



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# PUBLIC BOARD MEETING AGENDA

Rockville Campus • 51 Mannakee Street • Rockville, Maryland 20850  
Macklin Tower • MCTV Studio, Room 024

[Link to Join via Zoom](#) • Phone: 301-715-8592 • Meeting ID: 945 6860 3164

**BOARD OF TRUSTEES**

**Monday, February 12, 2024**

Michael A. Brintnall, Ph.D.  
*Chair*  
TERM ENDS JUNE 30, 2029

**6:30 p.m.**

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

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

Sheryl Brissett Chapman, Ed.D.  
TERM ENDS JUNE 30, 2029

Annicc Cody  
TERM ENDS JUNE 30, 2028

Judy Docca, Ed.D.  
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

Rishi G. Nixon  
*Student Trustee*  
TERM ENDS JUNE 30, 2024

**PRESIDENT AND SECRETARY-TREASURER**

Dr. Jermaine F. Williams

1. Call to Order .....Procedural
2. Roll Call ..... Procedural
3. Approval of Agenda .....Procedural
4. Conversation with Constituents .....Information and Discussion
5. Reports.....Information
  - A. President's Report
  - B. FY24 Second Quarter Financial Summary Report
  - C. Strategic Planning Update
  - D. Committee Reports
    - i. Board Development and Succession Committee
    - ii. Community Engagement and Access Committee
  - E. Chair's Report
6. Consent Agenda .....Action
  - A. Minutes
    - i. January 24, 2024 Conference Session Minutes
    - ii. January 24, 2024 Public Vote and Closed Session Minutes
    - iii. January 24, 2024 Public Meeting Minutes
  - B. Personnel Actions Confirmation Report
  - C. Recognition of Retirees
7. Award of Contract (Competitive).....Action  
  
Award of Contract, Digital Assessment and Testing Software, Bid e424-005

8. Board Matter .....	Information
Proposed FY25 Schedule of Meetings	
9. New Business .....	Procedural
10. Trustee Comments .....	Procedural
11. Adjournment .....	Procedural

**NOTICES**

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

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

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

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

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

Agenda Item Number: 6B  
February 12, 2024

**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: 6B  
February 12, 2024

**Subject: Personnel Actions Confirmation**

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

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
12/11/2023	Horst, Nathan	Grounds Maint. Worker Lead	17	Facilities Operations – TP/SS
12/11/2023	Little, Tracey	Instructional Assistant	23	Distance Learning
12/11/2023	Santucci, Cara	Develop. & Alumni Give. Mgr.	31	Advancement Development
12/11/2023	Trotman, Samuel	Grounds Maint. Worker	15	Facilities Operations – RV
12/11/2023	White, Lance	Student Conduct Prog. Coord.	31	CW Dean Stu Success – RV Stu Srv
12/11/2023	Wysong, John	Library Access Srv. Spec. I	17	Library - Central

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
12/02/2023	Anaya, Katherine	Enroll. & Stu. Access Spec.	23	2	Raptor Central
12/08/2023	Boyer, Kathleen	Human Resources Manager	33	13	HRSTM
12/08/2023	Meynard, Dejube	Administrative Aide I	15	1	ELAP, Linguistics, & Comm Studies
12/15/2023	Mills, Marvin	VP of Facilities	39	6	Facilities – Central Admin.
12/23/2023	Netzel-Arnett, Sarah <sup>2</sup>	Instructional Associate	25	10	Health Sciences Dean
12/29/2023	Bright, Gwendolyn <sup>1</sup>	Student Serv. Coord. II	19	12	WDCE – Central Admin
12/29/2023	Pace, Mark <sup>1</sup>	Parking & Transport. Mgr.	33	15	Facilities – Central Admin.
12/29/2023	Parent, Georges <sup>1</sup>	Building Serv. Worker Lead	15	44	Facilities Operations – RV
12/29/2023	Wright, Kathryn <sup>1</sup>	Lab Manager	31	36	Biology & Chemistry Dean

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

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

<sup>1</sup> Retirement

<sup>2</sup> Death

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From December 1, 2023, through December 31, 2023

**FACULTY**

**FACULTY EMPLOYEMENTS: None**

Effective Date	Name	Position Title	Department
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**FACULTY SEPARATIONS:**

Effective Date	Name	Position Title	YOS	Department
12/29/2023	Folwell, Denise <sup>1</sup>	Professor	21	English and Reading Dean

**FACULTY SEPARATIONS: Ethnicity and Gender**

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

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<sup>1</sup> Retirement

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

Resolution Number:  
Adopted on:

Agenda Item Number: 6C  
February 12, 2024

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

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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

WHEREAS, These employees have cumulatively provided 173 years of service and dedication to the College; and be it

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**

<b>NAME/JOB TITLE/ RETIREMENT DATE</b>	<b>CAMPUS/DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
Ms. Deborah McCullough Professor September 1, 2023	Rockville Collegewide Dean of Student Success	19
Mr. James Schwanebeck Professor September 1, 2023	Takoma Park/Silver Spring Mathematics Dean	36
Mr. Lino Ofiaza Building Services Worker Lead October 1, 2023	Rockville Facilities Operations	9
Mr. David Griffin Building Services Worker November 1, 2023	Rockville Facilities Operations	30
Mr. Ruben Chukran Building Maintenance Mechanic November 1, 2023	Takoma Park/Silver Spring Facilities Operations	28
Mr. Eustaquio Padoil Building Services Worker Lead November 1, 2023	Rockville CW Dean of Student Success	17
Mr. Richard Lee Building Services Supervisor December 1, 2023	Rockville Facilities Operations	17
Ms. Annette Greene Placement and Learning Advisor December 1, 2023	Rockville CEELS Dean WDCE	17



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

Agenda Item Number: 7  
February 12, 2024

**AWARD OF CONTRACT,  
DIGITAL ASSESSMENT AND TESTING SOFTWARE, BID E424-005**

BACKGROUND

Request:	Digital assessment and testing software
Office/SVP Originating Request:	Senior Vice President for Academic Affairs/College Provost
Award Type:	Competitive
Bid Number:	E424-005
Explanation of Request:	<p>The senior vice president for academic affairs and College provost is requesting an award of contract for the purchase of digital assessment and testing software that could meet needs of the College based on updates to the nursing licensure exam.</p> <p>The State of Maryland nursing licensure exam (NCLEX-RN) was updated in April 2023. Faculty have been using the existing Blackboard product to mirror the NCLEX-RN text exam items; however, the Blackboard software product cannot replicate all styles of questions in the "NextGen" version of the NCLEX-RN exam. Additionally, the scoring process of the questions has been updated. This new scoring process has drastically complicated scoring of these types of items and cannot be replicated by using the Blackboard product.</p> <p>Without the Examsoft software, the College will not be able to mirror the State of Maryland nursing licensure exam for student exam preparation.</p> <p>The award of contract is subject to the successful negotiation and execution of an agreement to perform the work under the request for proposal.</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 that exam fees will be paid by Montgomery College students.
Annual Dollar Amount:	\$98,285 (year one)
Vendor Name:	Examsoft Worldwide, LLC
Vendor Address:	101 Webster Street, Suite 1900 Oakland, California 94612

Minority Status:	Non-minority
Minority Classification:	N/A
Term of Contract:	One year, with up to four one-year renewal options

### RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for digital assessment and testing software to Examsoft Worldwide, LLC of Oakland, California, for a one-year term, for a not-to-exceed amount of \$98,285.

It is further recommended that the contract be renewed for up to four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, and in the best interest of the College, for a five-year, not-to-exceed total amount of \$550,315.

### BACKUP INFORMATION

Board Resolution  
Bid Summary (Board Members Only)  
Bidders List (Board Members Only)  
Policy 41000 – Student Success

### RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Price

### RESOURCE PERSONS

Mr. Johnson  
Dr. Davis

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

Resolution Number:  
Adopted on:

Agenda Item Number: 7  
February 12, 2024

**Subject: Award of Contract, Digital Assessment and Testing Software, Bid e424-005**

WHEREAS, The senior vice president for academic affairs/College provost is requesting an award of contract for digital assessment and testing software that will meet needs of the College based on updates to the nursing licensure exam; and

WHEREAS, Due to the April 2023 updates to the State of Maryland nursing licensure exam (NCLEX-RN), the existing Blackboard product utilized by the College cannot meet all assessment and testing needs of the College; and

WHEREAS, Without the Examsoft software, the College will not be able to mirror the State of Maryland nursing licensure exam for student exam preparation; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and that exam fees will be paid by Montgomery College students; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for bid was issued on October 11, 2023 and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 66 firms downloaded the request for proposal, of which, 35 were identified as minority business enterprises; and

WHEREAS, One response was received, read aloud, and recorded in the office of procurement, beginning at 3:00 p.m. on October 26, 2023; and

WHEREAS, Upon evaluation of submitted proposal by Montgomery College staff, it was determined that the sole proposal submitted by Examsoft Worldwide, LLC of Oakland, California, met all Montgomery College requirements; and

WHEREAS, Contract award is subject to the successful negotiation and execution of a contract or agreement to perform the work under the request for proposal; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 4: Increase economic impact for our students and community; 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 an award of contract for the purchase digital assessment and testing software be awarded to Examsoft Worldwide, LLC of Oakland, California, for one-year, for a not-to-exceed amount of \$98,285; and be it further

Resolved, That the contract be renewed for up to four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, and is in the best interest of the College, 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  
Fiscal Year 2025 Schedule of Meetings

					<i>OTHER ACTIVITIES AND EVENTS (RSVP NEEDED FOR MOST)</i>	
	<b>BOARD MEETINGS</b> <i>(Mondays, unless noted, 6:00 pm closed, 6:30 pm public)</i>	<b>CONFERENCE SESSIONS,</b> <i>(4:45 pm)</i>	<b>BOARD RETREATS</b>	<b>PERIODIC REPORTS TO THE BOARD<sup>1</sup></b>	<b>BOARD DEVELOPMENT AND CONFERENCES</b>	<b>SPECIAL EVENTS AND OTHER BOARD DATES</b>
JUL						
AUG					3: Board Officers Kickoff Meeting 7-9: ACCT Governance Leadership Institute 12: New Trustee Orientation	
SEP	<b>16</b>	<b>16</b>	6 (Fri): Retreat	4th Q Facilities Updates 4th Q Budget Report 4th Q Construction Change Order Report Performance Accountability Report		
OCT	<b>14</b>	<b>14</b>		FY26 Capital Budget Presentation Clery Report	23-26: ACCT Leadership Congress	
NOV	<b>11</b>	<b>11</b>		1st Q Facilities Updates 1st Q Budget Report 1st Q Construction Change Order Report		
DEC	<b>9</b>	<b>9</b>		FY26 Operating Budget Presentation FY25 Audit Presentation		9: Board's Audit Committee Meeting <sup>2</sup>
JAN	<b><u>Wed., 22</u><sup>3</sup></b>	<b>22</b>			20: MACC Conference	
FEB	<b>17</b>	<b>17</b>		2nd Q Facilities Updates 2nd Q Budget Report 2nd Q Construction Change Order Report	9-12: ACCT Legislative Summit	
MAR	<b><u>Wed., 19</u><sup>4</sup></b>	<b>19</b>				
APR	<b>21</b>	<b>21</b>			TBD: AGB National Conference on Trusteeship	
MAY	<b>12</b>	<b>12</b>	2 (Fri): Retreat	3rd Q Facilities Updates 3rd Q Budget Report 3rd Q Construction Change		12: Harry Harden Awards 16: Commencement
JUN	<b>16</b>	<b>16</b>		Programs of Cultural Diversity Progress Report		

1. This section identifies the regularly scheduled reports to come before the Board.

2. Based on Bylaws section I.G.1a, the Audit Committee is a standing committee of the Board. It is a committee of the whole Board and chaired by the First Vice Chair.

3. This meeting is scheduled to accommodate the MACC Trustee Leadership Conference and Legislative Reception.

4. This meeting is scheduled following spring break week.