



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

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

This meeting was held via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 976 0300 3795

May 16, 2022 • 6:30 p.m.

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

Agenda Item Number: 6A
May 16, 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: 22-05-071
Adopted on: May 16, 2022

Agenda Item Number: 6A
May 16, 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 March 1, 2022, through March 31, 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 March 1, 2022, through March 31, 2022

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
3/7/2022	Bromir, Nataly	Library Access Services	17	Library/ GT
3/7/2022	Chen, Huilang	Senior Instructional Assist	25	Engineering/Computer Science Dean
3/21/2022	Ortiz, Shiela	Administrative Aide II	19	Student Life/ RV
3/21/2022	Trost, Amy	Librarian II	29	Library/ Central

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
3/1/2022	Ash, Gerald ¹	Construction Trades Worker	25	18	Facilities/Central Admin
3/4/2022	Butler, John	Financial Aid Counselor	27	10	Financial Aid
3/4/2022	Jones, Ashley	HR Services Associate	23	5	HRSTM
3/4/2022	Whitaker, Davonte	Building Services Worker	11	0	Facilities/Central Admin
3/4/2022	Williams, Jacqueline	Payroll Manager	33	1	HRSTM
3/9/2022	Zambrano, Vanessa	Strategic Content Producer	31	4	Advancement-Media/Public Relations
3/9/2022	Brown, Wayne C.	Building Services Worker Lead	15	4	Facilities/Central Admin
3/11/2022	Iglesias, Carlos	Community Engage Spec II	25	1	Advancement/Community Engage
3/11/2022	Moy, Christopher	Director I	35	12	Compliance
3/18/2022	Whaley, Allison	Ombuds Manager/Ombuds	33	1	President's Office
3/31/2022	Aitcheson, Louis ¹	Building Services Worker	11	17	Facilities/Central Admin
3/31/2022	Hall, Robert ¹	Building Equipment Mechanic II	25	31	Facilities/Central Admin

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other	TOTAL
Female	1	0	0	1	0	1	3
Male	0	0	0	1	0	0	1
TOTAL	1	0	0	2	0	1	4

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other	TOTAL
Female	0	3	0	0	0	1	4
Male	2	5	1	0	0	0	8
TOTAL	2	8	1	0	0	1	12

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From March 1, 2022, through March 31, 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	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

¹ Retirement

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

Agenda Item Number: 6B
May 16, 2022

**NAMING OF THE FOOD PANTRY ON THE ROCKVILLE CAMPUS
IN HONOR OF THE MCGUIRE FAMILY**

BACKGROUND

When Connie McGuire was an adjunct faculty member in the Business and Economics Department, she would bring in a basket of candy on test days. She quickly realized students were hungry so she started bringing in snacks every day. A few students would stay late to take the extra food home. Recognizing that food insecurity was a growing issue, in 2017, Professor McGuire and her husband, John, established the McGuire Family Food Fund with a gift of \$145,000. Their gift was the largest private gift made to the foundation to address this issue. The McGuire Family Food Fund offers students access to the food pantry, campus dining cards, as well as food for ACES freshman during their summer program. When asked about their support, Ms. McGuire responded, "To John and me, the need is basic and needs to be addressed. Students can't learn when they're hungry." Ms. McGuire is an example of the difference our faculty make in the lives of their students both inside and outside of the classroom.

Ms. McGuire retired from teaching in 2018 after 20 years of teaching at the College, but she remains actively engaged in the College's mission as a dedicated member of the foundation's board of directors. In this role, she gives generously of her time, talent, and expertise. She and her husband also continue to generously support the food pantry, having provided gifts totaling \$162,500. They most recently established an ACES pathway scholarship, which will follow a student through the completion of a four-year degree at a Maryland institution. In total, the McGuire family have donated \$221,100 to the Montgomery College Foundation, with their focus remaining Montgomery College students facing food insecurity.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed resolution to name the Food Pantry on the Rockville Campus as the McGuire Family Food Pantry.

BACKUP INFORMATION

Board Resolution
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

RESPONSIBLE SENIOR ADMINISTRATORS

Ms. Matthews

RESOURCE PERSONS

Mr. Eozzo
Mr. Saposnik

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

Resolution Number: 22-05-072
Adopted on: May 16, 2022

Agenda Item Number: 6B
May 16, 2022

**Subject: Naming of the Food Pantry on the Rockville Campus in Honor of the
McGuire Family**

WHEREAS, Montgomery College wishes to recognize and honor Connie and John McGuire for their commitment to addressing food insecurity for Montgomery College students; and

WHEREAS, Mr. and Mrs. McGuire are philanthropists with a great passion and interest in ensuring students have access to nutritious food so that they are able to focus on their education and futures; and

WHEREAS, Mr. and Mrs. McGuire have made the largest private gift to the foundation to address food insecurity for Montgomery College students; and

WHEREAS, Montgomery College determines that naming the Food Pantry located in the Long Nguyen and Kimmy Duong Student Services Center in recognition of their generosity is an appropriate recognition for a leadership gift of this level; and

WHEREAS, The president recommends this action; now therefore be it

Resolved, That the Board of Trustees approves the naming of the Food Pantry on the Rockville Campus as the McGuire Family Food Pantry in recognition of Connie and John McGuire's generosity and commitment to supporting Montgomery College students.

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

Agenda Item Number: 6C
May 16, 2022

**GRADUATES RECEIVING ASSOCIATE DEGREES AND
PROGRAM CERTIFICATES IN FALL 2021**

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. In the event that the ratification by the Board of Trustees takes place after the date of conferral of the degrees and certificates to the graduates, the Board of Trustees must ratify, confirm, and authorize the conferral retroactively (“nunc pro tunc”) to the past date of conferral.

RECOMMENDATION

The Board of Trustees is asked to ratify, confirm, and authorize 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, nunc pro tunc to the date of such conferral action.

BACKUP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown
Dr. Rai

RESOURCE PERSONS

Mr. Cartledge
Mr. Dietz

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

Resolution Number: 22-05-073
Adopted on: May 16, 2022

Agenda Item Number: 6C
May 16, 2022

**Subject: Graduates Receiving Associate Degrees and Program Certificates in Fall
2021**

WHEREAS, It is necessary that the Board ratify, confirm, and authorize the past conferral of degrees and certificates 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 2021 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, confirms, and authorizes 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 Registrar that such students have met all applicable requirements, nunc pro tunc to the past date on which such conferral took place.

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

Agenda Item Number: 6D
May 16, 2022

**GRADUATES RECEIVING ASSOCIATE DEGREES AND
PROGRAM CERTIFICATES IN SPRING 2022**

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. Rai

RESOURCE PERSONS

Mr. Cartledge
Mr. Dietz

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

Resolution Number: 22-05-074
Adopted on: May 16, 2022

Agenda Item Number: 6D
May 16, 2022

Subject: Graduates Receiving the Associate Degree and the Program Certificate in Spring 2022

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 spring 2022 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.

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

Agenda Item Number: 7A
May 16, 2022

**AWARD OF CONTRACT,
CLASSIFICATION AND COMPENSATION RELATED SERVICES, BID e522-016**

BACKGROUND

Request:	Classification and compensation related services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President of Human Resources and Strategic Talent Management
Award Type:	Competitive
Bid Number:	e522-016
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and vice president of human resources and strategic talent management are requesting an award of contract for the continuation of its classification and compensation related services. On June 19, 2017, the Board of Trustees awarded a contract to multiple awardees for classification and consulting services on an as needed basis under resolution 17-06-070. Under this resolution, multiple firms were awarded contracts in the event that a single awardee could not meet the College's service needs. Throughout the life of this contract, the primary awardee was able to satisfactorily address all College service needs. As such, the new contract will be awarded to a single firm.</p> <p>The Office of Human Resources and Strategic Talent Management has an ongoing need for staff and executive classification and compensation related services as they pertain to position evaluations, job analyses, revision of current job classification specifications, creation of new position descriptions, associated legal compliance, maintenance reviews, and market pay surveys. The College will utilize these services to continue to maintain a classification and compensation system that is relevant and equitable.</p> <p>The current contract expires on June 30, 2022.</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 were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY23 operating budget.
Estimated Annual Dollar Amount:	\$350,000
Vendor Name:	Segal Company (Eastern States) Incorporated dba: Segal
Vendor Address:	1800 M. Street NW Washington, DC 20036
Minority Status:	Non-minority
Contract Term:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Segal Company of Washington, DC, for classification and compensation related services, for a one-year period, for an annual not-to-exceed amount of \$350,000.

It is further recommended that the contract be renewed for four additional one-year renewals as long as service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year estimated contract award shall not exceed \$1,750,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Mrs. Walker

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

Resolution Number: 22-05-075
Adopted on: May 16, 2022

Agenda Item Number: 7A
May 16, 2022

**Subject: Award of Contract, Classification and Compensation Related Services,
Bid e522-016**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of human resources and strategic talent management are requesting an award of contract for the continuation of classification and compensation related services; and

WHEREAS, On June 19, 2017, the Board of Trustees awarded a contract to multiple awardees for classification and consulting services on an as needed basis under resolution 17-06-070; and

WHEREAS, Under this resolution, the primary awardee was able to satisfactorily address all College service needs; and

WHEREAS, The current contract expires on June 30, 2022; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec.16-311, a request for proposal was publicly advertised on March 10, 2022, and posted on the Montgomery College procurement and eMaryland Marketplace websites; and

WHEREAS, Thirty companies downloaded the solicitation from the College's website, and at 3:00 p.m. on March 28, 2022, one response was received, read aloud and recorded via virtual bid opening; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that the sole proposal submitted by Segal Company of Washington, DC, met all College requirements, and that the offered pricing is considered fair and reasonable; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY23 operating budget; 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 Segal Company (Eastern States) Incorporated of Washington, DC, for classification and compensation related services, for a one-year period for an annual not-to-exceed amount of \$350,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as service is satisfactory, funds are available, and it is in the best interest of the College, with the total five-

year contract award not to exceed \$1,750,000; 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: 7B
May 16, 2022

**AWARD OF CONTRACT,
CONTINUATION OF WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION
HEALTHCARE-RELATED CERTIFICATION COURSES, BID e522-012**

BACKGROUND

Request:	Healthcare-related certification courses
Office/SVP Originating Request:	Senior Vice President for Academic Affairs, and the Vice President/Provost of Applied Technologies, Gudelsky Institute for Technical Education, and Workforce Development and Continuing Education (WDCE)
Award Type:	Competitive
Bid Number:	e522-012
Explanation of Request:	The senior vice president for academic affairs and the vice president/provost of applied technologies, Gudelsky Institute for Technical Education, and WDCE are requesting the continuation of healthcare-related certification courses. WDCE unit provides much-needed training and instructional support services in the form of community-based programs to local companies and government agencies. In June 2017, the Board of Trustees approved a five-year award of contract for WDCE healthcare-related certification courses under resolution 17-06-068. Continuing these services allows the College to meet healthcare-related certification course needs of the local community. The current contract expires on June 30, 2022.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY23 operating budget.
Estimated Annual Dollar Amount:	Up to \$400,000 (depending on certification course demand)
Vendor Name:	Condensed Curriculum International Inc.
Vendor Address:	8421 Broadband Drive, Suite A Frederick, Maryland 21701
Minority Status:	Non-Minority
Contract Term:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Condensed Curriculum International of Frederick, Maryland, for the continuation of WDCE healthcare-related certification courses for one year for an annual not-to-exceed amount of \$400,000, depending on certification course demand.

It is further recommended that the contract be renewed for four additional one-year renewals as long as service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year estimated contract award shall not exceed \$2,000,000, depending on certification course demand.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Mr. Johnson
Mr. Payne

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

Resolution Number: 22-05-076
Adopted on: May 16, 2022

Agenda Item Number: 7B
May 16, 2022

Subject: Continuation of Award of Contract, Workforce Development & Continuing Education Healthcare-related Certification Courses, Bid e522-012

WHEREAS, The senior vice president for academic affairs and the vice president/provost of applied technologies, Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education are requesting an award of contract for the continuation of healthcare-related certification course offerings; and

WHEREAS, Continuing these services allow the College to meet healthcare-related certification course needs of the local community; and

WHEREAS, In June 2017, the Board of Trustees approved a five-year award of contract for WDCE healthcare-related certification courses under resolution 17-06-068; and

WHEREAS, The current contract expires on June 30, 2022; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec.16-311, a request for proposal was publicly advertised on February 28, 2022, and posted on the Montgomery College procurement and Maryland State Maryland Marketplace; and

WHEREAS, 30 companies downloaded the solicitation from the Procurement website; and at 3:00pm local time on March 14, 2022, one response was received, read aloud and recorded via virtual bid closing; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that the sole proposal submitted by Condensed Curriculum International Inc. of Frederick, Maryland, met all College requirements, and that the offered pricing is considered fair and reasonable; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business// financial strategy officer certifies that funds are planned and budgeted in the FY23 operating budget; 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 Condensed Curriculum International of Frederick, Maryland, for the continuation of WDCE healthcare-related certification courses for one year for a not-to-exceed amount of \$400,000, depending on certification course demand; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as service is

satisfactory, funds are available, and it is in the best interest of the College, with the total five-year contract award amount not-to-exceed \$2,000,000, depending on certification course demand; 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: 7C
May 16, 2022

**AWARD OF CONTRACT,
LEICA MICROSCOPE SYSTEMS, BID e522-018**

BACKGROUND

Request:	Purchase of Leica Microscope Systems for the Catherine and Isiah Leggett Math and Science Building 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:	e522-018
Explanation of Request:	The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract to purchase Leica microscope systems to be used and housed in the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus. These new microscopes will replace existing outdated equipment, be used in science instructional spaces throughout the new building, and bring updated microscope technology associated campus programs up to the same standard as those utilized on the Germantown and Rockville Campuses. Special funding by the State of Maryland was granted for this sole purpose and must be utilized by June 21, 2022. If the microscope equipment is not purchased and received by this date, funding for this award of contract will be lost.
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 FY22 Maryland State grant funds are available.
Total Dollar Amount:	\$1,216,274
Vendor Name:	I Miller Precision Optical Instruments, Inc.
Vendor Address:	325 Bustleton Pike Feasterville Trevose, Pennsylvania
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 Leica Microscope Systems, to I Miller Precision Optical Instruments, Inc, of Feasterville Trevose, Pennsylvania, for a one-time purchase in the amount of \$1,216,274.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: 22-05-077
Adopted on: May 16, 2022

Agenda Item Number: 7C
May 16, 2022

Subject: Award of Contract, Leica Microscope Systems, Bid e522-018

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract to purchase Leica microscope systems to be used and housed in the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, New microscopes will replace existing outdated equipment, be used in science instructional spaces throughout the new building, and bring updated microscope technology associated campus programs up to the same standard as those utilized on the Germantown and Rockville Campuses; and

WHEREAS, Special funding by the State of Maryland was granted for this sole purpose and must be utilized by June 21, 2022, or funding for this award of contract will be lost; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that FY22 Maryland State grant funds are available; and

WHEREAS, Pursuant to MD. (Educ.) Code Ann. Sec 16-311(c), a Request for Bid was publicly advertised on April 8, 2022, on the Montgomery College Procurement and eMaryland Marketplace Advantage websites; and

WHEREAS, 11 companies downloaded the solicitation from the College's website, and at 3:00 p.m. on April 25, 2022, one response was received, read aloud and recorded via virtual bid opening; and

WHEREAS, Following the evaluation of the sole proposal submitted by I Miller Precision Optical Instruments, Inc, of Feasterville Trevose, Pennsylvania, it was determined that offered pricing is considered fair and reasonable, meeting all College requirements; 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 I Miller Precision Optical Instruments, Inc, of Feasterville Trevose, Pennsylvania, for Leica microscope systems, for a one-time purchase in the amount of \$1,216,274; 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: 7D
May 16, 2022

AWARD OF CONTRACT, PLANETARIUM EQUIPMENT, BID e522-019

BACKGROUND

Request:	Purchase of planetarium equipment for the Catherine and Isiah Leggett Math and Science Building 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:	e522-019
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 planetarium equipment to be used and housed in the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.</p> <p>The new planetarium/universarium will feature 100 movable seats under a tilted 30-foot dome, and show not only stars, nebulae, and galaxies, but will also feature layered earth software and 360-degree virtual reality video and sound. In addition, the new equipment and software will support teaching of curricula in astronomy, biology, chemistry, geology, and other sciences. Curricula in art history, music and other disciplines are also planned.</p> <p>The existing planetarium equipment has been discontinued and is no longer supported by the manufacturer.</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 FY22 capital funds are available.
Total Dollar Amount:	\$294,000
Vendor Name:	Spitz Inc.

Vendor Address:	700 Brandywine Drive Chadds Ford, Pennsylvania 19317
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 planetarium equipment, to Spitz Inc., of Chadds Ford, Pennsylvania, for a one-time purchase in the amount of \$294,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: 22-05-078
Adopted on: May 16, 2022

Agenda Item Number: 7D
May 16, 2022

Subject: Award of Contract, Planetarium Equipment, Bid e522-019

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for planetarium equipment to be used and housed in the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, The existing planetarium equipment has been discontinued and is no longer supported by the manufacturer; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that FY22 capital funds are available; and

WHEREAS, Pursuant to MD. (Educ.) Code Ann. Sec 16-311(c), a Request for Bid was publicly advertised on April 4, 2022, on the Montgomery College Procurement and eMaryland Marketplace Advantage websites; and

WHEREAS, 11 companies downloaded the solicitation from the College's website, and at 3:00 p.m. on April 25, 2022, one response was received, read aloud and recorded via virtual bid opening; and

WHEREAS, Following the evaluation of the sole proposal submitted by Spitz Inc. of Chadds Ford, Pennsylvania, it was determined that the offered pricing is considered fair and reasonable, meeting all College requirements; 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 Spitz Inc. of Chadds Ford, Pennsylvania, for planetarium equipment, for a one-time purchase in the amount of \$294,000; 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: 8
May 16, 2022

**MODIFICATION OF THE CISCO CERTIFIED NETWORK ASSOCIATE
+ SECURITY PREPARATION CERTIFICATE**

BACKGROUND

The Cisco certified network associate + security preparation curriculum emphasizes a basic introduction to wireless networking concepts and hands-on performance-based skills. The program instructs the student in basic and intermediate cybersecurity skills, such as how to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate security threats. Furthermore, the program provides the foundation for students to sit for the following industry-recognized certifications: Network+, Security+, and CCNA (Cisco Certified Network Associate). Potential occupations applicable to this certificate include IT help desk technician, junior/associate network engineer, network administrator, systems or applications engineer, cybersecurity analyst, or associate sales specialist/account manager. This robust career curriculum prepares students for entry-level positions in cybersecurity and is intended for individuals already employed in computing or have a computing background.

According to the 2020 Toolkit, student enrollment in the program is flat (zero percent) with a five-year total of 18 students. The five-year graduation rate is also flat with an average of one completion per year for years 2016 through 2020. In order to boost enrollment and increase the completion rate to meet industry demand for this training and certification, the discipline proposes the following modifications to the program: a new program title and an increase in credits. The proposed title, Cisco Certified Network Associate + Security Certificate, better reflects the purpose of the program. The increase in credits—from 16 to 18 credits—is due to the removal of two, three-credit networking courses that are no longer relevant in the cybersecurity field and the addition of two vital courses that focus on network security and a three-credit program elective in networking or computer science and technologies. These modifications will bolster student interest, which leads 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 Cisco Certified Network Associate + 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 Cisco Certified Network Associate + Security Preparation Certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Cisco Certified Network Associate + Security Preparation Certificate Curriculum (Current Curriculum)
Cisco Certified Network Associate + Security 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: 22-05-079
Adopted on: May 16, 2022

Agenda Item Number: 8
May 16, 2022

Subject: Modification of the Cisco Certified Network Associate + Security Preparation Certificate

WHEREAS, Cisco certified network associate + security preparation curriculum emphasizes a basic introduction to wireless networking concepts and hands-on performance-based skills; the program instructs the student in basic and intermediate cybersecurity skills, such as how to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate security threats; and

WHEREAS, The program provides the foundation for students to sit for the following industry-recognized certifications: Network+, Security+, and CCNA (Cisco Certified Network Associate); and

WHEREAS, Potential occupations applicable to this certificate include IT help desk technician, junior/associate network engineer, network administrator, systems or applications engineer, cybersecurity analyst, or associate sales specialist/account manager; this robust career curriculum prepares students for entry-level positions in cybersecurity and is intended for individuals already employed in computing or have a computing background; and

WHEREAS, According to the 2020 Toolkit, student enrollment in the program is flat (zero percent) with a five-year total of 18 students; the five-year graduation rate is also flat with an average of one completion per year for years 2016 through 2020; and

WHEREAS, There is industry demand for employees with this training and certification; and

WHEREAS, In order to boost enrollment and increase the completion rate, the discipline proposes the following modifications to the program: a new program title and an increase in credits; and

WHEREAS, The proposed title, Cisco certified network associate + security certificate, better reflects the purpose of the program, and the increase in credits—from 16 to 18 credits—is due to the removal of two three-credit networking courses that are no longer relevant in the cybersecurity field and the addition of two vital courses that focus on network security and a three-credit program elective in networking or computer science and technologies; 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 Cisco certified network associate + 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 members of the Board of Trustees approve the aforementioned modifications to the Cisco certified network associate + security preparation certificate; and be it further

Resolved, That an application for approval of the modifications to the Cisco certified network associate + security preparation certificate be forwarded to the Maryland Higher Education Commission.

Cisco Certified Network Associate + Security Preparation Certificate (Current Curriculum)

This career curriculum prepares students for entry-level positions in cybersecurity. Intended for those already employed in computing or who have a computing background, the certificate prepares the student to install, operate, and troubleshoot medium-sized router and switched networks including implementation and verification of connections to remote sites in a WAN. It includes basic introduction to wireless networking concepts and hands-on performance-based skills. The certificate instructs the student in basic and intermediate cybersecurity skills, such as how to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate security threats. This cybersecurity curriculum emphasizes core security technologies and the installation, troubleshooting, and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. It provides the foundation for students to sit for the following industry-recognized certifications: Network+, Security+, CCNA (Cisco Certified Network Associate), and the Cisco CCNASEcurity certification.

Program Requirements

Course Designator	Title	Credits
NWIT 151	Introducing to Networking	3
NWIT 252	Cisco Networking 2	3
NWIT 253	Cisco Networking 3	3
NWIT 254	Cisco Networking 4	3
NWIT 261	CCNA Security	4
Total Credits		16

Program Outcomes

Outcome	Upon completion of this program a student will be able to:
1	Describe common network devices; the OSI model; common network protocols; features of LANs and WANs; types of network topologies; bandwidth.
2	Describe characteristics of Ethernet networks; client/server networks; function of network devices; router serial ports; characteristics of WAN technologies.
3	Describe basics of Ethernet technologies; framing process; MAC; CSMA/CD; types of duplex; 10/100/1000/10000BPS Ethernet technologies.
4	Describe commands used to name a router, how administrators set passwords on a router, the use of the show commands, the command and steps required to configure a serial interface, the command and steps required to configure an Ethernet interface, how an administrator executes changes to a router, how an administrator saves changes to a router, the command and steps required to configure an interface description, the command and steps required to configure a log-in banner, the command and steps required to configure host tables, the purpose of backup documentation, and the steps for password recovery on a router.
5	Describe the basic principles of routing, the difference between routed and routing protocols, what interior and exterior protocols are used for in routing, the difference between static versus dynamic routes, how static routes are configured, how default routes are configured, some methods for troubleshooting static route configurations, why dynamic routing protocols are necessary, distance vector routing, link-state routing, and how different routing protocols are used in context.

Outcome	Upon completion of this program a student will be able to:
6	Describe classless interdomain routing (CIDR); calculate subnets with variable length subnet masking (VLSM); describe route aggregation with VLSM and Routing Information Protocol version 2 (RIPv2); configure, verify and troubleshoot RIPv2, EIGRP, and OSPF.
7	Describe micro segmentation, how a switch learns addresses, and switch forwarding; describe switches and collision domains and switches and broadcast domains; configure LAN switches; verify LAN switch configuration; and manage LAN switches.
8	Describe the goals of redundant topologies; define Spanning Tree Protocol (STP); describe the stages of spanning-tree port states and election of designated ports; describe the stages of selecting a root bridge; describe Path cost; set STP timers; explain how STP helps convergence; and describe Rapid Spanning Tree Protocol (RSTP).
9	Explain what VLANs are; cite reasons to create VLANs and describe the benefits of VLANs; name and describe the methods of VLAN implementation; create, verify, and delete VLAN configurations; describe basic VLAN troubleshooting methods.
10	Explain the differences between LANs and WANs; identify the devices used in a WAN; list WAN standards; describe WAN encapsulation; classify the various WAN link options; differentiate between packet-switched and circuit-switched WAN technologies; describe the steps in WAN design.
11	Identify and describe the basic components that define Point-to-Point Protocol (PPP) communication; define and describe the use of link control protocol (LCP) and Network Control Protocol (NCP) frames in PPP; describe the process for configuring and verifying PPP; describe and explain PPP authentication; define and describe the use of password authentication; define and describe the use of Challenge Handshake Authentication Protocol (CHAP).
12	Describe Frame Relay services, standards, and components; describe Local Management Interface (LMI) features; describe the use of Frame Relay subinterfaces; configure, verify, and troubleshoot basic Frame Relay.
13	Describe industry security terminology and acronyms, basic security vulnerabilities, and design and manage a security policy.
14	Design and implement trust and identity technology at layer 2 and 3 of the OSI Model.
15	Configure, monitor, and maintain advanced router firewall installation.
16	Implement Secure Network Design.

Cisco Certified Network Associate + Security Certificate (New Curriculum)

This career curriculum prepares students for entry-level positions in cybersecurity. Intended for those already employed in computing or who have a computing background, the certificate prepares the student to install, operate, and troubleshoot medium-sized router and switched networks including implementation and verification of connections to remote sites in a WAN. It includes basic introduction to wireless networking concepts and hands-on performance-based skills. The certificate instructs the student in basic and intermediate cybersecurity skills, such as how to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate security threats. This cybersecurity curriculum emphasizes core security technologies and the installation, troubleshooting, and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. It provides the foundation for students to sit for the following industry-recognized certifications: Network+, Security+, CCNA (Cisco Certified Network Associate).

Program Requirements

Course Designator	Title	Credits
NWIT 151	Introducing to Networking	3
NWIT 173	Network Security	3
NWIT 245	Defending the Network	3
NWIT 252	Cisco Networking 2	3
NWIT 253	Cisco Networking 3	3
Elective	NWIT or CMSC Elective *	3
Total Credits		18

* Students may select a 3-credit or 4-credit NWIT or CMSC elective to fulfill this requirement.

Program Outcomes

Outcome	Upon completion of this program a student will be able to:
1	Describe common network devices; the OSI model; common network protocols; features of LANs and WANs; types of network topologies; bandwidth.
2	Describe characteristics of Ethernet networks; client/server networks; function of network devices; router serial ports; characteristics of WAN technologies.
3	Describe basics of Ethernet technologies; framing process; MAC; CSMA/CD; types of duplex; 10/100/1000/10000BPS Ethernet technologies.
4	Describe commands used to name a router, how administrators set passwords on a router, the use of the show commands, the command and steps required to configure a serial interface, the command and steps required to configure an Ethernet interface, how an administrator executes changes to a router, how an administrator saves changes to a router, the command and steps required to configure an interface description, the command and steps required to configure a log-in banner, the command and steps required to configure host tables, the purpose of backup documentation, and the steps for password recovery on a router.

Outcome	Upon completion of this program a student will be able to:
5	Describe the basic principles of routing, the difference between routed and routing protocols, what interior and exterior protocols are used for in routing, the difference between static versus dynamic routes, how static routes are configured, how default routes are configured, some methods for troubleshooting static route configurations, why dynamic routing protocols are necessary, distance vector routing, link-state routing, and how different routing protocols are used in context.
6	Describe classless interdomain routing (CIDR); calculate subnets with variable length subnet masking (VLSM); describe route aggregation with VLSM and Routing Information Protocol version 2 (RIPv2); configure, verify and troubleshoot RIPv2, EIGRP, and OSPF.
7	Describe micro segmentation, how a switch learns addresses, and switch forwarding; describe switches and collision domains and switches and broadcast domains; configure LAN switches; verify LAN switch configuration; and manage LAN switches.
8	Describe the goals of redundant topologies; define Spanning Tree Protocol (STP); describe the stages of spanning-tree port states and election of designated ports; describe the stages of selecting a root bridge; describe Path cost; set STP timers; explain how STP helps convergence; and describe Rapid Spanning Tree Protocol (RSTP).
9	Explain what VLANs are; cite reasons to create VLANs and describe the benefits of VLANs; name and describe the methods of VLAN implementation; create, verify, and delete VLAN configurations; describe basic VLAN troubleshooting methods.
10	Explain the differences between LANs and WANs; identify the devices used in a WAN; list WAN standards; describe WAN encapsulation; classify the various WAN link options; differentiate between packet-switched and circuit-switched WAN technologies; describe the steps in WAN design.
11	Identify and describe the basic components that define Point-to-Point Protocol (PPP) communication; define and describe the use of link control protocol (LCP) and Network Control Protocol (NCP) frames in PPP; describe the process for configuring and verifying PPP; describe and explain PPP authentication; define and describe the use of password authentication; define and describe the use of Challenge Handshake Authentication Protocol (CHAP).
12	Describe Frame Relay services, standards, and components; describe Local Management Interface (LMI) features; describe the use of Frame Relay subinterfaces; configure, verify, and troubleshoot basic Frame Relay.
13	Describe industry security terminology and acronyms, basic security vulnerabilities, and design and manage a security policy.
14	Design and implement trust and identity technology at layer 2 and 3 of the OSI Model.
15	Configure, monitor, and maintain advanced router firewall installation.
16	Implement Secure Network Design.

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

Agenda Item Number: 9
May 16, 2022

**MONTGOMERY COLLEGE REPORT ON SINGLE AUDIT
YEAR ENDED JUNE 30, 2021**

BACKGROUND

Montgomery College is required by the Uniform Guidance described in the Office of Management and Budget (OMB) Compliance Supplement to conduct an annual audit of its major federal programs.

The audit for the year ended June 30, 2021, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president.

The annual audit report was 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 report on single audit year ended June 30, 2021.

BACKUP INFORMATION

Board Resolution
Report on Single Audit Year Ended June 30, 2021 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: 22-05-080
Adopted on: May 16, 2022

Agenda Item Number: 9
May 16, 2022

Subject: Montgomery College Report on Single Audit Year Ended June 30, 2021

WHEREAS, Montgomery College is required by the Uniform Guidance described in the Office of Management and Budget's (OMB) Compliance Supplement to conduct an annual audit of its major federal programs; and

WHEREAS, The audit for the year ended June 30, 2021, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president; and

WHEREAS, The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment; and

WHEREAS, The Board of Trustees was informed that the College complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021; and

WHEREAS, The president of the College and the Audit Committee recommends that the Board of Trustees accept the resolution; now therefore be it

Resolved, That the Board of Trustees accepts the report on single audit year ended June 30, 2021.