



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC MEETING AGENDA

[Link to join Zoom Meeting](#) · By phone: 301-715-8592 · Webinar: 983 0927 8295

BOARD OF TRUSTEES

Wednesday, June 21, 2023

6:30 p.m.

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

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

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

Annice 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. Approval of Minutes Action
 - A. May 15, 2023 Conference Session Minutes
 - B. May 15, 2023 Public Vote and Closed Session Minutes
 - C. May 15, 2023 Audit Committee Meeting Minutes
 - D. May 15, 2023 Public Meeting Minutes
5. Reports Information
 - A. President's Report
 - B. Committee Reports
 - i. Budget Review and Financial Sustainability Committee
 - ii. Montgomery College Foundation Board
 - iii. PIC MC Foundation Board
 - C. Chair's Report
6. Consent Agenda Action
 - A. [Personnel Action Confirmation](#)
 - B. [Recognition of Retirees](#)
 - C. Awards of Medallions
 - i. [Bronze Medallion to Ms. Debora J. Fyodorov](#)
 - ii. [Bronze Medallion to Professor KenYatta Rogers](#)
 - iii. [Bronze Medallion to Trustee Deepica Premaratne](#)
 - iv. [Silver Medallion to Ms. Margaret W. Latimer](#)
 - v. [Silver Medallion to Dr. Sanjay K. Rai](#)

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- vi. [Silver Medallion to Trustee Kenneth J. Hoffman](#)
 - vii. [Silver Medallion to Trustee Michael J. Knapp](#)
 - 7. Awards of Contract (Competitive) Action
 - A. [Award of Contract, IT Infrastructure Cabling Products and Services, Bid e523-012](#)
 - B. [Award of Contract, Purchasing and Corporate Credit Card Program, Bid e523-014](#)
 - C. [Award of Contract, Gordon and Marilyn Macklin Tower Writing, Reading and Language Center Renovation, Rockville Campus, Bid 623-006](#)
 - 8. Policy Matter..... Action
 - [Modification of Policy 41000–Student Success](#)
 - 9. Institutional Report Action
 - [The Annual Progress Report on Programs of the Cultural Diversity Plan](#)
 - 10. Budget Matters Action
 - A. FY23 Capital Budget Fund Transfers
 - i. [FY23 Capital Budget Fund Transfer from Planning, Design, and Construction Project to Collegewide Library Renovation Project](#)
 - ii. [FY23 Capital Budget Fund Transfer from Planning, Design, and Construction Project and Capital Renewal Project to the Leggett Math and Science Building Project, Takoma Park/Silver Spring Campus](#)
 - B. Final Adoptions of Budgets
 - i. [Final Adoption of the FY24 Current, Enterprise and Other Funds Budgets](#)
 - ii. [Final Adoption of the FY24 Capital Budget](#)
 - C. Petitions for FY24 State Funding
 - i. [Petition for FY24 State Funding, Macklin Tower Library Design, Rockville Campus](#)
 - ii. [Petition for FY24 State Funding, Resource Center Library Project Construction, Takoma Park/Silver Spring Campus](#)
 - iii. [Petition for FY24 State Funding, Student Services Center Design, Germantown Campus](#)
 - 11. Compensation Action
 - [Compensation Programs in Fiscal Year 2024](#)

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- 12. New Business.....Procedural
- 13. Trustee Comments.....Procedural
- 14. AdjournmentProcedural

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
June 21, 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
June 21, 2023

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 April 1, 2023, through April 30, 2023; 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 April 1, 2023, through April 30, 2023

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
04/03/2023	Afework, Yabissira	Community Use Scheduler	15	Facilities Operations - RV
04/03/2023	Gonzalez, Carlos	Community Use Scheduler	15	Facilities Operations – TP/SS
04/03/2023	Maradiaga, Joshua	Grounds Maintenance Worker	15	Facilities Operations – RV
04/03/2023	Moxley, Jennifer	ACES Students Success Coord	27	ACES-Achiev Coll Excell & Succ
04/14/2023	Cummings, Cynthia	Administrative Aide I	15	Public Safety – TP/SS
04/17/2023	Gordon, Carey	Public Safety Dispatcher	15	Facilities -

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
04/04/2023	Kouassi, Brisoa	Building Equip Mechanic II	15	10	Facilities Operations – RV
04/04/2023	Pereira, Dennis	Facilities Materials Specialist	21	6	Facilities Operations – RV
04/07/2023	Aderibige, Adejumo	Administrative Aide II	19	3	Biology – RV
04/10/2023	Franklin, Morgan	Child Care Teacher Assistant	15	0*	Center for Early Education
04/19/2023	Pradhan, Sharmila	Environmental Safety Mgr	33	10	Public Safety – Central
04/21/2023	Davis, Gregory	HVAC Mechanic I	21	12	Facilities Operations – RV
04/26/2023	Marroquin, Cindy	Student Services Coord II	19	8	WDCE Central Administration
04/28/2023	Bond, Sheila ¹	Instructional Assistant	23	38	Assessment & Testing Centers
04/28/2023	Tavakoli, Nina ¹	Records & Registration Spec	23	15	Records and Registration

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	1	2	0	0	0	0	3
Male	2	0	0	0	1	0	3
TOTAL	3	2	0	0	1	0	6

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	1	2	1	1	0	1	6
Male	0	2	1	0	0	0	3
TOTAL	1	4	2	1	0	1	9

¹ Retirement

* Less than one year

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From April 1, 2023, through April 30, 2023**

FACULTY

FACULTY EMPLOYEMENTS: None

Effective			
Date	Name	Position Title	Department

FACULTY SEPARATIONS: NONE

Effective				
Date	Name	Position Title	YOS	Department

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 6B
June 21, 2023

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

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

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

WHEREAS, These employees have cumulatively provided 211 years of service and dedication to the College; and

Resolved, That members of the Board of Trustees, and the president of the College express their sincere appreciation to these employees for their outstanding service to the College and the community, and extend to them their best wishes that their retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the employees on the attached list.

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

NAME/JOB TITLE/ RETIREMENT DATE	CAMPUS/DEPARTMENT	YEARS OF SERVICE
Mr. Linwood Ferguson Instructional Associate January 1, 2023	Rockville Mathematics	9
Ms. Jaimini Patel Enrollment & Student Access Specialist January 1, 2023	Rockville Raptor Central	34
Ms. Ijeoma Otigbuo Professor January 1, 2023	Takoma Park/Silver Spring Biology and Chemistry Dean	27
Ms. Angela F. Beemer Professor February 1, 2023	Takoma Park/Silver Spring Collegewide Dean of Student Engagement	31
Ms. Karen S. King Professor February 1, 2023	Rockville Collegewide Dean of Student Engagement	20
Ms. Sharon Leigh Piper Professor February 1, 2023	Takoma Park/Silver Spring Health Sciences Dean	20
Ms. Karen K. Powers Analyst-Programmer February 1, 2023	Central Services OIT Application Services	24
Ms. Deborah M. Sewell Professor February 1, 2023	Takoma Park/Silver Spring English and Reading Dean	15
Ms. Van Thi Tong Administrative Aide II February 1, 2023	Rockville Social Sciences Dean	22
Ms. Sherry A. Isom Administrative Aide II April 1, 2023	Rockville Collegewide Athletics	9

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

Resolution Number:
Adopted on:

Agenda Item Number: 4Ci
June 21, 2023

Subject: Retirement and Award of Bronze Medallion to Debora J. Fyodorov

WHEREAS, Ms. Debora J. Fyodorov served Montgomery College with enthusiasm and dedication for more than 37 years as a full-time staff member and retired from the College on June 30, 2022; and

WHEREAS, Ms. Fyodorov was hired as a production assistant in 1984 and served in this role until 1997, when she was promoted to manager of the Robert E. Parilla Performing Arts Center (PAC), until her retirement; and

WHEREAS, Ms. Fyodorov regularly brought world-class artists to the PAC, including Sophia Loren, Smokey Robinson, Aretha Franklin, the London and New York City Operas, Stars of the Bolshoi Ballet, and a recent, sold-out performance by the LVIV National Philharmonic Orchestra of Ukraine, introduced by the Ukrainian Ambassador to the United States; and

WHEREAS, Ms. Fyodorov played a key role in the initial planning and construction of the Robert E. Parilla Performing Arts Center and oversaw significant renovations to the building in 2021, and she was a consultant on the construction of the Cultural Arts Center on the Takoma Park/Silver Spring Campus and served as the center's first manager; and

WHEREAS, Ms. Fyodorov secured grant funding to support the PAC's operating budget from the Maryland State Arts Council on an annual basis and was consistently awarded grants from private foundations and the county; and

WHEREAS, Ms. Fyodorov served as the artistic director of the Guest Artist Series, Saturday Morning Children's Series, and Monday Night Film Series for many years; and ensured that all three series continued during the COVID pandemic, and expanded the film series to run throughout the academic year; and

WHEREAS, Ms. Fyodorov was committed to providing high-quality programming to the College and Montgomery County community; in 2019, she initiated a partnership with the Kennedy Center that brought their Theater for Young Audiences touring company to the College free-of-charge; and

WHEREAS, The senior vice president for Academic Affairs and the president of the College recommend this public recognition of Ms. Fyodorov; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Debora J. Fyodorov for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That in recognition of her dedicated service to Montgomery College, Ms. Debora J. Fyodorov is awarded the Bronze Medallion for sustained and exemplary outstanding service; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Debora J. Fyodorov.

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

Resolution Number:
Adopted on:

Agenda Item Number: 6Cii
June 21, 2023

**Subject: Retirement and Award of Bronze Medallion and Emeritus Status to Professor
KenYatta Rogers**

WHEREAS, Professor KenYatta Rogers served Montgomery College with enthusiasm and dedication for 22 years as a faculty member in the Rockville Performing Arts Department until August 2022; and

WHEREAS, Professor Rogers was a Professor of Theatre and coordinator of the Theatre Discipline from 2000 until 2022; and

WHEREAS, Professor Rogers was named 2014 Maryland Professor of the Year by the Carnegie Foundation for the Advancement of Teaching, and the Council for the Advancement and Support of Education, and was recognized by the Board of Trustees in 2015 for developing interdisciplinary programs to support students in making connections between the academic world and their own lives; and

WHEREAS, Professor Rogers is an award-winning actor who has been nominated for three Helen Hayes Awards and has directed and performed at almost every major professional theatre in our area, including Ford's Theatre, Arena Stage, Round House Theatre, Theatre J, African Theatre Continuum, and Olney Theatre Center; and

WHEREAS, Professor Rogers has directed and performed in over 70 regional theater productions and has over 100 voiceovers, film, and television credits; and

WHEREAS, Professor Rogers was recognized by the Board of Trustees for working tirelessly to expand the scope of the College's academic and extracurricular life by developing interdisciplinary programs to support students in making connections between the academic world and their own lives; and

WHEREAS, Professor Rogers served as a program advisor and advisor of the Black Box Players and was a founder and producer of the annual WILLPOWER! Shakespeare Festival and MC Poetry Slam; and

WHEREAS, Professor Rogers was a committed member of the community as evidenced by his contributions as an adjudicator of local dramatic competitions, a speaker at local high schools, a review panelist for local arts commissions, a panelist at symposia, and his work in community projects such as Page to Stage, part of the Helen Hayes Theatre Legacy Program; and

WHEREAS, Professor Rogers was recognized at a 2015 meeting of the Board of Trustees as an extraordinary professor; he was thanked for his service to the College and praised for his special connection with students and innovative teaching style; and

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

WHEREAS, The senior vice president for Academic Affairs and the president of the College recommend this public recognition of Professor KenYatta Rogers; now therefore be it

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

Resolved, That in recognition of his dedicated service to Montgomery College, Professor KenYatta Rogers is awarded the Bronze Medallion for sustained and exemplary outstanding service; and be it further

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

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor KenYatta Rogers.

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

Resolution Number:
Adopted on:

Agenda Item Number: 6Ciii
June 21, 2023

Subject: Recognition and Award of Bronze Medallion to Trustee Deepica Premaratne

WHEREAS, Maryland Governor Larry Hogan appointed Ms. Deepica Premaratne as the student member of the Board of Trustees of Montgomery College effective July 1, 2022, for a one-year term, which will end on June 30, 2023; and

WHEREAS, Ms. Premaratne came to the Board as an engaged student and used her experience and knowledge to guide her decisions as a Trustee; and

WHEREAS, During her tenure, Ms. Premaratne served the Board of Trustees with distinction and dedication while also challenging herself as a student; and

WHEREAS, Ms. Premaratne brought energy and enthusiasm to the Board and ensured that the best interests of the College and its students were being served; and

WHEREAS, Ms. Premaratne served ably and effectively as the vice chair of the Board of Trustees' Student Success Committee, providing leadership and student perspective to the work of the committee; and

WHEREAS, Ms. Premaratne's insight as a student of the College and her understanding of the role of the Board have contributed to the deliberations and effective decision-making of the Board; and

WHEREAS, Ms. Premaratne engaged in activities that helped her develop as a leader and shaped her to be a caring and responsible person, dedicated to serving and improving her community; and

WHEREAS, Ms. Premaratne has conducted herself in an exemplary manner, and her demeanor, dependability, cooperation, and responsiveness to Board and College issues and events combine to make her a highly valued member of the Board; and

WHEREAS, In recognition of her distinguished service to the Board of Trustees of Montgomery College, its students, and to the greater College community, the Board recommends the recognition of Ms. Deepica Premaratne; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Deepica Premaratne for her conscientious and significant contributions, and extend their best wishes to her for continued good health, happiness, and academic success, and invite her continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of her dedication, support, and service to Montgomery College, Ms. Deepica Premaratne is awarded the College's Bronze Medallion for distinguished service; and be it further

Resolved, That this resolution become a part of the minutes of the Board of Trustees meeting, and a copy of the resolution and the Bronze Medallion be presented to Ms. Deepica Premaratne.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 6Civ
June 21, 2023

Subject: Retirement and Award of Silver Medallion to Ms. Margaret W. Latimer

WHEREAS, Ms. Margaret W. Latimer served Montgomery College with enthusiasm and dedication for 23 years as a faculty member and administrator until her retirement on September 30, 2022; and

WHEREAS, Ms. Latimer left an indelible, positive impact on students, colleagues, the institution, and the community; and

WHEREAS, Ms. Latimer began her career as an adjunct professor in mathematics in 1989, and became a full-time faculty member in 1999; and

WHEREAS, Ms. Latimer chaired the mathematics department from 2003-2009; was interim associate dean of business and mathematics for one year, and was then appointed to the position in 2010; and

WHEREAS, Ms. Latimer served on several collegewide committees and task forces throughout the years; and

WHEREAS, Ms. Latimer was a member of the College delegation that participated in the National Symposium on 21st Century Community Colleges in India in 2011, later returning in 2014 with the College delegation that was a part of the Montgomery County Sister City/ Economic Development Mission; and

WHEREAS, Ms. Latimer was named the acting Vice President and Provost of the Germantown Campus and Collegewide Science, Technology, Engineering and Mathematics (STEM) Unit in 2014, and was appointed to the position in 2015, where she served until her retirement in 2022; and

WHEREAS, Ms. Latimer championed the integrated academics, business, and research park that ultimately became known as the Pinkney Innovation Center for Science and Technology at Montgomery College (PIC MC); and

WHEREAS, Ms. Latimer guided the design and construction, growth and development of the state-of-the-art cybersecurity center and the associated security operations center (SOC) on the Germantown Campus; and

WHEREAS, Ms. Latimer was a co-principal investigator for the nearly \$15 million Federal Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant awarded to the College to create the Cyber Technology Pathways Across Maryland (CPAM) Consortium, which expands career pathways and addresses the extensive workforce need for cybersecurity professionals; and

WHEREAS, Ms. Latimer was the program manager for the Gates-funded STEM Transfer Student Success Initiative (t-STEM) grant, and convened the advisory board for the \$1.8 million Graduate and Transfer Science, Technology, Engineering and Math Talent Expansion Program (GT STEP) grant from the National Science Foundation (NSF); and

WHEREAS, Ms. Latimer was instrumental in writing the ON-RAMP to STEM proposal which resulted in a five-year, \$600,000 scholarships grant from the National Science Foundation for

underrepresented students interested in STEM; where over half of the student recipients were women and more than two-thirds were minority participants; and

WHEREAS, Ms. Latimer's forward thinking and cross-discipline knowledge were critical in designing and developing the ground-breaking Translational Life Science and Technology (TLST) degree with the College's partners at University of Maryland Baltimore County (UMBC) at the Universities of Shady Grove; and

WHEREAS, Ms. Latimer kept the STEM Unit on the cutting edge of technology and academics by pursuing programming in bioinformatics, statistics, and data science, and championing a partnership with Biotrac® for advanced training in STEM; and

WHEREAS, Ms. Latimer served as a co-chair of initiative number two of the Academic Master Plan, Offer Alternative Scheduling and Delivery, and helped lay the groundwork for scheduling courses that meet the student needs as well as providing a list of forthcoming courses to help students with completion planning; and

WHEREAS, Ms. Latimer was an integral leader in the College's efforts to enhance the community's response to the COVID pandemic by supporting efforts to loan biotech equipment to local companies working on vaccines, create biotech boot camps for displaced workers, and host a mass state vaccination site and county vaccination site on the Germantown Campus; and

WHEREAS, Ms. Latimer sponsored equitable access to College resources for students throughout the pandemic, supporting the virtual STEM learning center, virtual laboratory experiences, and virtual desktop applications; and

WHEREAS, Ms. Latimer built lasting relationships with STEM-related businesses and industries throughout Montgomery County, establishing several mutually-beneficial memoranda of understanding; and

WHEREAS, Ms. Latimer was the face of the Germantown Campus and Collegewide STEM Unit to many in Montgomery County, including federal, state, and local elected officials; and

WHEREAS, Ms. Latimer led the STEM Unit with a vision of excellence, a mindset of innovation, a sense of inclusivity, and a spirit of kindness; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Latimer; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Margaret W. Latimer for her outstanding service to the College; and be it further

Resolved, That Ms. Margaret W. Latimer is awarded the Silver Medallion in recognition of her outstanding service to the College and the community, and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Ms. Margaret W. Latimer.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 6Cv
June 21, 2023

Subject: Award of Silver Medallion to Dr. Sanjay K. Rai

WHEREAS, Dr. Sanjay K. Rai served Montgomery College with enthusiasm and dedication for 19 years as an administrator until he was appointed as Acting Secretary of Higher Education for the state of Maryland beginning on May 3, 2023; and

WHEREAS, Through his many roles he has left an indelible, positive impact on students, colleagues, the institution, and the community; and

WHEREAS, Dr. Rai began his career as the instructional dean for science, engineering, and mathematics for the Rockville Campus in 2004; and

WHEREAS, Dr. Rai provided leadership to the second largest academic unit at the College, as well as leading the design efforts for the renovation of the Science East and Science West buildings; and

WHEREAS, Dr. Rai's advocacy efforts resulted in full funding for the new Rockville Science Center, the largest academic lab building in the state of Maryland at the time; and

WHEREAS, He was selected as interim vice president and provost for the Germantown Campus in 2009, and appointed as the permanent vice president and provost in 2010, where he served during the completion of the Bioscience Education Center, the acquisition of the Paul Peck Academic and Innovation Building, and the arrival of Holy Cross Germantown Hospital to Pinkney Innovation Complex on the Germantown Campus, the first hospital on a community college campus; and

WHEREAS, Dr. Rai was an invited participant in Secretary John Kerry's delegation to India for the U.S.-India Higher Education Dialogue, and participated and assisted in the planning of Governor Martin O'Malley's trade mission to India, resulting in investments in Maryland; and

WHEREAS, Dr. Rai was selected as the interim senior vice president for academic affairs in 2013, and appointed to the role in 2014, overseeing a division of 1,500 full-time and part-time faculty; and

WHEREAS, He led the reorganization of the division creating collegewide deans and operational efficiencies to support student success leading to the development of the Academic Master Plan in 2016, which addressed graduation, retention, transfer, time-to-degree and cost-to-degree, and alignment with four-year universities and the business community, which resulted in nearly doubling the overall graduation rate and decreasing equity gaps in college-level English and math; and

WHEREAS, Dr. Rai led efforts to reduce barriers to student success, including alternate placement, redesign of developmental education, and support for academic program advising using data and strong communication skills to engage all levels of the division; and

WHEREAS, Dr. Rai led and supported the development of the College's first online degrees such that there are now 13 degrees and eight certificate programs offered completely online; and

WHEREAS, Dr. Rai supported the development and use of open educational resources in an effort to decrease the cost of education to students resulting in over 10,000 students each semester selecting Z-courses, (that is, those with zero book costs); and

WHEREAS, He brought faculty professional development and distance education under one collegewide unit, E-Learning, Innovation, and Teaching Excellence (ELITE), and continued to support high quality faculty professional development through that unit, as well as the Scholarship for Excellence in Teaching program; and

WHEREAS, Dr. Rai conceptualized and developed the Institute for Part-time Faculty Engagement and Support, the only institute like this in the state and winner of the Delphi Award in 2023, in order to ensure that part-time faculty were engaged in the College's student success efforts, providing office space and support on each campus, twice-a-year conferences, and recognition for part-time faculty, and supported the establishment of the Shoenberg Part-time Faculty Fellows program; and

WHEREAS, Dr. Rai established the Achieving the Promise Academy, which was designed to provide one-on-one mentoring to students who were struggling, and was expanded to classroom embedded support, impacting over 12,000 students each year; and

WHEREAS, Dr. Rai's interest in program accreditation resulted in 10 art programs receiving national accreditation in 2021 and cybersecurity earning National Security Agency's Center of Excellence in 2022 in addition to the paralegal and health sciences program accreditations; and

WHEREAS, His engagement with business and industry resulted in partnering with BioTrac to provide graduate/post-graduate hands-on laboratory training for professionals throughout the country—unusual for a community college—as well as the development of new programs including bioinformatics, data science, cloud computing, Amazon Web Services in partnership with Amazon, and Microsoft Azure; and

WHEREAS, Dr. Rai partnered with four-year institutions to create bachelor's degree programs at the Universities at Shady Grove that build directly on our associate's degree programs, including embedded systems and biocomputational engineering with the University of Maryland College Park and the Translational Life Sciences Technology degree with the University of Maryland Baltimore County; and

WHEREAS, Dr. Rai continued with international engagements by collaborating with the Centre for Research and Development of Community Education in India in 2015 to help build capacity in curriculum and syllabus development, leading County Executive Ike Leggett's Sister City Mission trip to India in 2016, resulting in several MOUs; to South Korea in 2018 to build relationships and continue teacher training; and in 2019 as a recipient of a Fulbright grant to Russia to share the U.S. community college model and learn about the Russian higher education system; and

WHEREAS, Dr. Rai firmly believes that partnerships must be win-win-win for the College, for our students, and for our partners, resulting in the College receiving grants from the U.S. Department of Labor for the first time, building capacity across the state for cybertechnology,

offering free training to underemployed county residents, and involving over 150 industry partners; and

WHEREAS, He built on partnerships with Montgomery County Public Schools by expanding dual enrollment opportunities and bringing high school students to college campuses as juniors in the Early College program, and expanded the Middle College program in high schools, providing opportunities to Montgomery County parents and students to save tuition on the first two years of college and transfer as juniors to four-year institutions; and

WHEREAS, Dr. Rai's leadership and support of the Workforce Development and Continuing Education unit continued its growth and sustainability of the annual \$20 million operation; and

WHEREAS, Dr. Rai has held leadership positions on boards in the state and county, including the Governor's Life Sciences Advisory Board, Montgomery County Economic Development Corporation, and Maryland Tech Council, and led the statewide task force on alternate placement; and

WHEREAS, Dr. Rai earned numerous national awards including Presidential Lifetime Achievement Award (2022), the Chief Academic Officer of the Year (2019), the Difference Maker Award from the SANS Institute (2020), as well as local awards such as the Outstanding Leader Award from Leadership Montgomery; and

WHEREAS, The president of the college recommends this public recognition of Dr. Rai; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Rai for his outstanding service to the College; and be it further

Resolved, That Dr. Sanjay K. Rai is awarded the Silver Medallion in recognition of his outstanding service to the College and the community, and as an expression of gratitude of the College for his dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Dr. Sanjay K. Rai.

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

Resolution Number:
Adopted on:

Agenda Item Number: 6Cvi
June 21, 2023

Subject: Award of Silver Medallion and Emeritus Status to Dr. Kenneth J. Hoffman

WHEREAS, The Governor of the State of Maryland appointed Dr. Kenneth J. Hoffman to the Board of Trustees of Montgomery College on April 26, 2010, to serve a one-year term; and

WHEREAS, Dr. Hoffman was appointed to a full, six-year term on July 1, 2011, and reappointed to a second, six-year term on July 1, 2017; and

WHEREAS, During his 13 years on the Board of Trustees, Dr. Hoffman has tirelessly served the Montgomery College community with distinction and dedication, consistently demonstrating his belief and understanding of the guiding principles of governance and trusteeship excellence, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, Dr. Hoffman has demonstrated a strong belief in the importance of diversity, equity, inclusion, and social justice as foundational to the mission of community colleges; and

WHEREAS, Dr. Hoffman is passionate about education and the mission of community colleges in providing opportunities for students in need; and

WHEREAS, Dr. Hoffman has served the College well in deliberations regarding all matters, especially those related to student success, social justice, and community engagement; and

WHEREAS, Dr. Hoffman has been at the forefront of promoting education for students at all levels, his ardent advocacy on behalf of the College has been instrumental in enhancing and stabilizing local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, Dr. Hoffman is a physician, educator, and philanthropist who has worked to increase national awareness of the role community colleges play in developing civically engaged members of the community and valuable employees for the workforce; and

WHEREAS, Dr. Hoffman has demonstrated his outstanding leadership as a community leader, that includes serving on the Montgomery County Alcohol and Other Drug Abuse Advisory Council and volunteering as a board member of Oxford House; and

WHEREAS, Dr. Hoffman is a generous benefactor and supporter of equity and inclusion, having established the Hoffman-Schulsinger Excellence in Equity Award and endowment, which will benefit Montgomery College students; and

WHEREAS, Dr. Hoffman's knowledge, experience, integrity, wise counsel, and dependability have immeasurably contributed to the decisions of the Board of Trustees, and these qualities displayed during 13 years of distinctive service will be missed by the Board and the President of the College; and

WHEREAS, College procedures allow that all Trustees completing at least one full, six-year term of service are eligible for Trustee Emeritus status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College procedures allow for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the county, the state or the nation; and

WHEREAS, The members of the Board of Trustees of Montgomery College recommend this recognition on the occasion of Dr. Kenneth J. Hoffman's retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Dr. Kenneth J. Hoffman for his insightful, conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, and alumni, its community, and the residents of Montgomery County, and be it further

Resolved, That the Board extends its best wishes for his continued good health, happiness, and prosperity, and invites his continued support of the College in the years ahead; and be it further

Resolved, That Dr. Kenneth J. Hoffman is granted the status of Trustee Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That in recognition of his dedicated service and association with Montgomery College Dr. Kenneth J. Hoffman is awarded the Silver Medallion for sustained and exemplary outstanding service; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Kenneth J. Hoffman.

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

Resolution Number:
Adopted on:

Agenda Item Number: 6Cvii
June 21, 2023

Subject: Recognition and Award of Silver Medallion to Trustee Michael J. Knapp

WHEREAS, Maryland Governor Martin O'Malley appointed Mr. Michael J. Knapp to the Board of Trustees of Montgomery College in March 2012, to serve the remainder of a six-year term that began in 2006; and

WHEREAS, Mr. Knapp was reappointed to serve a full six-year term in July 2012 and again in July 2018; and

WHEREAS, Mr. Knapp has served the Montgomery College community with distinction and dedication, consistently demonstrating his belief in and understanding of the guiding principles of governance excellence, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, Mr. Knapp is CEO and co-founder of SkillSmart, a technology company that uses skills to empower individuals, employers and communities to maximize their potential; and

WHEREAS, Mr. Knapp served on the Montgomery County Council, representing District 2, from 2002 through 2010, and served as the council president in 2007 and 2008; and

WHEREAS, As a member on the County Council, Mr. Knapp's passion for making quality public education available for the county, region, and nation was exemplary in his policy advocacy; and

WHEREAS, While serving on the County Council, Mr. Knapp was a member of the Metropolitan Washington Council of Governments and served as chair of the organization in 2008; and

WHEREAS, Mr. Knapp served as a member of the National Capital Region Transportation Planning Board and served as chair of the organization in 2006; and

WHEREAS, Mr. Knapp demonstrates a strong belief in the importance of education, which has been consistently evident while serving in multiple leadership roles, including as chair of the Board of Advisors at the Universities at Shady Grove, a board member for Identity, Inc., the Healthcare Initiative Foundation, as well as a co-chair of Montgomery Moving Forward; and

WHEREAS, Mr. Knapp has been at the forefront of education for students at all levels, and his tireless advocacy on behalf of the College has been instrumental in enhancing and stabilizing local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, During his 11 years on the Board of Trustees, Mr. Knapp has served an unprecedented four terms as board chair; first in 2017 to 2019, and again in 2020 to 2022; and

WHEREAS, His steadfast leadership as chair and commitment to Montgomery College has seen the College through both tranquil and transitional times, including during the pandemic and presidential transition; and

WHEREAS, Mr. Knapp participated in presidential searches for two Montgomery College presidents; and

WHEREAS, Mr. Knapp's governance knowledge and experience, integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community have immeasurably contributed to the decisions of the Board of Trustees; and

WHEREAS, These qualities displayed during his 11 years of distinctive service will be missed by the Board and the President of the College; and

WHEREAS, Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emerita status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College policy allows for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the county, the state, or the nation; and

WHEREAS, The members of the Board of Trustees of the College recommend this recognition on the occasion of Mr. Knapp's retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Mr. Michael J. Knapp for his decisive, conscientious, and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, and alumni, its community, and the residents of Montgomery County, and that the Board extends its best wishes for his continued good health, happiness, and prosperity, and invites him continued support of the College in the years ahead; and be it further

Resolved, That Mr. Michael J. Knapp is granted the status of Trustee Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That in recognition of his dedicated service and association with Montgomery College and Montgomery County, Mr. Michael J. Knapp is awarded the Silver Medallion for sustained and exemplary outstanding service; and be it further

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

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

Agenda Item Number: 7A
June 21, 2023

**AWARD OF CONTRACT,
IT INFRASTRUCTURE CABLING PRODUCTS AND SERVICES,
BID e523-012**

BACKGROUND

Request:	IT infrastructure cabling products and services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	E523-012
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting an award of contract to purchase IT infrastructure cabling products and services. In May 2018, the Board of Trustees awarded a five-year contract for the purchase of cabling and installation services to two contractors on a primary and secondary basis, under resolution 18-05-036.</p> <p>The award of a new contract, which is primarily used by Facilities and Information Technology, is needed for planned and unplanned wiring of existing buildings throughout the College, underground boring/trenching to support campus fiber conduits, and analog telephone line maintenance and associated services.</p>
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
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 FY24 capital and operating budget, subject to Montgomery County Council, and Montgomery College Board of Trustees approval.
Dollar Amount:	Annual estimated amount of \$275,000 (depending upon need)
Vendor Name:	<ol style="list-style-type: none"> 1. Syst-Com Incorporated (Primary) 2. **Marathon Technology Solutions Inc.(Secondary)

Vendor Address:	1. 707 E Ordnance Road, #401, Curtis Bay, Maryland 21226 2. 1430 Progress Way, Eldersburg, Maryland 21784
Minority Status:	**Minority and one non-minority
Term of Contract:	One year (July 1, 2023 – June 30, 2024), with four one-year renewal options

**Minority awardee (Marathon Technology Solutions Inc.) is classified as Hispanic-American

RECOMMENDATION

It is recommended that the Board of Trustees approve the awards of contract for the purchase of information technology infrastructure cabling products and services to Syst-Com Incorporated, of Curtis Bay, Maryland, as the primary, and Marathon Technology Solutions Incorporated, of Eldersburg, Maryland as the secondary, for a one-year term beginning July 1, 2023. The annual not-to-exceed estimated expenditure is \$275,000, depending upon need.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The five-year not-to-exceed estimated expenditure is \$1,375,000, depending upon need.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 7A
June 21, 2023

Subject: Award of Contract, IT Infrastructure Cabling Products and Services, Bid e523-012

WHEREAS, The senior vice president for administrative and fiscal services has requested an award of contract to purchase information technology cabling products and services; 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 planned for and available in the FY24 capital and operating budget, subject to Montgomery County Council, and Montgomery College Board of Trustees approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on April 4, 2023, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 49 firms downloaded the request for proposal, and three responses were received, read aloud, and recorded, in the office of procurement beginning at 3:00 p.m. on April 21, 2023; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, it was determined that the proposals submitted by Syst-Com Incorporated, of Curtis Bay, Maryland and Marathon Technology Solutions Incorporated, of Eldersburg, Maryland, were the highest evaluated bidders, meeting all College requirements; and

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

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

Resolved, That two awards of contract for information technology cabling products and services be awarded to Syst-Com Incorporated, of Curtis Bay, Maryland, as the primary, and Marathon Technology Solutions Incorporated, of Eldersburg, Maryland as the secondary, for one year beginning July 1, 2023; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The five-year not-to-exceed estimated expenditure is \$1,375,000, depending upon need.

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

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

Agenda Item Number: 7B
June 21, 2023

**AWARD OF CONTRACT,
PURCHASING AND CORPORATE CREDIT CARD PROGRAM, BID e523-014**

BACKGROUND

Request:	Purchasing and corporate credit card program
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	E523-014
Explanation of Request:	<p>The College utilizes a banking service provider for its current purchasing and corporate credit card program. This service remains a cost-effective method of handling small dollar purchases. It eliminates the need to submit low-value repetitive purchase requisitions for processing, reduces transaction costs, and improves procurement efficiency. The program also affords senior management the flexibility to pay for travel-related expenses.</p> <p>Additionally, the online web-based credit card system allows immediate access for cardholders, uses a paperless expense tracking system, provides an electronic bulletin board, offers relevant reporting tools, and integrates with the College's enterprise resource planning solution, Workday.</p> <p>Annual program rebates back to the College are estimated to average roughly \$49,500, depending on card usage. The current contract expires on September 30, 2023.</p>
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff.
Dollar Amount:	Estimated annual purchase and corporate credit card combined spend is \$3,400,000
Vendor Name:	JPMorgan Chase Bank, N.A.
Vendor Address:	875 15th Street NW, Floor 8 Washington, DC 20005
Minority Status	Non-minority
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for a purchasing and corporate credit card program to JPMorgan Chase Bank, N.A. of Washington, DC, for a one-year term.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and it is in the best interest of the College. Annual estimated combined purchasing and corporate credit card spend is \$3,400,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B
June 21, 2023

**Subject: Award of Contract, Purchasing and Corporate Credit Card Program,
Bid e523-014**

WHEREAS, The senior vice president for administrative and fiscal services has requested an award of contract for a purchasing and corporate credit card program; and

WHEREAS, The online web-based credit card system allows immediate access for cardholders, uses a paperless expense tracking system, provides an electronic bulletin board, offers relevant reporting tools, and integrates with the College's enterprise resource planning solution, Workday; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was publicly advertised on April 10, 2023, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 20 firms downloaded the request for proposal, and four responses, including one vendor deemed non-responsive, were received, read aloud, and recorded in the office of procurement beginning at 3:00 p.m. on May 4, 2023; and

WHEREAS, Upon evaluation of all proposals, it was determined that the proposal submitted by JPMorgan Chase Bank, N.A. of Washington, DC, was the highest evaluated vendor meeting all College requirements; and

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

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

Resolved, That a contract for purchasing and corporate credit card program services be awarded to JPMorgan Chase Bank, N.A. of Washington, DC, for one year; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and it is in the best interest of the College.

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

Agenda Item Number: 7C
June 21, 2023

**AWARD OF CONTRACT,
GORDON AND MARILYN MACKLIN TOWER WRITING, READING AND LANGUAGE CENTER
RENOVATION, ROCKVILLE CAMPUS, BID 623-006**

BACKGROUND

Request:	Renovation of the Gordon and Marilyn Macklin Tower Writing, Reading and Language Center (WRLC) on the Rockville Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	623-006
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president for facilities are requesting an award of contract for the renovation of space in the Gordon and Marilyn Macklin Tower Writing, Reading and Language Center located on the Rockville Campus.</p> <p>Suite 002, currently unoccupied, will be renovated first. Staff in Suite 020 will be relocated to the Humanities Building on the Rockville Campus so that renovation of this suite can commence. Once completed, Writing, Reading and Language Center staff will relocate from the Humanities Building back to the Gordon and Marilyn Macklin Tower Building.</p> <p>This renovation project will allow WRLC staff to better serve the student body, create additional space and provide various support services in the Humanities Building for the Institute for Part-time Faculty.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were, developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY23 capital budget.
Dollar Amount:	\$1,425,388
Vendor Name:	KANE Construction, Inc.

Vendor Address:	438 N. Frederick Avenue, Suite 420 Gaithersburg, Maryland 20877
Minority Status:	Non-minority**
Term of Contract:	One-time purchase

**NOTE: Recommended contractor is not a minority firm; however, it has committed to subcontracting 15.41% of total value to Minority Business Enterprises (MBEs)

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to KANE Construction, Inc, of Gaithersburg, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the renovation of the Gordon and Marilyn Macklin Tower Writing, Reading and Language Center located on the Rockville Campus for a one-time purchase in the amount of \$1,425,388.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C
June 21, 2023

Subject: Award of Contract, Gordon and Marilyn Macklin Tower Writing, Reading and Language Center Renovation, Rockville Campus, Bid 623-006

WHEREAS, The senior vice president for administrative and fiscal services and the vice president for facilities are requesting an award of contract for the renovation of space in the Gordon and Marilyn Macklin Tower Writing, Reading and Language Center (WRLC) located on the Rockville Campus; and

WHEREAS, This renovation project will allow WRLC staff to better serve the student body, create additional space and provide various support services in the Humanities Building for the Institute for Part-time Faculty; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal was publicly advertised on April 27, 2023, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 68 companies downloaded the solicitation from the Procurement website; and on June 2, 2023, five responses, including one disqualified proposal, were received by the Montgomery College Procurement Department by 2 p.m. local time; and

WHEREAS, Following the evaluation of Part A (Contractor Qualification Proposal), four submitted proposals were deemed qualified to have their price proposals opened and evaluated (Part B); and

WHEREAS, Following the evaluation of Part B, it was determined that KANE Construction, Inc. of Gaithersburg, Maryland, submitted the lowest bid price of \$1,425,388, meeting all College specification requirements; and

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

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

Resolved, That the Board of Trustees approve an award of contract to KANE Construction, Inc. of Gaithersburg, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the renovation of the Gordon and Marilyn Macklin Tower Writing, Reading and Language Center located on the Rockville Campus for a one-time purchase in the amount of \$1,425,388; and be it further

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

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

Agenda Item Number: 8
June 21, 2023

MODIFICATION OF POLICY 41000–STUDENT SUCCESS

General Information

Policy Number:	41000
Contained in Chapter:	Chapter Four
Policy Title:	Student Success
Policy Creation Date:	June 16, 2015
Most Recent Modification Date:	June 16, 2015

Changes, Additions, Deletions

Line Number	Purpose
1-10	Modified this section to emphasize all students and the framework for equitable attention for credit and noncredit students with an emphasis on access, completion, and post-completion success.
12-31	Modified this section to emphasize the institution's commitment to diversity, equity, and inclusion and delineated student success measures that the College will use.
33-172	Moved these sections to the Procedure.
174-181	Modified this section to connect the tracking of individual student success with systemic improvements. Emphasized the importance employees' role in student success.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 41000–Student Success.

BACKUP INFORMATION

Resolution

[Background Memo-explanation of changes](#) (Board members only)

Policy 41000–Student Success (revised version, and revised “clean” version)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown
Dr. Fechter

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

Resolution Number:
Adopted on:

Agenda Item Number: 8
June 21, 2023

Subject: Modification of Policy 41000–Student Success

WHEREAS, The Board of Trustees created Policy 41000–Student Success in 2015; and

WHEREAS, The policy has served an important purpose in elevating the importance of student success, promoting best practices that support student success, and creating a culture of data-based decision-making; 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 41000–Student Success be amended 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

41000

Chapter: Student Affairs

Modification No. ~~001~~002

Subject: **Student Success**

~~I. Student Success~~

~~II.~~ Student success **for all students** is the primary goal of Montgomery College. **Aligned with the Strategic Plan, "students" means all students. This policy seeks to create a framework for an equitable level of institutional attention for credit and noncredit students. Student success is actualized by an equitable and data-informed pursuit of the following three components: (1) providing access to community members seeking further education; (2) supporting their completion; and (3) focusing on post-completion success that results in family-sustaining wages and being civically engaged.**

II. Achieving student success ~~will be~~ **is** the driving force behind ~~College~~ **the College's** planning, budgeting, and decision-making. Success is accomplished through a collaborative effort to achieve learning that actively engages students, faculty, and staff. ~~Student success can be measured by identifying and clarifying student goals and expectations upon entry, assessing student progress and experiences through their courses, and evaluating student outcomes at the time of exit. Montgomery College fulfills its implicit contract with the larger community when student success is achieved.~~ **with a commitment to diversity, equity, and inclusion. Student success will be measured by degree completion, time-to-degree, cost-of-degree, transfer, post-completion success, course completion, content mastery, and job attainment, as appropriate. Students will be guided throughout their academic journey at Montgomery College by developing completion plans upon entry, which will be monitored periodically at various points on their academic progression. Deeply situated student focused partnerships with educational entities, business and industry, and community organizations are critical for student success.** Acknowledging that success goals are unique to individual students, all stakeholders in the educational enterprise ~~will contribute to strategies that enhance student learning outcomes with particular attention to the success rates of students who begin their studies in developmental courses, students who plan to transfer in a particular field, and students whose goals are to increase skills by earning a certificate or Associates Degree.~~ **are accountable for contributing to strategies to enhance student success.**

~~Montgomery College believes in specific actions and measurable results to support students towards their academic and career goals. There are many valid measures of student success and achievement. Montgomery College measures will include:~~

- ~~A. academic progress measured by GPA (by semester, cumulative, and trend direction);~~
- ~~B. retention and persistence measured by continuous enrollment and by credit hour acquisition over time; and~~
- ~~C. student goal attainment measured by transfer, employment, licensure and graduation.~~

~~III. Principles of Student Success~~

- ~~A. Student success is accomplished when students:~~

POLICY - Montgomery College

41000

- ~~1. read, write, and speak at the college level;~~
 - ~~2. use mathematics tools and concepts at the college level;~~
 - ~~3. use information resources, including developing technology, to support continued learning;~~
 - ~~4. are positive, motivated learners who accept responsibility for their success;~~
 - ~~5. are self-confident, independent, and active learners with critical thinking skills enabling lifelong learning; and~~
 - ~~6. are tolerant and flexible, and aware of the interdependence of modern society.~~
- ~~B. Student success is facilitated through:~~
- ~~1. assessing student academic skills and placing students in appropriate courses;~~
 - ~~2. counseling and advising students to establish focused and realistic educational, career, and personal goals;~~
 - ~~3. assessing ongoing development, clarification, and refinement of student goals throughout the educational process;~~
 - ~~4. teaching students with challenging, but nurturing and encouraging, instructional methods; and~~
 - ~~5. providing effective and appropriate learning support programs and services.~~
- ~~C. Student success is enabled when faculty and staff are committed to:~~
- ~~1. providing a positive, welcoming climate that reflects an ethical, caring college community;~~
 - ~~2. taking a personal interest by encouraging, assisting, and respecting the individual potential in each student; and~~
 - ~~3. setting personal performance expectations that reflect their commitment to student success.~~
- ~~D. Student success is further ensured when the College:~~
- ~~1. is responsive to the community's needs and sets goals to meet them;~~
 - ~~2. clearly and effectively communicates information internally and externally;~~
 - ~~3. provides a physical environment conducive to learning and the development of a sense of community among students, faculty, and staff;~~
 - ~~4. offers students a comprehensive co-curricular program;~~
 - ~~5. is responsive to the needs of faculty and staff directly involved in the learning process;~~
 - ~~6. develops plans, allocates resources, and assigns administrative time to activities contributing to student success;~~
 - ~~7. provides professional development opportunities for faculty and staff that enhance the learning environment;~~
 - ~~8. maintains a reward system that recognizes faculty and staff contributions to students and their learning; and~~
 - ~~9. regularly evaluates (with student input) all aspects of the College instruction, as well as support and administrative offices, and uses the data to improve such aspects.~~

POLICY - Montgomery College

41000

~~IV. Student Commitment to Success~~

~~Furthermore, as committed partners toward their continued success, Montgomery College students will:~~

~~A. Be champions of their own learning.~~

~~MC students will become familiar with policies, programs, and activities expressly established to promote student success. Students will also attend advisor meetings and respond to email prompts from the College.~~

~~B. Be champions of their peers' learning.~~

~~MC students are part of a campus culture that leaves no one behind. Students will work with faculty and staff and take leadership in engaging peers in creating conditions for equity in achievement at Montgomery College.~~

~~C. Connect with Montgomery College.~~

~~Students will utilize, to their benefit, the tremendous variety of supports (financial aid, grants, scholarships), programs (ACES, federal grants), services (welcome centers, faculty advisers, tutoring, learning centers, libraries, community engagement centers), and opportunities (clubs, councils, community service events).~~

~~D. Commit to academic progress.~~

~~Degree seeking students and transfer students, with support from Montgomery College, will establish a reasonable yet ambitious course plan to which they are expected to adhere. Recognizing that requirements are established to support their success, students will attend class, register on-time, meet deadlines, and participate in all required activities for their program and for the College.~~

~~V. Student Success Practices~~

~~Montgomery College will require students to engage in practices recognized as maximizing student success. These include, but are not limited to the following.~~

~~A. On-time registration: Students will be expected to register for classes before class begins. Late registration will be limited to a small set of exceptions.~~

~~B. Preparation for college: College programs will engage the community and local schools to inform and prepare prospective students regarding college-readiness skills and programs to ensure highest performance on placement assessments.~~

~~C. College preparatory requirements: College programs will engage the community and local schools to inform and prepare prospective students about the college-readiness skills needed to enter and to be successful in their chosen field of study.~~

~~D. Selection of degree or certificate plan: Processes will be in place for students to understand their options for transfer and/or career academic programs and develop plans to meet their desired goals.~~

POLICY - Montgomery College

41000

- 154
155 ~~E. Comprehensive advising system: The College will engage in consistent, ongoing,~~
156 ~~and well defined advising efforts for students beginning with the admission~~
157 ~~process and continuing through completion of student goals.~~
158
159 ~~VI. Holding Ourselves Accountable~~
160
161 ~~Student success at Montgomery College will be tracked and measured for the purpose of~~
162 ~~achieving individual student success and the purpose of identifying potential systemic~~
163 ~~improvements.~~
164
165 ~~Montgomery College is committed to adhere to and respond to success measures as~~
166 ~~reflected in annual federal and state accountability reports, College departmental~~
167 ~~performance matrix, and other accountability assessment methodologies. The~~
168 ~~Montgomery College performance evaluation process will ensure that all college~~
169 ~~employees have a clear understanding of their role in helping students succeed and will~~
170 ~~be responsible for improvements. The College president and employees will primarily~~
171 ~~focus their decisions and actions on the Montgomery College Student Success Report~~
172 ~~Card.~~
173
174 **III. Student success for all students at Montgomery College will be tracked and measured**
175 **for the purpose of achieving individual student success and the purpose of identifying**
176 **potential systemic improvements.** Montgomery College is committed to adhere to and
177 respond to success measures as reflected in annual federal and state accountability reports,
178 College departmental performance matrix, and other accountability assessment
179 methodologies. **The Montgomery College's believes employee performance evaluation**
180 **process will ensure that all employees have a clear understanding of their role in**
181 **student success specific actions and will be responsible for improvements.**
182
183 **IV.** The president is authorized and directed to establish procedures necessary to implement this
184 policy.
185
186
187
188 Board Approval: June 16, 2015; **DATE**

POLICY Board of Trustees - Montgomery College

41000

Chapter: Student Affairs

Modification No. **002**

Subject: **Student Success**

- I. Student success for all students is the primary goal of Montgomery College. Aligned with the Strategic Plan, “students” means all students. This policy seeks to create a framework for an equitable level of institutional attention for credit and noncredit students. Student success is actualized by an equitable and data-informed pursuit of the following three components: (1) providing access to community members seeking further education; (2) supporting their completion; and (3) focusing on post-completion success that results in family-sustaining wages and being civically engaged.
- II. Achieving student success is the driving force behind the College's planning, budgeting, and decision-making. Success is accomplished through a collaborative effort to achieve learning that actively engages students, faculty, and staff with a commitment to diversity, equity, and inclusion. Student success will be measured by degree completion, time-to-degree, cost-of-degree, transfer, post-completion success, course completion, content mastery, and job attainment, as appropriate. Students will be guided throughout their academic journey at Montgomery College by developing completion plans upon entry, which will be monitored periodically at various points on their academic progression. Deeply situated student focused partnerships with educational entities, business and industry, and community organizations are critical for student success. Acknowledging that success goals are unique to individual students, all stakeholders in the educational enterprise are accountable for contributing to strategies to enhance student success.
- III. Student success for all students at Montgomery College will be tracked and measured for the purpose of achieving individual student success and the purpose of identifying potential systemic improvements that lead to transformational change at scale for all students. Montgomery College is committed to adhere to and respond to success measures as reflected in annual federal and state accountability reports, College departmental performance matrices, and other accountability assessment methodologies. The College's employee performance evaluation process will ensure that all employees have a clear understanding of their role in student success and will be responsible for improvements.
- IV. The president is authorized and directed to establish procedures necessary to implement this policy.

Board Approval: June 16, 2015; DATE

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 9
June 21, 2023

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

BACKGROUND

Maryland state legislation passed in 2008 requires every higher education institution to develop and implement a plan for a program of cultural diversity. Accordingly, each “cultural diversity plan must include an implementation strategy and timeline for meeting the goals.” The Montgomery College plan, *The Equity and Inclusion Roadmap for Success*, is a five-year action plan that the College is implementing over fiscal years 2021–2025. The Board of Trustees reviewed and approved the plan in 2020 and received the plan’s antiracism strategy addendum in 2021.

In addition, the Maryland Higher Education Commission (MHEC) requires an annual progress report from institutions. Specifically, as required by section 11-406 of the Education Article, the governing body of each Maryland public college and university is required to submit, by September 1 of each year, a report summarizing institutional progress toward the implementation of its plan for cultural diversity. As per the statute, the Commission is required to review each plan, monitor each institution’s progress toward achieving the goals outlined in its plan, and assess each plan’s adequacy and compatibility with the state’s goals for higher education. Additionally, the Commission is required to report its findings to the Maryland Senate’s Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

As required by section 11-406 of the Education Article, the attached report is Montgomery College’s annual progress report of its program of cultural diversity and provides a report on progress made during fiscal year 2023. The Office of Equity and Inclusion has prepared this report, which highlights some of the ways Montgomery College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, access, support, and retention.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report for fiscal year 2023 and authorize the president to forward it to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Montgomery College Programs of Cultural Diversity Annual Progress Report
Equity and Inclusion Roadmap for Success with Addendum

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Wilder

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

Resolution Number:
Adopted on:

Agenda Item Number: 9
June 21, 2023

Subject: The Annual Progress Report on Programs of the Cultural Diversity Plan

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

WHEREAS, The Board of Trustees reviewed and approved an *Equity and Inclusion Roadmap for Success* cultural diversity plan in 2020 covering fiscal years 2021–2025, and received the plan's antiracism strategy addendum in 2021; and

WHEREAS, The Board of Trustees continues to endorse the plan and its addendum and embraces the goals as critical institutional imperatives; and

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

WHEREAS, MHEC must review the progress report and monitor compliance; and

WHEREAS, Montgomery College has developed the annual progress report of the College's programs of cultural diversity that provides insight into the way the College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, access, support, and retention; and

WHEREAS, The annual progress report demonstrates the College's commitment and good faith efforts for removing barriers to expand and sustain diversity and producing measurable results; and

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

Resolved, That the attached Montgomery College Programs of Cultural Diversity Annual Progress Report is accepted by the Board of Trustees; and be it further

Resolved, That the president is authorized to submit the report to the Maryland Higher Education Commission (MHEC).

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

Agenda Item Number: 10Ai
June 21, 2023

**FY23 CAPITAL BUDGET FUND TRANSFER, PLANNING, DESIGN, AND CONSTRUCTION
PROJECT TO THE COLLEGEWIDE LIBRARY RENOVATIONS PROJECT**

BACKGROUND

Request:	To authorize a fund transfer from the planning, design, and construction project to the collegewide library renovation project.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and The Vice President of Facilities
Approval Type:	Fund transfer between capital projects
Explanation of Request:	The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a fund transfer from the planning, design, and construction project to the collegewide library renovation project. In accordance with county fiscal procedures, the Board is authorized to transfer funds among College projects within the capital budget, as long as the transfer does not exceed 10% of the total appropriation. There is funding available in the planning, design, and construction project due to unfilled vacancies. Additional funding is needed in the collegewide library renovation project to fund construction. The requested transfer is within the parameters set by the county, and the funding sources for both projects are compatible.
Reason Being Brought to Board:	Board approval is required for all fund transfers between capital projects.
Total Dollar Amount:	\$650,000
Certification:	The chief business/financial strategy officer certifies that funds are available in the appropriate capital funds budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve a transfer of funds of \$650,000 from the planning, design, and construction project to the collegewide library renovations project.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Greaney

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 10Ai
June 21, 2023

**Subject: FY23 Capital Budget Transfer, Planning, Design and Construction Project to
the Collegewide Library Renovations Project**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a fund transfer from the planning, design, and construction project to the collegewide library renovation project; and

WHEREAS, In accordance with College policy on the capital budget, a movement of funds between projects authorized in the capital budget must be consistent with county fiscal procedures authorizing such transactions; and

WHEREAS, The county has indicated that the Board is authorized to transfer a maximum of 10% from any one College project to projects within the College's capital budget; and

WHEREAS, The addition of funds to the collegewide library renovations project will be used for construction costs; and

WHEREAS, Funds totaling \$650,000 are available in the FY23 capital budget planning, design, and construction project that can be used for this purpose; and

WHEREAS, The chief business/financial strategy officer certifies that the funds are available in the FY23 capital budget for this transfer and also certifies that the amount to be transferred, \$650,000 is within the 10% limit; and

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

Resolved, That \$650,000 is transferred from the planning, design, and construction project to the collegewide library renovations project in the FY23 capital budget; and be it further

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

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

Agenda Item Number: 10Aii
June 21, 2023

**FY23 CAPITAL BUDGET FUND TRANSFER, PLANNING, DESIGN, AND CONSTRUCTION
PROJECT AND CAPITAL RENEWAL PROJECT TO THE TAKOMA PARK/SILVER SPRING
LEGGETT MATH AND SCIENCE BUILDING PROJECT**

BACKGROUND

Request:	To authorize a fund transfer from the planning, design, and construction project, and the capital renewal project to the Takoma Park/Silver Spring Leggett Math and Science Building project
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and The Vice President of Facilities
Approval Type:	Fund transfer between capital projects
Explanation of Request:	The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a fund transfer from the planning, design, and construction project and the capital renewal project to the Takoma Park/Silver Spring Leggett Math and Science Building project. In accordance with county fiscal procedures, the Board is authorized to transfer funds among College projects within the capital budget, as long as the transfer does not exceed 10% of the total appropriation. There is funding available in both projects. Additional funding is needed in the Takoma Park/Silver Spring Leggett Math and Science Building project to fund furniture and equipment due to supply chain shortages and cost escalations. The requested transfer is within the parameters set by the county, and the funding sources for both projects are compatible.
Reason Being Brought to Board:	Board approval is required for all fund transfers between capital projects.
Total Dollar Amount:	\$3,100,000
Certification:	The chief business/financial strategy officer certifies that funds are available in the appropriate capital funds budget

RECOMMENDATION

It is recommended that the Board of Trustees approve a transfer of funds of \$3,100,000 from the planning, design, and construction project and the capital renewal project to the Takoma Park/Silver Spring Leggett Math and Science Building project.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Greaney

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 10Aii
June 21, 2023

Subject: FY23 Capital Budget Transfer, Planning, Design and Construction Project and Capital Renewal Project to the Takoma Park/Silver Spring Leggett Math and Science Building Project

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a fund transfer from the planning, design, and construction project and the capital renewal project to the Takoma Park/Silver Spring Leggett Math and Science Building project; and

WHEREAS, In accordance with College policy on the capital budget, a movement of funds between projects authorized in the capital budget must be consistent with county fiscal procedures authorizing such transactions; and

WHEREAS, The county has indicated that the Board is authorized to transfer a maximum of 10% from any one College project to projects within the College's capital budget; and

WHEREAS, The addition of funds to the Takoma Park/Silver Spring Leggett Math and Science Building project will be used for furniture and equipment costs; and

WHEREAS, Funds totaling \$3,100,000 are available in the FY23 capital budget planning, design, and construction project (\$1,000,000), and the capital renewal project (\$2,100,000) that can be used for this purpose; and

WHEREAS, The chief business/financial strategy officer certifies that funds are available in the FY23 capital budget for this transfer and also certifies that the amount to be transferred, \$3,100,000 is within the 10% limit; and

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

Resolved, That \$3,100,000 be transferred from the planning, design, and construction project and the capital renewal project to the Takoma Park/Silver Spring Leggett Math and Science Building project; and be it further

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

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

Agenda Item Number: 10B
June 21, 2023

FINAL ADOPTION OF THE FY24 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

On January 25, 2023, the Board of Trustees adopted a budget in the amount of, \$280,235,062 for the current fund under resolution 23-01-044. The Board also approved \$22,748,598 for the Workforce Development & Continuing Education (WDCE) Fund and \$1,959,598 for the Auxiliary Enterprises Fund, for a total of \$24,708,196 for these special funds. These special fund totals remain as adopted and no further changes are necessary to the Board's original authorization.

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

County funding to the College remains at maintenance of effort level. During its April 17, 2023, meeting under resolution 23-04-066, the Board of Trustees authorized tuition rate increases of \$2 per credit for in-county, \$4 per credit for in-state, and \$6 per credit for out-of-state. The total state aid funding for FY24 is \$71,092,972, which includes the operating budget and Workforce Development & Continuing Education (WDCE) budget, and is \$5,033,149 higher than the amount budgeted for the College in FY23. The FY24 budget includes the use of current fund balance of \$20,537,926 of which \$10,000,000 is being transferred to the major facility reserve fund to support renovation costs for the East County Education Center.

The FY24 current fund budget expenditures are \$5,725,078 higher than the prior year. The increase in expenditures is due to providing sustainable compensation increases, and contractual and operational escalations in projected expenditures.

The Other Funds (Cable TV Fund; County Funded Grant; Federal, State and Private Grants and Contracts; Emergency Plant Maintenance and Repair Fund; Major Facilities Reserve Fund; Montgomery College 50th Anniversary Endowment Fund; Transportation Fund) remain as adopted and no further changes are necessary to the Board's original authorization.

RECOMMENDATION

It is recommended that the Board re-adopt these FY24 fund budgets as presented in the attached and authorize the president to implement the budgets as approved by county council funding actions on May 25, 2023.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number:
Adopted on:

Agenda Item Number: 10Bi
June 21, 2023

Subject: Final Adoption of the FY24 Current, Enterprise, and Other Funds Budgets

WHEREAS, The Board of Trustees adopted the College's FY24 operating budget on January 25, 2023, under resolution 23-01-044; and

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

WHEREAS, The Montgomery County Council considered the budget in work sessions during May 2023, and approved \$280,235,062 for the current fund, and \$24,708,196 for the special funds; and

WHEREAS, The Montgomery County Executive and Montgomery County Council recognized the valuable contributions that Montgomery College offers this community and funded the College at maintenance of effort level; and

WHEREAS, The Montgomery County Council has approved the College's FY24 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$280,235,062; and

WHEREAS, The Montgomery County Council granted the expenditure authority for the special funds as follows: Workforce Development & Continuing Education (WDCE) Fund of \$22,748,598; and Auxiliary Enterprises Fund of \$1,959,598; and

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

Resolved, That the Board of Trustees hereby re-adopts the FY24 College current fund operating budget in the amount of \$280,235,062, Workforce Development & Continuing Education (WDCE) Fund in the amount of \$22,748,598, the Auxiliary Enterprises Fund in the amount of \$1,959,598; and be it further

Resolved, That the functional totals for the FY24 current fund operating budget will be in the amounts listed in the following table:

		Current Fund	Special
10	Instruction	\$ 90,114,168	\$ 13,698,639
40	Academic Support	\$ 46,779,803	\$ 4,362,406
50	Student Services	\$ 36,782,457	\$ 3,277,171
60	Operations & Maintenance of Plant	\$ 49,402,084	\$ 1,360,382
70	Institutional Support	\$ 50,677,404	0
80	Scholarships & Fellowships	\$ 6,479,146	\$ 50,000
	Auxiliary Expenditures	0	\$ 1,959,598
Total		\$ 280,235,062	\$ 24,708,196

and; be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's current fund operating budget during FY24 are in the amounts listed in the table below:

	Current Fund	Special
County Contribution	\$ 148,409,696	0
State Aid	\$ 57,514,404	\$ 13,578,568
Tuition and Fees	\$ 61,695,836	\$ 8,724,406
Miscellaneous	\$ 2,871,949	\$ 1,350,550
Fund Balance	\$ 20,537,926	\$ 2,488,979
Net Transfers	\$ (10,794,749)	\$ (1,434,307)
Total	\$ 280,235,062	\$ 24,708,196

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

Agenda Item Number: 10Bii
June 21, 2023

FINAL ADOPTION OF THE FY24 CAPITAL BUDGET

BACKGROUND

On May 25, 2023, the Montgomery County Council approved the College's FY24 capital budget by appropriating \$55,761,000 to fund 18 projects. The council's approved budget (council resolution 20-177) includes the following:

Project (in '000's)	College's FY24 Request	County Council Final Action
ADA Compliance	\$ 125	\$ 125
Capital Renewal	3,500	3,500
Collegewide Central Plant & Distribution Systems	1,500	2,323
Collegewide Library Renovations	7,746	7,746
Collegewide Physical Education Renovations	1,500	1,500
Elevator Modernization	200	200
Energy Conservation	300	300
Facility Planning	270	270
East County Campus	2,500	2,500
Germantown Student Services Center	10,988	10,988
Instructional Furniture & Equipment	270	270
Planned Life-Cycle Asset Replacement	5,537	5,537
Planning, Design & Construction	2,000	2,000
Roof Replacement	2,662	2,662
Site Improvements	790	790
Information Technology	9,250	9,250
Network Infrastructure and Server Operations	4,100	4,100
Student Learning Support Systems	1,700	1,700
Grand Total	\$ 54,938	\$ 55,761

The approved FY24 capital budget provides \$10,988,000 (split 50/50 between the county and state) for the design of the Germantown Student Services Center. Additionally, the Takoma Park/Silver Spring Resource Center Library renovation, and Rockville Macklin Tower Library Renovation were approved for FY24 funding of \$7,746,000 (state funding - \$3,873,000, and county funding - \$3,873,000).

The College was also awarded additional funding from the state in the amount of \$1,000,000 for the facilities renewal grant funding, which will be used to replace a portion of distribution piping on the Rockville Campus.

In addition, the East County Campus was approved for \$500,000 in FY24 for county funding, and the state has approved \$2 million in FY24. There are two stages for this project, the first is for an east county education center that will create a College presence in this underserved community. The second is to establish a fourth campus in the east county.

The College self-funded one project within the FY24 capital budget - the physical education project, which is funded through the major facilities fee, and supports the installation of a baseball field on the Germantown Campus.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY24 capital budget as appropriated by the Montgomery County Council and authorize the president to implement the approved budget. The attached resolution provides for the formal action taken each year following the council's appropriation of the College's capital budget.

BACKUP INFORMATION

Board Resolution
Other Approved Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 10Bii
June 21, 2023

Subject: Final Adoption of the FY24 Capital Budget

WHEREAS, On November 14, 2023 by Board Resolution 23-11-035, the Board of Trustees adopted the FY24 capital budget; and

WHEREAS, On May 25, 2023, by council resolution 20-177 the Montgomery County Council approved the College's FY23-28 capital improvements program and approved the FY24 capital budget with new appropriations totaling \$55,761,000 to fund 18 projects; and

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

Resolved, That the Board of Trustees adopts the FY24 capital budget, and authorizes the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to council resolution 20-177.

MONTGOMERY COLLEGE
FY24 Capital Budget
Other Approved Projects (No Funds Requested in FY24)

Projects with prior-year appropriations (approved as submitted):

Germantown Science and Applied Studies Renovation – Phase 1
Rockville Student Services Center
Takoma Park/Silver Spring Math and Science Center

Outyear projects with no previous appropriation (FY23-28):

Germantown Student Services Center

Deleted outyear projects (FY23-28):

N/A

Projects pending close out:

N/A

Projects closed out as of July 1, 2022:

N/A

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

Agenda Item Number: 10Ci
June 21, 2023

**PETITION FOR FY24 STATE FUNDING,
MACKLIN TOWER LIBRARY DESIGN, ROCKVILLE CAMPUS**

BACKGROUND

On May 25, 2023, the Montgomery County Council appropriated the College's FY24 capital budget, including funds for one state-assisted project, Rockville Macklin Tower Library design. The county executive and the county council have been informed that the College will petition the state for final approval of funding for this project.

The state and county funding levels for this project are outlined below. The FY24 appropriation for the Rockville Macklin Tower Library design is \$4,246,000 (\$2,123,000 in county aid and \$2,123,000 through state support). The overall project cost (including design) is \$26,692,000 split 50/50 between the county and the state. The College only needs to petition the state for funds from the community college construction grants program.

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY24 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petitions. The appropriation in this resolution is based on projected resources for FY24

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$2,123,000 for the construction of the Rockville Macklin Tower Library project.

BACKUP INFORMATION

Board Resolution
County Council Resolution
Project Description Form

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 10Ci
June 21, 2023

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereeto, Macklin Tower Library Design, Rockville Campus**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Macklin Tower Library project on the Rockville Campus of the College and has determined that the sum of \$2,123,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the design of the Macklin Tower Library project on the Rockville Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY24 State of Maryland capital budget by the 2023 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$2,123,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$2,123,000 for the design of the Macklin Tower Library Project on the Rockville Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC).
3. The Board of Trustees of Montgomery Community College proposes undertaking the design of the Macklin Tower Library project on the Rockville Campus of the College in Montgomery County. Upon resolution duly adopted by the Board of Trustees, the Board requests the county council to petition the Maryland Higher Education Commission (MHEC) for a grant of \$2,123,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY24 capital budget for Montgomery College, the Board of Trustees proposed undertaking the design of the Macklin Tower Library project on the Rockville Campus of the College. On May 25, 2023, the county council approved \$4,246,000 for this project, contingent on the receipt of \$2,123,000 from the state in FY24. The College only needs to petition the state for funds from the community college construction grants program.
5. In April 2023, the state General Assembly and the Governor approved the FY24 state of Maryland capital budget, which included \$2,123,000 for the construction for design of the Macklin Tower Library project on the Rockville Campus of the College. However, the Board of Public Works must still approve the specific grant and the

Petition for State Grant of \$2,123,000
Page 2 of 2

necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC). After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2023 session of the General Assembly of the FY24 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission (MHEC) for a grant of \$2,123,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the design of the Macklin Tower Library project on the Rockville Campus of the College, and the county council has not already agreed to fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Megan Davey Limarzi, Esq.
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. XX-XXX
Collegewide Library Renovations Project PDF #P661901

Collegewide Library Renovations (P661901)

Category	Montgomery College	Date Last Modified	10/25/22
SubCategory	Higher Education	Administering Agency	Montgomery College
Planning Area	Countywide	Status	Planning Stage

	Total	Thru FY22	Rem FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	5,296	1,046	-	4,246	-	2,292	1,954	-	-	-	-
Construction	31,552	-	-	31,552	2,016	9,536	18,000	2,000	-	-	-
Other	3,414	-	-	3,414	484	484	-	2,446	-	-	-
TOTAL EXPENDITURES	40,262	1,046	4	39,212	2,500	12,312	19,954	4,446	-	-	-

FUNDING SCHEDULE (\$000s)											
G.O. Bonds	20,131	1,046	4	19,081	725	6,156	9,977	2,223	-	-	-
State Aid	20,131	-	-	20,131	1,775	6,156	9,977	2,223	-	-	-
TOTAL FUNDING SOURCES	40,262	1,046	4	39,212	2,500	12,312	19,954	4,446	-	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 24 Request	7,746	Year First Appropriation	FY20
Cumulative Appropriation	10,070	Last FY's Cost Estimate	33,664
Expenditure / Encumbrances	1,088		
Unencumbered Balance	8,982		

PROJECT DESCRIPTION

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

LOCATION

Takoma Park/Silver Spring and Rockville Campuses

ESTIMATED SCHEDULE

A part 1/part 2 document was completed in FY21 for the Takoma Park/Silver Spring library renovation. Design will start in FY22, construction will begin in FY23, and continue in FY24, with completion in FY24. The Rockville library project design will begin in FY24, and construction, and FFE will be requested in FY25, and FY26.

COST CHANGE

Additional \$3.5 million requested for the TPSS Library Renovation Project due to unprecedented cost escalation due to supply chain shortages. Increase for Rockville Library MT project due to state allowable cost escalation of 9 percent.

PROJECT JUSTIFICATION

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

OTHER

FY23 Appropriation: Total \$9,020,000 (\$3,985,000 (GO Bonds); and \$5,035,000 (State Aid)). FY24 Appropriation: Total \$7,746,000 (\$3,873,000 (GO Bonds); and \$3,873,000 (State Aid)).

FISCAL NOTE

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

DISCLOSURES

Montgomery College asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

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

Agenda Item Number: 10Cii
June 21, 2023

**PETITION FOR FY24 STATE FUNDING, RESOURCE CENTER LIBRARY PROJECT
CONSTRUCTION, TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On May 25, 2023, the Montgomery County Council appropriated the College's FY24 capital budget, including funds for one state-assisted project, the Takoma Park/Silver Spring Resource Center Library project construction. The county executive and the county council have been informed that the College will petition the state for final approval of funding for this project.

The state and county funding levels for this project are outlined below. The FY24 appropriation for the Takoma Park/Silver Spring Resource Center Library construction is \$3,500,000 (\$1,750,000 in county aid and \$1,750,000 through state support). The overall project cost (including design) is \$13,570,000 split 50/50 between the county and the state. The College only needs to petition the state for funds from the community college construction grants program.

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY24 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petitions. The appropriation in this resolution is based on projected resources for FY24.

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$1,750,000 for the furniture and equipment of the Takoma Park/Silver Spring Resource Center Library project.

BACKUP INFORMATION

Board Resolution
County Council Resolution
Project Description Form

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 10Cii
June 21, 2023

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

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$1,750,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the construction of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY24 State of Maryland capital budget by the 2023 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$1,750,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$1,750,000 for the construction of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC).
3. The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board of Trustees, the Board requests the county council to petition the Maryland Higher Education Commission (MHEC) for a grant of \$1,750,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY24 capital budget for Montgomery College, the Board of Trustees proposed undertaking the construction of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College. On May 25, 2023, the county council approved \$3,500,000 for this project, contingent on the receipt of \$1,750,000 from the state in FY24. The College only needs to petition the state for funds from the community college construction grants program.
5. In April 2023, the state General Assembly and the Governor approved the FY24 state of Maryland capital budget, which included \$1,750,000 for the construction for the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College. However, the Board of Public Works must still approve the specific grant and the

Petition for State Grant of \$1,750,000
Page 2 of 2

necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC). After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2023 session of the General Assembly of the FY24 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission (MHEC) for a grant of \$1,750,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the construction of the Resource Center Library project on the Takoma Park/Silver Spring Campus of the College, and the county council has not already agreed to fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Megan Davey Limarzi, Esq.
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. XX-XXX
Collegewide Library Renovations Project PDF #P661901

Collegewide Library Renovations (P661901)

Category	Montgomery College	Date Last Modified	10/25/22
SubCategory	Higher Education	Administering Agency	Montgomery College
Planning Area	Countywide	Status	Planning Stage

	Total	Thru FY22	Rem FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	5,296	1,046	-	4,246	-	2,292	1,954	-	-	-	-
Construction	31,552	-	-	31,552	2,016	9,536	18,000	2,000	-	-	-
Other	3,414	-	-	3,414	484	484	-	2,446	-	-	-
TOTAL EXPENDITURES	40,262	1,046	4	39,212	2,500	12,312	19,954	4,446	-	-	-

FUNDING SCHEDULE (\$000s)											
G.O. Bonds	20,131	1,046	4	19,081	725	6,156	9,977	2,223	-	-	-
State Aid	20,131	-	-	20,131	1,775	6,156	9,977	2,223	-	-	-
TOTAL FUNDING SOURCES	40,262	1,046	4	39,212	2,500	12,312	19,954	4,446	-	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 24 Request	7,746	Year First Appropriation	FY20
Cumulative Appropriation	10,070	Last FY's Cost Estimate	33,664
Expenditure / Encumbrances	1,088		
Unencumbered Balance	8,982		

PROJECT DESCRIPTION

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

LOCATION

Takoma Park/Silver Spring and Rockville Campuses

ESTIMATED SCHEDULE

A part 1/part 2 document was completed in FY21 for the Takoma Park/Silver Spring library renovation. Design will start in FY22, construction will begin in FY23, and continue in FY24, with completion in FY24. The Rockville library project design will begin in FY24, and construction, and FFE will be requested in FY25, and FY26.

COST CHANGE

Additional \$3.5 million requested for the TPSS Library Renovation Project due to unprecedented cost escalation due to supply chain shortages. Increase for Rockville Library MT project due to state allowable cost escalation of 9 percent.

PROJECT JUSTIFICATION

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

OTHER

FY23 Appropriation: Total \$9,020,000 (\$3,985,000 (GO Bonds); and \$5,035,000 (State Aid)). FY24 Appropriation: Total \$7,746,000 (\$3,873,000 (GO Bonds); and \$3,873,000 (State Aid)).

FISCAL NOTE

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

DISCLOSURES

Montgomery College asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

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

Agenda Item Number: 10Ciii
June 21, 2023

**PETITION FOR FY24 STATE FUNDING,
STUDENT SERVICES CENTER DESIGN, GERMANTOWN CAMPUS**

BACKGROUND

On May 25, 2023, the Montgomery County Council appropriated the College's FY24 capital budget, including funds for one state-assisted project, Germantown Student Services Center design. The county executive and the county council have been informed that the College will petition the state for final approval of funding for this project.

The state and county funding levels for this project are outlined below. The FY24 appropriation for the Germantown Student Services Center design is \$10,988,000 (\$5,494,000 in county aid and \$5,494,000 through state support). The overall project cost (including design) is \$131,856,000 split 50/50 between the county and the state. The College only needs to petition the state for funds from the community college construction grants program.

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY24 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petitions. The appropriation in this resolution is based on projected resources for FY24

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$5,494,000 for the design of the Germantown Student Services Center project.

BACKUP INFORMATION

Board Resolution
County Council Resolution
Project Description Form

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number:
June 21, 2023

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereeto, Student Services Center Design, Germantown Campus**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Student Services Center project on the Germantown Campus of the College and has determined that the sum of \$5,494,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the design of the Student Services Center project on the Germantown Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY24 State of Maryland capital budget by the 2023 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$5,494,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$5,494,000 for the design of the Student Services Center Project on the Germantown Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC).
3. The Board of Trustees of Montgomery Community College proposes undertaking the design of the Germantown Student Services Center project on the Germantown Campus of the College in Montgomery County. Upon resolution duly adopted by the Board of Trustees, the Board requests the county council to petition the Maryland Higher Education Commission (MHEC) for a grant of \$5,494,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY24 capital budget for Montgomery College, the Board of Trustees proposed undertaking the design of the Student Services Center project on the Germantown Campus of the College. On May 25, 2023, the county council approved \$10,988,000 for this project, contingent on the receipt of \$5,494,000 from the state in FY24. The College only needs to petition the state for funds from the community college construction grants program.
5. In April 2023, the state General Assembly and the Governor approved the FY24 state of Maryland capital budget, which included \$5,494,000 for the design of the Student Services Center project on the Germantown Campus of the College. However, the Board of Public Works must still approve the specific grant and the

Petition for State Grant of \$5,494,000
Page 2 of 2

necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission (MHEC). After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2023 session of the General Assembly of the FY24 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission (MHEC) for a grant of \$5,494,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the design of the Macklin Tower Library project on the Rockville Campus of the College, and the county council has not already agreed to fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Megan Davey Limarzi, Esq.
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. XX-XXX
Germantown Student Services Center Project PDF #P076612



Germantown Student Services Center (P076612)

Category	Montgomery College	Date Last Modified	05/18/23
SubCategory	Higher Education	Administering Agency	Montgomery College
Planning Area	Germantown and Vicinity	Status	Planning Stage

	Total	Thru FY22	Rem FY22	Total 6 Years	FY23	FY24	FY25	FY26	FY27	FY28	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	10,988	-	-	10,988	-	6,739	1,502	2,747	-	-	-
Construction	109,946	-	-	87,024	-	737	-	5,715	34,220	46,352	22,922
Other	10,922	-	-	-	-	-	-	-	-	-	10,922
TOTAL EXPENDITURES	131,856	-	-	98,012	-	7,476	1,502	8,462	34,220	46,352	33,844

FUNDING SCHEDULE (\$000s)											
G.O. Bonds	65,928	-	-	49,006	-	3,738	751	4,231	17,110	23,176	16,922
State Aid	65,928	-	-	49,006	-	3,738	751	4,231	17,110	23,176	16,922
TOTAL FUNDING SOURCES	131,856	-	-	98,012	-	7,476	1,502	8,462	34,220	46,352	33,844

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 24 Request	10,988	Year First Appropriation	FY24
Cumulative Appropriation	-	Last FY's Cost Estimate	120,966
Expenditure / Encumbrances	-		
Unencumbered Balance	-		

PROJECT DESCRIPTION

This project provides funds for the design and construction of a new student services center (approximately 153,000 gross square feet) to support both study and student services as outlined in the Germantown Campus Facilities Master Plan, 2013-2023 (2/16). This project provides a comprehensive one-stop shop and brings together the bookstore and Mailroom from the Humanities and Social Sciences Building; Admissions, Student Life and Security from the Science and Applied Studies Building, creating much more space for study and student development. This building will also house the Provost's Office, media and academic computing support functions, a library, and bookstore.

LOCATION

Germantown Campus

COST CHANGE

The cost of this project increased due to state allowable escalation of 9 percent. This cost is split 50/50 between the County and the State.

PROJECT JUSTIFICATION

Supported in this facility are the media resources and academic computing functions, including the computer training lab. The advantage for students is the concentration of support resources in a single location. For the campus, space is made available in other buildings that will allow more growth in office and instructional space before another academic building is needed on campus. Under the application of State space guidelines, the enrollment growth on the Germantown campus has resulted in a significant space deficit. The Germantown campus has a full 2021 space surplus of 10,543 NASF, and a 2031 projected space deficit of 32,886 NASF. Relevant studies include the Montgomery College 2025 Strategic Plan, and Collegewide Facilities Master Plan Update (2/21).

OTHER

FY23 Appropriation: \$0; FY24 Appropriation: \$10,988,000 (\$5,494,000 (GO Bonds), and \$5,494,000 (State Aid)). The construction costs in the expenditure schedule (\$109,880,000) include: site improvement costs (\$9,745,000), building construction costs (\$100,135,000). The building construction cost per gross square foot equals \$654 (\$100,135,000/153,000).

DISCLOSURES

A pedestrian impact analysis has been completed for this project. Montgomery College asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

COORDINATION

Student Affairs and Science Building Renovation- Phase 2

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

Agenda Item Number: 11
June 21, 2023

COMPENSATION PROGRAMS IN FISCAL YEAR 2024

BACKGROUND

Each year during the spring, the Board of Trustees acts on salary recommendations for non-bargaining associate and support staff, administrators, and department chairs subject to the availability of funds. Board action is necessary to authorize salary wage adjustments and establish the salary schedule, consistent with the approved FY24 operating budget, for non-bargaining associate and support staff, administrators, and department chairs, and to authorize funds in support of recognition awards for all eligible employees.

Wages for bargaining unit employees who are members of the American Association of University Professors (AAUP), American Federation of State, County, and Municipal Employees (AFSCME), and Service Employees International Union (SEIU) bargaining units are established through the collective bargaining process.

Budget appropriation for compensation is based on projected resources for FY24. The county supports our compensation increases through the use of our fund balance.

RECOMMENDATION

The president recommends approval of the following resolutions:

1. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Wage Adjustment for FY24. This resolution authorizes a wage adjustment, defined by Montgomery College as a salary adjustment expressed as a percentage of an employee's overall base pay, for eligible non-bargaining employees in the amount of six percent (6%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, effective July 1, 2023.

For those employees whose wage adjustment is less than \$1,000, a one-time payment (not to the base) will be given to make the total increase amount \$2,000.

For those employees who would receive no adjustment because their wage exceeds the top of the scale even after the 3% increase, a \$2,000 one-time payment (not to the base) will be given.

2. Salary Schedule for Bargaining and Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY24. This resolution outlines the pay schedule, including a three percent (3%) increase to the pay schedule, for all associate and support staff, administrators, and department chairs effective July 1, 2023.
3. Special Recognition and Outstanding Service Awards for FY24. This resolution authorizes one-time, lump sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.

4. Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for FY24. This resolution authorizes a one-time, lump-sum award of up to five thousand dollars (\$5,000) each for excellence in teaching and/or counseling and academic advising (for full-time and part-time faculty) and performance, leadership, and service (for staff) for eligible employees.
5. Bargaining and Non-Bargaining Associate and Support Staff Shift Differential for FY24. This resolution authorizes a shift differential of \$1.35 for hours actually worked for those associate and support staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

BACKUP INFORMATION

Board Resolutions (5)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number:
Adopted on:

Agenda Item Number: 11
June 21, 2023

Subject: Non-Bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Wage Adjustment for FY24

WHEREAS, Non-bargaining associate and support staff employees may receive a salary wage adjustment provided the employee is not at the maximum of the assigned salary grade; and

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

Resolved, That all non-bargaining associate and support staff employees who are not at the top of a salary grade are eligible for a salary wage adjustment up to six percent (6%) effective July 1, 2023; and be it further

Resolved , For those employees whose wage adjustment is less than \$1,000, a one-time payment (not in the base) will be given to make the total increase amount of \$2,000; and be it further

Resolved, For those employees who would receive no adjustment because their wage exceeds the top of the scale even after the 3% increase, a \$2,000 one-time payment (not to the base) will be given; and be it further

Resolved, That all administrators and department chairs who are not at the top of a salary grade are eligible for a salary wage adjustment of six percent (6%); and be it further

Resolved, For those employees whose wage adjustment is less than \$1,000, a one-time payment (not in the base) will be given to make the total increase amount of \$2,000; and be it further

Resolved, For those employees who would receive no adjustment because their wage exceeds the top of the scale effective July 1, 2023, a \$2,000 one-time payment (not to the base) will be given.

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

Resolution Number:
Adopted on:

Agenda Item Number: 11
June 21, 2023

Subject: Salary Schedule for Bargaining and Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY24

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

WHEREAS, A review of labor market data, salary improvement projections, and inflation resulted in a determination that a modification to the College pay schedule for FY24 is appropriate; and

WHEREAS, A three percent (3%) increase is made to the College pay schedule for FY24;
now therefore be it

Resolved, That the current salary schedule, effective July 1, 2023, for bargaining and non-bargaining associate and support staff, administrators, and department chairs be approved for FY24 as shown in the attachment.

Attachment

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

**FY24 Salary Schedule for
Associate and Support Staff, Administrators, and
Department Chairs**

FY 24 Salary Schedule-Non-bargaining and Bargaining Staff						
Effective July 1, 2023 for Non-bargaining Staff & Effective July 1, 2023 for Bargaining Staff						
	Salary Structure (Annual)			Salary Structure (Hourly)		
Grade	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
S1	\$167,500	\$230,300	\$293,100	\$80.53	\$110.72	\$140.91
41	\$145,612	\$200,230	\$254,848	\$70.01	\$96.26	\$122.52
39	\$126,683	\$174,176	\$221,668	\$60.91	\$83.74	\$106.57
37	\$110,133	\$151,447	\$192,761	\$52.95	\$72.81	\$92.67
35	\$95,791	\$131,713	\$167,634	\$46.05	\$63.32	\$80.59
33	\$83,374	\$114,639	\$145,904	\$40.08	\$55.11	\$70.15
31	\$76,679	\$99,671	\$122,664	\$36.86	\$47.92	\$58.97
29	\$69,668	\$90,580	\$111,492	\$33.49	\$43.55	\$53.60
27	\$63,375	\$82,376	\$101,377	\$30.47	\$39.60	\$48.74
25	\$57,584	\$74,837	\$92,090	\$27.68	\$35.98	\$44.27
23	\$52,373	\$68,074	\$83,774	\$25.18	\$32.73	\$40.28
21	\$47,606	\$61,865	\$76,124	\$22.89	\$29.74	\$36.60
19	\$44,969	\$56,211	\$67,453	\$21.62	\$27.02	\$32.43
17	\$41,687	\$52,109	\$62,530	\$20.04	\$25.05	\$30.06
15	\$38,582	\$48,228	\$57,874	\$18.55	\$23.19	\$27.82
13	\$35,744	\$44,680	\$53,616	\$17.18	\$21.48	\$25.78
11	\$33,083	\$41,354	\$49,625	\$15.91	\$19.88	\$23.86

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

Resolution Number:
Adopted on:

Agenda Item Number: 11
June 21, 2023

Subject: Special Recognition and Outstanding Service Awards for FY24

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY24.

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

Resolution Number:
Adopted on:

Agenda Item Number: 11
June 21, 2023

**Subject: Full-Time Faculty, Part-Time Faculty, and Staff Member of the Year Awards
for FY24**

Resolved, That the Board of Trustees authorizes up to five thousand dollars (\$5,000) each as the lump sum amount for the full-time faculty member, part-timer faculty member, and staff member of the year award to be presented to those employees of the College who are eligible and approved for such an award during FY24.

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

Resolution Number:
Adopted on:

Agenda Item Number: 11
June 21, 2023

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

Resolved, This resolution authorizes a shift differential of \$1.35 for hours actually worked for those associate and support staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.