



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9221 Corporate Blvd, Rockville, MD 20850

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April 18, 2022
6:30 p.m.

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

Agenda Item Number: 6
April 18, 2022

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: **22-04-061**
Adopted on: **4/18/2022**

Agenda Item Number: 6
April 18, 2022

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 February 1, 2022, through February 28, 2022; and

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

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

Attachments

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From February 1, 2022, through February 28, 2022**

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
2/7/2022	Darby, Amanda	Librarian II	29	Library/Central
2/7/2022	Rasing, Joyce	Library Access Services Specialist I	17	Library/TP/SS
2/21/2022	Chen, Grace	Administrative Aide II	19	Engineering/Computer Sciences Dean
2/21/2022	Yeatman, Chelsea	Administrative Aide I	15	Humanities Dean

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
2/2/2022	Carter, Claud ¹	Systems Engineer	33	12	OIT Engineering Services
2/4/2022	Rashaw, Benita	Student Affairs Operations Dir	33	5	Student Services/RV
2/11/2022	Amiet, John	Grounds Maintenance Worker	15	2	Facilities Operations/GT
2/14/2022	Surber, Wyndom ¹	Grounds Maintenance Worker Lead	17	34	Facilities Operations/RV
2/21/2022	Butler, Garrett	Instructional Associate	25	4	English and Reading Dean
2/25/2022	Long, Kevin	Dep Chief of Staff for Planning & Policy	39	16	Plan & Institutional Effective
2/25/2022	Strickland, Nakiella	Graduation Technician	21	4	Student Services/GT

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	0	0	2	0	0	4
Male	0	0	0	0	0	0	0
TOTAL	2	0	0	2	0	0	4

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	2	0	0	0	0	2
Male	5	0	0	0	0	0	5
TOTAL	5	2	0	0	0	0	7

¹ Retirement

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From February 1, 2022, through February 28, 2022**

FACULTY

FACULTY EMPLOYMENTS

Effective

Date	Name	Position Title	Location
None			

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
None				

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other	TOTAL
Female	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

¹ Retirement

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

Agenda Item Number: 7A
April 18, 2022

**AWARD OF CONTRACT,
CONSTRUCTION MANAGER AT RISK FOR HVAC UPGRADES ON THE GERMANTOWN,
ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES, GUARANTEED
MAXIMUM PRICE NUMBER 2 – HVAC ROOFTOP UNIT REPLACEMENT AT THE HOMER S.
GUDELSKY INSTITUTE FOR TECHNICAL EDUCATION, MACKLIN TOWER, MUSIC
BUILDING AND THE TECHNICAL CENTER ON THE ROCKVILLE CAMPUS, BID 622-004**

BACKGROUND

Request:	Contract for HVAC rooftop unit replacements for four buildings, Homer S. Gudelsky Institute for Technical Education (GU), Macklin Tower (MT), Music Building (MU), and Technical Center (TC) 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:	622-004
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract identified as a guaranteed maximum price (GMP), for HVAC upgrades for buildings on the Germantown, Rockville and Takoma Park/Silver Spring Campuses.</p> <p>The Board of Trustees approved part one of this contract award for the selection of three Construction Managers at Risk (CMAR), to complete four projects, along with awards of contract for related pre-construction services for each project, at its December 13, 2021, meeting, under resolution 22-12-029.</p> <p>This request represents part two of project one, HVAC Rooftop Unit Replacements at the Homer S. Gudelsky Institute for Technical Education, Macklin Tower, Music Building, and the Technical Center on the Rockville Campus, approval of GMP submitted by CMAR.</p> <p>Recall that part two of project two, HVAC system upgrades for the Pavilion 1 and Pavilion 2 buildings located on the TP/SS campus, approval of GMP</p>

	<p>submitted by CMAR, was approved at the Board's March 21, 2022 meeting, under resolution 22-03-056.</p> <p>At a future board meeting, part two of project four, HVAC system upgrade for the Humanities and Science building located on the Germantown Campus, approval of GMP submitted by CMAR, will be presented.</p> <p>Please note that due to likely classroom disruption, project 3, HVAC system upgrade for the Theater Arts building located on the Rockville Campus, was cancelled by Facilities department.</p> <p>These HVAC upgrades will meet the Centers for Disease Control and Prevention (CDC) guidelines and the American Society of Heating, Refrigeration, and Air Conditioning Engineers standards.</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 Higher Education Emergency Relief Funds (HEERF), grant funds are available.
Total Dollar Amount:	\$3,770,442
Vendor Name:	Jeffrey Brown Contracting, LLC
Vendor Address:	400 East Joppa Road, Suite 400 Towson, Maryland 21286
Minority Status:	Non-minority
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for HVAC upgrades for buildings on the Germantown, Rockville and Takoma Park/Silver Spring Campuses, project 1, GMP number 2, for HVAC rooftop unit replacements on the Homer S. Gudelsky Institute for Technical Education (GU), Macklin Tower (MT), Music Building (MU), and the Technical Center (TC) on the Rockville Campus, to Jeffrey Brown Contracting, LLC, of Towson, Maryland, for a one-time purchase in the amount of \$3,770,442.

BACKUP INFORMATION

- HVAC Upgrades at the Germantown, Rockville, and Takoma Park/Silver Spring Campus Project Summary (Board Members Only)
- Board Resolution 22-12-029 (Board Members Only)
- Bid Summary (Board Members Only)
- Bidders Lists (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Mills

Mr. Johnson

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

Resolution Number: **22-04-062**
Adopted on: **4/18/2022**

Agenda Item Number: 7A
April 18, 2022

Subject: Award of Contract, Construction Manager at Risk for HVAC upgrades on the Germantown, Rockville, and Takoma Park/Silver Campuses Guaranteed Maximum Price Number 2 – HVAC Rooftop Unit replacement at the Homer S. Gudelsky institute for Technical Education, Macklin Tower, Music Building, and Technical Center Buildings Located on the Rockville Campus, Bid 622-004

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the guaranteed maximum price (GMP) number 2 for HVAC rooftop unit replacement at the Homer S. Gudelsky Institute for Technical Education (GU), Macklin Tower (MT), Music Building (MU), and Technical Center (TC) buildings located on the Rockville Campus; and

WHEREAS, The Board of Trustees approved part one of this contract award for the selection of the Construction Manager at Risk (CMAR), at its December 13, 2021 meeting under resolution 22-12-029; and

WHEREAS, This award of contract request is the second of three GMP proposals to be presented for Board of Trustees approval and includes HVAC rooftop unit replacements at the Homer S. Gudelsky Institute for Technical Education (GU), Macklin Tower (MT), Music Building (MU), and Technical Center (TC) buildings on the Rockville Campus; and

WHEREAS, These upgrades will meet the Centers for Disease Control and Prevention (CDC) guidelines and the American Society of Heating, Refrigeration, and Air Conditioning Engineers standards; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the CMAR, and the chief business/financial strategy officer certifies that Higher Education Emergency Relief Funds (HEERF), grant funds are available; and

WHEREAS, The CMAR solicited bids on March 8, 2022, and publicly advertised them on the Montgomery College Procurement and eMaryland Marketplace Advantage websites; and

WHEREAS, 180 companies downloaded the solicitation from the CMAR website, eight responses, including one vendor deemed non-responsive, were received and recorded at the CMAR's office on March 21, 2022 at 5:00 p.m.; and

WHEREAS, Following the evaluation of bids that were submitted, the CMAR submitted a guaranteed maximum price (GMP) number 2 in the amount of \$3,770,442, in accordance with the terms and conditions of this request for proposal; and

WHEREAS, Board approval is required for bids valued above \$250,000; 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 Jeffrey Brown Contracting, LLC, of Towson, Maryland, for all necessary materials, labor, equipment, supervision, bonds, and insurance for the HVAC rooftop unit replacements at the Homer S. Gudelsky Institute for Technical Education (GU), Macklin Tower (MT), Music Building (MU), and the Technical Center (TC) buildings on the Rockville Campus, for GMP number 2, for a one-time purchase in the amount of \$3,770,442; 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: 7B
April 18, 2022

**AWARD OF CONTRACT, PART ONE
CONSTRUCTION MANAGER AT RISK FOR THE RESOURCE CENTER LIBRARY
RENOVATION, TAKOMA PARK/SILVER SPRING CAMPUS, BID 622-006**

BACKGROUND

Request:	Renovation of the Resource Center Library located on the Takoma Park/Silver Spring Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	622-006
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the renovation of the existing two-story library in the Resource Center on the Takoma Park/Silver Spring Campus. The library is two levels, with the entrance located on the second floor. This project will modify the existing structure within the current building footprint to provide a new vestibule at the main floor entrance, a new elevator, floor infills, an updated sprinkler system, and a small amount of below-slab work. The existing building envelope has water infiltration issues, which will be addressed as part of the renovation project.</p> <p>The associated contract will be awarded in two parts. Part One includes the appointment of a construction manager at risk (CMAR), along with an award of contract for pre-construction services. Part Two is for the approval of a guaranteed maximum price (GMP) submitted by the CMAR for all associated construction costs, including the CMAR's fees.</p> <p>This request represents part one, appointment of CMAR and award of contract for pre-construction services. Although the total value of the pre-construction services related to this project, is below the \$250,000 board approval threshold, it is certain that the GMP to be submitted in the future by the CMAR will far exceed that dollar limit.</p> <p>Part 2 will be presented at a future board meeting,</p>

	following the receipt of the GMP from the CMAR.
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 funds are available in the FY22 capital budget for all pre-construction activities.
Total Dollar Amount:	\$35,000
Vendor Name:	Gilbane Building Company
Vendor Address:	Baltimore, Maryland
Minority Status:	Non-minority
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Gilbane Building Company of Baltimore, Maryland, as the Construction Manager at Risk (CMAR), for the renovation of the Resource Center Library on the Takoma Park/Silver Spring Campus.

It is further recommended that a contract for pre-construction services associated with the Resource Center Library renovation on the Takoma Park/Silver Spring Campus, be awarded to Gilbane Building Company of Baltimore, Maryland, for a total price \$35,000.

These recommendations will be followed up by Part Two, the submittal of the guaranteed maximum price (GMP) by Gilbane Building Company of Baltimore, Maryland, for all associated construction costs, including the CMAR's fee, which is subject to Board of Trustees approval.

BACKUP INFORMATION

Project CMAR Summary (Board Members Only)
 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: **22-04-063**
Adopted on: **4/18/2022**

Agenda Item Number: 7B
April 18, 2022

Subject: Award of Contract, Part One, Construction Manager at Risk Services for the Resource Center Library Renovation, Takoma Park/Silver Spring Campus, Bid 622-006

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the appointment of the construction manager at risk (CMAR) for the renovation of the Resource Center Library located on the Takoma Park/Silver Spring Campus; and

WHEREAS, The College utilized the CMAR procurement method because it allows for the selection of the most qualified construction manager for the project, and provides an opportunity for contractor and architect coordination during the construction project design process; and

WHEREAS, The CMAR procurement method allows for transparency of the overall bidding and construction process, including the costs incurred by the construction manager, and also requires use of pre-qualified subcontractors; and

WHEREAS, This contract will be awarded in two parts; Part One provides for the appointment of a CMAR, along with an award of contract for pre-construction services; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal for the CMAR was publicly posted on the Montgomery College Procurement website and eMaryland Marketplace on January 10, 2022; and

WHEREAS, 67 companies downloaded the solicitation from the Procurement website; and on February 10, 2022, nine technical proposals and price proposals, including one vendor who was deemed non-responsive, were received and recorded in the Office of Procurement at 2:00 p.m. local time; and

WHEREAS, Following the evaluation of the technical proposals and price proposals of all qualified offerors, it was determined that Gilbane Building Company of Baltimore, Maryland, is the highest ranked construction manager, and met all College specification requirements; and

WHEREAS, The director of procurement certifies that a request for proposal was developed by appropriate College staff and consultants, and the chief business/financial strategy officer certifies that funds are available in the FY22 capital budget for all pre-construction services; and

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

Resolved, That Gilbane Building Company of Baltimore, Maryland, be appointed as the construction manager at risk for the renovation of the Resource Center Library located on the Takoma Park/Silver Spring Campus; and be it further

Resolved, That a contract for pre-construction services associated with the Resource Center Library renovation on the Takoma Park/Silver Spring Campus, be awarded to Gilbane Building Company of Baltimore, Maryland, for a total, one-time purchase price of \$35,000; 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: 8A
April 18, 2022

MODIFICATION OF THE ADVANCED NETWORK SECURITY CERTIFICATE

BACKGROUND

The advanced network security certificate emphasizes computer security and information assurance concepts augmented with current industry standard techniques. Topics cover threats and vulnerabilities; prevention at the technical (hardware and software) and human levels; and detection, response, and management aspects of security. This certificate program is built upon National Security Telecommunications and Systems Security Instruction (NSTISSI) 4011 and 4013, and each course prepares the students to sit for the respective professional certifications. Potential occupations applicable to this certificate are network analyst, network administrator, IT manager, internet security specialist, and/or IT compliant specialist. This cohesive career curriculum is intended for individuals already employed in computing or who have a computing background.

In order to stay abreast of the ever-expanding field of cybersecurity, the discipline proposes the following modifications to the program: a new program title, an increase in credits, and the ability to offer program completion at all campuses. The proposed title, Cybersecurity for IT Professionals, better reflects the intent of the program. The increase in credits—from 18 to 19 credits—is due to the removal of a three-credit course and the addition of a critical four-credit course to support the curriculum. These modifications, and offering the program at all campuses, will expand access and student interest and lead to an increase in enrollment and a higher completion rate.

Access to program coursework is available through in-person and online course offerings. Student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students.

The modified Advanced Network Security Certificate will be implemented with existing institutional resources currently supporting the program. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

RECOMMENDATION

It is recommended that the Board of Trustees approve the modifications to The Advanced Network Security Certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Advanced Network Security Certificate Curriculum (Current Curriculum)

Cybersecurity for IT Professionals Certificate Curriculum (New Curriculum)
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Kehnemouyi

Ms. Latimer

Ms. Leonard

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

Resolution Number: **22-04-064**
Adopted on: **4/18/2022**

Agenda Item Number: 8A
April 18, 2022

Subject: Modification of the Advanced Network Security Certificate

WHEREAS, The Advanced Network Security Certificate emphasizes computer security and information assurance concepts augmented with current industry standard techniques; topics cover threats and vulnerabilities; prevention at the technical (hardware and software) and human levels; and detection, response, and management aspects of security; and

WHEREAS, This program is built upon National Security Telecommunications and Systems Security Instruction (NSTISSI) 4011 and 4013, and each course prepares the students to sit for the respective professional certifications; and

WHEREAS, Potential occupations are network analyst, network administrator, IT manager, internet security specialist, and/or IT compliant specialist; this cohesive career curriculum is intended for individuals already employed in computing or who have a computing background; and

WHEREAS, In order to stay abreast of the ever-expanding field of cybersecurity, the discipline proposes the following modifications to the program: a new program title, an increase in credits, and the ability to offer program completion at all campuses; and

WHEREAS, The proposed title, Cybersecurity For IT Professionals, better reflects the intent of the program; the increase in credits—from 18 to 19 credits—is due to the removal of a three-credit course and the addition of a critical four-credit course to support the curriculum; and

WHEREAS, These modifications, and offering the program at all campuses, will expand access and student interest and lead to an increase in enrollment and a higher completion rate; and

WHEREAS, Access to program coursework is available through in-person and online course offerings; student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students; and

WHEREAS, The Modified Advanced Network Security Certificate will be implemented with existing institutional resources currently supporting the program; outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the Board of Trustees approves the aforementioned substantial modifications to the Advanced Network Security Certificate; and be it further

Resolved, That an application for approval of the substantial modifications to the Advanced Network Security Certificate be forwarded to the Maryland Higher Education Commission.

Advanced Network Security Certificate (Current Curriculum)

Intended for those already employed in computing or who have a computing background, the certificate emphasizes computer security and information assurance concepts augmented with current industry standard techniques. This career curriculum prepares students for entry-level careers in cybersecurity. Topics cover threats and vulnerabilities, prevention at the technical (hardware and software) and human levels, detection, response, and management aspects of security. This program of study is built upon the National Security Telecommunications and Systems Security Instruction (NSTISSI) 4011 and 4013. Each course in this certificate prepares the students in part to sit for the respective professional certifications. Range of occupations applicable to this certificate are: network analyst, network administrator, IT manager, internet security specialist, IT compliant specialist. Before registering, students must contact a program advisor.

Program Requirements

Course Designator	Title	Credits
NWIT 173	Network Security	3
NWIT 245	Defending the Network	3
NWIT 246	Attacker Tools and Techniques	3
NWIT 263	Introduction to Digital Forensics	3
NWIT 275	Wireless Security	3
NWIT 290	Information Security Capstone	3
Total Credits		18

Program Outcomes

Outcome	Upon completion of this program a student will be able to:
1	Describe: security threats, integrity, confidentiality, and availability in security information.
2	Describe security ramifications, technology weaknesses, configuration weaknesses, policy weaknesses, and human errors.
3	Describe authentication, understand password issues, Kerberos assumptions, challenge handshake authentication protocol, security tokens, and biometrics.
4	Define common Internet components, and identify techniques used in web hacking, attacks and malicious code, IP fragmentation attacks, spoofing, man in the middle, and TCP session hijacking.
5	Investigate advanced concepts and procedures related to the transmission control protocol/internet protocol (TCP/IP).
6	Secure version of internet protocol (IP) and internet protocol security (IPSec).
7	Describe Web security, SSL and TLS, HTTPS vulnerabilities, javascript, activex, and buffer overflows.
8	Secure workstations and servers running current Windows OS software and test the effectiveness of various security measures.
9	Investigate measures that can help ensure business continuity in the event of a disaster, such as contingency planning and power and backup issues.
10	Identify the basic components of a layered structure for network defense architecture, describe access control objectives, and auditing concepts.
11	Analyze network operations risks; conduct network penetration tests; implement network countermeasures.

Cybersecurity for IT Professionals Certificate (New Curriculum)

Intended for those already employed in computing or who have a computing background, the certificate emphasizes computer security and information assurance concepts augmented with current industry standard techniques. This career curriculum prepares students for entry-level careers in cybersecurity. Topics cover threats and vulnerabilities, prevention at the technical (hardware and software) and human levels, detection, response, and management aspects of security. This program of study is built upon the National Security Telecommunications and Systems Security Instruction (NSTISSI) 4011 and 4013. Each course in this certificate prepares the students in part to sit for the respective professional certifications. Range of occupations applicable to this certificate are: network analyst, network administrator, IT manager, internet security specialist, IT compliant specialist. Before registering, students must contact a program advisor.

Program Requirements

Course Designator	Title	Credits
NWIT 173	Network Security	3
NWIT 245	Defending the Network	3
NWIT 246	Attacker Tools and Techniques	3
NWIT 263	Introduction to Digital Forensics	3
NWIT 275	Wireless Security	3
CMSC 253	UNIX/LINUX System Administration	4
Total Credits		19

Program Outcomes

Outcome	Upon completion of this program a student will be able to:
1	Describe security threats, integrity, confidentiality, and availability in security information.
2	Describe security ramifications, technology weaknesses, configuration weaknesses, policy weaknesses, and human errors.
3	Describe authentication, understand password issues, Kerberos assumptions, challenge handshake authentication protocol, security tokens, and biometrics.
4	Define common Internet components, and identify techniques used in web hacking, attacks and malicious code, IP fragmentation attacks, spoofing, man in the middle, and TCP session hijacking.
5	Investigate advanced concepts and procedures related to the transmission control protocol/internet protocol (TCP/IP).
6	Secure a version of internet protocol (IP) and internet protocol security (IPSec).
7	Describe Web security, SSL and TLS, HTTPS vulnerabilities, javascript,activex, and buffer overflows.
8	Secure workstations and servers running current Windows OS software and test the effectiveness of various security measures.
9	Investigate measures that can help ensure business continuity in the event of a disaster, such as contingency planning and power and backup issues.
10	Identify the basic components of a layered structure for network defense architecture, describe access control objectives, and auditing concepts.
11	Analyze network operations risks; conduct network penetration tests; implement network countermeasures.

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

Agenda Item Number: 8B
April 18, 2022

MODIFICATION OF THE CLOUD COMPUTING AND SYSTEM ADMINISTRATOR CERTIFICATE

BACKGROUND

The cloud computing and system administrator certificate provides fundamental knowledge for cloud computing and system administrator positions. The program also develops skills to install, configure, manage, maintain, and troubleshoot a virtual network infrastructure/cloud platform using popular tools. This certificate is designed for students pursuing a career in cloud computing and system administrator areas.

In order to stay current in the ever-expanding field of cloud computing, the discipline is proposing the removal of a microcomputer essentials course and the additional option of either cloud architecting or cloud administration. These optional courses enhance the cloud components for the program. There are no changes to the program title, description, number of credits, or program outcomes.

Access to program coursework is available through in-person and online course offerings. Student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students.

The modified cloud computing and system administrator certificate will be implemented with existing institutional resources. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

RECOMMENDATION

It is recommended that the Board of Trustees approve the modifications to the cloud computing and system administrator certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Cloud Computing and System Administrator Certificate Curriculum (Current Curriculum)
Cloud Computing and System Administrator Certificate Curriculum (New Curriculum)
Section 13B.02.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Kehnemouyi

Ms. Latimer

Ms. Leonard

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

Resolution Number: **22-04-065**
Adopted on: **4/18/2022**

Agenda Item Number: 8B
April 18, 2022

Subject: Modification of the Cloud Computing and System Administrator Certificate

WHEREAS, The cloud computing and system administrator certificate provides fundamental knowledge for cloud computing and system administrator positions. The program also develops skills to install, configure, manage, maintain and troubleshoot a virtual network infrastructure/cloud platform using popular tools; and

WHEREAS, This certificate is designed for students pursuing a career in cloud computing and system administrator areas; and

WHEREAS, In order to stay current in the ever-expanding field of cloud computing, the discipline is proposing the removal of a microcomputer essentials course and the additional option of either cloud architecting or cloud administration; these optional courses enhance the cloud components for the program; and

WHEREAS, There are no changes to the program title, description, number of credits, or program outcomes; and

WHEREAS, Access to program coursework is available through in-person and online course offerings; student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students; and

WHEREAS, The modified cloud computing and system administrator certificate will be implemented with existing institutional resources. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the Board of Trustees approve the aforementioned substantial modifications to the cloud computing and system administrator certificate; and be it further

Resolved, That an application for approval of the substantial modifications to the cloud computing and system administrator certificate be forwarded to the Maryland Higher Education Commission.

Cloud Computing and System Administrator Certificate (Current Curriculum)

This certificate program provides fundamental knowledge for cloud computing and system administrator positions and also develops skills to install, configure, manage, maintain, and troubleshoot a virtual network infrastructure/cloud platform using popular tools. This certificate program is designed for students pursuing a career in cloud computing and system administrator areas.

Program Requirements

Course Designator	Title	Credits
NWIT 101	Introduction to the Internet of Things (IoT)	3
NWIT 105	Introduction to Cloud Computing	3
NWIT 127	Microcomputer Essentials	3
NWIT 170	Network Operating Systems	3
NWIT 204	Network Virtualization and System Administrator	4
Elective	200-Level NWIT Elective *	3
Total Credits		19

* Any three or four-credit NWIT course can be used to satisfy this requirement.

Program Outcomes

Outcome	Upon completion of this program a student will be able to:
1	Define the Internet of Things (IoT) and list various applications associated with the IoT.
2	Evaluate various cloud delivery models.
3	Describe the basics of networking fundamentals, including technologies, devices and protocols.
4	Identify standard operating and maintenance resources.
5	Explain files types, as well as their location, storage, use and attributes.
6	Maintain high availability and fault tolerance in a virtual environment.
7	Configure and deploy Cloud products using virtualization technologies.
8	Design and implement cloud applications that can scale up on a VM (Virtual Machine) and out across multiple VMs.
9	Develop a plan with strategies to pass a minimum of two industry certification exams associated with cloud computing technology.

Cloud Computing and System Administrator Certificate (New Curriculum)

This certificate program provides fundamental knowledge for cloud computing and system administrator positions and also develops skills to install, configure, manage, maintain, and troubleshoot a virtual network infrastructure/cloud platform using popular tools. This certificate program is designed for students pursuing a career in cloud computing and system administrator areas.

Program Requirements

Course Designator	Title	Credits
NWIT 101	Introduction to the Internet of Things (IoT)	3
NWIT 105	Introduction to Cloud Computing	3
NWIT 170	Network Operating Systems	3
NWIT 204	Network Virtualization and System Administrator	4
NWIT 208 or NWIT 209	Cloud Architecting or Cloud Administration	3
Elective	200-Level NWIT Elective *	3
Total Credits		19

* Any three or four-credit NWIT course can be used to satisfy this requirement.

Program Outcomes

Outcome	Upon completion of this program a student will be able to:
1	Define the Internet of Things (IoT) and list various applications associated with the IoT.
2	Evaluate various cloud delivery models.
3	Describe the basics of networking fundamentals, including technologies, devices and protocols.
4	Identify standard operating and maintenance resources.
5	Explain files types, as well as their location, storage, use and attributes.
6	Maintain high availability and fault tolerance in a virtual environment.
7	Configure and deploy Cloud products using virtualization technologies.
8	Design and implement cloud applications that can scale up on a VM (Virtual Machine) and out across multiple VMs.
9	Develop a plan with strategies to pass a minimum of two industry certification exams associated with cloud computing technology.

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

Agenda Item Number: 8C
April 18, 2022

DELETION OF THE PHOTOGRAPHIC TECHNIQUES CERTIFICATE

BACKGROUND

Montgomery College strives to provide students with relevant skills to meet the workforce needs in Montgomery County. The photographic techniques certificate provides basic and advanced black-and-white and color photography skills, covering both the technology and image production used in professional photography. The program is intended to upgrade skills for currently employed individuals or provide new skills for a change in job specialization.

During the 2017-2018 academic review process, a recommendation came forward to delete the photographic techniques certificate due to declining enrollment and a low completion rate. The photographic techniques certificate was formally suspended in fall 2019 to allow enrolled students to complete the program or change their major to another program at the College. During the suspension period, no new students were admitted to the program. The suspension period expires spring 2022 and the photographic techniques certificate will be deleted summer 2022.

For 25 years, the photographic techniques program instilled in our students an informed appreciation for the importance of photography and the role it plays in shaping our society. It is a bittersweet action for the discipline to initiate the deletion of this certificate.

RECOMMENDATION

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

BACK-UP INFORMATION

Photographic Techniques Certificate Curriculum (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Trezza

Dr. Kelley

Ms. Leonard

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

Resolution Number: **22-04-066**
Adopted on: **4/18/2022**

Agenda Item Number: 8C
April 18, 2022

Subject: Deletion of the Photographic Techniques Certificate

WHEREAS, Montgomery College strives to provide students with relevant skills to meet the workforce needs in Montgomery County; and

WHEREAS, The photographic techniques certificate provides basic and advanced black-and-white and color photography skills, covering both the technology and image production used in professional photography; and

WHEREAS, The program is intended to upgrade skills for currently employed individuals or to provide new skills for a change in job specialization; and

WHEREAS, During the 2017-2018 academic program review, a recommendation came forward to delete the photographic techniques certificate due to declining enrollment and a low completion rate; and

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

WHEREAS, The three-year suspension period allowed enrolled students to complete the program or change their major to another major at the College; and

WHEREAS, During the suspension period, no new students were admitted to the program; and

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

WHEREAS, The photographic techniques certificate will be deleted summer 2022; and

WHEREAS, For 25 years, the photographic techniques certificate instilled in our students an informed appreciation for the importance of photography and the role it plays in shaping our society; and

WHEREAS, It is a bittersweet action for the discipline to initiate the deletion of the photographic techniques certificate effective; and

WHEREAS, Deletion of the photographic techniques certificate requires notification to the Maryland Higher Education Commission; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the deletion of the photographic techniques certificate; and be it further

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

Photographic Techniques Certificate

THIS PROGRAM IS SUSPENDED EFFECTIVE FALL 2019. STUDENTS MAY NOT ENROLL IN SUSPENDED PROGRAMS. STUDENTS ENROLLED IN THIS PROGRAM PRIOR TO FALL 2019 WILL NOT BE ABLE TO GRADUATE WITH THIS DEGREE AFTER SPRING 2022. PLEASE REFER TO THE PORTRAIT, FASHION, AND PHOTOJOURNALISM CERTIFICATE OR ELECTRONIC PHOTOGRAPHY CERTIFICATE.

This certificate curriculum is intended to upgrade skills for currently employed individuals or to provide new skills for a change in job specialization. It provides basic and advanced black-and-white and color photography skills, covering both the technology and image production used in professional photography.

Course Designator	Title	Credits
PHOT 161	Introduction to Digital Photography	3
PHOT 201	Photography II	4
PHOT 265	Advanced Color/Black and White Imaging	3
PHOT 269	Special Photography Assignment	3
	Total Credits	13

Program Outcomes

Outcome	Upon completion of this program a student will be able to:
1	Use traditional photographic techniques that include black-and-white film and print processing.
2	Develop advanced testing methods for traditional film and print processes including the production of archival, black-and-white portfolios.
3	Demonstrate advanced expertise with traditional camera formats that include medium and large-format film cameras.
4	Demonstrate advanced expertise in the development and execution of complex color strategies for use in commercial or fine art photographic applications.
5	Create an advanced color image portfolio in either print or electronic form for use in commercial or fine art applications.
6	Utilize a wide variety of lighting applications for use in studio, architectural, fine art, and varied commercial environments.

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

Agenda Item Number: 9
April 18, 2022

REVISION TO THE MONTGOMERY COLLEGE LIBRARY FINES AND FEES SCHEDULE

BACKGROUND

Access to library books, technology, and other related materials are usually free — unless items are returned after the due date. Library users are fined for returning materials late, which can become costly over time. This can lead to suspended borrowing privileges or a hold placed on a student account, preventing access to grades or transcripts, the ability to register for classes, or graduate. Library fines and fees impact students financially and create a barrier for those who are the most in need of library services and resources. It is an equity issue for students from lower-income circumstances and can potentially impede their academic success.

Although the shift to eliminate library fines and fees is prevalent in public libraries, academic libraries have started to take notice and align with this practice. Tufts University, Boston University, and several of their peer institutions removed daily fines because it became punitive, particularly if materials are not in high demand. Locally, the George Washington University Libraries adopted this practice in April 2019. The following community colleges have also implemented similar policies:

- Carroll Community College: removed all fines, but charges a processing fee for damaged items
- Allegany College of Maryland: the library director permanently eliminated fines
- Frederick Community College: charges replacement fees but not fines. Fines are capped at \$50 and removed once the student returns the material.
- Howard Community College: main open shelf collections are fine-free; Course reserves and lost materials are assessed a fee.
- Chesapeake College: holds are placed on student accounts when materials become delinquent; fines and holds are removed when materials are returned.
- College of Southern Maryland: started the process of eliminating fines in 2020. The dean approved it thereafter.

The benefits of eliminating library fines and fees for our open shelf collections go beyond the obvious inequity concerns for students. It allows the library staff to provide better service to our users. Being fine-free aligns with the Library's and College's missions of equitable access for all. Because fines disproportionately affect lower income users, they are more likely to be sent to collections for nonpayment, and barred from registration and graduation, which ultimately impacts enrollment. Eliminating fines can lead to a renewed appreciation for the library by community users. [Montgomery County Public Library](#) went fine-free a year ago, joining the more than 200 libraries nationwide. They have seen an increase in library usage, borrowed materials, and materials that were previously thought lost. Being fine-free also removes the punitive stigma and welcomes back library users to the services and resources available to support their academics and life-long learning.

Currently, users are charged 50 cents per item, per day, with a maximum fine of \$16.00 per item for late returns of books and other audio-visual materials. If approved, this assessment will be permanently eliminated. Late fines for course reserves (including textbooks) are \$2 per item, per hour, with a maximum fine of \$8 per item for late returns. The late fines are \$10 per item, per hour, with a maximum fine of \$100 per item for laptops, tablets, and other technology. These fines will remain to ensure a timely return of costly and high demand items. Library policy on replacement and processing fees for lost or damaged materials will also remain. However, replacement fees will be waived if materials are returned undamaged.

During remote instruction, specifically between March 2020 and October 2021, the due dates were extended for all library users who were unable to return materials to the physical library locations. This ensured fines wouldn't accumulate on accounts with borrowed materials.

The College is unable to give amnesty to outstanding charges and be compliant with collection agency processes if the student balance was sent to collections. However, the Higher Education Emergency Relief Funding (HEERF) that has been applied to outstanding student balances would include library fines if they existed. Between FY18 and FY20, \$26,223 in fines and fees were collected. Library fines do not have a significant impact on the annual budget, and while there are pressures on revenue, those pressures will not be alleviated through the collection of fines.

On April 21, 1992, the Board of Trustees adopted a resolution (#92-53) implementing a library fine and fee system for late, damaged, and lost library materials. If approved, this resolution would rescind that action and take effect on Monday, May 2, 2022.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the 1992 resolution and eliminate library fines and fees for overdue materials from the open-shelf library collection.

BACKUP INFORMATION

Board of Trustees Resolution #92-53 - Adopted on April 21, 1992
Fines and Fee Transactions FY18 to FY20 (Board members only)
Fiscal Impact Historical Data (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Mills
Ms. Greaney
Ms. Spencer

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

Resolution Number: **22-04-067**
Adopted on: **4/18/2022**

Agenda Item Number: 9
April 18, 2022

Subject: Revision to the Montgomery College Library Fines and Fees Schedule

WHEREAS, The director of library and information services has recommended the elimination of fines and fees for overdue library materials in the open-shelf collections; and

WHEREAS, Library fines create an economic barrier and disproportionately impact students from lower-income circumstances; and

WHEREAS, The inability to access library materials and services can potentially impede student success; and

WHEREAS, Library fines do not serve the core mission of the Montgomery College Library which is delivery of services in support of student success; and

WHEREAS, The College's commitment to equity and inclusion and values which state "we are here to ensure that every student—regardless of ability, background, economic status, race, or age—has access to higher education"; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the Board of Trustees approve the elimination of library fines and fees for the open-shelf library collection, effective Monday, May 2, 2022.

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

Agenda Item Number: 10
April 18, 2022

TUITION RATES FOR FISCAL YEAR 2023

BACKGROUND

The Board of Trustees adopted the College's FY23 operating budget during its meeting on January 26, 2022. The adopted budget prioritized fiscal restraint while maximizing existing resources to protect affordability. The president recommends no increases in the in-county, in-state, and out-of-state hourly tuition rates for FY23. Additionally, the current mandatory fees will remain at their FY22 levels. Students will pay \$132 per hour tuition rates for in-county; \$269 per hour tuition rates for in-state; and \$374 per hour tuition rates for out-of-state.

RECOMMENDATION

It is recommended that the Board of Trustees approve the current hourly tuition rates as outlined above beginning with the fall 2022 semester.

BACKUP INFORMATION

Board Resolution
Policy 45001–Tuition, Fees, and Refunds

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: **22-04-068**
Adopted on: **4/18/2022**

Agenda Item Number: 10
April 18, 2022

Subject: Tuition Rates for Fiscal Year 2023

WHEREAS, The Board of Trustees adopted the FY23 operating budget on January 26, 2022; and

WHEREAS, The adopted FY23 budget prioritized fiscal restraint while maximizing existing resources to protect affordability; and

WHEREAS, The president recommends no increases in the per hour rates for in-county, in-state and out-of-state tuition, and that fees remain at their current FY22 levels; and

WHEREAS, With no increases in tuition or fees, in-county students will pay \$132 per hour; in-state students will pay \$269 per hour; and out-of-state students will pay \$374 per hour beginning in the fall 2022 semester; and

WHEREAS, The Board of Trustees has a deep commitment to keeping Montgomery College affordable to all students; and

WHEREAS, The Board of Trustees has the authority to set tuition; now therefore be it

Resolved, That the Board of Trustees adopts the recommendation to maintain hourly tuition rates and fees at FY22 levels for in-county, in-state, and out-of-state students, effective beginning the fall 2022 semester; and be it further

Resolved, That this action reestablishes the per hour credit tuition rates at \$132; \$269; and \$374 for in-county, in-state, and out-of-state residents, respectively.

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

Agenda Item Number: 11
April 21, 2022

**COLLECTIVE BARGAINING AGREEMENT BETWEEN MONTGOMERY COLLEGE AND
THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES,
AFL-CIO, COUNCIL 67, LOCAL 2380**

BACKGROUND

Representatives of Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO (AFSCME) have negotiated in good faith with representatives of the Board of Trustees on a new collective bargaining agreement. The agreement replaces the existing collective bargaining agreement on July 1, 2022, and will expire on June 30, 2025. The changes affect the following nine articles to the existing agreement:

1. Article 3: Counseling, Discipline and Discharge
2. Article 4: Grievance Procedure
3. Article 5: Seniority
4. Article 7: Wages
5. Article 8: Leaves of Absence
6. Article 9: Holidays
7. Article 11: Union Privileges
8. Article 12: Insurance and other Benefits
9. Article 14: Scope of Agreement

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the new collective bargaining agreement with Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO, including the modifications ratified by AFSCME. This resolution also authorizes the board chair to execute the ratified collective bargaining agreement and delegates to the president the authority and responsibility to implement and administer the agreement.

BACKUP INFORMATION

Collective Bargaining Agreement for July 1, 2022 through June 30, 2025 (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Leitch Walker
Ms. Kliever

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

Resolution Number: **22-04-069**
Adopted on: **4/18/2022**

Agenda Item Number: 11
April 21, 2022

Subject: Collective Bargaining Agreement between Montgomery College and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 67, Local 2380

WHEREAS, Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO (AFSCME), is the exclusive representative authorized to negotiate on behalf of certain staff members at Montgomery College; and

WHEREAS, The current collective bargaining agreement between Montgomery College and AFSCME Local 2830 expires on June 30, 2022; and

WHEREAS, A collective bargaining agreement has been negotiated by teams representing the Board of Trustees and AFSCME to replace the expiring agreement; and

WHEREAS, Within the collective bargaining agreement there are a total of nine articles that have changes, articulated in Article 3: Counseling, Discipline and Discharge; Article 4: Grievance Procedure; Article 5: Seniority; Article 7: Wages; Article 8: Leaves of Absence; Article 9 : Holidays; Article 11: Union Privileges; Article 12: Insurance and Other Benefits; and Article 14: Scope of Agreement; and

WHEREAS, The board negotiating team recommends approval of the collective bargaining agreement by the board; and

WHEREAS, The Members of Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO, have ratified the collective bargaining agreement on February 18, 2022; and

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

Resolved, That the Board of Trustees approves the collective bargaining agreement with Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO, set forth in the attached; and be it further

Resolved, That the Board of Trustees authorizes the board chair to execute the collective bargaining agreement between the Board of Trustees of Montgomery Community College and Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the collective bargaining agreement.

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

Agenda Item Number: 12
April 18, 2022

BOARD OF TRUSTEES' SCHEDULE OF MEETINGS FOR FISCAL YEAR 2023

BACKGROUND

The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves. In addition, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, place, and agenda of the meeting, and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice.

RECOMMENDATION

It is recommended that the Board adopt the attached schedule of meetings for Fiscal Year 2023.

BACKUP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2023 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Scott

RESOURCE PERSONS

Ms. Abraham
Ms. Lee

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

Resolution Number: **22-04-070**
Adopted on: **4/18/2022**

Agenda Item Number: 12
April 18, 2022

Subject: Board of Trustees' Schedule of Meetings for Fiscal Year 2023

WHEREAS, The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, The notice shall be in writing and shall include the date, time, place, and agenda of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice; and

WHEREAS, Attached to this resolution is a schedule of meetings for Fiscal Year 2023, and while intended to be held as planned, those meetings may be changed based on circumstance according to the Board's bylaws, the Maryland Open Meetings Act, and availability; and

WHEREAS, The public will be notified of the Fiscal Year 2023 schedule as well as any change in meeting dates in accordance with the Board of Trustees bylaws and the Maryland Open Meetings Act; 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 adopts the attached Schedule of Meetings for Fiscal Year 2023.

BOARD OF TRUSTEES
Montgomery College
Fiscal Year 2023 Schedule of Meetings

					<i>OTHER ACTIVITIES AND EVENTS (RSVP NEEDED FOR MOST)</i>	
	BOARD MEETINGS <i>(Mondays, unless noted, 6:00 pm closed, 6:30 pm public)</i>	CONSTITUENT CONVERSATIONS (CC)¹, <i>(4:45 pm)</i>	BOARD RETREATS	PERIODIC REPORTS TO THE BOARD²	BOARD DEVELOPMENT AND CONFERENCES	SPECIAL EVENTS AND OTHER BOARD DATES
JUL					13: New Trustee Orientation <i>(MC-Virtual)</i>	
AUG					4-6: ACCT Governance Leadership Institute 8: Board Officers Kickoff Meeting <i>(Virtual)</i>	26: Chair's Networking Open House and Recognition Reception—Board and Supporting Organizations
SEP	19	19: [CC] Staff	8-9 (Thurs-Fri): Retreat	15: 1st Q Facilities Updates 4th Q Budget Report Performance Accountability Report		
OCT	17	17: [CC] Faculty		FY24 Capital Budget Presentation Clery Report	13-16: ACCT Leadership Congress <i>(New York, NY)</i>	21: Inauguration
NOV	14	14: [CC] Students		1st Q Budget Report		TBD: Legislative Reception
DEC	12			15: 2nd Q Facilities Updates FY24 Operating Budget Presentation FY22 Audit Presentation		12: Board's Audit Committee Meeting ³
JAN	<u>Wed., 25</u>	25: [CC] Admin Council			13: Mid-Year Meeting for New Trustees-Virtual <i>(MC)</i> TBD: MACC Conference <i>(Annapolis)</i>	13: Chairs' Lunch with Foundation Chairs
FEB	20	20: [CC] College Council		2nd Q Budget Report	TBD: ACCT Legislative Summit <i>(DC)</i>	
MAR	<u>Wed., 22⁴</u>			15: 3rd Q Facilities Updates		
APR	17				2-4: AGB National Conference on Trusteeship <i>(San Diego, CA)</i>	12: Trustee Information Day
MAY	15	15: MCPS Board of Education ⁵	5 (Fri): Retreat	3rd Q Budget Report		TBD: Employee Recognition Event TBD: Harry Harden Awards TBD: Commencement
JUN	<u>Wed., 21⁶</u>			15: 4th Q Facilities Updates Programs of Cultural Diversity Progress Report		21: Board's Annual Meeting ⁷

Adopted on April 18, 2022

1. The plan is to resume hosting Constituent Conversations meetings face-to-face during FY23.

2. This section identifies the regularly scheduled reports to come before the Board. In the past, the Quarterly Financial Reports were presented in September, October, January and April.

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

4. This meeting is scheduled following spring break week.

5. This event has not occurred since 2018. This is a proposed date, contingent upon MCPS Board of Education availability.

6. College closed for Juneteenth, Monday, June 19, 2023.

7. The annual meeting is defined in the Board's Bylaws, section I.H.1, which states, "The annual meeting of the Board is normally held in June at which time Officers are elected for the year beginning on July 1."