



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

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

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January 25, 2023, 6:45 p.m.

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

Agenda Item Number: 6A
January 25, 2023

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **23-01-041**
Adopted on: **1/25/2023**

Agenda Item Number: 6A
January 25, 2023

Subject: Personnel Actions Confirmation

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period November 1, 2022, through November 30, 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 November 1, 2022, through November 30, 2022

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
11/14/2022	Facone, Francesca	Library Access Svcs Spec I	17	Library TP/SS
11/14/2022	Fiora, Anthony	Program Coordinator	23	WDCE Central Admin
11/14/2022	Holt, Thio	Achv the Promise Prog Coord	29	Sr. VP for Academic Affairs
11/14/2022	McKoy, Chantelle	Human Resources Manager	33	HRSTM – Strategic Talent Mgmt
11/28/2022	Corea, Yeslin Cristina	Accountant II	27	OACE
11/28/2022	Ehart, Michael	Library Access Svcs Spec I	17	Library TP/SS
11/28/2022	Gorman Urrutia, Keren	Administrative Aide II	19	Business/Computer Apps Dean
11/28/2022	Vaughan, Michael	Administrative Aide II	19	Business/Computer Apps Dean
11/28/2022	Zampi, Valerie	Library Access Svcs Spec I	17	Library TP/SS

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
11/14/2022	Grady, Sandra ¹	Instructional Associate	25	25	Humanities Dean
11/29/2022	Hayward, Dustin	Public Safety Shift Sup	25	8	Public Safety – RV
11/30/2022	Jackson, Ronald ¹	Grounds Maintenance Worker	15	16	Facilities Operations - RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	1	2	0	0	0	5
Male	3	1	0	0	0	0	4
TOTAL	5	2	2	0	0	0	9

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From November 1, 2022, through November 30, 2022**

FACULTY

FACULTY EMPLOYMENTS - None

FACULTY SEPARATIONS - None

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

Agenda Item Number: 6B
January 25, 2023

MODIFICATION OF POLICY 31001–SEXUAL MISCONDUCT

General Information

Policy Number:	31001
Contained in Chapter:	Chapter Three
Policy Title:	Sexual Misconduct
Policy Creation Date:	December 15, 2014
Most Recent Modification Date:	June 22, 2020

Changes, Additions, Deletions

Line Number	Purpose
1	Deleted the footnote referencing the August 14, 2020 effective date for updates to the Title IX regulations, and prospective authorization for the president to make any modifications to this policy if necessitated by then-pending court actions regarding the 2020 regulations.
29-30	Grammatical edits: removal of misplaced comma, insertion of a missing comma.
64-67	Removed name of previous Title IX coordinator. Contact information for Title IX coordinator updated. Regulations do not require that the Title IX coordinator be named; it is sufficient to identify there is a designated Title IX coordinator and to publicize the coordinator's contact information.
115	Section heading updated to clarify that the section addresses sanctions.
161	Removed language mentioning Policy 39003 as a reference point for retaliation, in order to ensure closer alignment with the specific definition for retaliation mandated by the Title IX regulations (see 34 C.F.R. § 106.71(a)).

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 31001–Sexual Misconduct.

BACKUP INFORMATION

Resolution
Policy 31001–Sexual Misconduct (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Roe

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

Resolution Number: **23-01-042**
Adopted on: **1/125/2023**

Agenda Item Number: 6B
January 25, 2023

Subject: Modification of Policy 31001–Sexual Misconduct

WHEREAS, The Board of Trustees created Policy 31001–Sexual Misconduct in 2014; and

WHEREAS, The policy has served an important purpose in establishing expectations for maintaining a safe and secure environment where all members of the College community can work or participate in College programs and activities free from all forms of sexual misconduct; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

WHEREAS, The president recommends that the Board adopt the modifications; now therefore be it

Resolved, That Policy 31001–Sexual Misconduct be modified as indicated in the attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

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

Agenda Item Number: 8
January 25, 2023

**SOLE SOURCE AWARD OF CONTRACT
ELLUCIAN CUSTOMER RELATIONSHIP MANAGEMENT ADVANCE SOFTWARE**

BACKGROUND

Request:	Replacement of existing Banner Advancement software module
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Acting Vice President for Development and Alumni Relations
Award Type:	Sole Source
Bid Number:	NA
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the acting vice president for development and alumni relations are requesting a sole source award of contract to replace the existing Banner Advancement software module. The College originally purchased the Banner Enterprise Resource Planning solution in 1998. Included in this software purchase is the Banner Advancement module, which is currently utilized by the College's Advancement department for fundraising campaigns and tracking of internal and external gifts. Ellucian, the Banner software developer, is no longer creating enhancements, or introducing any new features for this software module.</p> <p>Ellucian has created an upgraded solution called Customer Relationship Management (CRM) Advance, which is a purpose-built higher education-focused software package for donor cultivation, retention, and gift contribution processing. This product helps the advancement staff in building and managing donor relationships, gift processing, and gift campaign automation.</p> <p>The efficiency gained from utilizing Ellucian CRM Advance will help the advancement staff reach fundraising goals faster and build better donor relationships for future endeavors. Donor contributions ultimately have a direct impact on supporting students with needs and funding</p>

	projects/initiatives that enable students to achieve their academic and career goals. If the purchase request is not approved, advancement staff will have to rely on inefficient manual processes and numerous spreadsheets to track and manage donors and gifts. Lack of automation and efficient management will severely impact the potential to support student success.
Reason Being Brought to Board:	Board approval is required for sole source awards valued at \$100,000 and above.
Certification:	The director of procurement certifies that the requested product can only be obtained from software developer Ellucian, Inc., and the chief business/financial strategy officer certifies that funds are available in the FY23 capital budget.
Annual Dollar Amount:	\$642,136 (Year One)
Vendor Name:	Ellucian, Inc.
Vendor Address:	4 Country View Road Malvern, Pennsylvania 19355
Minority Status:	Non-minority
Term of Contract:	One year with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year sole source award of contract for the Ellucian CRM Advance software license, to Ellucian, Inc., of Malvern, Pennsylvania, for a total, not-to-exceed amount of \$642,136.

It is further recommended that the software license be renewed for four additional one-year periods, provided funding is available, and renewals are in the best interest of the College. The total, five-year software license fee not-to-exceed amount is \$1,126,579.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Ms. Matthews

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **23-01-043**
Adopted on: **1/25/2023**

Agenda Item Number: 8
January 25, 2023

Subject: Sole Source Award of Contract, Banner Customer Relationship Management Software

WHEREAS, The senior vice president for administrative and fiscal services and the acting vice president for development and alumni relations are requesting a sole source award of contract for the Ellucian Customer Relationship Management (CRM) Advance software; and

WHEREAS, The College originally purchased the Banner Enterprise Resource Planning solution in 1998, and included in this software purchase is the Banner Advancement module, which is currently utilized by the College's Advancement department for fundraising campaigns, and tracking of internal and external gifts; and

WHEREAS, Ellucian, the Banner software developer, will no longer create enhancements or introduce any new features for this software module; and

WHEREAS, Ellucian CRM Advance is a purpose-built higher education-focused software package for donor cultivation, retention, and gift contribution processing; and

WHEREAS, The director of procurement certifies that the requested software is only available from the software developer, Ellucian, Inc., and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY23 capital budget; and

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

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

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

Resolved, That a sole source award of contract for Ellucian CRM Advance software license be awarded to Ellucian, Inc., of Malvern, Pennsylvania, for a one-year term, for a total, not-to-exceed amount of \$642,136; and be it further

Resolved, That the software license be renewed for four additional one-year periods, provided funding is available, and renewals are in the best interest of the College, where the total, five-year software license fee not-to-exceed amount is \$1,126,579; 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: 9
January 25, 2023

THE FY24 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

On December 12, 2022, during the public meeting of the Board of Trustees, the president presented the proposed FY24 Current, Enterprise, and other funds budgets. The Board expressed its recognition and the need for the College to meet its mission by (a) protecting and enhancing student access; (b) providing quality education through programs and services; (c) maintaining reasonable tuition and fee rates; and (d) providing the necessary workforce training for county residents. The proposed budget expresses the Board's and the president's desire and commitment to student learning, access, completion and post-completion success, and support of employees.

The Current Fund budget, the largest of the operating fund budgets, is \$280,235,062, which represents an increase of approximately 2.1 percent compared to the FY23 approved Current Fund budget. This budget assumes \$205,924,100 in support from the county and state.

The table below summarizes the proposed FY24 budget by fund:

Current Fund	\$ 280,235,062
Workforce Development and Continuing Education	\$ 22,748,598
Auxiliary Enterprises Fund	\$ 1,959,598
Cable Television	\$ 1,976,800
Emergency Plant Maintenance and Repair	\$ 350,000
Transportation Fund	\$ 4,200,000
Major Facilities Reserve Fund	\$ 14,300,000
Federal, State, and Private Grants and Contracts	\$ 19,395,000

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY24 Current, Enterprise, and other funds budgets.

BACKUP INFORMATION

Board Resolutions
Part A: The FY24 Current and Enterprise Budgets
Part B: The FY24 Other Funds Budgets

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: **23-01-044**
Adopted on: **1/25/2023**

Agenda Item Number: 9
January 25, 2023

Subject: The FY24 Current and Enterprise Budgets

WHEREAS, During the December 12, 2022, meeting of the Board of Trustees, the president presented the proposed FY24 Current, Enterprise, and other funds budgets; and

WHEREAS, The Board of Trustees recognizes the College's need to meet its mission by (a) protecting and enhancing student access; (b) providing quality education through programs and services; (c) maintaining reasonable tuition and fee rates; and, (d) providing the necessary workforce training for county residents; and

WHEREAS, These budgets express the Board's and the president's desire and commitment to student learning, access, completion and post completion success, and their support of employees; and

WHEREAS, The Current Fund budget assumes \$205,924,100 in support from the county and state; and

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

Resolved, That the Board of Trustees adopts the FY24 operating budget in the amount of \$280,235,062, for the Current Fund, \$22,748,598 for the Workforce Development and Continuing Education Fund, and \$1,959,598 for the Auxiliary Enterprises Fund; and be it further

Resolved, That the budgeted amounts are subject to funding and appropriate action by the Montgomery County Government, and the amounts are subject to further technical refinement before the budget is submitted for recommendation to the county executive and the county council.

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

Resolution Number:
Adopted on:

Agenda Item Number: 9
January 25, 2023

Subject: The FY24 Other Funds Budgets

WHEREAS, The College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, The exact funding of special College projects and/or proposals is not certain at this time; and

WHEREAS, Amounts shown in the budget document for the Cable Television Fund, the Emergency Plant Maintenance and Repair Fund, the Major Facilities Reserve Fund, the Transportation Fund, and Federal, State, and Private Grants and Contracts Fund are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, It is essential to the success of these special programs for the president to have flexibility to deal with the changing external circumstances associated with these programs; now therefore be it

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that these amounts are estimates; and be it further

Resolved, That the president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY24, provided expenditures do not exceed revenues.