BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

CT S109 · Central Services Building · 9221 Corporate Boulevard · Rockville, Maryland

Link to join Zoom Meeting · By phone: 301-715-8592 · Webinar ID: 999 2655 5358

December 11, 2023
6:30 p.m.

1. Call to Order .................................................Procedural
2. Roll Call ....................................................Procedural
3. Approval of Agenda ........................................Procedural
4. Tribute and Posthumous Award of Bronze Medallion to Mr. Dennis P. Mulligan ..................................................Action
5. Reports .......................................................Information
   A. President’s Report
   B. Committee and Liaison Report
      Budget Review and Financial Sustainability Committee
   C. Chair’s Report
6. Consent Agenda .............................................Action
   A. Minutes
      i. November 13, 2023 Public Vote and Closed Session Minutes
      ii. November 13, 2023 Public Meeting Minutes
   B. Personnel Actions Confirmation Report
   C. Graduates Receiving Certificates and Associate Degrees in Fall 2023
7. Awards of Contract (Sole Source)........................Action
   A. Sole Source Award of Contract, Enhancement of Existing Ad Astra Agreement for Scheduling Predictive Analysis
   B. Sole Source Award of Contract, Banner Software as a Service Subscription
8. Regulatory Matter ..........................................Action

   The Montgomery College Audited Financial Statements for Year
   Ended June 30, 2023
9. Budget Matter ........................................................................................................Information
   The Proposed FY25 Current, Enterprise, and Other Funds Budgets

10. New Business ........................................................................................................Procedural

11. Trustee Comments ............................................................................................Procedural

12. Adjournment .......................................................................................................Procedural

NOTICES

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

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.
WHEREAS, Mr. Dennis P. Mulligan served Montgomery College with enthusiasm and dedication for 38 years as a theater production technician in the Rockville Performing Arts Department until his untimely death on June 20, 2023, which deeply saddened the College community; and

WHEREAS, Mr. Mulligan began his career as a student assistant in the Rockville Theatre Department in 1985, joined the Performing Arts staff as a full-time theatre production technician in 1989, and became the technical director of the College’s celebrated Summer Dinner Theatre program in 1999; and

WHEREAS, Mr. Mulligan was recognized for his outstanding outreach efforts to area high schools and professional theatres where he acted as a consultant and liaison to these institutions, and established the internship and apprenticeship programs that are vital to the continued success of the College’s Summer Dinner Theatre; and

WHEREAS, Mr. Mulligan worked tirelessly to mentor, recruit, train, and supervise interns and student technicians, advised students, and taught Master Classes throughout the year, developed and taught a series of workshops in support of the new Musical Theatre track for Performing Arts majors; and

WHEREAS, Mr. Mulligan was a talented actor and singer, as well as a director on over 200 Montgomery College productions, whose credits include “Nickel and Dimed”, “Rosencrantz & Guildenstern Are Dead”, “Living Out”, “The Skin of Our Teeth”, “Reckless”, “The Waiting Room”, “Hair”, and “Working” for the College Performing Arts Series; and

WHEREAS, Mr. Mulligan served on many collegewide and campus committees and was an active member of AFSCME Local 2380, the Montgomery College staff union, where he served on the executive board for 16 years; and

WHEREAS, Mr. Mulligan was honored with recognition awards from the College for his work on Summer Dinner Theatre in 2012, and for outstanding work in the coordination of events, meetings, and forums with the Office of Special Events also in 2012; and

WHEREAS, Mr. Mulligan will be deeply missed by his colleagues and students, having dedicated almost 40 years to the College; 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 posthumous public recognition of Mr. Dennis P. Mulligan; now therefore be it

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

Resolved, That Mr. Dennis P. Mulligan is posthumously awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude to the College for his exceptional 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 be presented to the family of Mr. Dennis P. Mulligan
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
WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period October 1, 2023, through October 31, 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 October 1, 2023, through October 31, 2023

### STAFF EMPLOYMENTS

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Name</th>
<th>Position Title</th>
<th>Grade</th>
<th>Department</th>
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<tr>
<td>10/02/2023</td>
<td>Gulanawattha, Asith</td>
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<td>Library Central</td>
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<td>Lindenbaum, Mallory</td>
<td>Library Access Serv. Spec. I</td>
<td>17</td>
<td>Library Central</td>
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<td>Public Safety Officer II (CPL.)</td>
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<td>Public Safety – TP/SS</td>
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<td>Bonilla, Edith</td>
<td>Program Assistant</td>
<td>21</td>
<td>Health Sciences Inst. WDCE</td>
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<td>10/16/2023</td>
<td>Mira, Leo</td>
<td>Accountant II</td>
<td>27</td>
<td>Business Services</td>
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<tr>
<td>10/16/2023</td>
<td>Montero, Gustavo</td>
<td>Swimming Pool Operator</td>
<td>19</td>
<td>Facilities Operations – RV</td>
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<tr>
<td>10/16/2023</td>
<td>Schill-Dokic, Natasha</td>
<td>Swimming Pool Operator</td>
<td>19</td>
<td>Facilities Operations - GT</td>
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<td>10/30/2023</td>
<td>Case, Caleb</td>
<td>Instructional Assistant</td>
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<td>Assessment &amp; Testing Centers</td>
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<td>10/30/2023</td>
<td>Mato, Sokol</td>
<td>Director of Aux. Enterprises</td>
<td>37</td>
<td>Business Services</td>
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<td>10/30/2023</td>
<td>Montes, Luis</td>
<td>Tech. Train. &amp; Dev. Coord.</td>
<td>29</td>
<td>BITS Dean WDCE</td>
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<td>10/30/2023</td>
<td>Schwartzbeck, Michael</td>
<td>Facilities Materials Specialist</td>
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<td>Facilities Operations – RV</td>
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### STAFF SEPARATIONS

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<tr>
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<th>Department</th>
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<td>Bopda, Yannick</td>
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<td>Social Sciences Dean</td>
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<td>10/16/2023</td>
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<td>Karn, James</td>
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<td>Poston-Farmer, Carmen</td>
<td>Director I</td>
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<td>10/20/2023</td>
<td>Yost, Kayla</td>
<td>Event Coordinator</td>
<td>23</td>
<td>1</td>
<td>Student Life GT</td>
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<tr>
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<td>Chukran, Ruben¹</td>
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### STAFF EMPLOYMENTS: Ethnicity and Gender

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### STAFF SEPARATIONS: Ethnicity and Gender

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<th>Other/2 or More</th>
<th>TOTAL</th>
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¹ Retirement

¹Less than 1 year
MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From October 1, 2023, through October 31, 2023

FACULTY

<table>
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<th>FACULTY EMPLOYEMENTS: None</th>
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<td>Effective Date</td>
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GRADUATES RECEIVING ASSOCIATE DEGREES AND PROGRAM CERTIFICATES IN FALL 2023

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the college registrar, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the college registrar.

BACK-UP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown
Dr. Fechter

RESOURCE PERSONS

Mr. Cartledge
Mr. Dietz
Subject: Graduates Receiving Associate Degrees and Program Certificates in Fall 2023

WHEREAS, It is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, The college registrar ("the registrar") has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the fall 2023 semester, the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College for the degrees and certificates that those students are seeking; and

WHEREAS, The faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate's degrees and certificates, subject to certification by the registrar that such students have met all applicable requirements; and

WHEREAS, The president recommends that the Board approve the following resolution; now therefore be it

Resolved, That the Board of Trustees ratifies the faculty's conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate's degrees and certificates, subject to certification by the officer that such students have met all applicable requirements.
SOLE SOURCE AWARD OF CONTRACT,
ENHANCEMENT OF EXISTING AD ASTRA AGREEMENT FOR SCHEDULING PREDICTIVE ANALYSIS

BACKGROUND

Request: Enhancement of existing Ad Astra agreement for scheduling predictive analysis

Office/SVP Originating Request: Interim Senior Vice President for Academic Affairs

Award Type: Sole Source

Bid Number: NA

Explanation of Request: The interim senior vice president for academic affairs is requesting that the College be part of a cohort being established by Ad Astra Information Systems LLC, to assist in the build-out of the existing platform to predict enrollments across multiple semesters.

During its December 11, 2017 meeting, the Board of Trustees approved a competitive contract award to Ad Astra Information Systems LLC, for a five-year course and room scheduling software license, under resolution 17-12-128. Prior to the December 14, 2022 software license expiration, the Board of Trustees approved the continued use of this product for an additional five years, on a sole source basis, under resolution 23-11-028.

Efficient scheduling supports student success by removing barriers to completion by identifying and eliminating “blockages” in the schedule, and helps manage course locations, parts of term, and modalities. In addition, multi-term scheduling allows students to see how their academic schedule fits with the rest of their lives which often includes work schedules, commuting, child care and other family obligations.

Reason Being Brought to Board: Board approval is required for awards valued at $250,000 and above.

Certification: The director of procurement certifies that Ad Astra Information Systems LLC is the publisher of existing software, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY24 operating budget.

Annual Dollar Amount: $27,500 (year one)

Vendor Name: Ad Astra Information Systems, LLC

Vendor Address: 6900 W. 80th Street
Overland Park, Kansas 66204

<table>
<thead>
<tr>
<th>Minority Status:</th>
<th>Non-minority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term of Contract:</td>
<td>One-year with four, one-year renewal options.</td>
</tr>
</tbody>
</table>

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year sole source award of contract to Ad Astra Information Systems, LLC of Overland Park, Kansas, to establish a cohort to assist in the build-out of the existing platform to predict enrollments across multiple semesters, for a total year-one amount of $27,500.

It is further recommended that cohort be continued for four additional one-year terms at the sole discretion of the College, provided funding is available, and continuation is in the best interest of the College. The five-year not-to-exceed total contract amount is $237,057.

BACKUP INFORMATION

Board Resolutions 17-12-128 and 23-11-028
Policy 41000 – Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Fechter

RESOURCE PERSONS

Mr. Hamman
Mr. Johnson
Dr. Terry
WHEREAS, The interim senior vice president for academic affairs is requesting that the College to be part of a cohort being established by Ad Astra Information Systems LLC, to assist in the build-out of the existing platform to predict enrollments across multiple semesters; and

WHEREAS, During its December 11, 2017 meeting, the Board of Trustees approved a competitive contract award to Ad Astra Information Systems LLC, for a five-year course and room scheduling software license, under resolution 17-12-128; and

WHEREAS, Prior to the December 14, 2022 software license expiration, the Board of Trustees approved the continued use of this product for an additional five years, on a sole source basis, under resolution 23-11-028; and

WHEREAS, Efficient scheduling supports student success by removing barriers to completion by identifying and eliminating “blockages” in the schedule, helps manage course locations, parts of term and modalities, and allows students to see how their academic schedule fits with the rest of their lives, which often includes work schedules, commuting, child care, and other family obligations; and

WHEREAS, This resolution aligns with the College’s 2020-2025 Strategic Plan Goal 3 – Enhance Educational and Organizational Effectiveness; and

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

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

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

Resolved, That the Board of Trustees approves a one-year sole source award of contract to Ad Astra Information Systems, LLC of Overland Park, Kansas, to establish a cohort to assist in the build-out of the existing platform to predict enrollments across multiple semesters, for a total year-one amount of $27,500; and be it further

Resolved, That cohort be continued for four additional one-year terms at the sole discretion of the College, provided funding is available, and continuation of cohort is in the best interest of the College, for a total five-year not-to-exceed amount is $237,057; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.
### SOLE SOURCE AWARD OF CONTRACT, BANNER SOFTWARE AS A SERVICE SUBSCRIPTION

**BACKGROUND**

<table>
<thead>
<tr>
<th>Request:</th>
<th>Move existing on-premise Banner Student software solution to a software as a service (SaaS) subscription.</th>
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</thead>
<tbody>
<tr>
<td>Office/SVP Originating Request:</td>
<td>Senior Vice President for Administrative and Fiscal Services</td>
</tr>
<tr>
<td>Award Type:</td>
<td>Sole Source</td>
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<tr>
<td>Bid Number:</td>
<td>NA</td>
</tr>
<tr>
<td>Explanation of Request:</td>
<td>The senior vice president for administrative and fiscal services is requesting to move the existing Banner Student on-premise software solution to a software as a service (SaaS) subscription. Montgomery College purchased the Banner enterprise resource planning (ERP) system in June of 1997, under resolution 97-93, and went live in 1998. With the 2016 conversion of Banner Finance, Payroll, and Human Resource modules to the College’s new Workday ERP solution, the Banner Student modules remain in use at the College. Moving to a Banner SaaS subscription will benefit Montgomery College students by providing faster access to more data, speeding up financial aid processing by leveraging integrated automated solutions (moving away from current manual processes), and improving device access to 24/7. This move would also improve access to better reporting and analytics needed to make data-driven decisions, and improve access to all information for the student through the experience module. Banner Student SaaS subscription is necessary to avoid delay of the modernization and replacement of the current antiquated data mart; prevent an increase in costs to develop a separate platform for analytics and insights that are included in the upgrade; eliminate the use of two different platforms — manual and paper, posing a potential security threat; and ensure that technology is up to date, resulting in improved efficiency.</td>
</tr>
<tr>
<td>Reason Being Brought to Board:</td>
<td>Board approval is required for sole source awards valued above $100,000.</td>
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</table>
Certification: The director of procurement certifies that Ellucian Inc. is the publisher of the existing software, and only source for the purchase of the Banner SaaS subscription, and the chief business/financial strategy officer certifies that funds are available in the FY24 capital budget.

Annual Dollar Amount: $867,229 (Prorated year one, Jan 1, 2024 – June 30, 2024)

Vendor Name: Ellucian, Inc.

Vendor Address: 4 County View Road
Malvern, Pennsylvania 19355

Minority Status: Non-minority

Term of Contract: One-year, with four one-year renewal options.

RECOMMENDATION

It is recommended that a sole source award of contract for the Banner SaaS subscription, be awarded to Ellucian, Inc. of Malvern, Pennsylvania, for a one-year prorated term, at a not-to-exceed total amount of $867,229.

It is further recommended that the contract be renewed for four additional one-year terms at the sole discretion of the College, provided funding is available, and continuation of services is in the best interest of the College. The five-year, not-to-exceed total contract amount is $8,862,060.

BACKUP INFORMATION

Board Resolutions 97-93 and 21-03-030
Procurement Through Other Agency (PTOA) 16-059
Policy 41000–Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
WHEREAS, The senior vice president for administrative and fiscal services is requesting to move the existing Banner Student on-premise software solution to a software as a service (SaaS) subscription; and

WHEREAS, Montgomery College purchased the Banner enterprise resource planning system in June of 1997, under resolution 97-93, and went live in 1998; and

WHEREAS, Moving Banner Student to a subscription service reduces the need for space at college data centers, which result in associated cost savings; shifts IT staff focus from Banner maintenance to enhancing user experience; improves staff and faculty productivity by reducing manual work and process complexity; delivers continuous software updates automatically; adopts industry best practices as they update, and is projected to reduce Ellucian-related infrastructure costs over time; and

WHEREAS, This move will also benefit Montgomery College students by providing faster access to more data, speeding up financial aid processing by leveraging integrated automated solutions (moving away from current manual processes), and improving device access to 24/7; and

WHEREAS, If the existing on-premise Banner Student software is not moved to a software as a service (SaaS) subscription, it will delay the modernization and replacement of current antiquated data mart; increase cost to develop a separate platform for analytics and insights that are included in the upgrade, and require the use of two different platforms; and

WHEREAS The director of procurement certifies that Ellucian Inc. is the publisher of existing software, and the only source for the purchase of Banner software as a service (SaaS) subscription, and the chief business/financial strategy officer certifies that funds are available in the FY24 capital budget; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; and

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

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

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

Resolved, That the Board of Trustees approve a one-year, prorated sole source award of contract to Ellucian Inc. of Malvern, Pennsylvania, for the purchase of Banner software as a service (SaaS) subscription, for a total, year-one prorated amount of $867,229; and be it further
Resolved, That the contract be renewed for four additional one-year terms at the sole discretion of the College, provided funding is available, and continuation of services is in the best interest of the College, for a total, five-year not-to-exceed amount of $8,862,060; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.
THE MONTGOMERY COLLEGE AUDITED FINANCIAL STATEMENTS FOR YEAR ENDED JUNE 30, 2023

BACKGROUND

Montgomery College is required to conduct an annual audit of the College’s financial statements and to prepare and have audited statutory financial statements included in the Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4).

These audits of financial statements for the year ended June 30, 2023, and MHEC-CC-4, also dated June 30, 2023, were conducted by CLA (CliftonLarsonAllen LLP), certified public accountants and consultants.

The annual audit reports were presented to the Board’s Audit Review Subcommittee and to the Board’s Audit Committee for review and comment.

RECOMMENDATION

It is recommended that the Board of Trustees accept the audited financial statements for June 30, 2023.

It is further recommended that the Board of Trustees accept the Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4) from Montgomery College for June 30, 2023.

BACKUP INFORMATION

Board Resolution
Policy 61005–Internal Audit
Audited Financial Statements for June 30, 2023 (Board Members only)
Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4 June 30, 2023) (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney
Respectfully submitted,

The Board of Trustees

December 11, 2023