



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
September 18, 2017**

| <b><u>Board Resolution#</u></b> |  | <b><u>Pages</u></b> |
|---------------------------------|--|---------------------|
| 17-09-080                       | Personnel Actions Confirmation   | 2-8                 |
| 17-09-081                       | Graduates Receiving the Associate Degree and the Program Certificate in Summer 2017  | 9--10               |
| 17-09-082                       | Amendment to Award of Contract, Continuation of Basic Life, AD&D, Supplemental Life, Spousal Life, and Dependent Life Coverage | 11--13              |
| 17-09-083                       | Amendment to Award of Contract, Continuation of Long-Term Disability Coverage  | 14--16              |
| 17-09-084                       | Amendment to Award of Contract, Continuation of Employee Dental Benefit Coverage   | 17--19              |
| 17-09-085                       | Contract Change Order, Infrastructure, Data, Voice, TV/Cable Purchase, Installation, Maintenance and Services, Bid 513-027     | 20--22              |
| 17-09-086                       | Operating Fund Functional Transfer for FY17  | 23--25              |
| 17-09-087                       | Tribute to Dr. Jeanann Boyce   | 26--27              |
| 17-09-088                       | Tribute to Professor Vincent P. Clincy   | 28--29              |
| 17-09-089                       | Tribute to Ms. Sarah B. Fisher   | 30                  |
| 17-09-090                       | Tribute to Mr. Lawrence Fonville   | 31                  |
| 17-09-091                       | Tribute to Mr. Jose M. Hernandez   | 32                  |
| 17-09-092                       | Acceptance of the Performance Accountability Report  | 33--35              |

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

Agenda Item Number: 8A  
September 18, 2017

**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. This item covers actions over the period May to July of 2017.

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

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number:  
Adopted on:

Agenda Item Number: 6A  
September 18, 2017

**Subject: Personnel Actions Confirmation**

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period May 1, 2017, through July 31, 2017; 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 May 1, 2017, through May 31, 2017**

**STAFF**

**STAFF EMPLOYMENTS**

| Effective Date | Name                     | Position Title                     | Grade | Department                     |
|----------------|--------------------------|------------------------------------|-------|--------------------------------|
| 05/22/2017     | Bannerman, Samuel N      | Organizational Develop Spec II     | K     | HR Strategic Talent Management |
| 05/08/2017     | Bland, Sharon R          | Chief Equity and Inclusion Officer | Q     | President                      |
| 05/08/2017     | Bonner, Philip W         | Instructional Svcs Program Mgr     | M     | Community Based Grants - WDCE  |
| 05/08/2017     | Chiweshe, Opper          | Nursing Lab and Clinical Assoc     | J     | Health Sciences Dean           |
| 05/08/2017     | Dangerfield, Russell E   | Plumber                            | H     | Facilities Operations - GT     |
| 05/22/2017     | George, Kimberly S       | Instructional Associate            | H     | Mathematics Dean               |
| 05/08/2017     | Grimm, Janet             | Instructional Associate            | H     | CW Dean-Student Engage - TP/SS |
| 05/22/2017     | Kanwal, Sayema           | Information Technology Manager     | M     | OIT Application Services       |
| 05/22/2017     | Montoya Saravia, Cindy S | Customer Service Rep               | F     | Central Administration - WDCE  |
| 05/22/2017     | Prakash, Sanjiv          | Information Technology Manager     | M     | OIT Application Services       |
| 05/22/2017     | Roberts, Ashley N        | Human Resources Associate          | G     | HR Strategic Talent Management |
| 05/08/2017     | Santiago, Luis           | Safety & Security Shift Supervisor | H     | Facilities Security - RV       |
| 05/22/2017     | Stafford, Terence T      | Safety & Security Officer          | F     | Facilities Security - TP/SS    |
| 05/08/2017     | Thompson, Derek M        | Financial Aid Specialist           | I     | Financial Aid                  |
| 05/22/2017     | Valenzuela, Ramon L      | Customer Service Rep               | F     | Central Administration - WDCE  |
| 05/22/2017     | Walton, Jenny L          | Lab Manager                        | K     | Fine Perform Visual Arts Dean  |
| 05/08/2017     | Wu, Amanda C             | Administrative Aide I              | F     | English and Reading Dean       |

**STAFF SEPARATIONS**

| Effective Date | Name                          | Position Title            | Grade | YOS | Department                         |
|----------------|-------------------------------|---------------------------|-------|-----|------------------------------------|
| 05/04/2017     | Babra, Surjeet S              | Safety & Security Officer | F     | 8   | Facilities Security - RV           |
| 05/02/2017     | Fisher, Sarah B <sup>1</sup>  | Campus Library Manager    | M     | 34  | Library - TP/SS                    |
| 05/31/2017     | Knesel, Thomas E <sup>2</sup> | Bldg Equipment Mechanic   | H     | 33  | Facilities Operations - TP/SS      |
| 05/04/2017     | Pena, Marilyn                 | Safety & Security Officer | F     | 8   | Facilities Security - TP/SS        |
| 05/13/2017     | Sorrell, Clyde H <sup>2</sup> | General Counsel           | Q     | 16  | General Counsel                    |
| 05/16/2017     | Washington-Watson, Kim        | Achievement Promise Prog  | K     | <1  | Achieving the Promise-ATP Academic |

**STAFF EMPLOYMENTS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | TOTAL     |
|--------------|----------|----------|----------|----------|-----------------|-----------|
| Female       | 3        | 3        | 1        | 2        | 0               | 9         |
| Male         | 2        | 3        | 1        | 2        | 0               | 8         |
| <b>TOTAL</b> | <b>5</b> | <b>6</b> | <b>2</b> | <b>4</b> | <b>0</b>        | <b>17</b> |

**STAFF SEPARATIONS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | TOTAL    |
|--------------|----------|----------|----------|----------|-----------------|----------|
| Female       | 1        | 1        | 1        | 0        | 0               | 3        |
| Male         | 2        | 0        | 0        | 1        | 0               | 3        |
| <b>TOTAL</b> | <b>3</b> | <b>1</b> | <b>1</b> | <b>1</b> | <b>0</b>        | <b>6</b> |

<sup>1</sup> Deceased

<sup>2</sup> Retirement

## FACULTY

### FACULTY EMPLOYMENTS: None

### FACULTY SEPARATIONS

Effective

| Date       | Name                               | Position Title      | YOS | Department                         |
|------------|------------------------------------|---------------------|-----|------------------------------------|
| 05/19/2017 | Devlin, Patrick L <sup>2</sup>     | Professor           | 29  | GITE - Gudelsky Inst Tech Educ     |
| 05/19/2017 | DiMaria, Salvatore <sup>2</sup>    | Professor           | 16  | GITE - Gudelsky Inst Tech Educ     |
| 05/19/2017 | Galbraith, Isabel E                | Assistant Professor | <1  | English and Reading Dean           |
| 05/19/2017 | Gragg, Pamela E <sup>2</sup>       | Professor           | 14  | GITE - Gudelsky Inst Tech Educ     |
| 05/19/2017 | Higbie-Holmes, Deborah L           | Associate Professor | 13  | CW Dean-Student Engage -TPSS       |
| 05/19/2017 | Malmi, Carol L <sup>2</sup>        | Professor           | 12  | English and Reading Dean           |
| 05/19/2017 | Mansueto, Ellen W <sup>2</sup>     | Professor           | 34  | Fine Perform Visual Arts Dean      |
| 05/19/2017 | McKnight, Clifton <sup>2</sup>     | Professor           | 24  | CW Dean Stu Success - RV           |
| 05/19/2017 | Mostafavi, Shahla                  | Assistant Professor | <1  | AELP, Linguistics, & Comm. Studies |
| 05/19/2017 | Schwartz, Perry T <sup>2</sup>     | Professor           | 38  | Fine Perform Visual Arts Dean      |
| 05/19/2017 | Shell-Gellasch, Amy E              | Associate Professor | 2   | Mathematics Dean                   |
| 05/19/2017 | Switlick, Diane M                  | Professor           | 8   | Social Science Dean                |
| 05/19/2017 | Wakeman-Linn, Julia A <sup>2</sup> | Professor           | 16  | English and Reading Dean           |
| 05/19/2017 | de Jesus, AnaMaria D <sup>2</sup>  | Associate Professor | 14  | Health Sciences Dean               |

### FACULTY EMPLOYMENTS: None

### FACULTY SEPARATIONS: Ethnicity and Gender

|              | White     | Black    | Hispanic | Asian    | American Indian | TOTAL     |
|--------------|-----------|----------|----------|----------|-----------------|-----------|
| Female       | 9         | 0        | 0        | 1        | 0               | 10        |
| Male         | 3         | 1        | 0        | 0        | 0               | 4         |
| <b>TOTAL</b> | <b>12</b> | <b>1</b> | <b>0</b> | <b>1</b> | <b>0</b>        | <b>14</b> |

## MONTGOMERY COLLEGE SUMMARY OF PERSONNEL ACTIONS From June 1, 2017, through June 30, 2017

## STAFF

### STAFF EMPLOYMENTS

Effective

| Date       | Name                   | Position Title                 | Grade | Department                       |
|------------|------------------------|--------------------------------|-------|----------------------------------|
| 06/05/2017 | Blankman, Katharine G  | Safety & Security Officer      | F     | Facilities Security - TP/SS      |
| 06/19/2017 | Brown, Wayne C         | Building Services Worker Lead  | D     | Facilities Operations - RV       |
| 06/05/2017 | Crawford, Roger E      | Safety & Security Officer      | F     | Facilities Security - TP/SS      |
| 06/05/2017 | Cusic, Gabriella C     | Multimedia Communications Spec | J     | HR Strategic Talent Management   |
| 06/19/2017 | Hanfman, Charles M     | Safety & Security Officer      | F     | Facilities Security - RV         |
| 06/19/2017 | Hernandez, Erick O     | Building Maintenance Mechanic  | H     | Facilities Operations - RV       |
| 06/05/2017 | Hosseini, Maryam       | Instructional Lab Coordinator  | I     | Engineering/Comp Science Dean    |
| 06/05/2017 | Longest, William C     | Grounds Maintenance Worker     | C     | Facilities Operations - RV       |
| 06/05/2017 | Mangal, Jishnu         | Systems Engineer               | L     | OIT Engineering Services         |
| 06/05/2017 | Montgomery, George R   | Student Conduct Program Coord  | K     | CW Dean Stu Success - RV Stu Svs |
| 06/19/2017 | Thompson, Rolanda M    | Enroll & Student Access Spec   | I     | CW Welcome Center                |
| 06/19/2017 | Vazquez, Camilo A      | Building Services Worker       | B     | Facilities Operations - RV       |
| 06/05/2017 | Wilkins, Christopher H | Director III-Dep CIO Per Mgt S | P     | OIT Central Administration       |

<sup>2</sup> Retirement

**STAFF SEPARATIONS**

Effective

| Date       | Name                             | Position Title                 | Grade | YOS | Department                       |
|------------|----------------------------------|--------------------------------|-------|-----|----------------------------------|
| 06/30/2017 | Ambrose, Karen R <sup>2</sup>    | Program Manager I              | K     | 45  | BITS Dean WDCE                   |
| 06/30/2017 | Bokor, Sherri F <sup>2</sup>     | Interim Human Resources Mgr    | L     | 31  | HR Strategic Talent Mgt          |
| 06/30/2017 | Bond, Annell P <sup>2</sup>      | Analyst/Programmer             | L     | 8   | WDCE Central Administration      |
| 06/17/2017 | Bouknight, Edward T <sup>2</sup> | Building Services Worker       | B     | 13  | Facilities - Central Admin       |
| 06/30/2017 | Flora-Nakoski, Vanessa L         | Instructional Associate        | H     | 3   | English and Reading Dean         |
| 06/21/2017 | Gebretsadiq, Kidist W            | Building Services Worker       | B     | 11  | Facilities Operations - TP/SS    |
| 06/30/2017 | Griffith, Douglas M <sup>2</sup> | Instructional Technology Dir   | N     | 27  | OIT Academic Services            |
| 06/30/2017 | Le, Mai T <sup>2</sup>           | Senior Instructional Assistant | H     | 12  | Biology and Chemistry Dean       |
| 06/20/2017 | Liverpool, Brian K               | Building Services Worker       | B     | 1   | Facilities Operations - RV       |
| 06/30/2017 | Long, Emilie S <sup>2</sup>      | Theater Costume Technician     | I     | 16  | Fine Perform Visual Arts Dean    |
| 06/02/2017 | Lulenga, Seba W                  | Instructional Associate        | H     | 7   | English and Reading Dean         |
| 06/30/2017 | McDonald, Aron M                 | Financial Records Assistant    | G     | 3   | WDCE Central Administration      |
| 06/01/2017 | Moffi, Jacquelyn L <sup>2</sup>  | Administrative Manager         | L     | 36  | VP/P - Art, Eng, Read & Soc Sc   |
| 06/30/2017 | Phillips, David E <sup>2</sup>   | Dir of Arts Initiatives        | O     | 10  | Arts Institute                   |
| 06/30/2017 | Preston, Deborah E               | Dean of Instruction            | P     | 11  | Fine Perform Visual Arts Dean    |
| 06/02/2017 | Sanchez, Natalie S               | Academic Coach                 | K     | 4   | ACES-Achiev Colleg Excell & Succ |
| 06/30/2017 | Sherman, Ruby J                  | VP of Finance/CFO              | Q     | 12  | Business Services                |
| 06/30/2017 | White, Lloyd A <sup>2</sup>      | IT Support Specialist          | I     | 11  | OIT Academic Services            |

**STAFF EMPLOYMENTS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | TOTAL     |
|--------------|----------|----------|----------|----------|-----------------|-----------|
| Female       | 2        | 1        | 1        | 0        | 0               | 4         |
| Male         | 4        | 2        | 2        | 1        | 0               | 9         |
| <b>TOTAL</b> | <b>6</b> | <b>3</b> | <b>3</b> | <b>1</b> | <b>0</b>        | <b>13</b> |

**STAFF SEPARATIONS: Ethnicity and Gender**

|              | White     | Black    | Hispanic | Asian    | American Indian | TOTAL     |
|--------------|-----------|----------|----------|----------|-----------------|-----------|
| Female       | 9         | 2        | 0        | 1        | 0               | 12        |
| Male         | 1         | 5        | 0        | 0        | 0               | 6         |
| <b>TOTAL</b> | <b>10</b> | <b>7</b> | <b>0</b> | <b>1</b> | <b>0</b>        | <b>18</b> |

**FACULTY****FACULTY EMPLOYMENTS: None****FACULTY SEPARATIONS**

Effective

| Date       | Name                              | Position Title      | YOS | Department                          |
|------------|-----------------------------------|---------------------|-----|-------------------------------------|
| 06/30/2017 | Clincy, Vincent P <sup>1</sup>    | Associate Professor | 14  | Social Science Dean                 |
| 06/30/2017 | Frazier, Joanne M                 | Professor           | 8   | Business/Computer Applications Dean |
| 06/30/2017 | Hluch, Kevin A <sup>2</sup>       | Professor           | 34  | Fine Perform Visual Arts Dean       |
| 06/30/2017 | Steiner, Randy A <sup>2</sup>     | Professor           | 27  | GITE - Gudelsky Inst Tech Educ      |
| 06/29/2017 | Venkatachalam, Padma <sup>2</sup> | Professor           | 9   | Business/Computer Applications Dean |
| 06/30/2017 | Woodhouse, Kathryn A <sup>2</sup> | Professor           | 31  | CW Dean Stu Success - RV Stu Svcs   |

**FACULTY EMPLOYMENTS: None****FACULTY SEPARATIONS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | TOTAL    |
|--------------|----------|----------|----------|----------|-----------------|----------|
| Female       | 3        | 0        | 0        | 1        | 0               | 4        |
| Male         | 1        | 1        | 0        | 0        | 0               | 2        |
| <b>TOTAL</b> | <b>4</b> | <b>1</b> | <b>0</b> | <b>1</b> | <b>0</b>        | <b>6</b> |

<sup>1</sup> Deceased<sup>2</sup> Retirement

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
**From July 1, 2017, through July 31, 2017**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

| Date       | Name                | Position Title               | Grade | Department                     |
|------------|---------------------|------------------------------|-------|--------------------------------|
| 07/31/2017 | Blakley, Michelle R | Human Resources Specialist I | I     | HR Strategic Talent Management |
| 07/17/2017 | Borja, Paul E       | Safety & Security Officer    | F     | Facilities Security - RV       |
| 07/31/2017 | Dawkins, Joyce      | Administrative Aide II       | G     | Financial Aid                  |
| 07/17/2017 | Freniere, Ann A     | Administrative Aide II       | G     | Student Life                   |
| 07/17/2017 | Jones, Leslie A     | HR Business Partner          | K     | HR Strategic Talent Management |
| 07/31/2017 | Kenney, Devin       | Grounds Maintenance Worker   | C     | Facilities Operations - RV     |
| 07/17/2017 | Knott, Eric J       | Safety & Security Officer    | F     | Facilities Security - GT       |
| 07/31/2017 | Scrimenti, Santo A  | Human Resources Manager      | L     | HR Strategic Talent Management |
| 07/31/2017 | White, Sabrina      | Safety & Security Officer    | F     | Facilities Security - RV       |

**STAFF SEPARATIONS**

Effective

| Date       | Name                           | Position Title                | Grade | YOS | Department                        |
|------------|--------------------------------|-------------------------------|-------|-----|-----------------------------------|
| 07/14/2017 | Bodenheimer, Fritz R           | Media Relations Assistant Mgr | K     | 16  | Advancement-Media/Public Relation |
| 07/28/2017 | Duncan, Maisha N               | Librarian II                  | K     | 5   | Library - GT                      |
| 07/01/2017 | Flowers, Tamathia M            | Director II                   | O     | 4   | HR Strategic Talent Management    |
| 07/21/2017 | Golibart, Ann E                | Administrative Aide III       | H     | 4   | Health Sciences Dean              |
| 07/14/2017 | Greeley, Charles E             | Grounds Maintenance Worker    | C     | 8   | Facilities - Central Admin        |
| 07/19/2017 | Hernandez, Jose M <sup>1</sup> | Painter                       | F     | 8   | Facilities Operations - TP/SS     |
| 07/07/2017 | Ogunloye, Michael F            | Property Control Assistant    | D     | 11  | Procurement                       |

**STAFF EMPLOYMENTS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | Haw/PI   | TOTAL    |
|--------------|----------|----------|----------|----------|-----------------|----------|----------|
| Female       | 3        | 2        | 0        | 0        | 0               | 0        | 5        |
| Male         | 2        | 1        | 0        | 0        | 0               | 1        | 4        |
| <b>TOTAL</b> | <b>5</b> | <b>3</b> | <b>0</b> | <b>0</b> | <b>0</b>        | <b>1</b> | <b>9</b> |

**STAFF SEPARATIONS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | Haw/PI   | TOTAL    |
|--------------|----------|----------|----------|----------|-----------------|----------|----------|
| Female       | 2        | 2        | 0        | 0        | 0               | 0        | 4        |
| Male         | 1        | 1        | 1        | 0        | 0               | 0        | 3        |
| <b>TOTAL</b> | <b>3</b> | <b>3</b> | <b>1</b> | <b>0</b> | <b>0</b>        | <b>0</b> | <b>7</b> |

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS:**

Effective

| Date       | Name                          | Position Title      | YOS | Department                     |
|------------|-------------------------------|---------------------|-----|--------------------------------|
| 07/07/2017 | Bateman, Jacqueline M         | Associate Professor | 3   | Health Sciences Dean           |
| 07/08/2017 | Boyce, Jeanann S <sup>1</sup> | Professor           | 19  | Bus/Computer Applications Dean |

<sup>1</sup> Deceased

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | TOTAL    |
|--------------|----------|----------|----------|----------|-----------------|----------|
| Female       | 2        | 0        | 0        | 0        | 0               | 2        |
| Male         | 0        | 0        | 0        | 0        | 0               | 0        |
| <b>TOTAL</b> | <b>2</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>        | <b>2</b> |

**FACULTY (CORRECTION)**

Correction of March 2017 Personal Action Confirmation Report – Resolution 17-03-025. The following faculty member was excluded from the employment report due to a system error. Faculty member separation is reported for May.

**FACULTY EMPLOYMENTS**

| Effective Date | Name              | Position Title      | Department                         |
|----------------|-------------------|---------------------|------------------------------------|
| 01/14/2017     | Mostafavi, Shahla | Assistant Professor | AELP, Linguistics, & Comm. Studies |

**FACULTY EMPLOYMENTS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | TOTAL    |
|--------------|----------|----------|----------|----------|-----------------|----------|
| Female       | 1        | 0        | 0        | 0        | 0               | 1        |
| Male         | 0        | 0        | 0        | 0        | 0               | 0        |
| <b>TOTAL</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>        | <b>1</b> |

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

Agenda Item Number: 8B  
September 18, 2017

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND  
THE PROGRAM CERTIFICATE IN SUMMER 2017**

**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: **17-09-081**  
Adopted on: **9/18/2017**

Agenda Item Number: 8B  
September 18, 2017

**Subject: Graduates Receiving the Associate Degree and the Program Certificate in  
Summer 2017**

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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 has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the summer 2017 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: 8Ci  
September 18, 2017

**AMENDMENT TO AWARD OF CONTRACT FOR THE CONTINUATION OF  
BASIC LIFE, BASIC AD&D, SUPPLEMENTAL LIFE, SPOUSAL LIFE, AND DEPENDENT  
LIFE COVERAGE**

BACKGROUND

|                                 |  |
|---------------------------------|--|
| Request:                        | Continuation of basic life, basic AD&D, supplemental life, spousal life and dependent life coverage contract   |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and the Chief Human Resource Officer  |
| Award Type:                     | Amendment to Award of Contract   |
| Bid Number:                     | 512-048  |
| Explanation of Request:         | <p>In June 2012, a five-year contract was awarded to Minnesota Life for basic life, accidental death and dismemberment (AD&amp;D), supplemental life, spousal life, and dependent life coverage. This contract expires on December 31, 2017. Due to the pending implementation of the new Workday enterprise resource planning (ERP) solution, a request is being made to extend the long-term disability contract for one year.</p> <p>Current employee data, along with existing insurance plan rates are being uploaded into the Workday ERP system for the upcoming open enrollment period. Additionally, integration feeds for the enrollment data have already been established with the current carriers. Without a one-year extension of the current contract, there would not be enough time to bring on a new contractor, and upload employee data and new insurance plan rates into the Workday system for the October 26, 2017, open enrollment start date. Additionally, there would not be enough time to establish the necessary integration feeds for the enrollment data with a new contractor.</p> |
| Reason Being Brought to Board:  | Board approval is required for all sole source procurements valued over \$100,000.   |
| Certification:                  | The director of procurement certifies that the current contractor has agreed to provide basic life, basic AD&D, supplemental life, spousal life, and dependent life coverage for one additional year, and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY18 operating budget.  |
| Dollar Amount:                  | Annual estimated amount is \$303,000, depending on   |

|                      |  |
|----------------------|--|
|                      | enrollment. This amount includes claims cost.        |
| Vendor Name:         | Minnesota Life                                       |
| Vendor Address:      | 400 Robert Street North<br>St. Paul, Minnesota 55101 |
| Minority Status:     | N/A  |
| Contract Expiration: | December 31, 2018                                    |

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the amendment to the award of contract for the continuation of basic life, basic AD&D, supplemental life, spousal life, and dependent life coverage to Minnesota Life of St. Paul, Minnesota, for one year. The annual estimated contract amount is \$303,000, depending on enrollment. This amount includes claims cost.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSONS**

Mr. Johnson  
Mr. Roop

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

Resolution Number: **17-09-082**  
Adopted on: **9/18/2017**

Agenda Item Number: 8Ci  
September 18, 2017

**Subject: Amendment to Award of Contract for the Continuation of Basic Life, Basic AD&D, Supplemental Life, Spousal Life, and Dependent Life Coverage**

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WHEREAS, The senior vice president for administrative and fiscal services and the chief human resource officer are requesting the continuation of the basic life, basic AD&D, supplemental life, spousal life, and dependent life coverage contract for one year; and

WHEREAS, A five-year competitive contract was awarded to Minnesota Life for basic life, basic AD&D, supplemental life, spousal life and dependent life coverage in June 2012, which expires on December 31, 2107; and

WHEREAS, A one-year extension of the current basic life, basic AD&D, supplemental life, spousal life, and dependent life coverage contract is being requested due to the ongoing implementation of the new Workday enterprise resource program (ERP) system; and

WHEREAS, Board approval is required for sole source awards of contract valued over \$100,000; and

WHEREAS, The director of procurement certifies that the current contractor has agreed to provide basic life, basic AD&D, supplemental life, spousal life, and dependent life coverage for one additional year, and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY18 operating budget; and

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

Resolved, That the amendment to the award of contract for the continuation of basic life, basic AD&D, supplemental life, spousal life, and dependent life coverage be awarded to Minnesota Life of St. Paul, Minnesota, for one year, at an annual estimated amount of \$303,000, an amount that includes claims costs and is dependent on enrollment; 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: 8Cii  
September 18, 2017

**AMENDMENT TO AWARD OF CONTRACT FOR THE  
CONTINUATION OF LONG-TERM DISABILITY COVERAGE**

BACKGROUND

|                                 |   |
|---------------------------------|---|
| Request:                        | Continuation of long-term disability coverage contract  |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and the Chief Human Resource Officer   |
| Award Type:                     | Amendment to Award of Contract  |
| Bid Number:                     | 512-049   |
| Explanation of Request:         | <p>In June 2012, a five-year contract was awarded to Unum Group for long-term disability coverage. This contract expires on December 31, 2017. Due to the pending implementation of the new Workday enterprise resource planning (ERP) solution, a request is being made to extend the long-term disability contract for one year.</p> <p>Current employee data, along with existing insurance plan rates are being uploaded into the Workday ERP system for the upcoming open enrollment period. Additionally, integration feeds for the enrollment data have already been established with the current carrier. Without a one-year extension of the current contract, there would not be enough time to bring on a new contractor, and upload employee data and new insurance plan rates into the Workday system for the October 26, 2017, open enrollment start date. Additionally, there would not be enough time to establish the necessary integration feeds for the enrollment data with a new contractor.</p> |
| Reason Being Brought to Board:  | Board approval is required for all sole source procurements valued over \$100,000.  |
| Certification:                  | The director of procurement certifies that the current contractor has agreed to provide long term disability coverage for one additional year, and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY18 operating budget.  |
| Dollar Amount:                  | Annual estimated amount is \$263,200, depending on enrollment. This amount includes claims cost.  |
| Vendor Name:                    | Unum Group  |
| Vendor Address:                 | 2211 Congress Street<br>Portland, Maine 04122   |

|                      |                   |
|----------------------|-------------------|
| Minority Status:     | N/A               |
| Contract Expiration: | December 31, 2018 |

### RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the award of contract for the continuation of long term disability coverage to Unum Group of Portland, Maine, for one year. The annual estimated contract amount is \$263,200, depending on enrollment. This amount includes claims cost.

### BACKUP INFORMATION

Board Resolution

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

### RESOURCE PERSONS

Mr. Johnson  
Mr. Roop

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

Resolution Number: **17-09-083**  
Adopted on: **9/18/2017**

Agenda Item Number: 8Cii  
September 18, 2017

**Subject: Amendment to Award of Contract for the Continuation of Long-Term Disability Coverage**

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WHEREAS, The senior vice president for administrative and fiscal services and the chief human resource officer are requesting the continuation of the long-term disability coverage contract for one year; and

WHEREAS, A five-year competitive contract was awarded to Unum Group for long-term disability coverage in June 2012, which expires on December 31, 2017; and

WHEREAS, A one-year extension of the current long-term disability coverage contract is being requested due to the ongoing implementation of the new Workday enterprise resource program (ERP) system; and

WHEREAS, Board approval is required for sole source awards of contract valued over \$100,000; and

WHEREAS, The director of procurement certifies that the current contractor has agreed to provide long-term disability coverage for one additional year, and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY18 operating budget; and

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

Resolved, That the amendment to the award of contract for the continuation of long-term disability coverage be awarded to Unum Group of Portland, Maine, for one year, at an annual estimated amount of \$263,200, an amount that includes claims costs and is dependent on enrollment; 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: 8Ciii  
September 18, 2017

**AMENDMENT TO AWARD OF CONTRACT FOR THE  
CONTINUATION OF EMPLOYEE DENTAL BENEFIT COVERAGE**

BACKGROUND

|                                 |   |
|---------------------------------|---|
| Request:                        | Continuation of employee dental benefit coverage contract   |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and the Chief Human Resource Officer   |
| Award Type:                     | Amendment to Award of Contract  |
| Bid Number:                     | 512-050   |
| Explanation of Request:         | <p>In September 2012, the Board of Trustees approved a five-year contract with CIGNA Corporation for employee dental benefit coverage. This contract expires on December 31, 2017.</p> <p>It is the intent of the College to participate in a joint procurement with the Montgomery County Government for employee dental benefit coverage prior to the expiration of College's current contract. The goal of this joint procurement is to realize savings associated with larger participant volume. It was anticipated that the county would issue a joint solicitation for a January 2018 contract start date; however, it has elected to not to issue a solicitation until next year, and the College would like to wait as well to participate jointly with the county.</p> <p>It is requested that the current contract be extended for one year to align with the county's new solicitation issuance and contract award timeline for employee dental benefit coverage. Without this one-year extension, the College would issue its own solicitation, but not yield the guaranteed participate volume savings associated with a joint procurement.</p> |
| Reason Being Brought to Board:  | Board approval is required for all sole source procurements valued over \$100,000.  |
| Certification:                  | The director of procurement certifies that the current contractor has agreed to continue to provide employee dental benefit coverage for one additional year, and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY18 operating budget.   |
| Dollar Amount:                  | Annual estimated amount is \$1,937,940, depending on  |

|                      |   |
|----------------------|---|
|                      | enrollment. This amount includes claims cost.             |
| Vendor Name:         | CIGNA Corporation   |
| Vendor Address:      | 10490 Little Patuxent Parkway<br>Columbia, Maryland 21044 |
| Minority Status:     | N/A   |
| Contract Expiration: | December 31, 2018   |

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the amendment to the award of contract for the continuation of employee dental benefit coverage to CIGNA Corporation of Columbia, Maryland, for one year. The annual estimated contract amount is \$1,937,940, depending on enrollment. This amount includes claims cost.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSONS**

Mr. Johnson  
Mr. Roop

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

Resolution Number: **17-09-084**  
Adopted on: **9/18/2017**

Agenda Item Number: 8Ciii  
September 18, 2017

**Subject: Amendment to Award of Contract For the Continuation of Employee Dental Benefit Coverage**

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WHEREAS, The senior vice president for administrative and fiscal services and the chief human resource officer are requesting the continuation of the employee dental benefit coverage contract for one year; and

WHEREAS, The Board of Trustees awarded a competitive contract to CIGNA Corporation for employee dental benefit coverage in September 2012, under resolution 12-09-070; and

WHEREAS, The College will be issuing a joint solicitation with Montgomery County Government for employee dental benefit coverage in 2018 for a January 2019 contract start date; and

WHEREAS, A one-year extension of the current employee dental benefit coverage contract is being requested to align with the county's new solicitation issuance and contract award timeline for employee dental benefit coverage; and

WHEREAS, Board approval is required for sole source awards of contract valued over \$100,000; and

WHEREAS, The director of procurement certifies that the current contractor has agreed to continue to provide employee dental benefit coverage for one additional year, and the chief business/financial strategy officer certifies that funds are planned and budgeted in the FY18 operating budget; and

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

Resolved, That the amendment to the award of contract for the continuation of employee dental benefit coverage be awarded to CIGNA Corporation of Columbia, Maryland, for one year, at an annual estimated amount of \$1,937,940, an amount that includes claims costs and is dependent on enrollment; 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: 8D  
September 18, 2017

**CONTRACT CHANGE ORDER,  
INFRASTRUCTURE, DATA, VOICE, TV/CABLE PURCHASE, INSTALLATION,  
MAINTENANCE, AND SERVICES,  
BID 513-027**

BACKGROUND

|                                 |  |
|---------------------------------|--|
| Request:                        | Change order to request an increase in the total annual estimated award amount of Multiple Award of Contracts for Infrastructure, Data, Voice, TV/Cable Purchase, Maintenance and Services   |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and the Vice President of Instructional and Information Technology/Chief Information Officer  |
| Award Type:                     | Competitive  |
| Bid Number:                     | 513-027  |
| Explanation of Request:         | On May 6, 2013, the Board of Trustees approved multiple awards of contract for infrastructure, data, voice, TV/cable purchase, maintenance and services to American Systems Inc., of Chantilly, Virginia, and Systcom, Inc., of Baltimore, Maryland under resolution 13-05-061 for a total annual not-to-exceed amount of \$450,000. However, the pace of new construction and the number of building renovation projects has exceeded the expectations of the 2013 award. In order for the Office of Facilities and the Office of Information Technology to adequately address current and ongoing cabling needs, a request is made for Board approval of an increase in the total annual not-to-exceed amount from \$450,000 to \$600,000. This contract will expire on June 30, 2018. |
| Reason Being Brought to Board:  | Board approval is required for contract change orders that are more than 25 percent of the originally Board-approved contract award.   |
| Certification:                  | The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available   |

|                                 |  |
|---------------------------------|--|
|                                 | in the FY18 operating budget.                |
| Estimated Annual Dollar Amount: | \$600,000                                    |
| Vendor Name/Status:             | Multiple                                     |
| Minority Status:                | Multiple                                     |
| Term of Contract:               | One year, with four one-year renewal options |

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an increase in the total annual not-to-exceed amount from \$450,000 to \$600,000 to allow the Office of Facilities and the Office of Information Technology to continue to address current and ongoing cabling projects.

**BACKUP INFORMATION**

Policy 63001–Procurement  
Resolution 13-05-061

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSONS**

Mr. Johnson  
Mr. Whitman

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

Resolution Number: **17-09-085**  
Adopted on: **9/18/2017**

Agenda Item Number: 8D  
September 18, 2017

**Subject: Contract Change Order, Infrastructure, Data, Voice, Tv/Cable Purchase, Installation, Maintenance, And Services, Bid 513-027**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of instructional and information technology/chief information officer are requesting a change order to resolution13-05-061, which was approved on May 6, 2013; and

WHEREAS, The pace of new construction and the number of building renovation projects has exceeded the expectations of the 2013 award with a total annual not-to-exceed amount of \$450,000; and

WHEREAS, The director of procurement re-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 FY18 operating budget; and

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

Resolved, That the Board of Trustees approves an increase in the total annual not-to-exceed amount from \$450,000 to \$600,000 to allow the Office of Facilities and the Office of Information Technology to continue to address current and ongoing cabling projects.

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

Agenda Item Number: 8E  
September 18, 2017

**FY17 OPERATING FUND FUNCTIONAL TRANSFER**

**BACKGROUND**

The operating budget of the College is prepared and approved by major functions established by the Maryland Higher Education Commission. State law requires that transfer of funds between the major functions of the current operating fund be submitted in writing and approved by the county governing body. If the county governing body fails to act on a request for a transfer within 30 days, the request is automatically approved as requested.

It is common for actual expenditures to be different from planned expenditures. Therefore, at the conclusion of a fiscal year, institutions transfer funds from category to category to align actual expenditures to budget. This action is an annual action brought to the Board at its first meeting each year to address the previous fiscal year's budget.

A functional transfer is necessary to assure that the College's expenditures do not exceed the functional appropriation approved by the county council. The Education Article of the Annotated Code of Maryland provides guidance on how this transfer is to be accomplished.

During FY17, the College reallocated additional resources to improve space for instruction and students, repurpose former administrative building for additional classroom space, pilot open education resources, and increase scholarship funding. Since the College has sufficient expenditure authority in other functions, it is only necessary to request that the county council approve a transfer between functions.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the attached operating fund functional transfer resolution for submission to the county council for approval.

**BACKUP INFORMATION**

Resolution  
Policy 61001–Fiscal Control  
Section 16-304 of the Education Article of the Annotated Code of Maryland

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSON**

Ms. Schena

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

Resolution Number: **17-09-086**  
Adopted on: **9/18/2017**

Agenda Item Number: 8E  
September 18, 2017

**Subject: FY17 Operating Fund Functional Transfer**

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WHEREAS, Section 16-304(c)(1) of the Education Article of the Annotated Code of Maryland, provides that a community college may not spend more on any major function than the amount appropriated for it; and

WHEREAS, Section 16-304(c)(2)(i) states that transfers of appropriations between major functions shall be submitted in writing and approved by the county governing body before they are made; and

WHEREAS, Section 16-304(c)(2)(i) further states that if the county governing body fails to act on a request for a transfer within 30 days, then the request is automatically approved as requested; and

WHEREAS, The College has made concerted efforts to reallocate resources to support high priority institutional and instructional initiatives; and

WHEREAS, During FY17 the College reallocated resources to modernize the Mannakee Building, which formerly housed a portion of the central services functions, for additional classroom and employee training space; and

WHEREAS, During FY17 the College reallocated resources to support the pilot program for open education resources; and

WHEREAS, During FY17 the College reallocated resources to support the purchase of computer hardware for classroom use; and

WHEREAS, During FY17 the College reallocated resources to expand scholarship assistance to Workforce Development & Continuing Education students and credit students; and

WHEREAS, The College will exceed the county's approved functional appropriations if proper action is not taken; and

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

Resolved, That the Board of Trustees hereby authorizes, subject to county council approval, a functional budget transfer as listed in the table below; and be it further

| <b>Functional Category</b>    | <b>Approved<br/>FY17 Budget</b> | <b>Transfer<br/>from (-) or to (+)</b> | <b>Amended<br/>FY17 Budget</b> |
|-------------------------------|---------------------------------|--|--------------------------------|
| Instruction                   | \$84,843,323                    |  | \$84,843,323                   |
| Academic Support              | \$43,986,067                    | \$96,299                               | \$44,082,366                   |
| Student Services              | \$33,573,809                    |  | \$33,573,809                   |
| Operation/Maintenance         | \$43,391,196                    | \$1,219,919                            | \$44,611,115                   |
| Institutional Support         | \$49,758,488                    | (\$1,373,529)                          | \$48,384,959                   |
| Scholarships &<br>Fellowships | \$5,264,896                     | \$57,311                               | \$5,322,207                    |
| <b>Total</b>                  | <b>\$260,817,779</b>            |  | <b>\$260,817,779</b>           |

Resolved, That a copy of the resolution be transmitted to the county executive and county council for approval.

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

Resolution Number: **17-09-087**  
Adopted on: **9/18/2017**

Agenda Item Number: 9A  
September 18, 2017

**Subject: Tribute and Award of Emerita Status to Dr. Jeanann S. Boyce**

---

WHEREAS, Dr. Jeanann Boyce served Montgomery College with enthusiasm and dedication for more than 19 years as a full-time faculty member in the Department of Business, Management, and Information Science until her untimely death on July 8, 2017, which deeply saddened the College community; and

WHEREAS, Dr. Boyce served as department chair, coordinator of computer applications, and as a faculty advisor for computer applications majors on the Takoma Park/Silver Spring Campus; and

WHEREAS, Her teaching course load included Introduction to Business, Business Statistics, Computer Concepts, Computer Applications, Microcomputer Operating Systems, and Developmental Reading, among other courses, and she taught classes both on campus and online; and

WHEREAS, She authored three successful proposals for Perkins Grants to mentor business and computer science students; to promote campus business and career programs; and to expand student career program options in student employment, service learning, internships, and cooperative learning experiences; and

WHEREAS, She served her department and discipline by forming and advising the Student Computer Science Club; tutoring in the Business, Management, and Information Science Learning Lab; focusing on computer applications courses in College Area Review and Outcomes Assessment; participating in a committee to develop a cybersecurity certificate; delivering the first online course sponsored by the National Science Foundation's Cyberwatch Grant; and being the go-to departmental representative for advice on computing and for fixing hardware and software technical issues; and

WHEREAS, She served her campus and College as the Takoma Park/Silver Spring chair of chairs and as a member of the Faculty Council, Academic Assembly, Operations Committee, and College Speakers Bureau, through which she delivered talks on *Bioethics and Technology*, *The Future of Technology*, *Bioethics and the Future*, and similar topics; and

WHEREAS, Dr. Boyce was active in many state and national committees dedicated to technical education, office automation, and information technology, including the Global Digital Literacy Council, the advisory board of the Global Digital Business Association, the US chapter of the International Society for Business Education, the National Business Education Association, the Maryland Business Association, the Maryland Vocational Association, and the state advisory committee of the Future Business Leaders of America; and

WHEREAS, She presented at numerous conferences, including the Global Economic Summit in Changchun, China, on *Cloud Computing and the Global Economy*; the Humanity Plus Conference at San Francisco State University, on *Ethical Issues in Tissue Engineering*; and the National Colloquium on Cybersecurity in Dallas, Texas, on *Disaster Recovery and Risk Management: Incorporating Simulations in an Online Environment*; and

WHEREAS, Her gifts as a leader were evident in her service on the boards of directors at The Colloquium for Information Systems Security Education, the District of Columbia Council of Engineering and Architectural Societies, and the Modern Technology Management Institute; and in her chairmanship of the DC chapter of the Society of Manufacturing Engineers, the Education Committee of the DC Council of Engineers and Architects, and the National Institute of Financial Management's first conference in India on Global Issues in Business and Technology; and

WHEREAS, She served as editor of the *International Journal of Effective Management* and published in the *American Journal of Ethics*, the *Journal of Cognitive Engineering and Decision Making*, and the *Nanoethics Journal*, among other periodicals; and

WHEREAS, She was named Post-Secondary Educator for the Eastern Region of the National Business Education Association and received the Robotics Division Service Award from the Society of Manufacturing Engineers, the Maryland Outstanding Service Recognition Award from the Maryland Vocational Association, and a Service Award from the Maryland Business Education Association; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank with a minimum of 10 years of service with Montgomery College at the time of their passing shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

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

Resolved, That the members of the Board of Trustees express their great sorrow at the passing of Dr. Jeanann S. Boyce and extend their deepest sympathy to her family, friends, and colleagues; and be it further

Resolved, That Dr. Jeanann S. Boyce is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be forwarded to the family of Dr. Jeanann S. Boyce.

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

Resolution Number: **17-09-088**  
Adopted on: **9/18/2017**

Agenda Item Number: 9B  
September 18, 2017

**Subject: Tribute and Award of Emeritus Status to Professor Vincent P. Clincy**

WHEREAS, Professor Vincent P. Clincy served Montgomery College with enthusiasm and dedication for more than 14 years as a full-time faculty member in the Department of Sociology, Anthropology, and Criminal Justice until his untimely death on June 30, 2017, which deeply saddened the College community; and

WHEREAS, Professor Clincy served as coordinator of the Introduction to Sociology and Social Problems and Issues courses on the Takoma Park/Silver Spring Campus; and

WHEREAS, His teaching course load covered on-campus and online versions of Introduction to Sociology (including an honors module), Race and Ethnic Relations, and Social Problems and Issues, which he helped to develop; and

WHEREAS, He partnered with another faculty member to create and deliver a learning community that combined a sociology course and an English course; and

WHEREAS, He served his department and discipline by creating content for the Social Sciences Computer Center's website and the sociology section of the Academic Success Center's website; and participating in the General Education Assessment Committee for the Social Problems and Issues course, the General Education Recertification Committee for the Race and Ethnic Relations course, the Outcomes Assessment Committee, and the College Area Review Committee; and

WHEREAS, He served his campus and College by contributing to many activities and committees, including William Julius Wilson's speaking engagement, Humanities Days events, a film discussion for the "Surviving the Storm: Hurricane Katrina 10 Years Later" Commemoration, and the Transportation Committee, where he served as an American Association of University Professors representative for the Takoma Park/Silver Spring Campus; and

WHEREAS, He continually developed professionally, both as a sociologist who completed all but his dissertation for the doctoral degree at American University, and as a College faculty member who completed workshops on Multicultural Identity, Title IX, Americans with Disabilities Act "In Their Shoes" Training, Classroom Assessment, Using Web Links in the Disciplines, Noncognitive Factors in Student Success, and many other topics; and

WHEREAS, He was a member of the American Sociological Association, the American Political Science Association, the Alpha Kappa Delta International Honor Society, and the Alpha Phi Alpha Fraternity; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank with a minimum of 10 years of service with Montgomery College at the time of their passing shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

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

Resolved, That the members of the Board of Trustees express their great sorrow at the passing of Professor Vincent P. Clincy and extend their deepest sympathy to his family, friends, and colleagues; and be it further

Resolved, That Professor Vincent P. Clincy is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be forwarded to the family of Professor Vincent P. Clincy.

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

Resolution Number: **17-09-089**  
Adopted on: **9/18/2017**

Agenda Item Number: 9C  
September 18, 2017

**Subject: Tribute to Ms. Sarah B. Fisher**

---

WHEREAS, Ms. Sarah B. Fisher served Montgomery College with enthusiasm and dedication for more than 34 years as a full-time staff member until her untimely death on May 2, 2017, which deeply saddened the College community; and

WHEREAS, Ms. Fisher began her career at Montgomery College as a librarian, and in 1997 became the campus library manager for the Takoma Park/Silver Spring Campus Library where she oversaw all services at the libraries; and

WHEREAS, Ms. Fisher successfully led the Takoma Park/Silver Spring Campus library through several large scale projects, including an ethnographic study, a renovation of space and furnishings to support student success, and enhancement of collaboration and synergy between the Library and the Writing, Reading, and Language Center; and

WHEREAS, Her passion for ensuring that all Montgomery College students become literate in the use of information resources resulted in the development of a strong information literacy program at the libraries; and

WHEREAS, Ms. Fisher made significant contributions to the Montgomery College Information Literacy Draft Standards and Expectations, and maintained an active role in library organizations including the Maryland Community College Library Consortium, Maryland Library Association, and Maryland Chapter of the Association of College and Research Libraries; and

WHEREAS, Ms. Fisher was a valued colleague and friend to many at the College, and worked tirelessly to integrate the work of the libraries and academic learning centers into the College's academic culture and initiatives; and

WHEREAS, Ms. Fisher recognized the talents of her staff, encouraged their professionalism, and allowed them the space to grow and develop in their roles independently; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Sarah B. Fisher; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Ms. Sarah B. Fisher for her outstanding service to the College and extend to them profound sympathy for the loss of their loved one; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the family of Ms. Sarah B. Fisher.

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

Resolution Number: **17-09-090**  
Adopted on: **9/18/2017**

Agenda Item Number: 9D  
September 18, 2017

**Subject: Tribute to Mr. Lawrence L. Fonville**

---

WHEREAS, Mr. Lawrence L. Fonville served Montgomery College with enthusiasm and dedication for more than nine years as a full-time staff member until his untimely death on August 17, 2017, which deeply saddened the College community; and

WHEREAS, Mr. Fonville worked as a building service worker in the Facilities Department on the Rockville Campus; and

WHEREAS, He was known for his exemplary work ethic, attention to detail, positive attitude, and sense of humor; and

WHEREAS, Mr. Fonville received a special recognition award, which recognized his exceptional contributions to the College; and

WHEREAS, He demonstrated the highest level of commitment and professionalism in serving faculty, students, and staff; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this posthumous public recognition of Mr. Lawrence L. Fonville; now therefore be it

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the family of Mr. Lawrence L. Fonville.

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

Resolution Number: **17-09-091**  
Adopted on: **9/18/2017**

Agenda Item Number: 9E  
September 18, 2017

**Subject: Tribute to Mr. Jose M. Hernandez**

---

WHEREAS, Mr. Jose M. Hernandez served Montgomery College with enthusiasm and dedication as a full-time staff member for more than eight years until his untimely death on July 19, 2017, which deeply saddened the College community; and

WHEREAS, Mr. Hernandez had many years of experience as a painter when he came to the College, and he utilized his significant skills in the Facilities Department on the Takoma Park/Silver Spring Campus; and

WHEREAS, Throughout his career at Montgomery College, he provided optimal customer service to College staff, faculty, and students by doing excellent work, and he readily learned new skills, which enhanced the quality of service to the College community; and

WHEREAS, Mr. Hernandez was a highly effective employee producing excellent results, his can-do attitude was exemplary, and he was a valued team player; and

WHEREAS, He provided an example of dedicated service with the highest level of commitment and professionalism in serving the faculty, staff, and students, and was known for his exemplary work ethic, attention to detail, positive attitude, and sense of humor; and

WHEREAS, His colleagues will miss his professionalism, commitment, and focus on helping everyone accomplish their tasks at the highest standards of customer service, and enabling the Facilities Department to better serve the campus community; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this posthumous public recognition of Mr. Jose M. Hernandez; now therefore be it

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the family of Mr. Jose M. Hernandez.

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

Agenda Item Number: 10A  
September 18, 2017

**ACCEPTANCE OF  
THE 2017 PERFORMANCE ACCOUNTABILITY REPORT**

**BACKGROUND**

The Performance Accountability Report (PAR) is the College's annual report on progress toward reaching benchmarks in key indicators of operations. The report is submitted to the Maryland Higher Education Commission (MHEC) each year. PAR indicators have universal statewide definitions.

This accountability reporting system has been in place since 1996, when it was implemented by MHEC. The reporting structure is based on requirements in the Maryland Higher Education Reorganization Act of 1988. At Montgomery College, the Office of Institutional Research and Effectiveness (OIRE) assumes the primary role for providing the quantitative content of the PAR and coordinating the contributions from administrative offices, individual campuses, and Workforce Development & Continuing Education.

In addition to narrative reporting on significant student characteristics and performance issues, community outreach efforts, use of public funding, and cost containment efforts, the report contains recent trend data on a number of specific quantitative indicators that reflect progress towards benchmarks set by the Board of Trustees on each indicator. MHEC considers the College's performance on these indicators as the primary component of assessing the institution's effectiveness, and, at the College, the president incorporates the PAR results in monitoring and assessing institutional performance on relevant internal dimensions, such as in the *Montgomery College 2020* "Performance Canvas."

Upon acceptance of the report by the Board of Trustees, the Performance Accountability Report will be submitted to the Maryland Higher Education Commission.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2017 Montgomery College Performance Accountability Report, and that the president be authorized to submit the report to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

2017 Performance Accountability Report Indicators (Trustees only)  
2017 Performance Accountability Report Narrative (Trustees only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain  
RESOURCE PERSONS

Dr. Lynch  
Dr. Blaylock

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

Resolution Number: **17-09-092**  
Adopted on: **9/18/2017**

Agenda Item Number: 10A  
September 18, 2017

**Subject: Acceptance of the 2017 Performance Accountability Report**

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WHEREAS, The Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the state's public colleges and universities; and

WHEREAS, The 2017 Montgomery College Performance Accountability Report contains the most recent data on the quantitative performance indicators as well as a written discussion of the trends in the narrative portion of the report; and

WHEREAS, The College uses data in the Performance Accountability Report to assess progress on collegewide student success and to contemplate actions where appropriate; and

WHEREAS, The president recommends acceptance of the College's 2017 Performance Accountability Report; now therefore be it

Resolved, That the Board of Trustees accepts the 2017 Montgomery College Performance Accountability Report; and be it further

Resolved, That the president is authorized to submit the report to the Maryland Higher Education Commission.