | Position Title | Grade | YOS | Department |
|------------|----------------------------------|--------------------------------|-------|-----|-----------------------------------|
| 09/16/2021 | Baugh, Catherine A | Project Manager II (Fac) | 35 | 11 | Facilities – Central Admin |
| 09/30/2021 | Crowley, Amy C ¹ | Director II | 37 | 20 | Sr VP for Academic Affairs |
| 09/10/2021 | Flores, Robert A | Plant Maint & Operations Mgr | 31 | 2 | Facilities – Operations – RV |
| 09/30/2021 | Fuoss, Marcia Rose | Placement & Learning Advisor | 27 | 3 | BITS Dean WDCE |
| 09/30/2021 | Gerber, Gary | Job Opportunity & Dev Spec | 27 | 3 | BITS Dean WDCE |
| 09/15/2021 | Jackson, Natalia | Course Scheduling Assistant | 21 | 3 | Records and Registration |
| 09/24/2021 | Kebekabe, Abel G | Senior Instructional Assistant | 25 | 5 | Engineering/Computer Science Dean |
| 09/01/2021 | Latham, Gabriel W | Public Safety Dispatcher | 15 | 9 | Public Safety – RV |
| 09/30/2021 | Mumford, Barbara E ¹ | Administrative Aide II | 19 | 20 | ELAP, Linguistics & Comm Studies |
| 09/03/2021 | Nolen, Frances L | Instructional Lab Coordinator | 27 | 7 | Biology & Chemistry Dean |
| 09/23/2021 | Reilly, Regina M | Architect | 29 | 0 | Facilities – Central Admin |
| 09/01/2021 | Riordan, Marc J | Campus Police Officer | 19 | 0 | Public Safety – RV |
| 09/03/2021 | Roundy, Joseph A ¹ | Cybersecurity Program Manager | 31 | 15 | Engineering/Computer Science Dean |
| 09/22/2021 | Townsend, Colleen D ¹ | Administrative Aide II | 19 | 20 | Health Sciences Dean |
| 09/30/2021 | Tucker-Snowden, Khya L | Public Safety Dispatcher | 15 | 4 | Public Safety - Central |

STAFF EMPLOYMENTS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American Indian | Haw-PI | TOTAL |
|--------------|----------|----------|----------|----------|-----------------|----------|----------|
| Female | 1 | 2 | 1 | 1 | 0 | 0 | 5 |
| Male | 1 | 2 | 0 | 0 | 0 | 0 | 3 |
| TOTAL | 2 | 4 | 1 | 1 | 0 | 0 | 8 |

STAFF SEPARATIONS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American Indian | Haw-PI | TOTAL |
|--------------|----------|----------|----------|----------|-----------------|----------|-----------|
| Female | 4 | 4 | 0 | 0 | 0 | 0 | 8 |
| Male | 5 | 1 | 0 | 0 | 0 | 0 | 6 |
| TOTAL | 9 | 5 | 0 | 0 | 0 | 0 | 14 |

¹ Retirement

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

FACULTY

FACULTY EMPLOYMENTS

Effective

| Date | Name | Position Title | Location |
|------------|----------------|----------------|---------------------|
| 09/04/2021 | Foster, Naaman | Professor | Social Science Dean |

FACULTY SEPARATIONS

Effective

| Date | Name | Position Title | YOS | Department |
|------------|-----------------------------------|----------------|-----|---------------------------------------|
| 09/30/2021 | Mainen, Ellen C ¹ | Professor | 29 | ELAP, Linguistics & Comm Studies |
| 09/02/2021 | Michalonek, Jaroslaw ² | Professor | 6 | ELAP, Linguistics & Comm Studies |
| 09/30/2021 | Petrillo, Sharon G ¹ | Professor – NT | 17 | CW Dean Stu Success – RV Stu Services |

FACULTY EMPLOYMENTS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American Indian | Other | TOTAL |
|--------------|----------|----------|----------|----------|-----------------|----------|----------|
| Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Male | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

² Death

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

Agenda Item Number: 6B
November 15, 2021

**NATIONAL AND STATE OF MARYLAND DESIGNATED
AWARENESS DAYS AND MONTHS FOR 2022**

BACKGROUND

Federal and state laws have designated specific days and months throughout the year to recognize and celebrate America's diversity. These designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and people of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage.

Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities. The designated national and state awareness days and months create unique opportunities at Montgomery College to acknowledge and celebrate these contributions with our local, regional, and national communities.

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution to reaffirm its support of the programs and activities at Montgomery College to commemorate and celebrate the federal and state of Maryland awareness days and months. It is also recommended that the Board encourage the College community to participate in such campus and community based activities.

BACKUP INFORMATION

Board Resolution
Attachment

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Wilder

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

Resolution Number:
Adopted on:

Agenda Item Number: 6B
November 15, 2021

Subject: National and State of Maryland Designated Awareness Days and Months for 2022

WHEREAS, Federal and state laws have designated and proclaimed specific days and months throughout the year to acknowledge and celebrate diversity and ethnic and cultural heritages; and

WHEREAS, The designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American and Polish American heritage; and

WHEREAS, Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees and communities; and

WHEREAS, Montgomery College supports programs and activities that acknowledge, commemorate, and celebrate the contributions of its diverse students, faculty, staff, and members of its diverse surrounding communities; and

WHEREAS, The College will plan various events and host speakers for a designated federal or state awareness day or month celebration; and

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

Resolved, That the Board of Trustees hereby endorses and supports observances and activities of designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourages all members of the Montgomery College community to participate in planning programs and activities and attending observances for designated federal and state awareness days and months.

ATTACHMENT

NATIONAL AND STATE OF MARYLAND DESIGNATED AWARENESS DAYS AND MONTHS FOR 2022

Following are the designated national and state awareness days and months that Montgomery College acknowledges and celebrates in 2022:

| Month | Event |
|-------------------|---|
| February | Black/African-American History |
| March | Women's History Irish-American Heritage |
| April | Arab American Heritage |
| May | Jewish American Heritage Asian Pacific American Heritage |
| June | LGBTQ Pride Month Caribbean-American Heritage |
| September-October | National Hispanic Heritage |
| October | German-American Heritage Italian American Heritage and Culture National Disability Employment Awareness Polish American Heritage |
| November | National Native American Heritage |

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

Agenda Item Number:
November 15, 2021

**MULTIPLE AWARDS OF CONTRACT
YOUTH PROGRAMMING, BID e421-007**

BACKGROUND

| | |
|--|---|
| Request: | Workforce Development and Continuing Education Youth Programming |
| Office/SVP Originating Request: | Senior Vice President for Academic Affairs and Vice President for Workforce Development and Continuing Education (WDCE) |
| Award Type: | Competitive |
| Bid Number: | e421-007 |
| Explanation of Request: | The senior vice president for academic affairs and vice president for WDCE are requesting multiple awards of contract to provide various youth programs. WDCE offers non-credit classes year-round, including youth programs at dozens of sites throughout the county, to children in grades kindergarten through 12. These courses are designed to support students academically, help explore new topics of interest and possible career options, as well as develop social and study skills. The youth program offers in-person and on-line classes that include art, computer technology, world languages, science, technology, mathematics, social sciences, and magic/clowning. Additionally, the programming strives to meet articulated interests and needs of youth in our community, and potentially increase enrollment at Montgomery College. |
| 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 for and available in the FY22 operating budget. |
| Annual Dollar Amount: | \$300,000 (Not-to-exceed) |
| Vendor Name: | Multiple (See attached awardee list) |
| Vendor Address: | Multiple (See attached) |
| Minority Status: | Multiple (See attached) |
| Term of Contract: | One year with four one-year renewal options |

RECOMMENDATION

It is recommended that the Board of Trustees approve multiple awards of contract for one year to vendors identified on the attached vendors list to provide youth programming for a total not-to-exceed annual amount of \$300,000.

It is further recommended that the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year, not-to-exceed contract amount is \$1,500,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Mr. Payne
Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number:
November 15, 2021

Subject: Multiple Awards of Contract, Youth Programming, Bid e421-007

WHEREAS, The senior vice president for academic affairs and vice president for Workforce Development and Continuing Education are requesting multiple awards of contract for youth programming; and

WHEREAS, The Office of Workforce Development and Continuing Education offers non-credit classes year-round, including youth programs, at dozens of sites throughout Montgomery County, Maryland; and

WHEREAS, Youth programs offer classes to children in grades kindergarten through 12, and include courses that are designed to support students academically, help explore new topics of interest and possible career options, and develop social and study skills; 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 FY22 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on May 17, 2021, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 117 firms downloaded the request for proposal, and 12 responses were received, read aloud, and recorded, beginning at 3:00 p.m. on July 16, 2021; and

WHEREAS, Upon evaluation of all submitted vendor proposals by appropriate College staff, it was determined that proposals submitted by eight firms (see attached awardee list) were the highest ranked, meeting all College solicitation requirements; and

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

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

Resolved, That the Board of Trustees approves multiple awards of contract for a one-year term for youth programming to vendors on the attached list of awardees for a total not-to-exceed annual amount of \$300,000; and be it further

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

funding is available, and renewals are in the best interest of the College, where the total five-year not-to-exceed contract amount is \$1,500,000; 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: 7B
November 15, 2021

**AWARD OF CONTRACT,
SCALA SOFTWARE LICENSE RENEWAL, BID e522-004**

BACKGROUND

| | |
|---------------------------------|--|
| Request: | Renewal of collegewide digital signage software license |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer |
| Award Type: | Competitive |
| Bid Number: | e522-004 |
| Explanation of Request: | <p>The senior vice president for administrative and fiscal services and the interim chief information officer are requesting the renewal of the Scala software license. This software license has been in place since 2017, and was used to create and display digital content on 170 indoor and outdoor digital signs located throughout the College. The content includes important updates, upcoming events, applicable deadlines, real-time bus schedules, emergency communications and other useful information. While the collegewide digital signs are not the only means of communicating with the College community, it is an immensely effective way to connect with students, faculty, staff, and visitors.</p> <p>The current software license will expire on December 31, 2021.</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 for and available in the FY22 operating budget. |
| Annual Dollar Amount: | \$68,777 |
| Vendor Name: | Empire Media Group, Inc. |
| Vendor Address: | 20330 Rivercliff Court Potomac Falls, Virginia 20165 |
| Minority Status: | Yes |
| Term of Contract: | One year with four one-year renewal options |

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the renewal of the Scala software license for one year, to Empire Media Group, Inc. of Potomac Falls, Virginia, for a total not-to-exceed amount of \$68,777.

It is further recommended that the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year not-to-exceed contract amount is \$343,885.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Miller

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 7B
November 15, 2021

Subject: Award of Contract, Scala Software License Renewal, Bid e522-004

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting an award of contract for the renewal of the existing Scala digital display software license; and

WHEREAS, The Scala software is used to create and display content on 170 indoor and outdoor digital signs located throughout the College; and

WHEREAS, The collegewide digital signs are not the only means of communicating with the College community, it is an immensely effective way to connect with students, faculty, staff and visitors; and

WHEREAS, The current software license will expire on December 31, 2021; 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 FY22 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on August 26, 2021, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 16 firms downloaded the request for bid, and two responses were received, read aloud, and recorded, beginning at 3:00 p.m. on September 9, 2021; and

WHEREAS, Upon review of all vendor pricing by the procurement staff, Empire Media Group, Inc. of Potomac Falls, Virginia, has been declared the lowest priced, responsive-responsible bidder, meeting all College solicitation requirements; and

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

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

Resolved, That the Board of Trustees approves an award of contract for the renewal of the Scala digital display software license for one year, to Empire Media Group, Inc. of Potomac Falls, Virginia, for a total not-to-exceed amount of \$68,777; and be it further

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

funding is available, and renewals are in the best interest of the College, where the total five-year not-to-exceed contract amount is \$343,885; 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: 8
November 15, 2021

**CONTRACT CHANGE ORDER,
AWARD OF CONTRACT, MULTI-FACILITY GROUNDS MAINTENANCE AND POND WEED
CONTROL SERVICES, BID 420-001**

BACKGROUND

| | |
|---------------------------------|---|
| Request: | Contract spend authority increase |
| Office/SVP Originating Request: | The Senior Vice President for Administrative and Fiscal Services, and Vice President of Facilities |
| Award Type: | Competitive |
| Bid Number: | 420-001 |
| Explanation of Request: | <p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a contract change order to increase the current contract award spend authority for supplemental multi-facility ground maintenance and pond weed control services.</p> <p>In February 2020, the College awarded a contract to Level Green Landscape, LLC of Washington, DC, for multi-facility grounds maintenance and pond weed control services. Due to the onset of the COVID-19 pandemic resulting in a mandatory remote work environment that reduced on-site ground maintenance staff levels, along with a hiring freeze, the facilities department had to increase its utilization of the contract to an estimated spend that exceeded the \$250,000 threshold.</p> <p>This contract change order is a request to increase the current contract award spend authority for these services.</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 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 FY22 operating budget. |
| Total Dollar Amount: | \$175,000 (Annual Estimated) |
| Vendor Name: | Level Green Landscape, LLC |
| Vendor Address: | 139 12th Street SE Washington, DC 20003 |

| | |
|------------------|--|
| 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 \$175,000 annually, to address an increased need for supplemental multi-facility ground maintenance and pond weed control services.

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 08
November 15, 2021

Subject: Contract Change Order, Award of Contract, Multi-facility Grounds Maintenance and Pond Weed Control Services, Bid 420-001

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a contract change order to increase the current contract award spend authority to address an increased need for supplemental multi-facility ground maintenance and pond weed control services; and

WHEREAS, In February 2020, a contract was awarded to Level Green Landscape, LLC of Washington, DC, for multi-facility grounds maintenance and pond weed control services; and

WHEREAS, Due to the COVID-19 pandemic, an increase in the use of this contract is needed to further supplement existing ground maintenance staff efforts; and

WHEREAS, Board approval is required for contract change orders related to contract awards that were initially approved by the president, where 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 FY22 operating budget; and

WHEREAS, The interim 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 \$175,000 annually, to address additional grounds maintenance and pond weed control service needs.

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: 9A
November 15, 2021

CREATION OF THE ART ASSOCIATE OF ARTS

BACKGROUND

The 2017-2021 Maryland State Plan for Postsecondary Education states 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 III: Fuel the Economy and Drive Economic Mobility to meet the needs of local employers and ensure learners of all ages are prepared to compete in the job market, as well as in Montgomery College's Academic Master Plan, Initiative 5, which 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 art associate of arts effective fall 2022. The art associate of arts is a liberal education degree that focuses on art within the context of a broad educational experience in the arts and humanities, the natural and physical sciences, and the social sciences that make up half of the program requirements. Therefore, it is a suitable degree for students who seek a general liberal arts degree with an art emphasis. This program will prepare students for transfer to a four-year institution to pursue a bachelor of arts, such as that at University of Maryland College Park. The new associate of arts replaces the art area of concentration, arts and sciences associate of arts.

In May 2021, Montgomery College received institutional accreditation from the National Association of Schools of Art and Design (NASAD), making it one of only a few two-year schools in the country to achieve this recognition. NASAD accreditation signifies Montgomery College's alignment with national and international standards and ensures the continued viability and quality of the College's art and design programs. NASAD 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, NASAD recommended the program be changed from an arts and sciences to a general associate of arts because the program contains no science requirements other than General Education. This is simply a change in degree award from an art area of concentration, arts and sciences associate of arts to an art associate of arts. There are no changes to the program's curriculum: the program description, program requirements, electives, General Education requirements, and learning outcomes remain the same. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

The Maryland Higher Education Commission (MHEC) views the art associate of arts as a new program and an application for approval is required. Upon MHEC approval of the new art associate of arts, the arts and sciences program will be suspended up to three years to provide an opportunity for current students to either complete the program or change their major to the new art associate of arts.

RECOMMENDATION

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

BACK-UP INFORMATION

Art Associate of Arts Curriculum
Art Area of Concentration, Arts and Science Associate of Arts Curriculum
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Professor Johnson
Dr. Trezza
Dr. Kelley

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

Resolution Number:
Adopted on:

Agenda Item Number: 9A
November 15, 2021

Subject: Creation of the Art Associate of Arts

WHEREAS, The 2017-2021 Maryland State Plan for Postsecondary Education states 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 III: Fuel the Economy and Drive Economic Mobility to meet the needs of local employers and ensure learners of all ages are prepared to compete in the job market; 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 art associate of arts: a liberal education degree that focuses on art within the context of a broad educational experience in the arts and humanities, the natural and physical sciences, and the social sciences that make up half of the program requirements; and

WHEREAS, This program is effective fall 2022 and prepares students for transfer to a four-year institution to pursue a bachelor of arts, such as that at University of Maryland College Park; and

WHEREAS, In May 2021, Montgomery College received institutional accreditation from the National Association of Schools of Art and Design (NASAD), making it one of only a few two-year schools in the country to achieve this recognition; and

WHEREAS, NASAD accreditation signifies Montgomery College's alignment with national and international standards, ensures the continued viability and quality of our art and design programs, improves transfer opportunities for our students, and aids in the establishment of new articulation agreements with four-year colleges and universities; and

WHEREAS, During the accreditation process, NASAD recommended the program be changed from an arts and sciences to a general associate of arts because the program contains no science requirements other than General Education; and

WHEREAS, The new art associate of arts is a change in degree award from an art area of concentration, arts and sciences associate of arts, to an art associate of arts; and

WHEREAS, There is no change in the curriculum: the program description, program requirements, electives, General Education requirements, and learning outcomes remain the same; 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 Maryland Higher Education Commission (MHEC) views the art associate of arts as a new program and an application for approval is required; and

WHEREAS, Upon MHEC approval of the new art associate of arts, the arts and sciences program will be suspended up to three years to provide an opportunity for current students to either complete the program or change their major to the new art associate of arts; 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 art associate of arts program; and be it further

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

Art Associate of Arts Curriculum

This collegewide degree is a liberal education degree that focuses on art within the context of a broad educational experience in the arts and humanities, the natural and physical sciences, and the social sciences that make up half of the program requirements. Therefore, it is a suitable degree for students who seek a general liberal arts degree with an art emphasis. This program will prepare students for transfer to a four-year institution to pursue a bachelor of arts, such as University of Maryland College Park.

| Course Designator | Title | Credits |
|--|--|-----------|
| Semester One | | |
| ENGL 101 | Introduction to College Writing * | 3 |
| ARTT 100 | Introduction to Drawing (ARTD) | 3 |
| ARTT 102 | Introduction to 2D Design (GEIR) | 3 |
| ARTT 116 | Digital Tools for the Visual Arts | 4 |
| ARTT 200 | Art History: Ancient to 1400 | 3 |
| Semester Two | | |
| ENGL 102 | Critical Reading, Writing, and Research (ENGF) | 3 |
| MATF | Mathematics Foundation (MATF) | 3 |
| ARTT 103 | Introduction to 3D Design | 3 |
| ARTT 201 | Art History: 1400 to Present | 3 |
| ARTT 204 or ARTT 205 | Intermediate Drawing or Figure Drawing I | 3 |
| Semester Three | | |
| ARTT 263 | Professional Practice for the Visual Artist | 1 |
| COMM 108 or COMM 112 or HLTH Elective | Foundations of Human Communication (GEIR) or Business and Professional Speech Communication (GEIR) or Any General Education HLTH Elective (GEIR) | 3 |
| BSSD | Behavioral and Social Sciences Distribution (BSSD) ** | 3 |
| NSLD | Natural Sciences Distribution with Laboratory (NSLD) | 4 |
| Elective | Art Elective † | 3 |
| Semester Four | | |
| BSSD | Behavioral and Social Sciences Distribution (BSSD) ** | 3 |
| HUMD | Humanities Distribution (HUMD) *** | 3 |
| NSND | Natural Sciences Distribution without Laboratory (NSND) | 3 |
| Elective | Art Elective † | 3 |
| Elective | 200-Level Literature or Writing Course or ARTT 123 or ARTT 221 ‡ | 3 |
| Total Credits | | 60 |

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

** Behavioral and social sciences distribution (BSSD) courses must come from different disciplines.

*** A world languages course is strongly recommended.

† Students interested in advanced study in art should choose 6 credits of ARTT electives. Students interested in advanced study in art education should choose 6 credits from among ARTT electives from ARTT 120 or ARTT 211 or one printmaking course from ARTT 225, ARTT 226, ARTT 227, ARTT 228, ARTT 230, or ARTT 233.

‡ Students interested in advanced study in art should choose from: ENGL 201, ENGL 202, ENGL 205, ENGL 208, ENGL 211, ENGL 212, ENGL 213, ENGL 214, ENGL 220, ENGL 226, ENGL 227, ENGL 230, ENGL 233, ENGL 231, ENGL 235, ENGL 241, ENGL 245, ENGL 248, ENGL 264, ENGL 272. Students interested in advanced study in art education should choose ARTT 123 or ARTT 221.

Students are required to have at least 12 credits at 200 level.

Program Outcomes:

| Outcome | Upon completion of this program a student will be able to: |
|----------------|---|
| 1 | Demonstrate a basic comprehension of art with a historical and contemporary context. |
| 2 | Utilize foundational skills to demonstrate a basic competency in techniques in one or more art media. |
| 3 | Demonstrate visual problem-solving capability. |

Art Area of Concentration, Arts and Science Associate of Arts Curriculum

This collegewide degree is a liberal education degree that focuses on art within the context of a broad educational experience in the arts and humanities, the natural and physical sciences, and the social sciences that make up half of the program requirements. Therefore, it is a suitable degree for students who seek a general liberal arts degree with an art emphasis. This program will prepare students for transfer to a four-year institution to pursue a bachelor of arts, such as University of Maryland College Park.

| Course Designator | Title | Credits |
|--|--|-----------|
| Semester One | | |
| ENGL 101 | Introduction to College Writing * | 3 |
| ARTT 100 | Introduction to Drawing (ARTD) | 3 |
| ARTT 102 | Introduction to 2D Design (GEIR) | 3 |
| ARTT 116 | Digital Tools for the Visual Arts | 4 |
| ARTT 200 | Art History: Ancient to 1400 | 3 |
| Semester Two | | |
| ENGL 102 | Critical Reading, Writing, and Research (ENGF) | 3 |
| MATF | Mathematics Foundation (MATF) | 3 |
| ARTT 103 | Introduction to 3D Design | 3 |
| ARTT 201 | Art History: 1400 to Present | 3 |
| ARTT 204 or ARTT 205 | Intermediate Drawing or Figure Drawing I | 3 |
| Semester Three | | |
| ARTT 263 | Professional Practice for the Visual Artist | 1 |
| COMM 108 or COMM 112 or HLTH Elective | Foundations of Human Communication (GEIR) or Business and Professional Speech Communication (GEIR) or Any General Education HLTH Elective (GEIR) | 3 |
| BSSD | Behavioral and Social Sciences Distribution (BSSD) ** | 3 |
| NSLD | Natural Sciences Distribution with Laboratory (NSLD) | 4 |
| Elective | Art Elective † | 3 |
| Semester Four | | |
| BSSD | Behavioral and Social Sciences Distribution (BSSD) ** | 3 |
| HUMD | Humanities Distribution (HUMD) *** | 3 |
| NSND | Natural Sciences Distribution without Laboratory (NSND) | 3 |
| Elective | Art Elective † | 3 |
| Elective | 200-Level Literature or Writing Course or ARTT 123 or ARTT 221 ‡ | 3 |
| Total Credits | | 60 |

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

** Behavioral and social sciences distribution (BSSD) courses must come from different disciplines.

*** A world languages course is strongly recommended.

† Students interested in advanced study in art should choose 6 credits of ARTT electives. Students interested in advanced study in art education should choose 6 credits from among ARTT electives from ARTT 120 or ARTT 211 or one printmaking course from ARTT 225, ARTT 226, ARTT 227, ARTT 228, ARTT 230, or ARTT 233.

‡ Students interested in advanced study in art should choose from: ENGL 201, ENGL 202, ENGL 205, ENGL 208, ENGL 211, ENGL 212, ENGL 213, ENGL 214, ENGL 220, ENGL 226, ENGL 227, ENGL 230, ENGL 233, ENGL 231, ENGL 235, ENGL 241, ENGL 245, ENGL 248, ENGL 264, ENGL 272. Students interested in advanced study in art education should choose ARTT 123 or ARTT 221.

Students are required to have at least 12 credits at 200 level.

Program Outcomes:

| Outcome | Upon completion of this program a student will be able to: |
|----------------|---|
| 1 | Demonstrate a basic comprehension of art with a historical and contemporary context. |
| 2 | Utilize foundational skills to demonstrate a basic competency in techniques in one or more art media. |
| 3 | Demonstrate visual problem-solving capability. |

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

Agenda Item Number: 9Bi
November 15, 2021

NEW TITLE FOR THE GRAPHIC DESIGN ASSOCIATE OF APPLIED SCIENCE

BACKGROUND

The 2017-2021 Maryland State Plan for Postsecondary Education states 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 III: Fuel the Economy and Drive Economic Mobility to meet the needs of local employers and ensure learners of all ages are prepared to compete in the job market, as well as in Montgomery College's Academic Master Plan, Initiative 5, which strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions.

In support of these goals, Montgomery College is prepared to revise the title of the graphic design area of concentration, graphic design associate of applied science effective fall 2022. The graphic design program prepares students for employment in the field of graphic communication. Some students choose to continue their studies and have been successful transferring to four-year institutions with resulting portfolio. Emphasis is placed on the creative application of design principles and problem solving in graphic design and communication, using both traditional and industry standard digital tools.

In May 2021, Montgomery College received institutional accreditation from the National Association of Schools of Art and Design (NASAD), making it one of only a few two-year schools in the country to achieve this recognition. NASAD accreditation signifies Montgomery College's alignment with national and international standards and ensures the continued viability and quality of the College's art and design programs. NASAD 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, NASAD recommended that the graphic design program be retitled to align with NASAD standards and national norms in degree titles. This is a simple title revision from graphic design to general graphic design for the associate of applied science. There are no changes to the program's curriculum: the program description, program requirements, electives, General Education requirements, and learning outcomes remain the same. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered. The new program title requires an application for approval to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Montgomery College Board of Trustees approve the program title revision from graphic design to general graphic design area of concentration, graphic design associate of applied science and that an application for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

Graphic Design Area of Concentration, Graphic Design Associate of Applied Science Curriculum (Old Title)

General Graphic Design Area of Concentration, Graphic Design Associate of Applied Science Curriculum (New Title)

Section 13B.02.03.03 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Professor Johnson

Dr. Trezza

Dr. Kelley

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

Resolution Number:
Adopted on:

Agenda Item Number: 9Bi
November 15, 2021

Subject: New Title for the Graphic Design Associate of Applied Science

WHEREAS, The 2017-2021 Maryland State Plan for Postsecondary Education states 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 III: Fuel the Economy and Drive Economic Mobility to meet the needs of local employers and ensure learners of all ages are prepared to compete in the job market; 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, Montgomery College is prepared to revise the title of the graphic design area of concentration, graphic design associate of applied science effective fall 2022 in support of the above strategic plans and in response to Montgomery College's May 2021 accreditation from the National Association of Schools of Art and Design (NASAD), making it one of only a few two-year schools in the country to achieve this recognition; and

WHEREAS, NASAD institutional accreditation signifies Montgomery College's alignment with national and international standards, ensures the continued viability and quality of our art and design programs, improves transfer opportunities for our students, and aids in the establishment of new articulation agreements with four-year colleges and universities; and

WHEREAS, The graphic design program prepares students for employment in the field of graphic communication, with an emphasis on the creative application of design principles and problem solving in graphic design and communication using both traditional and industry standard digital tools; and

WHEREAS, Some students choose to continue their studies and have been successful transferring to four-year institutions with their resulting portfolio; and

WHEREAS, The program will be retitled from graphic design to general graphic design for the associate of applied science in order to align with NASAD standards and national norms in degree titles; and

WHEREAS, There are no changes to the program's curriculum; 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 interim president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the new title of the graphic design associate of applied science program; and be it further

Resolved, That an application for approval of the new title for the graphic design associate of applied science program be forwarded to the Maryland Higher Education Commission.

Graphic Design Area of Concentration, Graphic Design Associate of Applied Science Curriculum (Old Title)

The graphic design degree prepares students for employment in the field of graphic communication. Some students choose to continue their studies and have been successful transferring to four-year institutions with resulting portfolio. Emphasis is placed on the creative application of design principles and problem solving in graphic design and communication, using both traditional and industry standard digital tools. Students interested in pursuing a four-year bachelor of fine arts in graphic design should consider the graphic design associate of fine arts transfer program.

| Course Designator | Title | Credits |
|-----------------------|---|-----------|
| Semester One | | |
| ENGL 101 | Introduction to College Writing * | 3 |
| ARTT 100 | Introduction to Drawing (ARTD) | 3 |
| ARTT 102 | Introduction to 2D Design (GEEL) | 3 |
| GDES 116 | Digital Tools for the Visual Arts | 4 |
| GDES 121 | Fundamentals of Graphic Design I | 3 |
| Semester Two | | |
| ENGF | English Foundation (ENGF) | 3 |
| MATF | Mathematics Foundation (MATF) | 3 |
| ARTT 201 | Art History: 1400 to Present (GEEL) | 3 |
| GDES 124 | Fundamentals of Graphic Design II | 3 |
| GDES 214 | Photoshop for Graphics and Photography | 4 |
| Semester Three | | |
| GDES 212 | Publication Design with InDesign | 4 |
| GDES 216 | Illustrator for Vector Graphics | 4 |
| GDES 218 | Graphic Design for the Web | 4 |
| BSSD | Behavioral and Social Sciences Distribution (BSSD) ** | 3 |
| Semester Four | | |
| GDES 224 | Graphic Design III | 3 |
| TVRA 140 | Video Editing | 3 |
| Elective | Program Elective †† | 3 |
| NSLD | Natural Sciences Distribution with Laboratory (NSLD) | 4 |
| | Total Credits | 60 |
| | | |

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

†† Choose one 3-credit program elective from ARTT 105, ARTT 205, GDES 134, PHOT 161, TECH 272, or choose one 4-credit elective from GDES 140 or GDES 230.

‡‡ Although this degree is designed to be completed in 60 credits, a student may opt to take a 4-credit elective, which would be a total of 61 credits. Please see an advisor in the Graphic Design program.

Program Outcomes:

| Outcome | Upon completion of this program a student will be able to: |
|----------------|---|
| 1 | Demonstrate solid foundation skills and competency in a range of media, techniques, and knowledge of associated processes to create products for a specified purpose or audience. |
| 2 | Apply visual problem solving that employs appropriate technical skills and techniques. |
| 3 | Evaluate the creativity of ideas and concepts for visual communication. |

General Graphic Design Area of Concentration, Graphic Design Associate of Applied Science Curriculum (New Title)

The graphic design degree prepares students for employment in the field of graphic communication. Some students choose to continue their studies and have been successful transferring to four-year institutions with resulting portfolio. Emphasis is placed on the creative application of design principles and problem solving in graphic design and communication, using both traditional and industry standard digital tools. Students interested in pursuing a four-year bachelor of fine arts in graphic design should consider the graphic design associate of fine arts transfer program.

| Course Designator | Title | Credits |
|-----------------------|---|-----------|
| Semester One | | |
| ENGL 101 | Introduction to College Writing * | 3 |
| ARTT 100 | Introduction to Drawing (ARTD) | 3 |
| ARTT 102 | Introduction to 2D Design (GEEL) | 3 |
| GDES 116 | Digital Tools for the Visual Arts | 4 |
| GDES 121 | Fundamentals of Graphic Design I | 3 |
| Semester Two | | |
| ENGF | English Foundation (ENGF) | 3 |
| MATF | Mathematics Foundation (MATF) | 3 |
| ARTT 201 | Art History: 1400 to Present (GEEL) | 3 |
| GDES 124 | Fundamentals of Graphic Design II | 3 |
| GDES 214 | Photoshop for Graphics and Photography | 4 |
| Semester Three | | |
| GDES 212 | Publication Design with InDesign | 4 |
| GDES 216 | Illustrator for Vector Graphics | 4 |
| GDES 218 | Graphic Design for the Web | 4 |
| BSSD | Behavioral and Social Sciences Distribution (BSSD) ** | 3 |
| Semester Four | | |
| GDES 224 | Graphic Design III | 3 |
| TVRA 140 | Video Editing | 3 |
| Elective | Program Elective †† | 3 |
| NSLD | Natural Sciences Distribution with Laboratory (NSLD) | 4 |
| | Total Credits | 60 |
| | | |

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

†† Choose one 3-credit program elective from ARTT 105, ARTT 205, GDES 134, PHOT 161, TECH 272, or choose one 4-credit elective from GDES 140 or GDES 230.

‡‡ Although this degree is designed to be completed in 60 credits, a student may opt to take a 4-credit elective, which would be a total of 61 credits. Please see an advisor in the Graphic Design program.

Program Outcomes:

| Outcome | Upon completion of this program a student will be able to: |
|----------------|---|
| 1 | Demonstrate solid foundation skills and competency in a range of media, techniques, and knowledge of associated processes to create products for a specified purpose or audience. |
| 2 | Apply visual problem solving that employs appropriate technical skills and techniques. |
| 3 | Evaluate the creativity of ideas and concepts for visual communication. |

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

Agenda Item Number: 9Bii
November 15, 2021

**NEW TITLE FOR THE NATIONAL KITCHEN AND BATH ASSOCIATION-ACCREDITED
ASSOCIATE OF APPLIED SCIENCE**

BACKGROUND

The 2017-2021 Maryland State Plan for Postsecondary Education states 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 III: Fuel the Economy and Drive Economic Mobility to meet the needs of local employers and ensure learners of all ages are prepared to compete in the job market, as well as in Montgomery College's Academic Master Plan, Initiative 5, which strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions.

In support of these goals, Montgomery College is prepared to revise the title of the National Kitchen and Bath Association (NKBA)-accredited area of concentration, interior design-preprofessional associate of applied science effective fall 2022. This program prepares students for entry-level positions in interior design and related professions. Some students choose to continue their studies and have successfully transferred to four-year institutions with their resulting portfolio. Content offerings include fundamental design, drawing, color, space planning, and historical topics; fabrics, lighting, window, wall, and floor treatments; and professional business practices for interior designers. Technical development includes architectural drafting; preparation of estimates; design analysis; kitchen, bath, structural, mechanical, and electrical systems; and advanced presentation techniques for interior designers. The NKBA associate of applied science meets the requirements of the National Kitchen and Bath Association accreditation. Students in the NKBA program will be eligible for the NKBA Associate Kitchen and Bath Designer (AKBD) examination upon graduation.

In May 2021, Montgomery College received institutional accreditation from the National Association of Schools of Art and Design (NASAD), making it one of only a few two-year schools in the country to achieve this recognition. NASAD accreditation signifies Montgomery College's alignment with national and international standards and ensures the continued viability and quality of the College's art and design programs. NASAD 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, NASAD recommended that the NKBA-accredited program be retitled because the current title refers to an accreditation body and not a field of study. This is a simple title revision from NKBA-accredited to kitchen and bath design for the associate of applied science. There are minor revisions to the program description to correct the new program title. Otherwise, there are no changes to the program's curriculum: the program requirements, electives, General Education requirements, and learning outcomes remain the same. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered. The new program title requires an application for approval to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Montgomery College Board of Trustees approve the program title revision from NKBA-accredited to kitchen and bath design for the associate of applied science and that an application for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

NKBA-Accredited Area of Concentration, Interior Design-Preprofessional AAS Curriculum (Old Title and Curriculum)

Kitchen and Bath Design Area of Concentration, Interior Design-Preprofessional AAS Curriculum (New Title and Curriculum)

Section 13B.02.03.03 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Professor Johnson

Dr. Trezza

Dr. Kelley

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

Resolution Number:
Adopted on:

Agenda Item Number: 9Bii
November 15, 2021

Subject: New Title for the National Kitchen and Bath Association-Accredited Associate of Applied Science

WHEREAS, The 2017-2021 Maryland State Plan for Postsecondary Education states 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 III: Fuel the Economy and Drive Economic Mobility to meet the needs of local employers and ensure learners of all ages are prepared to compete in the job market; 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, Montgomery College is prepared to revise the title of the National Kitchen and Bath Association (NKBA)-accredited area of concentration, interior design-preprofessional associate of applied science effective fall 2022 in support of the above strategic plans and in response to Montgomery College's May 2021 accreditation from the National Association of Schools of Art and Design (NASAD), making it one of only a few two-year schools in the country to achieve this recognition; and

WHEREAS, NASAD institutional accreditation signifies Montgomery College's alignment with national and international standards, ensures the continued viability and quality of our art and design programs, improves transfer opportunities for our students, and aids in the establishment of new articulation agreements with four-year colleges and universities; and

WHEREAS, The NKBA-accredited program prepares students for entry-level positions in interior design and related professions with content offerings including fundamental design business practices for interior designers and technical development including architectural drafting, preparation of estimates, and advanced presentation techniques for interior designers; and

WHEREAS, The NKBA associate of applied science meets the requirements of the National Kitchen and Bath Association accreditation. Students in the NKBA program will be eligible for the NKBA Associate Kitchen and Bath Designer (AKBD) examination upon graduation; and

WHEREAS, Some students choose to continue their studies and have been successful transferring to four-year institutions with their resulting portfolio; and

WHEREAS, The program will be retitled from NKBA-accredited to kitchen and bath design for the associate of applied science because the current title refers to an accreditation body and not a field of study; and

WHEREAS, There are minor revisions to the program description to correct the new program title; 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 interim president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the new title of the NKBA-accredited associate of applied science program; and be it further

Resolved, That an application for approval of the new title for the NKBA-accredited associate of applied science program be forwarded to the Maryland Higher Education Commission.

NKBA-Accredited Area of Concentration, Interior Design-Preprofessional Associate of Applied Science Curriculum (Old Title and Curriculum)

This program prepares students for entry-level positions in interior design and related professions. Some students choose to continue their studies and have successfully transferred to four-year institutions with resulting portfolio. Content offerings will include fundamental design, drawing, color, space planning, and historical topics; fabrics, lighting, window, wall, and floor treatments; and professional business practices for interior designers. Technical development will include architectural drafting; preparation of estimates; design analysis; kitchen, bath, structural, mechanical, and electrical systems; and advanced presentation techniques for interior designers. Completion of requirements for this program will lead to the award of the AAS.

Students may select one of two areas of concentration: (1) the general area of concentration, which allows students to select nine interior design program electives; or (2) the NKBA area of concentration, which meets the requirements of the National Kitchen and Bath Association accreditation and requires specific courses instead. A grade of B or higher is required in all interior design classes for the NKBA area of concentration degree. If these conditions are not met, a general area of concentration degree will be awarded. Students with the NKBA area of concentration degree will be able to sit for the NKBA Associate Kitchen and Bath Designer (AKBD) examination upon graduation.

| Course Designator | Title | Credits |
|--------------------------|--|----------------|
| Semester One | | |
| ENGL 101 | Introduction to College Writing * | 3 |
| MATF | Mathematics Foundation (MATF) | 3 |
| IDES 101 | Interior Design I | 3 |
| IDES 107 | Interiors: Design Principles | 3 |
| IDES 110 | Interiors: Technical Drawing and Drafting | 3 |
| Semester Two | | |
| ENGF | English Foundation (ENGF) | 3 |
| IDES 111 | Interior Design II ‡ | 3 |
| IDES 116 | Interiors: Advanced Presentation Techniques ‡ | 3 |
| IDES 120 | Interiors: Computer Presentation Techniques | 3 |
| IDES 245 | Kitchen and Bath Appliances and Equipment | 1 |
| IDES 246 | Interior Systems | 1 |
| IDES 247 | Codes for Interiors | 1 |
| Semester Three | | |
| IDES 221 | Interior Design: Residential | 3 |
| IDES 234 | Textiles ‡ | 3 |
| IDES 243 | Kitchen Design ‡ | 1 |
| IDES 244 | Bath Design ‡ | 1 |
| BSSD | Behavioral and Social Sciences Distribution (BSSD) | 3 |
| NSLD | Natural Sciences Distribution with Laboratory (NSLD) | 4 |

| Course Designator | Title | Credits |
|----------------------|---|-----------|
| Semester Four | | |
| ARTT 201 | Art History: 1400 to Present (ARTD) | 3 |
| IDES 222 | Interior Design: Commercial/Contract | 3 |
| IDES 272 | Business Practices and Procedures for Interior Design ‡ | 3 |
| IDES 248 | Interior Materials and Finishes | 1 |
| IDES 275 | Interiors: Professional Practicum/Internship ‡‡ | 1 |
| HUMD | Humanities Distribution (GEEL) | 3 |
| Elective | Elective | 1 |
| Total Credits | | 60 |

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

‡ This IDES course may not be offered every semester; advising by interior design coordinator is required.

‡‡ Internship must be approved by interior design advisor.

Program Outcomes:

| Outcome | Upon completion of this program a student will be able to: |
|---------|--|
| 1 | Apply design principles and color theory in the execution of interior design projects. |
| 2 | Identify the correct textiles, materials, finishes, and furniture for specifications. |
| 3 | Collect and interpret the data necessary to solve interior design problems. |
| 4 | Demonstrate an understanding of the historic styles of interior design. |
| 5 | Execute presentation and construction drawings. |

Kitchen and Bath Design Area of Concentration, Interior Design-Preprofessional Associate of Applied Science Curriculum (New Title and Curriculum)

This program prepares students for entry-level positions in interior design and related professions. Some students choose to continue their studies and have successfully transferred to four-year institutions with resulting portfolio. Content offerings will include fundamental design, drawing, color, space planning, and historical topics; fabrics, lighting, window, wall, and floor treatments; and professional business practices for interior designers. Technical development will include architectural drafting; preparation of estimates; design analysis; kitchen, bath, structural, mechanical, and electrical systems; and advanced presentation techniques for interior designers. Completion of requirements for this program will lead to the award of the AAS.

Students may select one of two areas of concentration: (1) the general area of concentration, which allows students to select nine interior design program electives; or (2) the kitchen and bath design area of concentration, which meets the requirements of the National Kitchen and Bath Association (NKBA) accreditation and requires specific courses instead. A grade of B or higher is required in all interior design classes for the kitchen and bath design area of concentration degree. If these conditions are not met, a general area of concentration degree will be awarded. Students with the kitchen and bath design area of concentration degree will be able to sit for the NKBA Associate Kitchen and Bath Designer (AKBD) examination upon graduation.

| Course Designator | Title | Credits |
|--------------------------|--|----------------|
| Semester One | | |
| ENGL 101 | Introduction to College Writing * | 3 |
| MATF | Mathematics Foundation (MATF) | 3 |
| IDES 101 | Interior Design I | 3 |
| IDES 107 | Interiors: Design Principles | 3 |
| IDES 110 | Interiors: Technical Drawing and Drafting | 3 |
| Semester Two | | |
| ENGF | English Foundation (ENGF) | 3 |
| IDES 111 | Interior Design II ‡ | 3 |
| IDES 116 | Interiors: Advanced Presentation Techniques ‡ | 3 |
| IDES 120 | Interiors: Computer Presentation Techniques | 3 |
| IDES 245 | Kitchen and Bath Appliances and Equipment | 1 |
| IDES 246 | Interior Systems | 1 |
| IDES 247 | Codes for Interiors | 1 |
| Semester Three | | |
| IDES 221 | Interior Design: Residential | 3 |
| IDES 234 | Textiles ‡ | 3 |
| IDES 243 | Kitchen Design ‡ | 1 |
| IDES 244 | Bath Design ‡ | 1 |
| BSSD | Behavioral and Social Sciences Distribution (BSSD) | 3 |
| NSLD | Natural Sciences Distribution with Laboratory (NSLD) | 4 |

| Course Designator | Title | Credits |
|----------------------|---|-----------|
| Semester Four | | |
| ARTT 201 | Art History: 1400 to Present (ARTD) | 3 |
| IDES 222 | Interior Design: Commercial/Contract | 3 |
| IDES 272 | Business Practices and Procedures for Interior Design ‡ | 3 |
| IDES 248 | Interior Materials and Finishes | 1 |
| IDES 275 | Interiors: Professional Practicum/Internship ‡‡ | 1 |
| HUMD | Humanities Distribution (GEEL) | 3 |
| Elective | Elective | 1 |
| Total Credits | | 60 |

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

‡ This IDES course may not be offered every semester; advising by interior design coordinator is required.

‡‡ Internship must be approved by interior design advisor.

Program Outcomes:

| Outcome | Upon completion of this program a student will be able to: |
|---------|--|
| 1 | Apply design principles and color theory in the execution of interior design projects. |
| 2 | Identify the correct textiles, materials, finishes, and furniture for specifications. |
| 3 | Collect and interpret the data necessary to solve interior design problems. |
| 4 | Demonstrate an understanding of the historic styles of interior design. |
| 5 | Execute presentation and construction drawings. |

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 9Biii
November 15, 2021

DELETION OF THE MANAGEMENT CERTIFICATE

BACKGROUND

Montgomery College strives to provide students with relevant skills to meet the workforce needs in Montgomery County. The management certificate provides an opportunity for students to learn the concepts and principles of management for progression to supervisory positions in the workplace. Topics pertain to leadership, ethics, decision making, team building, and employee engagement, similar to topics included in the business associate of arts.

During the 2017-2018 academic year, the academic program review process highlighted numerous challenges affecting the management certificate completion rate. First, the certificate is non-degree bearing, making it more appealing to and better served by Workforce Development. Second, more than half the courses offered do not transfer to any university in the University of Maryland System. Lastly, the student population pursuing a management certificate is too small to offer a variety of elective courses. The business associate of arts only allows for two electives, so most courses in the certificate do not transfer to the College's degree in business. Because of these matters and a lack of program activity, the business and management discipline recommended the deletion of this program to the College Area Review Committee.

The management certificate was formally suspended in fall 2019 to allow enrolled students to complete the program or change their major to the business associate of arts or another program at the College. During the three-year suspension period, no new students were admitted to the program. The suspension period expires in spring 2022 and the management certificate will be deleted effective summer 2022.

RECOMMENDATION

It is recommended that the Board of Trustees approve the deletion of the management certificate and that notification be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Management Certificate Curriculum
Section 13B.02.03.03.H of the Higher Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Coliton
Dr. Kelley

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

Resolution Number:
Adopted on:

Agenda Item Number: 9Biii
November 15, 2021

Subject: Deletion of the Management Certificate

WHEREAS, Montgomery College strives to provide students with relevant skills to meet the workforce needs in Montgomery County; the management certificate provides an opportunity for students to learn the concepts and principles of management for progression to supervisory positions in the workplace; and

WHEREAS, During the 2017-2018 academic year, the academic program review process highlighted numerous challenges affecting the management certificate completion rate; and

WHEREAS, The certificate is non-degree bearing, making it more appealing to and better served by Workforce Development; and

WHEREAS, More than half the courses offered do not transfer to any university in the University of Maryland System; and

WHEREAS, The student population pursuing a management certificate is too small to offer a variety of elective courses; the business associate of arts only allows for two electives so most courses in the certificate do not transfer to the College's degree in business; and

WHEREAS, Because of these matters and a lack of program activity, the business and management discipline recommended the deletion of this program to the College Area Review Committee; and

WHEREAS, The management certificate was formally suspended in fall 2019; and

WHEREAS, The three-year suspension period allowed enrolled students to complete the program or change their major to the business associate of arts or another major at the College and no new students were admitted to the program; and

WHEREAS, The three-year suspension period expires in spring 2022; and

WHEREAS, The management certificate will be deleted in summer 2022; and

WHEREAS, Deletion of the management certificate requires notification to the Maryland Higher Education Commission; 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 Board of Trustees approve the deletion of the management certificate; and be it further

Resolved, That notification of the program deletion be forwarded to the Maryland Higher Education Commission.

Management Certificate

THIS PROGRAM IS SUSPENDED EFFECTIVE FALL 2019. STUDENTS MAY NOT ENROLL IN SUSPENDED PROGRAMS. STUDENTS ENROLLED IN THIS PROGRAM PRIOR TO FALL 2019 WILL NOT BE ABLE TO GRADUATE WITH THIS DEGREE AFTER SPRING 2022. PLEASE REFER TO THE BUSINESS AA: 006.

Credits earned in the management certificate and supervisory letter of recognition curricula may be applied toward an AA in general studies. Students interested in a baccalaureate degree should enroll in the business transfer curriculum.

The management certificate curriculum provides students with the opportunity to learn the concepts and principles of management. The program structure allows students to focus on a preferred field of study and the opportunity to pursue particular academic and professional interests and goals in management. A grade of C or better is required for each course.

| Course Designator | Title | Credits |
|-------------------|--------------------------|-----------|
| MGMT 101 | Principles of Management | 3 |
| MGMT 201 | Business Law | 3 |
| Electives | 12 Elective Credits | 12 |
| | Total Credits | 18 |

Please choose from the following Electives:

- BSAD 101 - Introduction to Business, 3 semester hours
- ENGL 103 - Critical Reading, Writing, and Research in the Work Place, 3 semester hours
- MGMT 110 - Small Business Management, 3 semester hours
- MGMT 207 - Principles of Supervision, 3 semester hours
- MGMT 211 - Introduction to Marketing, 3 semester hours
- MGMT 214 - Human Resources Management, 3 semester hours

Program Outcomes

| Outcome | Upon completion of this program a student will be able to: |
|---------|---|
| 1 | Explain, identify, and relate the four functions of management to everyday business operations. |
| 2 | Explain the importance of human resource management and describe and apply the human resource core functions necessary for diverse organizations. |
| 3 | Apply decision making processes to business situations and analyze managerial problems. |
| 4 | Identify the legal issues that impact business organizations and explain the importance of ethics and corporate social responsibility. |

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

Agenda Item Number: 9Biv
November 15, 2021

DELETION OF THE PARALEGAL STUDIES CERTIFICATE

BACKGROUND

The Montgomery College paralegal studies program is an American Bar Association (ABA)-approved paralegal studies program. As such, it is one of only approximately 245 programs at the community college level in the country and one of four such programs in the state of Maryland to have the designation. The ABA defines a paralegal "...as a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible." Consequently, paralegals perform a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, and drafting legal documents.

Montgomery College offers a certificate and an associate of applied science in paralegal studies. The paralegal certificate was formally suspended in fall 2019 due to a lack of rigor required by ABA-approved paralegal programs and no longer being relevant to employers seeking paralegals with an associate's or higher degree. The three-year suspension period allowed enrolled students to complete the program or change their major to the associate of applied science. During the suspension period, no new students were admitted to the program. The three-year suspension period expires spring 2022.

It is a bittersweet action for the discipline to initiate the deletion of the paralegal studies certificate effective summer 2022. The program originated in 1980 after the College conducted a survey of Montgomery County lawyers and the results supported the need for trained legal assistants. The paralegal studies discipline has been a strength of the Montgomery College curriculum for 40 years.

RECOMMENDATION

It is recommended that the Board of Trustees approve the deletion of the paralegal studies certificate and that notification be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Paralegal Studies Certificate Curriculum
Section 13B.02.03.03 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Coliton
Dr. Kelley

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

Resolution Number:
Adopted on:

Agenda Item Number: 9Biv
November 15, 2021

Subject: Deletion of the Paralegal Studies Certificate

WHEREAS, The Montgomery College paralegal studies program is an American Bar Association (ABA)-approved paralegal studies program and is one of only approximately 245 programs at the community college level in the country and one of four such programs in the state of Maryland to have the designation; and

WHEREAS, Paralegals perform a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, and drafting legal documents; and

WHEREAS, Montgomery College offers a certificate and an associate of applied studies in paralegal studies; and

WHEREAS, The paralegal certificate was formally suspended in fall 2019 due to ABA's conclusion that the program lacked the rigor required by ABA-approved paralegal programs and was no longer relevant to employers seeking paralegals with an associate's or higher degree; and

WHEREAS, The three-year suspension period allowed enrolled students to complete the program or change their major to the associate of applied studies; and

WHEREAS, The three-year suspension period expires spring 2022; and

WHEREAS, It is a bittersweet action for the discipline to initiate the deletion of the paralegal studies certificate effective summer 2022; and

WHEREAS, The program originated in 1980 after the College conducted a survey of Montgomery County lawyers and the results supported the need for trained legal assistants; and

WHEREAS, The paralegal studies discipline has been a strength of the Montgomery College curriculum for 40 years; and

WHEREAS, Deletion of the paralegal studies certificate requires notification to the Maryland Higher Education Commission; 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 deletion of the paralegal studies certificate; and be it further

Resolved, That notification of the program deletion be forwarded to the Maryland Higher Education Commission.

Paralegal Studies Certificate Curriculum

THIS PROGRAM IS SUSPENDED EFFECTIVE FALL 2019. STUDENTS MAY NOT ENROLL IN SUSPENDED PROGRAMS. STUDENTS ENROLLED IN THIS PROGRAM PRIOR TO FALL 2019 WILL NOT BE ABLE TO GRADUATE WITH THIS DEGREE AFTER SPRING 2022. PLEASE REFER TO THE PARALEGAL STUDIES AAS: 341.

The curriculum provides the student with basic skills in legal research, legal writing, and legal interviewing techniques. Competency is developed in at least three areas of substantive law selected by the student.

IMPORTANT NOTE: PARALEGALS MAY NOT PROVIDE LEGAL SERVICES DIRECTLY TO THE PUBLIC EXCEPT AS PERMITTED BY LAW.

| Course Designator | Title | Credits |
|----------------------|---|-----------|
| ENGL 101 or Elective | Introduction to College Writing or LGST Elective | 3 |
| LGST 101 | Introduction to the Legal System | 3 |
| LGST 102 | Legal Research | 3 |
| LGST 103 | Legal Writing | 3 |
| POLI 101 | American Government | 3 |
| LGST 104 | Interviewing, Investigating, and Communication Techniques | 3 |
| Electives | Select any 3 LGST courses number 106 or above | 9 |
| | Total Credits | 27 |

Program Outcomes

| Outcome | Upon completion of this program a student will be able to: |
|---------|---|
| 1 | Locate and interpret legal statutes. |
| 2 | Locate and interpret legal cases. |
| 3 | Draft simple legal documents. |
| 4 | Interpret the legal concepts in three areas of substantive law. |
| 5 | Interpret the concepts of procedural law. |
| 6 | Interpret citations of the law. |

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

Agenda Item Number: 10
November 15, 2021

**MODIFICATION OF POLICY 32103--ALLOCATION, RECRUITMENT, EMPLOYMENT, AND
SALARY PLACEMENT AND ADVANCEMENT OF PART-TIME FACULTY**

General Information

| | |
|--------------------------------|--|
| Policy Number: | 32103 |
| Contained in Chapter: | Chapter Three |
| Policy Title: | Allocation, Recruitment, Employment, and Salary Placement and Advancement of Part-Time Faculty |
| Policy Creation Date: | September 21, 1987 |
| Most Recent Modification Date: | September 27, 2010 |

Background and Rationale for Changes

In January 2021, the Board of Trustees approved a new omnibus hiring policy (32100- Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees) that combined three separate policies with respect to hiring staff and administrators, full-time faculty, and temporary with benefits employees. This new policy language articulated and grounded the College’s hiring philosophy in the mission, vision, and values. The new language clarified the Board’s role and expectations in establishing new positions, including compliance with all applicable nondiscrimination laws in the hiring and recruitment process. At that time, it was decided that the part-time faculty policy would remain separate, as these positions are subject to a different process, but the College would revisit this policy to align with the changes approved to Policy 32100. The changes to the current Policy 32103 will ensure consistency in the recruitment and hiring process for all College employees.

Changes, Additions, Deletions

| Line Number | Purpose |
|--------------------|--|
| Policy Title | Suggested modification to the policy title to better align with the new scope of the policy. |
| 1-7 | Deleted and relocated part of the language to Section II; Added new language that speaks to the Board’s commitment to diversity and inclusion that aligns with the revised Board policy 32100. |
| 9-14 | Clarified and expanded the authority of the Interim President and the Board on the recommendation and approval of funds to hire part-time faculty through needs identified in the planning and budget development process that are aligned with the College’s strategic and operational plans. |

| | |
|-------|---|
| 16-26 | Expanded the expectation that the College’s hiring process will align with the Board’s commitment to diversity and inclusion and added non-retaliation language for reporting violations. |
| 28-31 | New language that speaks to evaluating applicants for part-time faculty employment. |
| 33-39 | New language that clarifies that the recruitment and appointment of all employees is subject to available funding and confirmation by the Board. Also added new language on equal opportunity that aligns with the College’s other hiring policies. |

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 32103– Allocation, Recruitment, Employment, and Salary Placement and Advancement of Part-Time Faculty, henceforth known as 32103–Recruitment, Employment, and Advancement of Part-Time Faculty.

BACKUP INFORMATION

Resolution
 32103–Recruitment, Employment, and Advancement of Part-Time Faculty (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number:
Adopted on:

Agenda Item Number: 10
November 15, 2021

Subject: Modification of Policy 32103– Allocation, Recruitment, Employment, and Salary Placement and Advancement of Part-Time Faculty

WHEREAS, The Board of Trustees created Policy 32103– Allocation, Recruitment, Employment, and Salary Placement and Advancement of Part-Time Faculty in 1987; and

WHEREAS, The policy has served as an important organizing framework to guide the recruitment and employment of part-time faculty; and

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

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

Resolved, That Policy 32103–Allocation, Recruitment, Employment, and Salary Placement and Advancement of Part-Time Faculty, henceforth known as 32103–Recruitment, Employment, and Advancement of Part-Time Faculty, be modified as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 005

Subject: ~~Allocation,~~ Recruitment, Employment, and ~~Salary Placement and~~
Advancement of Part-Time Faculty

- I. ~~The Board of Trustees approves the salary schedule for part-time faculty members and, as part of the annual budget process, approves funds for the employment of part-time faculty members during the fiscal year.~~ **Montgomery College is committed to recruiting and hiring a diverse and inclusive workforce that is representative of the community that we serve. Our human resources are critical to our success and our ability to engage with students and the community. The College is dedicated to a recruitment and hiring process that reflects our mission and values.**
- II. ~~The President or designee is authorized to employ all part-time faculty~~ **The Board of Trustees, upon the recommendation of the President, approves funds for the employment of part-time faculty members during the fiscal year. This funding is requested through the planning and budget development processes. The staffing needs are identified based on processes that are aligned with the College's strategic and operational plans.**
- III. ~~To assure that all applicants for part-time faculty employment are treated equitably, candidates will be evaluated in accordance with standards of teaching and non-teaching experience, academic preparation, and other relevant criteria established for faculty vacancy~~ **In accordance with applicable laws and the College's commitment to access, equity, and diversity, the College does not discriminate against any student, employee, or applicant for employment on the basis of age, color, citizenship status, covered veteran status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason protected by federal, state, and county laws and regulations. The College also prohibits retaliation against employees and students who, in good faith, bring complaints regarding perceived discrimination.**
- IV. **To assure that all applicants for part-time faculty employment are treated equitably, candidates will be evaluated in accordance with the needs of the college and standards of teaching and non-teaching experience, academic preparation, and other relevant criteria established for the vacancy.**
- V. **The president, or designee, has overall responsibility for the recruitment, selection and appointment of all employees, subject to available funding and confirmation by the Board of Trustees. Montgomery College is committed to providing equal employment opportunity for all employees and applicants. Equal opportunity extends to all aspects of the employment relationship, including but not limited to recruiting, hiring, placement, promotions, training, working conditions, transfer, leaves of absences, compensation, and benefits.**
- VI. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; June 17, 2002; June 29, 2005 (Administrative Correction Only); September 27, 2010; _____, 2021.

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

Agenda Item Number: 11A
November 15, 2021

**SUPPLEMENTAL APPROPRIATION REQUEST FOR THE FY22 FEDERAL, STATE
PRIVATE GRANTS FUND BUDGET**

BACKGROUND

On March 5, 2020, the governor of the state of Maryland proclaimed a state of emergency and health emergency to control and prevent the spread of the COVID-19 virus within the state. On March 11, 2020, the president of the College issued a memorandum detailing the College's response plan to the COVID-19 virus. The plan called for the College to begin providing instruction remotely, including counseling and support services, as well as requiring all nonessential employees to work remotely. In fall 2021, the College began taking steps towards a return to onsite operations and classes and will expand these plans for the spring 2022 semester.

On June 21, 2021, the Board of Trustees adopted the FY22 Current, Enterprise, and Other Funds budget under resolution 21-06-070. The Other Funds Budget remains as adopted and no further changes are necessary to the Board's original adoption on January 27, 2021, under resolution 21-01-017. Upon adoption, the Federal, State, Private Grants, and Contract fund was \$17,355,000. Subsequent to adoption, the U.S. Department of Education has awarded the Higher Education Emergency Relief Fund II (HEERF II) grant, under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), to help Montgomery College ensure learning continues for students during the COVID-19 pandemic. The HEERF II grant straddled the FY21 and FY22 budget years, and on June 21, 2021, under resolution 21-06-071, the Board of Trustees approved a supplemental request to add the balance of the HEERF II grant of \$17,082,886 to the FY22 budget, increasing the FY22 Federal, State, Private Grants and Contract fund from \$17,355,000 to \$34,437,886.

On May 21, 2021, the U.S. Department of Education awarded Montgomery College the Higher Education Emergency Relief Fund III (HEERF III) grant, under the American Rescue Plan Act (ARPA) in the amount of \$40,503,407, of which \$20,493,396 is designated for Student Emergency Assistance, and \$20,010,011 is designated for institutional use. The grant has a performance period end date of May 16, 2022 for student emergency assistance and June 20, 2022 for the institutional use.

In addition, on June 10, 2021, the U.S. Department of Education awarded Montgomery College the HEERF III Minority Serving Institution (MSI) grant, under the American Rescue Plan Act (ARPA) in the amount of, \$2,310,804. This grant has a performance period end date of, August 2, 2022.

For the ARPA HEERF III institutional use, and the ARPA HEERF III MSI grants, the College is allowed to use these funds to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a

transition to distance education, faculty and staff trainings, and payroll); carry out student support activities authorized by the Higher Education Act of 1965 (HEA), as amended, that address needs related to coronavirus; and make additional financial grants to students that may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

In order to expend the ARPA HEERF III institutional use (\$20,010,011) and the ARPA HEERF III MSI (\$2,310,804) grant funds in FY22, the College must request another supplemental appropriation from our county government to expend the combined \$22,320,815.

DIVERSITY, EQUITY, AND INCLUSION

Montgomery College is the most diverse two-year college in the continental United States. As a Minority Serving Institution, over seventy-eight percent of the College's students are persons of color. In a recent survey, over fifty percent of the College's students expressed concern about being able to afford their education and reported losing wages and/or jobs during the pandemic. The average household income of federal financial aid recipients was just over \$27,000. Sixty-six percent of the College's students attend part-time so that they can pursue jobs, meet other family obligations, or simply because they cannot afford a full tuition load.

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. We are here to ensure that every student—regardless of ability, background, economic status, race, or age—has access to higher education. By intentionally cultivating our campuses as places where equal education and employment opportunity flourish, we have advanced our own educational mission, contributed to the aspirations of Montgomery County, and added to the vision of our nation.

Montgomery College is keen to expand its educational programs to prepare our diverse community to participate in the workforce. The College's low cost provides an accessible avenue for County residents to improve their skills, gain opportunities for upward economic mobility, and build a more equitable representation of professionals in key County economic sectors. The College's close partnerships with the County's business community allows them to quickly identify employer needs, develop training programs, and route graduates directly into these high paying careers. The College also acts as a significant higher education pipeline for the Montgomery County Public Schools (MCPS) with students from every high school in the system attending.

The College's use of the HEERF funds have been consistent with institutional priorities on equity and inclusion and to help student's recovery from the pandemic's impact.

RECOMMENDATION

It is recommended that the Board approve and support a supplemental appropriation request to the Montgomery County Executive and County Council in the amount of, \$22,320,815 for the FY22 Federal, State, Private Grants and Contracts fund. This action will increase the FY22 Federal, State, Private Grants and Contract fund from \$34,437,886 to \$56,758,701.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

Mr. Sears

RESOURCE PERSONS

Ms. Greaney

Ms. Garvin Aquilino

Dr. Naughton

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

Resolution Number:
Adopted on:

Agenda Item Number:
November 15, 2021

Subject: Supplemental Appropriation Request for the FY22 Federal, State Private Grants Budget

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

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

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

WHEREAS, On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act, also known as CRRSAA, was signed into law to address the economic and financial burden for students and educational institutions due to the COVID-19 pandemic in the United States through the Higher Education Emergency Relief Fund II (HEERF II); and

WHEREAS, On June 21, 2021, the Board of Trustees adopted the FY22 Current, Enterprise, and Other Funds budget under resolution 21-06-070; and

WHEREAS, The Other Funds Budget remains as adopted and no further changes are necessary to the Boards original adoption on January 27, 2021 under resolution 21-01-017; and

WHEREAS, The Board's original adoption for the Federal, State, Private Grants, and Contract fund was \$17,355,000; and

WHEREAS, On June 21, 2021, under resolution 21-06-071, the Board of Trustees approved a supplemental request for the HEERF II grant in the amount of \$17,082,886 increasing the FY22 Federal, State, Private Grants and Contract fund from \$17,355,000 to \$34,437,886; and

WHEREAS, Since the Board of Trustees' original adoption and approval of a supplemental request, the federal government has awarded funding to help Montgomery College ensure learning continues for students during the COVID-19 pandemic; and

WHEREAS, The U.S. Department of Education awarded Montgomery College the HEERF III grant, under the American Rescue Plan Act (ARPA), in the amount of \$40,503,407; and

WHEREAS \$20,493,396 must be expended for emergency student assistance. The balance of the funds, \$20,010,011, is available to the College for institutional costs; and

WHEREAS, The U.S. Department of Education awarded Montgomery College the HEERF III Minority Serving Institution (MSI) grant, under the American Rescue Plan Act (ARPA) in the amount of \$2,310,804; and be it further

Resolved, That the Board of Trustees approves and supports a supplemental appropriation request of \$22,320,815 to the Montgomery County Executive and County Council pursuant to the ARP Act, for the FY22 Federal, State, Private Grants and Contracts; and be it further

Resolved, That this action will increase the FY22 Federal, State, Private Grants and Contract fund appropriation to \$56,758,701; and be it further

| | <i>Fed/State/Private Grants approved June 21, 2021</i> | <i>Supplemental</i> | <i>Fed/State/Private Grants</i> |
|-------------------------------|---|----------------------------|--|
| Grant & Endowment Expenditure | \$ 34,437,886 | \$ 22,320,815 | \$ 56,758,701 |

Resolved, That the budgeted source of funds to fund the College's FY22 Federal, State, Private Grants and Contract fund are in the amounts listed in the table below.

| | <i>Fed/State/Private Grants</i> | <i>Supplemental</i> | <i>Fed/State/Private Grants</i> |
|--------------------------|--|----------------------------|--|
| Federal Grants | \$ 26,362,886 | \$ 22,320,815 | \$ 48,683,701 |
| State Contracts & Grants | \$ 4,160,000 | | \$ 4,160,000 |
| Other | \$ 3,915,000 | | \$ 3,915,000 |
| | | | |
| Total | \$ 34,437,886 | \$ 22,320,815 | \$ 56,758,701 |

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

Agenda Item Number: 11B
November 15, 2021

THE PROPOSED FY23 CAPITAL BUDGET

BACKGROUND

The proposed FY23 capital budget and six-year FY23–28 capital improvement program were presented and discussed at the October 18, 2021 Board of Trustees meeting. The capital improvement program is supported by, and implements the College’s Facilities Master Plan. The request for FY23 is the first half of the FY23–24 biennial capital budget and totals \$35,785,000. A copy of the proposed capital budget was distributed to the board at its October meeting. The board did not request changes to the budget. The board’s adoption of the proposed FY23 capital budget is necessary for the county executive’s consideration of these requests in the county’s capital improvement program. Attached is a summary table that shows the proposed FY23 request by project, along with the actual FY21 and FY22 appropriation for each project.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY23 capital budget, which requests a total of \$35,785,000 and authorize the transmittal of the budget to the county.

BACKUP INFORMATION

Board Resolution
FY23 Capital Budget Summary

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 11B
November 15, 2021

Subject: The Proposed FY23 Capital Budget

WHEREAS, On the basis of the College's Facilities Master Plan and future enrollment projections, the proposed FY23 capital budget and six-year FY23–28 capital improvement program have been developed by appropriate College personnel; and

WHEREAS, The proposed FY23 biennial capital budget and six-year FY23–28 capital improvement program must be transmitted to the Montgomery County government for inclusion in the county executive's recommended capital improvements program; and

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

Resolved, That the Board of Trustees adopts the proposed FY23 capital budget and six-year FY23–28 capital improvement program and authorizes the interim president of the College to transmit the project description forms to the county executive for review and recommendation in the county's capital improvement program.