



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

PUBLIC MEETING AGENDA

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**BOARD OF TRUSTEES**

**Wednesday, January 25, 2023**

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

**6:45 p.m.**

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

Gloria Aparicio Blackwell  
*Second Vice Chair*  
TERM ENDS JUNE 30, 2026

Annicé Cody  
TERM ENDS JUNE 30, 2028

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

Michael J. Knapp  
TERM ENDS JUNE 30, 2024

Omar A. Lazo  
TERM ENDS JUNE 30, 2027

Robert F. Levey  
TERM ENDS JUNE 30, 2025

Maricé I. Morales  
TERM ENDS JUNE 30, 2025

Deepica Premaratne  
*Student Trustee*  
TERM ENDS JUNE 30, 2023

**PRESIDENT AND  
SECRETARY-TREASURER**

Dr. Jermaine F. Williams

1. Call to Order ..... Procedural
2. Roll Call ..... Procedural
3. Approval of Agenda ..... Procedural
4. Public Hearing of the FY24 Proposed Operating Budget ..... Information
5. Approval of Minutes ..... Action
  - A. December 12, 2022 Public Vote and Closed Session Minutes
  - B. December 12, 2022 Workforce Development Review Committee Meeting Minutes
  - C. December 12, 2022 Audit Committee Meeting Minutes
  - D. December 12, 2022 Public Meeting Minutes
6. Consent Agenda ..... Action
  - A. [Personnel Actions Confirmation Report](#)
  - B. [Modification of Policy 31001—Sexual Misconduct](#)
7. Reports ..... Information
  - A. Conversation with Constituents
  - B. President’s Report
  - C. Committee and Liaison Reports
    - i. Budget Review and Financial Sustainability Committee
    - ii. Montgomery College Alumni Association Board
  - D. Chair’s Report
8. Award of Contract (Sole Source) ..... Action
 

[Sole Source Award of Contract, Ellucian Customer Relationship Management Advance Software](#)

Board of Trustees  
Montgomery College  
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- 
- 9. Budget Matter ..... Action  
    The Proposed FY24 Current, Enterprise, and Other Funds Budgets
  - 10. New Business .....Procedural
  - 11. Trustee Comments.....Procedural
  - 12. Adjournment.....Procedural

**NOTICES**

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

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

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

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

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

Agenda Item Number: 6A  
January 25, 2023

**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  
January 25, 2023

**Subject: Personnel Actions Confirmation**

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

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

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

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

Attachments

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
11/14/2022	Facone, Francesca	Library Access Svcs Spec I	17	Library TP/SS
11/14/2022	Fiora, Anthony	Program Coordinator	23	WDCE Central Admin
11/14/2022	Holt, Thio	Achv the Promise Prog Coord	29	Sr. VP for Academic Affairs
11/14/2022	McKoy, Chantelle	Human Resources Manager	33	HRSTM – Strategic Talent Mgmt
11/28/2022	Corea, Yeslin Cristina	Accountant II	27	OACE
11/28/2022	Ehart, Michael	Library Access Svcs Spec I	17	Library TP/SS
11/28/2022	Gorman Urrutia, Keren	Administrative Aide II	19	Business/Computer Apps Dean
11/28/2022	Vaughan, Michael	Administrative Aide II	19	Business/Computer Apps Dean
11/28/2022	Zampi, Valerie	Library Access Svcs Spec I	17	Library TP/SS

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
11/14/2022	Grady, Sandra <sup>1</sup>	Instructional Associate	25	25	Humanities Dean
11/29/2022	Hayward, Dustin	Public Safety Shift Sup	25	8	Public Safety – RV
11/30/2022	Jackson, Ronald <sup>1</sup>	Grounds Maintenance Worker	15	16	Facilities Operations - RV

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	1	0	0	0	0	1
Male	0	2	0	0	0	0	2
<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

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<sup>1</sup> Retirement

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

**FACULTY**

**FACULTY EMPLOYMENTS - None**

**FACULTY SEPARATIONS - None**

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

Agenda Item Number: 6B  
January 25, 2023

**MODIFICATION OF POLICY 31001–SEXUAL MISCONDUCT**

**General Information**

Policy Number:	31001
Contained in Chapter:	Chapter Three
Policy Title:	Sexual Misconduct
Policy Creation Date:	December 15, 2014
Most Recent Modification Date:	June 22, 2020

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
1	Deleted the footnote referencing the August 14, 2020 effective date for updates to the Title IX regulations, and prospective authorization for the president to make any modifications to this policy if necessitated by then-pending court actions regarding the 2020 regulations.
29-30	Grammatical edits: removal of misplaced comma, insertion of a missing comma.
64-67	Removed name of previous Title IX coordinator. Contact information for Title IX coordinator updated. Regulations do not require that the Title IX coordinator be named; it is sufficient to identify there is a designated Title IX coordinator and to publicize the coordinator’s contact information.
115	Section heading updated to clarify that the section addresses sanctions.
161	Removed language mentioning Policy 39003 as a reference point for retaliation, in order to ensure closer alignment with the specific definition for retaliation mandated by the Title IX regulations (see 34 C.F.R. § 106.71(a)).

**RECOMMENDATION**

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

BACKUP INFORMATION

Resolution  
Policy 31001–Sexual Misconduct (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Roe



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

Resolution Number:  
Adopted on:

Agenda Item Number: 6B  
January 25, 2023

**Subject: Modification of Policy 31001–Sexual Misconduct**

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

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

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

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

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

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

**POLICY Board of Trustees - Montgomery College**

**31001**

Chapter: Personnel

Modification No. **006**

Subject: **Sexual Misconduct**

1 I. Policy Statement<sup>4</sup>

2  
3 It is the policy of Montgomery College to establish and maintain an environment in which  
4 all members of the Montgomery College community can work or participate in College  
5 education programs and activities free from all forms of sexual misconduct. Sexual  
6 misconduct is a form of sex discrimination prohibited by Title IX of the Education  
7 Amendments of 1972. In addition, some forms of sexual misconduct violate the criminal  
8 laws of the State of Maryland. Sexual misconduct in any form will not be tolerated by  
9 Montgomery College. The College will take immediate action to preserve and restore  
10 equal educational access when the College has actual knowledge of sexual misconduct.

11  
12 II. Definitions

13  
14 For purposes of this Policy, “sexual misconduct” is an umbrella term that encompasses  
15 various types of prohibited conduct, including sexual harassment, sexual assault,  
16 domestic violence, dating violence, and stalking. The President is authorized and directed  
17 to establish procedures to define other terms relevant to this Policy, including but not  
18 limited to: “sexual harassment”, “sexual assault”, “domestic violence”, “dating violence”,  
19 and “stalking”.

20  
21 III. Applicability

22  
23 All students and employees of the College must comply with this Policy. Sexual  
24 misconduct is prohibited between students, between employees, between students and  
25 employees, and by students or employees against contractors, vendors, or other  
26 individuals whose relationship to the student or employee is through the College’s  
27 facilities, programs or activities. Similarly, the College will not tolerate sexual misconduct  
28 by College contractors, vendors, or other third parties, including visitors and guests to the  
29 College whose relationship to the victim is through the College’s facilities, programs, or  
30 activities. This Policy applies regardless of the sex, sexual orientation, or gender identity  
31 of either the perpetrator or the victim of the sexual misconduct. This Policy applies to  
32 sexual misconduct (i) that occurs on College premises, including any property owned or  
33 leased by the College (including College buses) or that the College has permission to  
34 occupy for purposes of conducting a College-sponsored program or event; (ii) that occurs  
35 in connection with any College-sponsored, College-recognized, or College-approved  
36 activities within the United States (e.g., off-campus education programs and activities  
37 such as College-sponsored field trips, athletic team travel, and events for officially  
38 recognized College clubs that occur off-campus, and social activities for employees

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<sup>4</sup>-On May 6, 2020, the United States Department of Education released new Title IX regulations, which will be effective on August 14, 2020. These regulations necessitate some modifications to Board policy 31001 (“Sexual Misconduct”) which are being brought to the Board for approval at its June meeting in order to meet the August 14th effective date. However, the ACLU has filed a lawsuit in the United States District Court for Maryland seeking to block some of the provisions in the new Title IX regulations. Absent a court order enjoining or vacating the new regulations, any changes to Board policy 31001 approved at its June meeting will become effective on August 14, 2020. Should any court strike down, either temporarily or permanently, any portion of the 2020 Title IX regulations, the Board authorizes the President to make any necessary modifications to this policy which will become effective immediately upon distribution to the College community through publication on the College’s web page. The President will apprise the Board of any such action in a timely manner.

**POLICY Board of Trustees - Montgomery College**

**31001**

39 sponsored by the College or relating to the business of the College); (iii) that occurs  
 40 during business travel in the United States or otherwise in connection with College-  
 41 related business; or (iv) sexual harassment on- or off-campus during any college-  
 42 sponsored activity that impacts equal educational opportunity or access. All incidents of  
 43 sexual misconduct should be reported so that the College may determine whether the  
 44 conduct falls within the scope of this Policy.

45  
 46 **IV. Reporting and Confidentiality**

47  
 48 All members of the Montgomery College community may report allegations of sexual  
 49 misconduct at any time, but are encouraged to make such reports promptly in order to  
 50 maximize the College’s ability to respond and take appropriate action, including to obtain  
 51 evidence and to conduct a prompt and equitable investigation.

52  
 53 Students may report alleged sexual misconduct to the Title IX Coordinator or to any  
 54 “Mandated Reporter,” which includes any College administrator, supervisor, faculty  
 55 member, public safety officer, coach, or trainer. Employees and other members of the  
 56 College community may report sexual misconduct to the Title IX Coordinator or the  
 57 Director of Employee and Labor Relations, and employees may also report sexual  
 58 misconduct to their supervisor. A Mandated Reporter, the Director of Employee and  
 59 Labor Relations, and any other employee who receives a report of sexual misconduct  
 60 must promptly relay such report to the Title IX Coordinator. No employee is authorized to  
 61 investigate or resolve reports of sexual misconduct without the involvement of the Title IX  
 62 Coordinator.

63  
 64 ~~Christopher Moy is t~~The College’s **designated** Title IX Coordinator ~~and~~ can be reached  
 65 ~~at any time in person in Room 315-G of the Mannakee Building, by telephone at 240-567-~~  
 66 ~~5412, or~~ by e-mail at ~~christopher.moy~~**TitleIX@montgomerycollege.edu.**<sup>2</sup> **The Title IX**  
 67 **Coordinator is available to meet on any campus by appointment.** Members of the  
 68 College community may contact the Title IX Coordinator in order to seek information  
 69 about courses of action available to resolve reports or complaints that involve sexual  
 70 misconduct; to file a formal complaint; to get information about available resources and  
 71 supports services available to victims of sexual misconduct; and, to ask any questions  
 72 concerning College Policies and Procedures relating to sexual misconduct.

73  
 74 Certain College employees will be designated Confidential Resources for purposes of  
 75 this policy. Confidential Resources are not considered to be Mandated Reporters – that  
 76 is, upon receipt of a report of alleged sexual misconduct, Confidential Resources are not  
 77 required to notify the Title IX Coordinator. An individual seeking support or guidance with  
 78 respect to an alleged incident of sexual misconduct may contact any Confidential  
 79 Resource, who will normally keep private the individual’s identity and any other  
 80 information concerning the incident.

81  
 82 The College recognizes that allegations of sexual misconduct are a sensitive subject for  
 83 all parties involved and is committed to maintaining the privacy of the parties involved to  
 84 the fullest extent possible, consistent with applicable law and the need for investigation

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

**POLICY Board of Trustees - Montgomery College**

**31001**

85 and resolution. The College, through the Title IX Coordinator, may sign a formal  
 86 complaint to initiate the investigation and formal resolution process even when the  
 87 individual making a report of sexual misconduct requests anonymity or requests that no  
 88 action be taken. Thus, absolute confidentiality cannot be guaranteed. In all cases, the  
 89 College will take care to protect the identity of the parties through processes that provide  
 90 for discussion of the allegations only among those who have a legitimate administrative,  
 91 investigative, or legal need to know.

92  
 93 V. College Aid to Victims of Sexual Misconduct

94  
 95 The President is authorized and directed to establish procedures to provide victims of  
 96 sexual misconduct with reasonable accommodations (e.g., changes in academic,  
 97 transportation and/or working situations) and/or supportive measures that will be made  
 98 available upon a report of sexual misconduct to a victim of sexual misconduct, regardless  
 99 of whether the victim chooses to report the sexual misconduct to campus security or local  
 100 law enforcement.

101  
 102 VI. Investigation

103  
 104 All reports of sexual misconduct will be taken seriously and investigated as appropriate.  
 105 The President is authorized and directed to establish procedures for the investigation of  
 106 such reports, which shall provide for a prompt, thorough, and impartial process.

107  
 108 VII. Time Frame

109  
 110 The College strives to investigate all complaints within sixty (60) days after the filing of a  
 111 complaint. Actual resolution time may vary depending on many factors, including but not  
 112 limited to, the complexity of the investigation and the severity and extent of the alleged  
 113 misconduct.

114  
 115 VIII. ~~Grievance; Resolution; Sanctions~~

116  
 117 It is presumed that a Respondent is not responsible for the alleged conduct until a  
 118 determination regarding responsibility is made at the conclusion of the grievance  
 119 process. Individuals found to have committed sexual misconduct in violation of this Policy  
 120 will be subject to disciplinary action in accordance with applicable College policies and  
 121 procedures and/or collective bargaining agreements.

122  
 123 Employees found in violation of this Policy are subject to disciplinary action in accordance  
 124 with the applicable College policies and procedures for disciplinary action and discharge  
 125 (34002 and 34003), or, for bargaining unit members, the applicable procedures in the  
 126 collective bargaining agreement. Sanctions will be based on the circumstances and  
 127 nature of the violation, ranging from a reprimand up to and including termination of  
 128 employment. Students found in violation of this Policy are subject to disciplinary action in  
 129 accordance with procedures set forth in the Student Code of Conduct (42001). Sanctions  
 130 will be based on the circumstances and nature of the violation and include, but are not  
 131 limited to, a warning, disciplinary probation, community service, participation in sexual  
 132 misconduct education programming, suspension and dismissal from the College. In the  
 133 event of sexual misconduct by a third party against a College student or employee, the  
 134 College will take appropriate action within its control to address the misconduct and  
 135 prevent its recurrence, including but not limited to, referring to local law enforcement to  
 136 issue a "No Trespass" notice denying access to the College's buildings and grounds.

137

**POLICY Board of Trustees - Montgomery College**

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

140  
141 Persons who commit sexual misconduct in violation of federal, state, or local law may  
142 also be subject to criminal charges and penalties as a result of related legal proceedings.

143  
144 IX. Evidentiary Standard

145  
146 In any investigation and/or disciplinary proceeding concerning an alleged violation of this  
147 Policy, the finding will be determined by a preponderance of the evidence. The burden of  
148 collecting evidence and proving a violation of policy is the responsibility of the College  
149 and not the individuals.

150  
151 X. Good Faith Reporting

152  
153 Allegations of sexual misconduct are extremely serious, with potential for great harm to  
154 the accused if ill-conceived or made with malice. An individual found to have knowingly  
155 filed a false allegation may be subject to separate appropriate disciplinary action. A  
156 complaint made in good faith is not considered false merely because the evidence does  
157 not ultimately support the allegation of sexual misconduct.

158  
159 XI. Retaliation

160  
161 ~~Pursuant to College Policy 39003 Protection Against Retaliation, this Policy~~ **The College**  
162 prohibits retaliation by anyone in the College community against an individual because  
163 the individual reports or complains about sexual misconduct or participates in the  
164 College's investigation or proceedings related to an allegation of sexual misconduct.  
165 When the College is aware of possible retaliation, it will take immediate and appropriate  
166 steps to investigate. Students or employees who commit retaliation in violation of this  
167 Policy are subject to appropriate disciplinary action. The Complainant or participants in  
168 any report or investigation of sexual misconduct who believe they have experienced  
169 retaliation in violation of this Policy should immediately report such conduct to the Title IX  
170 Coordinator.

171  
172 XII. Education

173  
174 Education is a key element of this Policy. Notice of this Policy will be provided to all  
175 students during admissions and all employees during onboarding. The College will  
176 provide education and information, as appropriate, for students and employees to  
177 enhance understanding and increase awareness of the College's Sexual Misconduct  
178 Policy and Procedures. Sufficient periodic training will be conducted for Mandated  
179 Reporters and for those involved in the investigation and resolution of complaints and  
180 appeals, as determined by the President. Records and verification of all training will be  
181 maintained by the Title IX Coordinator and published on the Title IX website. Any  
182 mandatory education requirements will be announced and posted on the College's  
183 website. The President is authorized to provide institutional leadership and guidance for  
184 developing education programs to increase knowledge and share information and  
185 resources to prevent sexual misconduct, promote safety, and reduce perpetration. Some  
186 goals to be achieved through education are: (a) ensuring that all individuals are aware of  
187 their rights; (b) notifying individuals of conduct that is proscribed; (c) informing  
188 employees, students, and other members of the college community, including  
189 contractors, about the proper way to recognize and address complaints involving a  
190 violation of this Policy; (d) preventing issues that this Policy addresses, and; (e)

**POLICY Board of Trustees - Montgomery College**

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191 identifying the necessary steps for preventing sexual misconduct and addressing its  
192 effects.

193

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

196

197

198 Board Approval: December 15, 2014; September 21, 2015; June 17, 2019 (Administrative  
199 correction); June 22, 2020;                     , **2023**

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

Agenda Item Number: 8  
January 25, 2023

**SOLE SOURCE AWARD OF CONTRACT  
ELLUCIAN CUSTOMER RELATIONSHIP MANAGEMENT ADVANCE SOFTWARE**

BACKGROUND

<b>Request:</b>	Replacement of existing Banner Advancement software module
<b>Office/SVP Originating Request:</b>	Senior Vice President for Administrative and Fiscal Services and Acting Vice President for Development and Alumni Relations
<b>Award Type:</b>	Sole Source
<b>Bid Number:</b>	NA
<b>Explanation of Request:</b>	<p>The senior vice president for administrative and fiscal services and the acting vice president for development and alumni relations are requesting a sole source award of contract to replace the existing Banner Advancement software module. The College originally purchased the Banner Enterprise Resource Planning solution in 1998. Included in this software purchase is the Banner Advancement module, which is currently utilized by the College's Advancement department for fundraising campaigns and tracking of internal and external gifts. Ellucian, the Banner software developer, is no longer creating enhancements, or introducing any new features for this software module.</p> <p>Ellucian has created an upgraded solution called Customer Relationship Management (CRM) Advance, which is a purpose-built higher education-focused software package for donor cultivation, retention, and gift contribution processing. This product helps the advancement staff in building and managing donor relationships, gift processing, and gift campaign automation.</p> <p>The efficiency gained from utilizing Ellucian CRM Advance will help the advancement staff reach fundraising goals faster and build better donor relationships for future endeavors. Donor contributions ultimately have a direct impact on supporting students with needs and funding</p>

	<p>projects/initiatives that enable students to achieve their academic and career goals.                  If the purchase request is not approved, advancement staff will have to rely on inefficient manual processes and numerous spreadsheets to track and manage donors and gifts. Lack of automation and efficient management will severely impact the potential to support student success.</p>
<b>Reason Being Brought to Board:</b>	Board approval is required for sole source awards valued at \$100,000 and above.
<b>Certification:</b>	The director of procurement certifies that the requested product can only be obtained from software developer Ellucian, Inc., and the chief business/financial strategy officer certifies that funds are available in the FY23 capital budget.
<b>Annual Dollar Amount:</b>	\$642,136 (Year One)
<b>Vendor Name:</b>	Ellucian, Inc.
<b>Vendor Address:</b>	4 Country View Road Malvern, Pennsylvania 19355
<b>Minority Status:</b>	Non-minority
<b>Term of Contract:</b>	One year with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year sole source award of contract for the Ellucian CRM Advance software license, to Ellucian, Inc., of Malvern, Pennsylvania, for a total, not-to-exceed amount of \$642,136.

It is further recommended that the software license be renewed for four additional one-year periods, provided funding is available, and renewals are in the best interest of the College. The total, five-year software license fee not-to-exceed amount is \$1,126,579.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson  
 Ms. Matthews



**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:  
Adopted on:

Agenda Item Number: 8  
January 25, 2023

**Subject: Sole Source Award of Contract, Banner Customer Relationship Management Software**

WHEREAS, The senior vice president for administrative and fiscal services and the acting vice president for development and alumni relations are requesting a sole source award of contract for the Ellucian Customer Relationship Management (CRM) Advance software; and

WHEREAS, The College originally purchased the Banner Enterprise Resource Planning solution in 1998, and included in this software purchase is the Banner Advancement module, which is currently utilized by the College's Advancement department for fundraising campaigns, and tracking of internal and external gifts; and

WHEREAS, Ellucian, the Banner software developer, will no longer create enhancements or introduce any new features for this software module; and

WHEREAS, Ellucian CRM Advance is a purpose-built higher education-focused software package for donor cultivation, retention, and gift contribution processing; and

WHEREAS, The director of procurement certifies that the requested software is only available from the software developer, Ellucian, Inc., and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY23 capital budget; and

WHEREAS, Sole source contract awards valued above \$100,000 require Board of Trustees approval; and

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

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

Resolved, That a sole source award of contract for Ellucian CRM Advance software license be awarded to Ellucian, Inc., of Malvern, Pennsylvania, for a one-year term, for a total, not-to-exceed amount of \$642,136; and be it further

Resolved, That the software license be renewed for four additional one-year periods, provided funding is available, and renewals are in the best interest of the College, where the total, five-year software license fee not-to-exceed amount is \$1,126,579; and be it further

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