



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S199 • 9221 Corporate Blvd, Rockville, MD 20850

June 17, 2019, 7:00 p.m.

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

Agenda Item Number: 6A
June 17, 2019

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

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **19-06-046**
Adopted on: **6/17/2019**

Agenda Item Number: 6A
June 17, 2019

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 April 1, 2019, through April 30, 2019; 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 April 1, 2019, through April 30, 2019

STAFF

STAFF EMPLOYMENTS

Effective Date	Name
04/22/2019	Fernandez, Nelida C
04/20/2019	Jones, Pamela S
04/08/2019	Matthews, Joyce M
04/08/2019	Mukherjee, Mary Elizabeth
04/22/2019	Reid, Adam
04/20/2019	Silva, Margarita
04/08/2019	Wright, Donavon D

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
04/23/2019	Argueta, Rene A	Interim Academic Coach	27	4	ACES – Achiev Colleg Excell & Succ
04/05/2019	Curley, Lindsey M	Recruitment & Coll Acc Mgr	31	2	CW Recruitment
04/06/2019	Daniels, Kirk S	Building Services Worker	11	2	Facilities Operations - RV
04/06/2019	Haile, Beletshachew Z	Accountant I	23	<1	Business Services
04/19/2019	Perez, Anna ¹	Community Use Scheduler	15	30	Facilities Operations - GT
04/25/2019	Pierre, Jemima	Enroll & Student Access Spec	23	4	CW Welcome Center
04/19/2019	Robinson, Damien	ACES Program Ops Manager	35	5	ACES – Achiev Colleg Excell & Succ

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	0	2	0	0	5
Male	2	0	0	0	0	2
TOTAL	5	0	2	0	0	7

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	1	0	0	4
Male	0	2	1	0	0	3
TOTAL	1	4	2	0	0	7

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From April 1, 2019, through April 30, 2019

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS: NONE

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

Agenda Item Number: 6B
June 17, 2019

**NOMINATION TO THE MONTGOMERY COUNTY
CONSOLIDATED RETIREE HEALTH BENEFITS TRUST BOARD**

BACKGROUND

In July 2011, Montgomery County established the Consolidated Retiree Health Benefits Trust (CRHBT), which serves as a vehicle to ensure consistent pre-funding of post-retirement benefits for future retirees of Montgomery County Government, Montgomery County Public Schools and Montgomery College.

The Board of the CRHBT is a 19-member body consisting of representatives from each of the county agencies, and is charged with the fiduciary responsibility to oversee and manage the trust. Nominees from Montgomery College to this board must be recommended to the county executive by the Board of Trustees and are confirmed by the county council. Ms. Elizabeth Greaney, chief business/financial strategy officer, Ms. Lynda S. von Barga, former deputy chief human resources officer, and Professor William Talbot of the Business Administration and Economics Department, an active employee and member of a bargaining unit, were nominated and approved to represent Montgomery College under resolution 18-03-021. As Mr. Talbot recently resigned from his position as a bargaining unit member, a new designee who is a collective bargaining employee, must be nominated and approved to serve as a representative on the CRHBT. As an active employee and member of a bargaining unit, it is being recommended that Professor Michael J. Gurevitz of the Business Administration and Economics Department be nominated and approved as a replacement for Professor William Talbot to serve as the third voting member on the CRHBT.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution nominating Professor Michael J. Gurevitz as a replacement for Professor William Talbot to serve as the third voting member on the CRHBT and as the president's designee for the Consolidated Retiree Health Benefit Trust Board, and delegating to the president the responsibility and authority to transmit this nomination to the county executive.

BACKUP INFORMATION

Board Resolution
Biography of Nominee (Board Members Only)
Policy 11001, Board of Trustees Bylaws

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

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

Resolution Number: **19-06-047**
Adopted on: **6/17/2019**

Agenda Item Number: 6B
June 17, 2019

Subject: Nomination to the Montgomery County Consolidated Retiree Health Benefits Trust Board

WHEREAS, Montgomery County established the Consolidated Retiree Health Benefits Trust (CRHBT) Fund, which serves as a vehicle to ensure consistent pre-funding for post-retirement benefits for future retirees of Montgomery County Government, Montgomery County Public Schools, and Montgomery College; and

WHEREAS, the CRHBT Board, a 19-member board consisting of county agency representatives, is charged with the fiduciary responsibility to oversee and manage the Consolidated Retiree Health Benefits Trust; and

WHEREAS, representatives from the College to the CRHBT Board are nominated by the Montgomery College Board of Trustees to the county executive for confirmation by the county council; and

WHEREAS, Professor William Talbot recently resigned from his position as a bargaining member and Professor Michael J. Gurevitz who is active employee and member of a bargaining unit is well qualified to serve as the third voting member; and

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

Resolved, That the Board of Trustees nominate Professor Michael J. Gurevitz, an active employee and member of a bargaining unit to serve as the third voting member on the CRHBT and as the president's designee for the Consolidated Retiree Health Benefit Trust Board, and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to transmit this nomination to the county executive.

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

Agenda Item Number: 6C
June 17, 2019

**TREE CONSERVATION EASEMENT AND DECLARATION OF COVENANTS
FOR THE ROCKVILLE CAMPUS**

BACKGROUND

On February 18, 2019, the Board of Trustees awarded the construction contract for the new Soccer Field Complex on the Rockville Campus by Board Resolution 19-02-023. The complex will consist of a National Junior College Athletic Association (NJCAA) regulation field, locker rooms, press box, grandstand seating, and field lights that comply with NJCAA Division I soccer field requirements. As part of the planning for this site, the College submitted a forest conservation plan for the project to the City of Rockville. Under state law, the city has the delegated authority to implement the forest conservation laws of the state and, in that role, to approve forest conservation plans for any private or public development within its jurisdiction. The city's approval of a forest conservation plan is required for the construction of the Soccer Field Complex and the plan includes a forest and tree conservation maintenance agreement that is required of the College.

The College and the city have negotiated a tree conservation easement and declaration of covenants to ensure long-term protection. This easement is required due to the construction of the Soccer Field Complex.

RECOMMENDATION

It is recommended that a tree conservation easement and declaration of covenants be authorized by the Board of Trustees, in accordance with the measures associated with the approval of the forest conservation plan required by the construction of the Soccer Field Complex on the Rockville Campus.

BACKUP INFORMATION

Board Resolution
Tree Conservation Easement and Declaration of Covenants (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Dietz
Ms. Filippi

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

Resolution Number: **19-06-048**
Adopted on: **6/17/2019**

Agenda Item Number: 6C
June 17, 2019

Subject: Tree Conservation Easement and Declaration of Covenants for the Rockville Campus

WHEREAS, The College planned to build a new Soccer Field Complex on the Rockville Campus in accordance with the College's adopted Facilities Master Plan; and

WHEREAS, On February 18, 2019, by Board Resolution 19-02-023, the College awarded a construction contract for the Soccer Field Complex on the Rockville Campus; and

WHEREAS, The construction of the Soccer Field Complex on the Rockville Campus includes appropriate compliance with state of Maryland forest conservation requirements as implemented by the City of Rockville in accordance with the state's assignment of enforcement authority; and

WHEREAS, The City of Rockville, as the local jurisdiction responsible for enforcement of State of Maryland forest conservation requirements, has approved the forest conservation plan for the construction of the Soccer Field Complex on the Rockville Campus to include the establishment of an appropriate tree conservation easement and declaration of covenants; and

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

Resolved, That the Board of Trustees grants a tree conservation easement and declaration of covenants to the City of Rockville; and be it further

Resolved, That the president is authorized to execute the easement as required; and be it further

Resolved, That the chair of the Board of Trustees and the president are authorized to execute any easement, right-of-entry, and/or other agreement documents necessary to implement the terms of this resolution.

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

Agenda Item Number: 6D
June 17, 2019

**STORMWATER MANAGEMENT INSPECTION AND MAINTENANCE AGREEMENT
FOR THE ROCKVILLE CAMPUS**

BACKGROUND

On February 18, 2019, the Board of Trustees awarded the construction contract for the new Soccer Field Complex on the Rockville Campus by Board Resolution 19-02-023. The complex will consist of a National Junior College Athletic Association (NJCAA) regulation field, locker rooms, press box, grandstand seating, and field lights that comply with NJCAA Division I soccer field requirements. As part of the planning for this site, the College submitted a stormwater management concept plan for the project to the City of Rockville. Under state law, the city has the delegated authority to implement the stormwater laws of the state and, in that role, to approve stormwater management concept plans for any private or public development within its jurisdiction. The city's approval of a stormwater management plan is required for the construction of the Soccer Field Complex and the plan includes a stormwater management easement and stormwater inspection and maintenance agreement that is required of the College.

The College and the city have negotiated a stormwater management easement and stormwater inspection and maintenance agreement to ensure long-term protection. This agreement is required due to the construction of the Soccer Field Complex.

RECOMMENDATION

It is recommended that a stormwater management easement and stormwater inspection and maintenance agreement be authorized by the Board of Trustees, in accordance with the measures associated with the approval of the Stormwater Concept Plan required by the construction of the Soccer Field Complex on the Rockville Campus.

BACKUP INFORMATION

Board Resolution
Stormwater Management Easement and Stormwater Inspection and Maintenance Agreement
(Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Dietz
Ms. Filippi

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

Resolution Number: **19-06-049**
Adopted on: **6/17/2019**

Agenda Item Number: 6D
June 17, 2019

Subject: Stormwater Management Inspection and Maintenance Agreement for the Rockville Campus

WHEREAS, The College planned to build a new Soccer Field Complex on the Rockville Campus in accordance with the College's adopted Facilities Master Plan; and

WHEREAS, On February 18, 2019, by Board Resolution 19-02-023, the College awarded a construction contract for the Soccer Field Complex on the Rockville Campus; and

WHEREAS, The construction of the Soccer Field Complex on the Rockville Campus includes appropriate compliance with state of Maryland stormwater management requirements as implemented by the City of Rockville in accordance with the state's assignment of enforcement authority; and

WHEREAS, The City of Rockville, as the local jurisdiction responsible for enforcement of state of Maryland stormwater management requirements, has approved the preliminary stormwater concept plan for the construction of the Soccer Field Complex on the Rockville Campus to include the establishment of an appropriate stormwater management easement and stormwater inspection and maintenance agreement; and

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

Resolved, That the Board of Trustees grants a stormwater management easement and stormwater inspection and maintenance agreement to the City of Rockville; and be it further

Resolved, That the president is authorized to execute the stormwater management easement and stormwater inspection and maintenance agreement as required; and be it further

Resolved, That the chair of the Board of Trustees and the president are authorized to execute any easement, right-of-entry, and/or other agreement documents necessary to implement the terms of this resolution.

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

Resolution Number: **19-06-050**
Adopted on: **6/17/2019**

Agenda Item Number: 6Ei
June 17, 2019

Subject: Retirement of Ms. Quynh P. Au

WHEREAS, Ms. Quynh P. Au served Montgomery College with enthusiasm and dedication for more than 35 years as a full-time staff member in the library and retired from the College as of February 1, 2019; and

WHEREAS, She began her career as a library assistant at the circulation desk of the Rockville Campus, where she provided outstanding and impactful service to students and was responsible for processing and maintaining the periodicals collection; and

WHEREAS, She was later transferred to the technical services unit where she handled monograph and media acquisitions, then moved on to complex serials and microform acquisitions and processing; and

WHEREAS, She was also responsible for the annual serials subscription profile renewal, including reconciliation of the annual serials budget for all library locations; and

WHEREAS, Ms. Au was a talented copy cataloger and performed excellent bibliographic quality control on every book and serial received for each campus library; and

WHEREAS, She worked closely with her colleagues on both copy and original cataloging projects to ensure accuracy of and access to the bibliographic data describing the library's collections; and

WHEREAS, She kept current with all trainings related to serials, copy cataloging, e-journal management, and changes in technical services, and participated in extensive cataloging training through the Online Computer Library Center (a global library cooperative), and Cooperative Serials Program of the Program for Cooperative Cataloging, including Resource, Description and Access (RDA) training; and

WHEREAS, She availed of many hours of professional training from the College and other professional organizations; and

WHEREAS, Her dedication to her work was evident in her commitment to getting the job done, most often ahead of schedule; and

WHEREAS, She consistently performed at a high standard and kept student success and dedication to the College at the forefront of her work; and

WHEREAS, Ms. Au is held in high esteem by her colleagues and formed strong and productive working relationships within the Library and throughout the College; her humor, collegiality, warmth, and concern for her colleagues were at the core of her work; and

WHEREAS, She was a valued and trusted co-worker and her work ethic and technical knowledge will leave a big role for the Library to fill; and

WHEREAS, Her colleagues will miss her wonderful laughter, bright smile, and heartfelt concern for her colleagues; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Quynh P. Au on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Quynh P. Au for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Quynh P. Au.

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

Resolution Number: **19-06-051**
Adopted on: **6/17/2019**

Agenda Item Number: 6Eii
June 17, 2019

Subject: Retirement of Ms. Janice K. Burke

WHEREAS, Ms. Janice K. Burke served Montgomery College with enthusiasm and dedication for more than 11 years as a full-time staff member and retired from the College on January 1, 2019; and

WHEREAS, She began her employment at Montgomery College as an administrative aide II in the Rockville Department of Mathematics and Statistics and remained in that role throughout her career at the College; and

WHEREAS, She utilized her knowledge and professional experience to graciously assist a large body of full-time and part-time faculty members and the department chair and students, facilitating the success of the department; and

WHEREAS, Ms. Burke's commitment to the faculty, department chair, students, and to the core mission of Montgomery College resulted in the ongoing smooth operation of the department, affecting every aspect of it in a positive way; and

WHEREAS, She fostered a climate of service and support to students and faculty and collaborated with the office assistant to provide outstanding service to her customers and fully support the department; and

WHEREAS, Faculty, students and colleagues will miss her commitment to service and expertise in facilitating all office and support functions in the department; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Burke on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Janice K. Burke for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Janice K. Burke.

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

Resolution Number: **19-06-052**
Adopted on: **6/17/2019**

Agenda Item Number: 6Eiii
June 17, 2019

Subject: Retirement of Mr. Charles D. Harshman

WHEREAS, Mr. Charles D. Harshman served Montgomery College with enthusiasm and dedication for more than 30 years as a full-time staff member and retired from the College as of February 1, 2019; and

WHEREAS, Mr. Harshman worked as a general maintenance worker I, automotive technician, and lead automotive technician in the Facilities Department on the Germantown Campus; and

WHEREAS, He performed various tasks utilizing his skills and agricultural background in the grounds and automotive service areas; and

WHEREAS, Mr. Harshman was an outstanding member of the Germantown Facilities Department and received letters of commendation for his diligence and dedication to the level of service he provided; and

WHEREAS, His colleagues will miss his collegial spirit and customer-service focus in supporting faculty, staff, students, and the College community; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Charles D. Harshman on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Charles D. Harshman for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Charles D. Harshman.

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

Resolution Number: **19-06-053**
Adopted on: **6/17/2019**

Agenda Item Number: 6Eiv
June 17, 2019

Subject: Retirement of Ms. Joann H. Harshman

WHEREAS, Ms. Joann H. Harshman served Montgomery College with enthusiasm and dedication for more than 17 years as a full-time staff member and retired from the College as of February 1, 2019; and

WHEREAS, Ms. Harshman began her employment at Montgomery College as an administrative aide in the Office of Student Life, carrying out the administrative needs for the unit and assisted with various student life events; and

WHEREAS, She later progressed to executive associate I in the Facilities Department, playing an essential role in the administrative operations of the unit; and

WHEREAS, During her career, Ms. Harshman was the recipient of an Outstanding Service Award in 2003, graduated from the 10th Leadership Development Institute, and served as a volunteer for numerous College events and commencement ceremonies; and

WHEREAS, Ms. Harshman maintained positive and supportive working relationships with her colleagues and displayed an ongoing commitment to teamwork and excellence; and

WHEREAS, Her colleagues will miss her dedication to staff, students, and the College community; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Joann H. Harshman on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Joann H. Harshman for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Joann H. Harshman.

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

Resolution Number: **19-06-054**
Adopted on: **6/17/2019**

Agenda Item Number: 6Ev
June 17, 2019

Subject: Retirement and Award of Emeritus Status to Professor Brian V. Jones

WHEREAS, Professor Brian V. Jones served Montgomery College with enthusiasm and dedication as a full-time faculty member for more than 18 years, having served previously for 10 years as an adjunct faculty member, and retired from the College as of June 1, 2019; and

WHEREAS, Professor Jones was a contributing faculty member in the Department of Media Arts and Technologies (formerly the Department of Communication Arts Technologies) on the Rockville Campus, where he taught a variety of photography courses, including Photography I, Photography II, Introduction to Digital Photography, Black-and-White Materials and Processes, and Special Photography Assignment; and

WHEREAS, He served ably and effectively as photography program coordinator, overseeing the instructional activities of full-time and part-time faculty members and scheduling photography courses each semester; and

WHEREAS, He was a faculty group leader for photography students participating in field trips and led visits to galleries and museums, including trips to a photography collection at the University of Maryland, Baltimore County, and to New York City, where he arranged for visits with professionals at their studios; and

WHEREAS, He served on the Rockville Campus Advising Cadre, volunteered as a mentor for Boys to Men, evaluated the National Association for the Advancement of Colored People (NAACP) high school student annual creative awards experience, and contributed to Montgomery College Arts Institute initiatives; and

WHEREAS, Professor Jones was awarded a number of grants and fellowships that enabled him to develop as an artist and a teacher, such as Perkins grants, a Make It Happen Innovation Grant, a Webber grant to hold master photography classes, a Montgomery College Foundation Grant to photograph and curate images of Montgomery County farms, and a Smithsonian Fellowship that focused on the representation of cultural identities generally and Smithsonian collections specifically; and

WHEREAS, He served as a project coordinator for "Portraits of Life," part of the Holocaust Survivors Documentary Project, which involved photographing local Holocaust survivors and bringing students to help create photos that were installed at the United States Holocaust Museum and displayed at the Rockville Campus, the Montgomery County Executive Office, the BlackRock Arts Center in Frederick, the Maryland Humanities Council in Baltimore, and the Maryland State House in Annapolis; and

WHEREAS, He participated in the Rockville Faculty Council, the First Year Experience Task Force, and as a representative of the Faculty Council on the Red Team, which explored new approaches to the First Year Experience; and

WHEREAS, His professional associations included membership in the National Association of Photoshop Professionals and the Society for Photographic Education, and his professional activities beyond the classroom included organizing and mounting an exhibition of images by the University of Miami's Kerry Coppin, an African-American documentary photographer working in Cuba; and

WHEREAS, Professor Jones is esteemed for both his expertise in photography and his passion for the subject, for his ability to connect the theoretical elements of his courses to their practical application, and for the clarity and respect with which he communicates to colleagues and students alike; and

WHEREAS, College policy provides that all faculty members holding faculty rank who retire with a minimum of 10 years of service with Montgomery College 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 this public recognition of Professor Brian V. Jones on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Brian V. Jones for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Brian V. Jones 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 presented to Professor Brian V. Jones.

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

Resolution Number: **19-06-055**
Adopted on: **6/17/2019**

Agenda Item Number: 6Evi
June 17, 2019

Subject: Retirement and Award of Emerita Status to Professor Pauline H. Laster

WHEREAS, Professor Pauline H. Laster served Montgomery College for more than 13 years as a full-time faculty member and retired from the College as of February 1, 2019; and

WHEREAS, Professor Laster taught in the Department of Speech, Dance, and Theatre; the Department of Reading, English as a second Language (ESL), World Languages and Philosophy; and the Department of World Languages and Philosophy; and

WHEREAS, She was respected for the high level of proficiency achieved in American Sign Language by her students over the course of her tenure; and

WHEREAS, Professor Laster was instrumental in the redesign of the American Sign Language certificate and associate's degree; and

WHEREAS, Professor Laster has been an active participant in teacher trainings over the course of her career; and

WHEREAS, She inspired many students to pursue their study of American Sign Language and deaf culture; and

WHEREAS, She served as coordinator of the American Sign Language Program during the course of her service to Montgomery College; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the 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 this public recognition of Professor Pauline H. Laster on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Pauline H. Laster for her service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Pauline H. Laster is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Pauline H. Laster.

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

Resolution Number: **19-06-056**
Adopted on: **6/17/2019**

Agenda Item Number: 6Evii
June 17, 2019

Subject: Retirement of Ms. Jacqueline L. Lynch

WHEREAS, Ms. Jacqueline L. Lynch served Montgomery College with enthusiasm and dedication for more than 19 years as a full-time staff member and retired from the College as of May 1, 2019; and

WHEREAS, Ms. Lynch began her career at Montgomery College as a financial aid counselor in the Office of Student Financial Aid on the Germantown Campus; and

WHEREAS, She developed and implemented a series of student financial literacy sessions and money management fairs collegewide in an effort to empower students to manage their financial affairs; and

WHEREAS, She was charged with operational and managerial oversight of the student loan exit counseling process and student loan default rate, and these initiatives were significant factors in the College's vision of student educational success; and

WHEREAS, Ms. Lynch was a tenacious advocate working to keep the default rate of the College low by ensuring students understood the importance of repaying their student loans; and

WHEREAS, Because of her debt management and financial literacy efforts, the College continues to maintain one of the lowest student loan default rates in the state of Maryland; and

WHEREAS, In addition to debt management, Ms. Lynch regularly reviewed, awarded, and managed an extensive student caseload while staying informed on current trends and policies in awarding federal and state financial aid as well as institutional scholarships; and

WHEREAS, She worked with College staff and community organizations to develop and implement a series of financial aid literacy sessions, money management fairs, consumer information brochures and blogs to be used within the College and the community to aid in educating students on budgeting and money management; and

WHEREAS, Ms. Lynch has been an integral component of the student loan team and was responsible for outreach to student borrowers as they exited the College, and managed outreach efforts to contact potential loan defaulters, and developed and managed the Teach Program and the Perkins Loan Program; and

WHEREAS, She represented the College at many venues explaining policies, procedures, and other issues related to financial aid; and

WHEREAS, She served as an instructor over several semesters in the teaching of DS 107–First Year Seminar classes and first year experience classes under the management of the College Institute and Montgomery County Public Schools; and

WHEREAS, Ms. Lynch served on the Money Management Task Force in 2010, a group whose formation was mandated by former Governor Martin O'Malley in response to a State Department of Legislative Services Study and whose charge was to improve financial literacy for students and adults in the community; and

WHEREAS, Ms. Lynch received many personal commendations throughout her career from students, staff, and the College community; and has been the recipient of several Service Outreach and Support Awards, certificates of appreciation from student support services programs, and numerous thank-you cards, notes, and other appreciations from students; and

WHEREAS, She served as a liaison between the Montgomery College Office of Student Financial Aid and many Montgomery College partners, serving as the guest presenter for community events, churches, and community organizations on financial literacy, money management, budgeting, and the financial aid application process; and

WHEREAS, Ms. Lynch served as a shining example of leadership and was a spirited team player who imparted her knowledge of financial aid and debt management during office training sessions; and

WHEREAS, She was instrumental in developing and implementing new procedures for the office and assisted in the development of consumer information to be distributed to students, staff, and the entire Montgomery College community; and

WHEREAS, She worked tirelessly and was a dedicated, loyal, and valued member of the Student Financial Aid team for nearly two decades; and

WHEREAS, She was extremely cooperative and effective in her working relationships with College employees, outside organizational partners and constituent groups, and she will be remembered for her work with students and for fostering civil, caring, and positive working relationships; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Jacqueline L. Lynch on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation and gratitude to Ms. Jacqueline L. Lynch for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Jacqueline L. Lynch.

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

Resolution Number: **19-06-057**
Adopted on: **6/17/2019**

Agenda Item Number: 6Eviii
June 17, 2019

Subject: Retirement and Award of Emeritus Status to Dr. Robert C. Lynch

WHEREAS, Dr. Robert C. Lynch served Montgomery College with dedication and distinction for more than 18 years as an administrator and retired from the College as of February 1, 2019; and

WHEREAS, Dr. Lynch served the College as director of institutional research and effectiveness and led the research staff since 2000; and

WHEREAS, In his leadership of the College's research office, Dr. Lynch was responsible for assuring that external reports to state and federal government bodies, including the Maryland Higher Education Commission and the Integrated Postsecondary Education Data System, were submitted accurately and on time; and

WHEREAS, He prepared and provided numerous ad hoc internal reports to College offices, faculty, and staff interested in student progress; and

WHEREAS, He was instrumental in creating key College reporting tools that brought attention to student success, including the Toolkit, course grade performance reports (that is, "DFW reports" that list the rate of D grades, F grades, and withdrawals), and the Student Success Score Card, among many others; and

WHEREAS, Dr. Lynch provided numerous presentations at administrator and Board meetings on student data, and did so with clarity and good humor—often with a baseball analogy; and

WHEREAS, He was an active leader in the Maryland Community College Research Group, an affinity group of institutional researchers who would meet and confer regularly on statewide student data matters and reporting requirements; and

WHEREAS, His colleagues at Montgomery College and those across the state have appreciated his contributions to the pursuit of understanding the totality of the student experience through analysis of data; and

WHEREAS, College policy provides that all administrators who retire with a minimum of 10 years of service as an administrator with Montgomery College shall be designated administrator emeritus(a) with appropriate title, subject to approval of the Board of Trustees; and

WHEREAS, The chief of staff/chief strategy officer and president of the College recommend this public recognition of Dr. Robert C. Lynch on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to

Dr. Robert C. Lynch for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Robert C. Lynch is granted the status of Administrator 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 presented to Dr. Robert C. Lynch.

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

Resolution Number: **19-06-058**
Adopted on: **6/17/2019**

Agenda Item Number: 6Eix
June 17, 2019

Subject: Retirement of Ms. Anna Perez

WHEREAS, Ms. Anna Perez served Montgomery College with enthusiasm and dedication for more than 30 years as a full-time staff member and retired from the College as of May 1, 2019; and

WHEREAS, Ms. Perez began her employment as an office assistant in the mailroom on the Takoma Park/Silver Spring Campus, progressed to admissions and registration assistant at the Germantown Campus, and was then promoted to community use scheduler in the Facilities Department on the Germantown Campus; and

WHEREAS, Ms. Perez was the recipient of an Outstanding Service Award, graduated from the 1st Leadership Development Institute, served as a volunteer at numerous College events, and received many accolades of sincere thanks and appreciation for her time and effort; and

WHEREAS, Ms. Perez maintained a positive attitude, sense of humor, and displayed an ongoing commitment to teamwork and excellence throughout her career; and

WHEREAS, Her colleagues will truly miss her collegial spirit and customer-service focus in supporting students, faculty, and staff; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Anna Perez on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Anna Perez for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Anna Perez.

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

Resolution Number: **19-06-059**
Adopted on: **6/17/2019**

Agenda Item Number: 6Ex
June 17, 2019

Subject: Retirement and Award of Emerita Status to Professor Abby A. Spero

WHEREAS, Professor Abby A. Spero served Montgomery College with enthusiasm and dedication for more than 30 years as a full-time faculty member in the Department of English and Reading and retired from the College as of June 1, 2019; and

WHEREAS, Professor Spero taught English courses ranging from Basic English I and II to Introduction to College Writing; Principles of English Grammar; Critical Reading, Writing and Research; and World Literature I and II, including Honors modules; and

WHEREAS, She served ably and effectively as a resource person for English and Reading faculty on the Germantown Campus, who sought her input on such issues as how to teach Principles of English Grammar, how to devise forms for the general education review process, and how to create rubrics for a writing course; and

WHEREAS, She directly and diligently supported student success by serving as a Phi Theta Kappa advisor; by tutoring students in the Germantown Writing, Reading, and Language Center; by initiating and coordinating the yearly R. Thomas Walker Humanities Scholar Award; by working to decrease time and cost to completion with the development of an exemption exam for technical writing program students who were required to take Principles of English Grammar; and by participating in a pilot program to include embedded tutors in developmental English classrooms; and

WHEREAS, Service to her department and discipline included mentoring first-year faculty members; serving as the Curriculum Advisory Person at Germantown; and participating in the College Academic Area Review Work Group and Committee, the Humanities Award Committee, and a committee dedicated to revising the Introduction to College Writing syllabus; and

WHEREAS, She completed the Middle States Periodic Review Report for the Germantown Campus and participated in the Germantown Academic Appeals Committee, the Collegewide Curriculum Committee, and the Student Conduct Committee; and

WHEREAS, Her accomplishments and contributions led to a Montgomery College Faculty Outstanding Service Award, a letter of appreciation in 1994 from College President Robert E. Parilla for her work on the Middle States Periodic Review Report, and listings in both the 2000 and 2002 *Who's Who Among America's Teachers*; and

WHEREAS, Professor Spero is esteemed by students and colleagues as a teacher who treats students with respect, encourages them to fully participate in classroom discussions, meets with students outside of classroom hours for writing conferences and advising, and continually adjusts her teaching so that students have the highest quality of instruction; and

WHEREAS, College policy provides that all faculty members holding faculty rank who retire with a minimum of 10 years of service with Montgomery College 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 this public recognition of Professor Abby A. Spero on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Abby A. Spero for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Abby A. Spero 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 presented to Professor Abby A. Spero.

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

Resolution Number: **19-06-060**
Adopted on: **6/17/2019**

Agenda Item Number: 6Exi
June 17, 2019

Subject: Retirement of Mr. Jude T. Tamasang

WHEREAS, Mr. Jude T. Tamasang served Montgomery College with enthusiasm and dedication for more than 16 years as a full-time staff member and retired from the College as of March 1, 2019; and

WHEREAS, Mr. Tamasang began his employment at Montgomery College as an intern, later progressing to instructional assistant and computer support specialist, and finally retired as an IT support specialist; and

WHEREAS, Mr. Tamasang served in various capacities to support computers and peripherals, computer equipped labs and classrooms, and provided media audio visual support for meetings and events; and

WHEREAS, He was a recipient of the National Institute for Staff and Organizational Development Excellence Award in 2014; and

WHEREAS, His high work standards, attention to detail, and quick responses to departmental problems were commendable and will be missed; and

WHEREAS, His colleagues will miss his knowledge, skills, and dedication to ensuring student and faculty computer resources were functional for successful learning; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Jude T. Tamasang on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Jude T. Tamasang for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Jude T. Tamasang.

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

Resolution Number: **19-06-061**
Adopted on: **6/17/2019**

Agenda Item Number: 6Exii
June 17, 2019

Subject: Retirement of Ms. Bonnie C. Vanatta

WHEREAS, Ms. Bonnie C. Vanatta served Montgomery College with enthusiasm and dedication for more than 10 years as a part-time staff member and retired from the College as of June 1, 2019; and

WHEREAS, She served the Counseling and Advising office on the Germantown Campus as an office associate; and

WHEREAS, Ms. Vanatta provided front desk and receptionist support creating a positive point of contact for students, visitors, and College employees while demonstrating excellent customer service both in person and on the phone; and

WHEREAS, She assisted the Disability Support Services unit by providing information to students on how to request services at Montgomery College and setting up appointments for their intake meetings, and she created emergency evacuation/medical assistance lists of students with disabilities who need assistance in the event of an emergency; and

WHEREAS, Ms. Vanatta pursued numerous professional development opportunities to enhance her work as an office assistant by increasing her knowledge of numerous computer programs; and

WHEREAS, She fostered a climate of student service, teamwork, cooperation, professionalism, integrity, courtesy, and respect within the Germantown Counseling and Advising office; and

WHEREAS, Through her leadership and management of the office environment, she creatively enhanced and improved the atmosphere for students, staff, and faculty, creating a professional and well-organized space; and

WHEREAS, Ms. Vanatta will be missed for her caring attitude, positive spirit, accountability and cooperation, her clear communication, high work standards, efficiency, creativity, and commitment to the team and to the students; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Bonnie C. Vanatta on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Bonnie C. Vanatta for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Bonnie C. Vanatta.

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

Resolution Number: **19-06-062**
Adopted on: **6/17/2019**

Agenda Item Number: 6Exiii
June 17, 2019

Subject: Retirement of Ms. Janet E. Wyse

WHEREAS, Ms. Janet E. Wyse served Montgomery College with enthusiasm and dedication for more than 17 years as a full-time staff member and retired from the College as of February 1, 2019; and

WHEREAS, Ms. Wyse worked in the Advancement and Community Engagement Division, first as an administrative assistant with MCTV, and then as the executive associate for both the senior vice president and the associate senior vice president for Advancement and Community Engagement; and

WHEREAS, She supported dozens of staff and administrators in completing their goals and supporting the mission of the College; and

WHEREAS, Ms. Wyse was honored with several Team Effort and Staff Recognition awards during her tenure; and

WHEREAS, She fostered a sense of collaboration among the staff and maintained a well-managed and prepared office; and

WHEREAS, She played a critical role in organizing the ethics and civility trainings in the division for the past two years; and

WHEREAS, Ms. Wyse consistently volunteered to work critical College events, including Commencement, the Montgomery College Foundation Scholarship Luncheon, and the MC Foundation Golf and Tennis Classic; and

WHEREAS, Her supervisors and colleagues will miss her presence and positive attitude and approach to the work; and

WHEREAS, The senior vice president for advancement and community engagement and the president of the College recommend this public recognition of Ms. Janet E. Wyse on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Janet E. Wyse for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Janet E. Wyse.

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

Resolution Number: **19-06-063**
Adopted on: **6/17/2019**

Agenda Item Number: 6Exiv
June 17, 2019

Subject: Retirement and Award of Emerita Status to Professor Celia A. Young

WHEREAS, Professor Celia A. Young served Montgomery College with enthusiasm and dedication for more than 18 years as a full-time faculty member in the Department of Counseling and Advising after serving for three years as an adjunct faculty member, and retired from the College as of January 1, 2019; and

WHEREAS, Professor Young participated in all forms of advising and counseling, including walk-in advising, email advising, and individual appointments, and was adept at crisis intervention, advising students on building academic plans, reviewing major requirements, and managing their lives when they were placed on academic restriction; and

WHEREAS, Her academic and student service innovations included working with American English Language faculty, colleagues, and collegewide counselors to create a Seminar for International Students textbook for a course she taught; collaborating with collegewide counselors to revise and update the Curriculum for Success Group, which transformed into the Principles of Academic Success, another course that she taught; establishing the first counseling office in Workforce Development & Continuing Education (WDCE), where she put in place more guidance for F1 students; and served as the first counselor in the WDCE's noncredit ESL pre-college program; and

WHEREAS, She led campus and community workshops on non-violent communication and was a Center for Teaching and Learning Fellow in 2001, who collaborated with a colleague in the English Department to present Reflective Teaching, a program that connected spirituality with the teaching profession; and

WHEREAS, Professor Young supported her department by serving on its leadership team and by acting as a lead counselor, providing coverage for colleagues, coordinating the Retention/International Cluster, participating in the Pathways Ad Hoc Committee, and helping to resolve Student Code of Conduct issues through her presence on disciplinary hearing panels; and

WHEREAS, She served her campus and College by participating on the Achievement and Retention Team, Rockville Campus Academic Appeals Committee, Rockville Faculty Senate, and Collegewide Academic Standards and Regulations Committee; by supporting Transfer Days; and by conducting depression screenings at the Montgomery College Health Fair; and

WHEREAS, She demonstrated community leadership by chairing the Montgomery County Mental Health Advisory Committee, serving on the boards of directors for Cornerstone Montgomery and the Montgomery County National Alliance for Mental Illness, and participating as a voting member of the Alcohol and Other Drug Advisory Council, where she focused on community support for those in recovery; and

WHEREAS, She developed professionally by attending and presenting at the Community College Showcase and the On Course National Conference, where her workshops focused on how to work with disinterested and unmotivated students; by attending the First Year Experience Conference and Non-Violent Communication Trainings; and by serving as a member of the National Association of Foreign Student Advisors, where she was valued for her knowledge of immigration issues; and

WHEREAS, Professor Young is esteemed by students and colleagues for her calm, patient, and positive presence; her effective classroom management skills; her expertise in counseling students facing a variety of issues, including chronic mental illness and homelessness; her ease at working with students in crisis; and her natural ability to connect with a diverse student population; and

WHEREAS, College policy provides that all faculty members holding faculty rank who retire with a minimum of 10 years of service with Montgomery College 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 student affairs and the president of the College recommend this public recognition of Professor Celia A. Young on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Celia A. Young for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Celia A. Young 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 presented to Professor Celia A. Young.

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

Resolution Number: **19-06-064**
Adopted on: **6/17/2019**

Agenda Item Number: 6Fi
June 17, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Eileen M. Cotter**

WHEREAS, Professor Eileen M. Cotter served Montgomery College with enthusiasm and dedication for more than 22 years as a full-time faculty member and retired from the College as of January 1, 2019; and

WHEREAS, Professor Cotter consistently provided wisdom and guidance to the department as faculty, program coordinator, and course coordinator in the American English Language for Academic Purposes (AELP) and English Language for Academic Purposes (ELAP) discipline; and

WHEREAS, She served ably and effectively as a faculty member teaching reading and writing AELP/ELAP courses at the Rockville Campus, and exhibited exemplary organizational skills, teaching two Learning Communities pairing English as a Second Language (ESL) course with a Computer Applications course, and a First Year Experience Disability Support Services (DSS) course, and created a hybrid ESL course to pair with the Computer Applications (CA) course; and

WHEREAS, Professor Cotter, having been a Smithsonian Fellow, developed a module using art (Presidential Portraits at the National Portrait Gallery) to inspire both collaborative learning and critical thinking in a writing assignment and each semester she took a writing class to the National Portrait Gallery to work on this module; and

WHEREAS, Professor Cotter, having been a Center for Teaching and Learning (CTL) Service Learning Fellow, incorporated service learning in an RD 120 course; and

WHEREAS, She had the expertise and flexibility to become certified as a network engineering instructor, her second area of expertise as a faculty member at the College; and

WHEREAS, Professor Cotter was a graduate of the Montgomery College Leadership Development Institute and was awarded a Montgomery College Outstanding Faculty Service Award and the National Institute for Staff and Organizational Development (NISOD) Excellence Award for contributions to teaching and learning in 2002; and

WHEREAS, She served as a faculty mentor for over 10 years as a course coordinator and program coordinator; and

WHEREAS, She provided leadership to the College by serving as a representative on the Rockville Faculty Council, the Academic Assembly, the Middle States Steering Committee and the Blue Ribbon Taskforce on Governance; and

WHEREAS, Professor Cotter served on the statewide ESL/ESOL affinity group as Montgomery College's credit representative, in addition to being a member for several years as chair, and served on the MC/MCPS Steering Group, as the ESL liaison to Montgomery County Public Schools (MCPS); and

WHEREAS, She authored a textbook, *College Writing 2*, part of a 16-book series for ESL students published by Houghton Mifflin/Cengage; and

WHEREAS, In order to meet the goal of affordable but high quality materials for ESL students, she has written, in conjunction with three Montgomery College colleagues, a series of three grammar cards (*sold to MC students at cost*) along with free workbooks of over 100 pages each; and

WHEREAS, Professor Cotter has given numerous presentations at Teaching English to Speakers of Other Languages (TESOL) and other national and international conferences and conducts a national online workshop for TESOL; and

WHEREAS, Professor Cotter is known by her colleagues and her students as a dedicated teacher and talented educator who will be deeply missed in her department; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Eileen M. Cotter on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Eileen M. Cotter for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Eileen M. Cotter is granted the status of Professor Emerita and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Eileen Cotter is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Eileen M. Cotter.

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

Resolution Number: **19-06-065**
Adopted on: **6/17/2019**

Agenda Item Number: 6Fii
June 17, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Judith W. Gaines**

WHEREAS, Professor Judith W. Gaines served Montgomery College with enthusiasm and dedication for more than 27 years as a full-time faculty member and retired from the College as of February 1, 2019; and

WHEREAS, Professor Gaines joined Montgomery College in August 1992 as a faculty member in the Department of Reading and English as a Second Language (ESL), and served admirably in her capacity teaching reading to native and non-native speakers of English; and

WHEREAS, Over her long tenure at the College, in addition to teaching developmental and ESL reading, Professor Gaines served in various other capacities including as the assistant director of the Paul Peck Humanities Institute; and

WHEREAS, She created curriculum proposals and teaching materials for various courses; and

WHEREAS, She received the Montgomery College Outstanding Service Award in 1993; and

WHEREAS, Professor Gaines received several fellowships, including Fellow of the Ford Foundation grant, "Globalizing Regional Studies"; Faculty Fellow of the International Education Program at Montgomery College; Faculty Fellow in the Paul Peck Humanities Institute at Montgomery College; and Faculty Fellow in the Community College Leadership Fellows Program, Morgan State University and Maryland Association of Community Colleges; and

WHEREAS, She published articles in various professional journals including *A Funny Thing Happened to Me on the Way to the Museum: From Collaborative Inquiry to Transformative Pedagogy*, in *Perspectives on Community College ESL, Volume 1: Pedagogy, Programs, Curricula, and Assessment*, ed. Spaventa (2006); and *The Passage: Asian Indian Immigration, Settlement, and Narrative Voice in North America*, in *Community College Humanities Review* (2002); and

WHEREAS, Professor Gaines served the College community as managing editor of the *Potomac Review*, coordinated the project "Portraits of Life: Holocaust survivors of Montgomery College," and

WHEREAS, She coordinated grants from local and national humanities organizations, and served as assistant director of the Paul Peck Humanities Institute and program coordinator for English Language for Academic Purposes (ELAP) Reading; and

WHEREAS, Professor Gaines was an innovative and inspiring faculty, a leader, and a service-minded employee; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Judith W. Gaines on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Judith W. Gaines for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Judith W. Gaines is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Judith W. Gaines is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Judith W. Gaines.

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

Resolution Number: **19-06-066**
Adopted on: **6/17/2019**

Agenda Item Number: 6Fiii
June 17, 2019

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to
Dr. James E. Hall**

WHEREAS, Dr. James E. Hall served Montgomery College with excellence and dedication for 18 years as a full-time counseling faculty member and retired from the College as of September 1, 2018; and

WHEREAS, Dr. Hall dedicated much of his career to serving students through a growth-promoting climate and empowering students to identify, connect, and pursue their academic, career, and personal goals; and

WHEREAS, He served students in nearly every capacity in the Counseling and Advising department from career counseling and transfer advising to assisting countless students in the most delicate situations through brief personal and crisis counseling; and

WHEREAS, He played a crucial role in serving as a student advocate, representing the student voice at the College and also through encouraging and educating students on how to advocate for themselves and work towards the elimination of physical, technical, resource, relational, and attitudinal barriers to improve their circumstances and create opportunities; and

WHEREAS, Dr. Hall's personality afforded him a way of connecting with students in an open, honest, and genuine manner and, as a result, he served as a mentor for the Boys to Men program, counseling and advising first-generation minority male students; his extensive military background proved to be a tremendous source of support to many active duty and veteran students; he served as a club advisor for the Ambassadors for Christ student club, and he served as a liaison with the health sciences discipline to provide comprehensive advising to students planning to enter allied health programs; and

WHEREAS, He facilitated countless academic orientations and student success workshops at the College, covering a wide variety of topics such as how to succeed in College, goal setting, study skills development, stress management, and transfer planning; and

WHEREAS, He was committed to providing a dynamic, innovative, inspiring, and engaging learning environment for students and taught a wide variety of Student Success courses, including First Year Seminar; Career Development: Dynamics and Application; Principles of Academic Success; and also served as a part-time instructional faculty member teaching a variety of psychology and sociology courses throughout his career at the College; and

WHEREAS, He illustrated a deep commitment to the success and stewardship of the institution by serving on numerous campus and collegewide committees and councils including Faculty Council, the Traffic Appeals Committee, the Behavioral Intervention Team (BIT), and the Academic Appeals Committee; and

WHEREAS, He provided ongoing leadership to the College community during the majority of his career by serving with distinction as department chair of Counseling and Advising and later as the interim associate dean of Student Affairs at the Takoma Park/Silver Spring Campus; he made instrumental contributions that led to the development of the Behavioral Intervention Team, on which he served as chair for two years, as well as serving as chair of the Academic Appeals Committee for a full term; and

WHEREAS, He was committed to the profession and discipline of counseling as he is a licensed clinical professional counselor in Maryland and the District of Columbia, as well as a nationally certified counselor; he maintained active membership with the American Psychological Association, American Counseling Association, American Mental Health Counselors Association, National Council on Black American Affairs of Community Colleges, and the American Association of Christian Counselors; he attended multiple professional development conferences, workshops, and trainings annually that supported continuous improvement in the areas of mental health and trauma, suicide prevention, pedagogy, assessment and evaluation, and technology in the classroom; and

WHEREAS, Dr. Hall dedicated his entire life to providing service to his country and community as he has an extensive military background, having served in the United States Army, Coast Guard, and Navy, and continues to stay engaged in the community through his work as an ordained pastor, including past service as a chaplain at Walter Reed National Military Medical Center; and

WHEREAS, Dr. Hall will be remembered for the countless lives he positively impacted by providing mentorship, support, and endless encouragement; for his leadership and ability to create a culture of engagement, inclusiveness, and connectedness; for his candor and boldness balanced by his genuine care, compassion, and concern for the wellbeing of others; for his sense of humor and the uncountable laughs and smiles he shared with students and colleagues every day; for his ability to bring light to challenging situations, helping others focus on the positive and maintain hope; and for upholding the highest level of integrity in his work and for his steadfast dedication to the success of students, his colleagues, and the institution; and

WHEREAS, He is held in the highest regard and is deeply respected and appreciated by his colleagues and, most importantly, by students; and

WHEREAS, Dr. Hall's compassion, dedication to student success, and his far-reaching institutional knowledge will be deeply missed by the College community; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Dr. James E. Hall on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to

Dr. James E. Hall for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Dr. James E. Hall is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. James E. Hall is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Dr. James E. Hall.

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

Resolution Number: **19-06-067**
Adopted on: **6/17/2019**

Agenda Item Number: 6Fiv
June 17, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Joan K. Hawkins**

WHEREAS, Professor Joan K. Hawkins served Montgomery College with dedication and distinction for more than 32 years as a full-time faculty member in the Department of Counseling and Advising and retired from the College as of March 1, 2019; and

WHEREAS, Professor Hawkins assisted students with personal, academic, career, and transfer concerns; as the Rockville Campus Transfer Coordinator, she arranged Campus Transfer Days that hosted representatives from Maryland four-year state and private institutions; as the Transfer/Advising/Career Cluster Coordinator, she assisted members in developing programming and organizing such workshops as “How Do I Transfer” and “Funding Your Education”; and she was the “go-to” expert for counselors with transfer questions and for students who needed to understand the transfer process; and

WHEREAS, She taught courses both online and on campus, including Seminar for International Students, Study Skills Development, and Career Development: Dynamics and Application, for which she created the online course format; and

WHEREAS, Her academic and student service initiatives included chairing the Transfer Council; promoting the Maryland Transfer Advantage Program; implementing the “Evening Student Special,” a program that met the advising needs of a growing evening student population; launching the “Transfer Wednesday” series that helped students meet with professionals to explore the transfer process; and serving as the Rockville Campus contact for the Transfer Student Alliance Program with the University of Maryland Baltimore County, the University of Maryland University College Alliance Program, and the Partnership Program with the University of Maryland College Park for the Universities at Shady Grove; and

WHEREAS, Professor Hawkins actively contributed to many departmental committees and teams, including the Counseling Department Leadership Team, Counseling Department Graduation Workgroup, Counseling Department Workgroup for Difficult Students, and College Area Review and Outcomes Assessment for the Career Development: Dynamics and Application course; and

WHEREAS, She served her campus and the College by representing Rockville Counseling on the Collegewide Enrollment Management Committee and by participating in the Distance Learning Academic Area Review Committee; the Common Student Experience Committee; the Rockville Curriculum Committee; and many articulation and transfer committees, such as the Transfer Initiatives Enrollment Services Team, the Montgomery College/Universities at Shady Grove Partnership Committee, the Universities at Shady Grove Terp Transfer Partnership Committee, the Collegewide Articulation Review Committee, the Universities at Shady Grove Articulation Review Committee, and the Maryland State Transfer Affinity Group; and

WHEREAS, She maintained her status as a National Certified Counselor, Maryland Certified Professional Counselor, and Distance Credentialed Counselor; and she attended many trainings from the Middle Atlantic Career Counseling Association, where she served as a seminar series coordinator and as an Executive Board Member-at-Large from the state of Maryland, and from the National Association for Academic Advising, where she presented a workshop on “Turning the Tables with Technology, Preparing Students for Transfer”; and

WHEREAS, Her accomplishments and contributions led to a Montgomery College Outstanding Faculty Award in 2007, a National Institute for Staff and Organizational Development Excellence Award in 2008, and the Middle Atlantic Career Counseling Association’s Life Time Membership Award in 2010; and

WHEREAS, Professor Hawkins is esteemed by students and colleagues for her service as the lead transfer counselor at Rockville, for her clear and thoughtful teaching style, for her ability to engage students and maintain open communication with them, and for her commitment to the career, academic, and personal needs of students; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Professor Joan K. Hawkins on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Joan K. Hawkins for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Joan K. Hawkins 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 Professor Joan K. Hawkins is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; 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 and the Bronze Medallion be presented to Professor Joan K. Hawkins.

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

Resolution Number: **19-06-068**
Adopted on: **6/17/2019**

Agenda Item Number: 6Fv
June 17, 2019

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Efstathia A. Siegel**

WHEREAS, Professor Efstathia A. Siegel served Montgomery College as a full-time faculty member for more than 15 years, and retired from the College as of June 1, 2019; and

WHEREAS, Professor Siegel taught a wide range of English courses, many of them honors courses on featuring honors modules, including Critical Reading, Writing, and Research; Writing for Technology and Business; Introduction to Literature; Introduction to World Mythology, and Women in Literature; as well as Introduction to Women's Studies; and

WHEREAS, She served as a course coordinator for Critical Reading, Writing, and Research, and she chaired the course committee, developed the course website, mentored the course faculty, and was outcomes assessment coordinator for the course; and

WHEREAS, She taught in the Montgomery Scholars Program and the Honors Program, and she advised students who presented papers at the annual Beacon Conference; and

WHEREAS, She gave exceptional support and leadership to the Women's Studies Program, planning Women's Studies Colloquia such as "The Feminization of Migration: The Effects of Immigration on Women, Work, and Family"; serving as a scholarship nominator and reviewer for "On Her Shoulders We Stand" award presentations; and developing a Women's Studies internship at Sewall Belmont House and Museum, which enabled students to experience the history of the women's movement and to work on presentations by women leaders in politics, business, and other venues; and

WHEREAS, Professor Siegel was selected for the Smithsonian Faculty Fellowship Program in 2007, focused on "The Politics, Poetics, and Ethics of Collection and Display: The Responsibility of Museums," and, as a result, she incorporated museum assignments in all of her honors courses and modules; and she served as a Smithsonian Faculty Fellowship coordinator; and

WHEREAS, Service to her department and discipline included selecting and training adjunct faculty, organizing the annual adjunct and new faculty orientation; and

WHEREAS, She served on the Collegewide Discipline Steering Committee, Literature Committee, Evaluation Committee, Professional Writing Committee, and Leadership Team; and

WHEREAS, She served as a founding member and active participant in the College's Peace and Justice Community a group that seeks just solutions to national and global problems; participated in the College's Service Learning Initiative and engaged in such creative programs as Willpower, the F. Scott Fitzgerald Literary Conference, and served as a judge in the Poetry Slam; and sponsored the Honors Club, the Ballroom Dancing Club, and the Bollywood Club; and,

WHEREAS, Her accomplishments and contributions led to a Montgomery College Faculty Outstanding Service Award in 2012; and

WHEREAS, She developed professionally by attending and presenting at many conferences, among them the College English Association, Mid-Atlantic Group, where she presented on world mythology and moderated panel discussions; the Mid-Atlantic Women's Studies Association, where she presented on "Feminism in Hard Times: Challenges and Opportunities"; the Community College Humanities Association, where she presented on "The Spirit of a Unique Partnership: Montgomery College and the Smithsonian Institution" and "The Role of Museums in Promoting Student Learning"; the Harvard Conference on Education, where she presented on the "Use of Student Exhibits to Enhance Student Understanding"; and the National Women's Studies Conference, where she participated in a panel presentation; and

WHEREAS, Her professional memberships included the National Women's Studies Association, the Community College Humanities Association, the Maryland Collegiate Honors Association, and the Association of Teachers of Technical Writing; and

WHEREAS, Professor Siegel is esteemed by students and colleagues as an energetic and diligent faculty member who creates a lively yet respectful classroom environment, who applies multiple approaches to engaging and empowering her students, and whose leadership skills within and beyond the classroom greatly benefit the department and the College; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Efstathia A. Siegel on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Efstathia A. Siegel for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Efstathia A. Siegel 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 Professor Efstathia A. Siegel is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; 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 and the Bronze Medallion be presented to Professor Efstathia A. Siegel.

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

Resolution Number: **19-06-069**
Adopted on: **6/17/2019**

Agenda Item Number: 6Fvi
June 17, 2019

Subject: Retirement and Award of Bronze Medallion to Ms. Tomiesenia S. Wiles

WHEREAS, Ms. Tomiesenia S. Wiles served Montgomery College with enthusiasm, diligence and dedication for more than 17 years as a full-time staff member in the Office of Procurement, and retired from the College on January 1, 2019; and

WHEREAS, She began her career at Montgomery College in 2001 as a senior administrative aid in the Office of Procurement, later progressing to office services manager, and ultimately to purchasing agent II in 2008, a position she occupied until her retirement; and

WHEREAS, Her work standards were consistently high, as reflected in her strong work ethic, commitment to the mission of the unit and the College, initiative, responsiveness, attendance, work output, willingness to assist others, kindness, and outstanding customer service to College employees, state and local agencies, and the vendor community; and

WHEREAS, During her career at Montgomery College, Ms. Wiles vigorously pursued continuous professional development by taking procurement-related courses, attending procurement conferences, seminars, and vendor tradeshow, all of which contributed to the attainment of a Certified Professional Public Buyer certificate from the Institute for Public Procurement, and a graduate certificate in purchasing and materials management from the University of Maryland University College; and

WHEREAS, In addition to her many professional development accomplishments at the College, Ms. Wiles also served the College and the Montgomery County community by interviewing Star Scholarship applicants, preparing training material for the College's 9th Leadership Development Institute, serving as a member of the 2012 Universal Public Procurement Certification Council item writing committee, serving on the 2013 Montgomery County Committee Evaluation and Review Board, and delivering "Power Talks" at the 2014 and 2015 Montgomery County Power Conference for Women; and

WHEREAS, As a reflection of Ms. Wiles dedication to the College and Montgomery County, she received numerous awards and recognitions, including a Staff Outstanding Service Award in 2005, a Certificate of Appreciation for academic year 2007–2008, recognition awards in 2011 and 2013, a Service Outreach Support (SOS) Award in 2012, and a Certificate of Recognition and Appreciation from the Montgomery County Executive; and

WHEREAS, College policy provides for the awarding of a Bronze medallion to recognize distinguished service to the College; and

WHEREAS, The interim senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Tomiesenia S. Wiles on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Tomiesenia S. Wiles for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Ms. Tomiesenia S. Wiles is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; 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 and the Bronze medallion be presented to Ms. Tomiesenia S. Wiles.

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

Resolution Number: **19-06-070**
Adopted on: **6/17/2019**

Agenda Item Number: 6Fvii
June 17, 2019

**Subject: Retirement and Award of Emerita Status and Silver Medallion to
Professor Sabrina T. Beroz**

WHEREAS, Professor Sabrina T. Beroz served Montgomery College with enthusiasm and dedication for more than 16 years as a full-time faculty member and retired from the College as of February 1, 2019; and

WHEREAS, Professor Beroz was a full-time faculty member and course coordinator for second semester students in the Nursing Program focusing on Medical/Surgical Nursing; and

WHEREAS, She was responsible for developing and integrating simulations into the curriculum for classroom and clinical education, mentored new faculty, and was the preceptor for graduate students in Master of Nursing Education programs; and

WHEREAS, She was awarded the Montgomery College President's Team Effort Award for her work on the Reaccreditation Steering Committee for the Accreditation Commission for Education in Nursing (2018), the Council for Advancement and Support of Education and the Carnegie Foundation US Professor of the Year Nominee (2015), and the National League for Nursing (NLN) Leadership Institute for Simulation Educators (2015); and

WHEREAS, Professor Beroz served three years as the lead faculty on the Maryland Clinical Simulation Resource Consortium, a three million dollar statewide initiative administered by the Maryland Higher Education Commission; and she conducted a descriptive mixed method study of simulation practices in Maryland's pre-licensure nursing programs providing evidence for a statewide simulation curriculum for the three-day Train the Trainer program; and

WHEREAS, She has authored research published in scholarly journals: Beroz, S. (2016) Exploring performance outcomes of senior level nursing students in a multiple patient simulation. *Nursing Education Perspectives*, 37, 333-334; Beroz, S. (2017) a statewide survey of simulation practices using National Council of State Boards of Nursing (NCSBN) Simulation Guidelines. *Clinical Simulation in Nursing*, 13(6), 270-277; and Beroz, S., Sullivan, N., Kramasz, V. & Morgan, P. (2018) the multi-patient simulation toolkit: Purpose, process and pilot, *Nursing Education Perspectives*, 39(3), 180-181; and

WHEREAS, Professor Beroz is known by her colleagues as a mentor and friend, and she is known to her students as a passionate and dedicated teacher, her energetic personality and enthusiasm for nursing will be missed in the Nursing Program; and

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

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Sabrina T. Beroz on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Sabrina T. Beroz for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Sabrina T. Beroz is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Sabrina T. Beroz is awarded the Silver Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Professor Sabrina T. Beroz.

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

Resolution Number: **19-06-071**
Adopted on: **6/17/2019**

Agenda Item Number: 6Gi
June 17, 2019

Subject: Recognition and Award of Bronze Medallion to Trustee Sasini Wickramatunga

WHEREAS, The governor of the state of Maryland appointed Ms. Sasini N. Wickramatunga as student member to the Board of Trustees of Montgomery College effective July 1, 2018, for a one-year term, which will end on June 30, 2019; and

WHEREAS, During her tenure, Ms. Wickramatunga served the Board of Trustees with distinction and dedication while also challenging herself as a student; and

WHEREAS, She brought energy and enthusiasm that encouraged the Board as a whole to ensure that the best interests of the College and its students were being served; and

WHEREAS, Her perspective as a student of the College, solutions-oriented thinking, and her understanding of the role of the Board as a corporate entity that must exercise sound judgment in the interest of the total College have contributed significantly to the deliberations and effective decision-making of the Board; and

WHEREAS, Ms. Wickramatunga committed herself to being an outstanding trustee by availing herself of professional development opportunities that allowed her to learn and grow in her student and trustee responsibilities at Montgomery College; and

WHEREAS, Ms. Wickramatunga engaged in activities that helped her develop as a leader and shaped her mind to be a caring and responsible person dedicated to serving and improving her community; and

WHEREAS, On a national level, Ms. Wickramatunga served on the student advisory panel for the Association of Community College Trustees; and

WHEREAS, With well-spoken and heartfelt testimony, Ms. Wickramatunga engaged in student advocacy efforts with state and local government officials, which won not only their admiration and respect, but helped obtain needed public support for the College; and

WHEREAS, During her appointment to the Board, Ms. Wickramatunga was a hard-working and ambitious student at Montgomery College, serving as president of the Institute of Electrical and Electronics Engineers (IEEE) Montgomery College student branch and former president of the Women in Engineering, Science, and Technology Club.

WHEREAS, Ms. Wickramatunga has conducted herself in an exemplary manner, and her demeanor, dependability, cooperation, and responsiveness to Board and College issues and events combine to make her a highly valued member of the Board; and

WHEREAS, In recognition of her distinguished service to the Board of Trustees of the College, the students, and the College community, the Board recommends this recognition of Ms. Sasini N. Wickramatunga; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Sasini N. Wickramatunga for her conscientious and significant contributions to Montgomery College, to its Board of Trustees, to its students, and to the citizens of Montgomery County, and extend their best wishes to her for her continued good health, happiness, and academic success, and invite her continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of her dedication, support, and association with Montgomery College and Montgomery County, Ms. Sasini N. Wickramatunga is awarded the College's Bronze Medallion for distinguished service; 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 and the Bronze Medallion be presented to Ms. Sasini N. Wickramatunga.

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

Resolution Number: **19-06-072**
Adopted on: **6/17/2019**

Agenda Item Number: 6Gii
June 17, 2019

Subject: Award of Silver Medallion and Emeritus Status to Trustee Robert J. Hydorn

WHEREAS, The governor of the state of Maryland appointed Mr. Robert J. Hydorn to the Board of Trustees of Montgomery College on July 1, 2015; and

WHEREAS, During his tenure on the Board, Mr. Hydorn served as an exemplary Trustee for the entirety of his appointment, which ends on June 30, 2019; and

WHEREAS, Mr. Hydorn began his association with Montgomery College as a student, taking classes at the Takoma Park/Silver Spring Campus in 1968; and

WHEREAS, Mr. Hydorn went on to distinguish himself in the world of business, as vice-president of Fitzgerald Auto Malls, where he served for nearly 30 years; and

WHEREAS, In service to his community and the county, Mr. Hydorn was the longest-serving president of the Montgomery Village Board of Directors; and

WHEREAS, Mr. Hydorn never lost touch with the College, maintaining his connection through service as president of the Montgomery College Alumni Board and representative on the Montgomery College Foundation Board; and

WHEREAS, In recognition for his service and success, Mr. Hydorn received the Milton F. Clogg Outstanding Alumni Achievement Award; and

WHEREAS, By virtue of his experience, Mr. Hydorn led the Board of Trustees Community Engagement Committee as chair; and

WHEREAS, He has served the Montgomery College community with distinction and dedication, consistently demonstrating his belief in and understanding of the guiding principles of governance, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, Mr. Hydorn has served the College well in deliberations regarding all matters, especially those related to advocacy and partnerships with community organizations; and

WHEREAS, He has a strong belief in the importance of education and a passion for the mission of community colleges and has demonstrated his outstanding leadership skills in advocating for the College in the community; and

WHEREAS, Mr. Hydorn is a consistent supporter of the Montgomery College Foundation, having established the Robert and Alice Hydorn Endowed Scholarship; and

WHEREAS, His integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community have immeasurably contributed to the decisions of the Board of Trustees; and

WHEREAS, These qualities displayed during his years of distinctive service will be sorely missed by the Board, the president, and the College community; and

WHEREAS, College policy provides that a Trustee may be nominated for emeritus/emerita status at the time of departure from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College policy allows for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the county, the state, or the nation; and

WHEREAS, The members of the Board of Trustees of the College recommend this recognition on the occasion of Mr. Robert J. Hydorn's completion of his service on the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation and gratitude to Mr. Robert J. Hydorn for his significant contributions to Montgomery College, its supporting organizations, and the community; and be it further

Resolved, That the Board extends to him its best wishes for his continued good health, happiness, and prosperity, and invites his continued support of the College in the years ahead; and be it further

Resolved, That Mr. Robert J. Hydorn is granted the status of Trustee 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 in recognition of his dedicated service and association with Montgomery College and Montgomery County, Mr. Robert J. Hydorn is awarded the Silver Medallion for sustained and exemplary outstanding service; 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 and the Silver Medallion be presented to Mr. Robert J. Hydorn.

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

Agenda Item Number: 7
June 17, 2019

**AUTHORIZATION OF THE EXECUTION OF A GROUND LEASE
IN THE PINKNEY INNOVATION COMPLEX FOR SCIENCE AND TECHNOLOGY
ON THE GERMANTOWN CAMPUS TO “19710 OBSERVATION DRIVE, LLC”
UPON THE COMPLETION OF THE MILESTONES SET FORTH
IN THE EXECUTED DEVELOPMENT AGREEMENT**

BACKGROUND

The Montgomery College Board of Trustees authorized the creation of a nonprofit entity, with Resolution 11-09-122, adopted on September 19, 2011, to manage and operate what was previously known as the Science and Technology Park at the Germantown Campus. This entity, now known as the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC), was incorporated as a foundation to promote the advancement of education by fostering and expanding educational and research opportunities for faculty and students of the College. Responsibilities include, but are not limited to:

- In coordination with the College, manage development of the Complex, including contracting with third-party developers and agents for the College, contracting for expert advice and assistance in areas of land planning, engineering, financial and legal advice, negotiating terms of leases and agreements, and managing the process for approval and execution of leases and agreements with tenants.
- As designated by and coordinated with the College, receive future lease payments and coordinate receipt by the College and others of non-monetary considerations from tenants and other parties.

Building upon the earlier College successes of locating anchor tenant, Holy Cross Germantown Hospital, with a related Medical Office Building, plus the county-owned life sciences incubator, the Germantown Innovation Center, and with the completion of a state-of-the-art Bioscience Education Center, PIC MC continues to make the Germantown Campus attractive to private sector developers.

PIC MC received approval from the Montgomery County Planning Board/Maryland-National Park and Planning Commission for a preliminary subdivision plan to implement the development process for 19710 Observation Drive, a 5.67-acre parcel, within the Germantown Campus. Subsequently, PIC MC obtained the RISE Zone designation through the Maryland Department of Commerce for the PIC MC/Germantown Campus, and was also identified as a Federal Opportunity Zone, thereby creating financial incentives to draw companies to locate on the campus. The next step was to identify a development partner who would construct a new building that can accommodate additional private sector company locations on campus. Targeted tenants for this building would be in the life sciences, cybersecurity, and technology sectors, which reflect the College's signature curricula of biotechnology and cybersecurity. The educational mission of the College is strengthened by giving students the opportunity to connect with partner companies, and to develop advanced market-ready knowledge and skills, which can facilitate economic opportunity in the county through potential employment.

To further implement the process, PIC MC hired REDGATE to serve as a Real Estate Advisor, to write a full Request for Proposals (RFP), which was circulated locally and nationally, and to assist in the management, selection, and negotiation process in securing a developer. Minkoff and Scheer Partners/South Duvall, two local Montgomery County developers, were selected to jointly develop, design, construct, finance, lease, operate, and maintain a building of up to 150,000 square feet for a mixture of wet lab, engineering lab and office spaces with a focus on the life sciences, biotechnology, cybersecurity, and technology fields. PIC MC Real Estate Committee, and REDGATE, represented by the law firm of Lerch, Early, and Brewer, have negotiated a development agreement and ground lease with “19710 Observation Drive, LLC,” a joint venture between Minkoff and South Duvall/Scheer. The PIC MC Foundation Board approved a resolution authorizing the Executive Director to execute the Development Agreement with the joint venture of Minkoff and Scheer Partners/South Duvall, trading as 19710 Observation Drive, LLC, and to recommend to the Montgomery College Board of Trustees that the College move forward to ground lease the property identified as 19710 Observation Drive to “19710 Observation Drive, LLC,” upon the completion of milestones set forth in the executed Development Agreement.

The Ground Lease between the College and “19710 Observation Drive, LLC” provides the following terms as they affect the College:

Land:	5.67 parcel located on the Germantown Campus with the address 19710 Observation Drive
Term:	99-year lease upon signing at financial closing
Ground Rent:	Rent Commencement begins 120 days after stabilization (three to five years after execution of Development Agreement) \$1.25 sf/ rent increases 10% every 5 years/full build out of 120,000 square foot building Year 1 (after stabilization) \$150,000 Year 10 \$1,575,000 over first 10 years Year 99 \$39,286,704 over term of lease

Participation in Future Sale or Refinancing:

- Sale – 1% of total sale amount (for example: \$40 million sale would yield \$400,000 to Montgomery College)
- First refinance after conversion to permanent loan – ½% of total refinance amount (for example: Refinance of \$20 million loan would yield \$100,000 to Montgomery College)
- All refinances thereafter – 1% of total refinance amount

Mission Oriented Objectives include, but are not limited to:

- Hiring of students
- Providing experiential learning opportunities
- Student internships
- Possible adjunct opportunities for tenant employees

Branding: Pinkney Innovation Complex for Science and Technology at Montgomery College will be included in identifying and marketing the project.

This resolution recognizes PIC MC as the party executing the Development Agreement with “19710 Observation Drive, LLC”, a joint venture between Minkoff and Scheer Partners/South Duvall.

In addition, this resolution authorizes the president of the College, or designee, after obtaining the approval of the Maryland Higher Education Commission and the Board of Public Works, to execute the Ground Lease on behalf of the Board of Trustees, upon completion of the milestones set forth in the Development Agreement between PIC MC and “19710 Observation Drive, LLC,” a joint venture between Minkoff and Scheer Partners/South Duvall.

RECOMMENDATION

It is recommended that the Board of Trustees recognize PIC MC’s execution of the negotiated Development Agreement between PIC MC and “19710 Observation Drive, LLC,” a joint venture between Minkoff and Scheer Partners/South Duvall. It is also recommended that the president be authorized to execute the accompanying negotiated ground lease in the Pinkney Innovation Complex for Science and Technology on the Germantown Campus to “19710 Observation Drive, LLC,” after obtaining the approval of the Maryland Higher Education Commission and the Board of Public Works and upon the completion of the milestones set forth in the executed Development Agreement.

BACKUP INFORMATION

Board Resolution creating PIC MC Foundation
PIC MC Board Resolution (Board members only)
Development Agreement (Board members only)
Ground Lease (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai
Mr. Sears

RESOURCE PERSONS

Ms. Schoonmaker
Ms. Latimer

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

Resolution Number: **19-06-073**
Adopted on: **6/17/2019**

Agenda Item Number:
June 17, 2019

Subject: Authorization of the Execution of a Ground Lease in the Pinkney Innovation Complex for Science and Technology on the Germantown Campus to “19710 Observation Drive, LLC” Completion Milestones Set Forth Executed Development Agreement

WHEREAS, The Montgomery College Board of Trustees authorized the creation of a nonprofit entity on September 19, 2011, through Resolution 11-09-122 to manage and operate what was previously known as the Science and Technology Park at the Germantown Campus; this entity, now known as the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC), was incorporated as a foundation to promote the advancement of education by fostering and expanding educational and research opportunities for faculty and students of the College. Responsibilities include, but not limited to:

- In coordination with the College, manage development of the Complex, including contracting with third-party developers and agents for the College, contracting for expert advice and assistance in areas of land planning, engineering, financial and legal advice, negotiating terms of leases and agreements, and managing the process for approval and execution of leases and agreements with tenants;
- As designated by and coordinated with the College, receive future lease payments and coordinate receipt by the College and others of non-monetary considerations from tenants and other parties; and

WHEREAS, PIC MC made certain efforts to attract a development partner to construct a building which can accommodate private sector life sciences and technology companies through receiving approval from the Montgomery County Planning Board, for a preliminary subdivision plan to speed the development process for a 5.67-acre parcel, address 19710 Observation Drive, within the Germantown Campus; and

WHEREAS, PIC MC obtained the RISE Zone designation through the Maryland Department of Commerce for the Germantown Campus, which was also identified as a Federal Opportunity Zone, which created financial incentives for companies to locate on the campus; and

WHEREAS, PIC MC hired REDGATE to serve as a Real Estate Advisor and to write a full Request for Proposals (RFP), which was subsequently circulated locally and nationally, and to assist in the management, the selection and negotiation process to secure a developer who would finance, design, construct, lease and manage a project on the Germantown Campus; and

WHEREAS, Minkoff and South Duvall/Scheer Partners, local Montgomery County developers, have been selected to jointly develop, design, construct, finance, lease, operate, and maintain a building of up to 150,000 square feet for a mixture of wet lab, engineering lab, and office spaces with a focus on the life sciences, biotechnology, cybersecurity, and technology fields; and

WHEREAS, PIC MC's Real Estate Committee, whose members have expertise in real estate law, transactions, industry, and accounting, along with guidance and expertise from REDGATE,

came to agreement on Key Business Terms, which, in turn, were approved by the PIC MC Foundation Board at its October 30, 2018, board meeting; and

WHEREAS, The PIC MC Real Estate Committee, and REDGATE, represented by the law firm of Lerch, Early, & Brewer, have negotiated a development agreement and ground lease, based on the Key Business Terms, with 19710 Observation Drive, LLC a joint venture between Minkoff and South Duvall/Scheer; and

WHEREAS, Financial due diligence of Minkoff and Scheer Partners/South Duvall was conducted by a subcommittee consisting of the PIC MC Board Chair, Board Treasurer, Board Executive Director, Montgomery College Chief Business/Financial Strategy Officer, and REDGATE Vice President of Finance; whose findings found no major concerns with the ability of Minkoff and Scheer Partners/South Duvall to jointly develop, design, construct, finance, lease, operate, and maintain a building of up to 150,000 square feet for a mixture of wet lab, engineering lab, and office spaces with a focus on the life sciences, biotechnology, cybersecurity, and technology fields; and

WHEREAS, The PIC MC Foundation Board approved a resolution dated May 22, 2019 authorizing the Executive Director to execute the Development Agreement with the joint venture of Minkoff and Scheer Partners/South Duvall, trading as 19710 Observation Drive, LLC, and to recommend to the Montgomery College Board of Trustees that the College move forward to ground lease the property identified as 19710 Observation Drive to “19710 Observation Drive, LLC,” upon obtaining the approval of the Maryland Higher Education Commission and the Board of Public Works, and upon the completion of milestones set forth in the executed Development Agreement; and

WHEREAS, The Board of Trustees received a briefing on the Development Agreement and the ground lease on April 8, 2019; and

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

Resolved, That the Board of Trustees recognize PIC MC’s execution of the negotiated Development Agreement between PIC MC and “19710 Observation Drive, LLC,” a joint venture between Minkoff and Scheer Partners/South Duvall, including any other documents deemed necessary or appropriate by the “Authorized Officers” (defined below) (the “Transaction Documents”); and be it further

Resolved, That the College is authorized to enter into and execute a ground lease in the Pinkney Innovation Complex for Science and Technology on the Germantown Campus with “19710 Observation Drive, LLC,” subject to and contingent upon obtaining approval by the Maryland Higher Education Commission and the Board of Public Works and the completion of the milestones set forth in the executed Development Agreement, in a form substantially similar to the Background document, together with such other terms and conditions as may deemed appropriate by the president of the College, or designee; and be it further

Resolved, That, subject to obtaining approval by the Maryland Higher Education Commission and the Board of Public Works and the completion of the milestones set forth in the executed Development Agreement, the Transaction is approved; that the president of the College, or designee, is the authorized to execute the ground lease and any other Transaction Documents to be executed by the College (hereinafter referred to as an “Authorized Officers”); that the Authorized Officers are hereby authorized to review and approve, in consultation with the College’s general counsel, the Transaction Documents; and be it further

Resolved, that the Authorized Officers shall have the authority to authorize, execute, and deliver the Transaction Documents, as applicable, with such changes, as may be approved by the Authorized Officers, in consultation with the College's general counsel, together with any additional documents, certificates, agreements, plats, or other instruments as the Authorized Officers, in consultation with the College's general counsel, may deem necessary or appropriate in connection therewith, and to authorize the Authorized Officers and employees of the College to do and cause to be done any and all acts and things necessary, proper, appropriate, advisable, or desirable for carrying out the obligations of the College; and the execution of any such documents, or carrying out any acts, in connection with the matters, which are set forth in this resolution, shall constitute evidence of the College's and the Authorized Officer's authorization, approval, and ratification of such documents, certificates, and instruments, so executed and the actions so taken; and be it further

Resolved, That the College is authorized to make such representations and warranties concerning the College and its financial affairs and business operations and to provide such indemnifications as the Authorized Officers deem necessary, proper, appropriate, advisable, or desirable in order to consummate the Transaction in accordance with the Transaction Documents, and all such representations and warranties made on behalf of the College may be made by the Authorized Officers, and shall be binding upon the College.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 8A
June 17, 2019

FINAL ADOPTION OF THE FY20 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

On January 23, 2019, the Board of Trustees adopted a budget in the amount of \$264,768,350 for the current fund. The Board also approved \$18,372,215 for the Workforce Development & Continuing Education (WDCE) Fund and \$1,729,300 for the Auxiliary Enterprises Fund, for a total of \$20,101,515 in special fund budgets. These funds remain as adopted and no further changes are necessary to the Board's original authorization.

County funding increased \$3,065,969 or 2.2 percent from the prior year. During its April 2019 meeting, the Board of Trustees authorized tuition rate increases of \$4 per credit for in-county, \$8 per credit for in-state, and \$12 per credit for out-of-state. This budget includes the use of fund balance of \$2,970,448. The College agreed to \$2,810,448 in fund balance use as part of the county's FY19 savings plan to help fund the FY20 request. Total state aid funding for FY20, which includes the operating budget and WDCE, is \$1,328,273 higher than the amount budgeted for the College in FY19. The WDCE and Auxiliary Fund are contributing \$1,500,000 to support the current fund as a non-mandatory transfer.

This budget funds \$7,937,000 in expenditure increases over the prior year. Expenditure increases are for salary improvements for our full-time faculty, non-bargaining staff, administrators, part-time faculty, and an increase to the minimum wage. Negotiation for salary improvements for our staff bargaining is ongoing. Additionally, this budget will cover self-insurance and health insurance increases; scholarship increases and initiatives, which include additional funds for Early College; funds to hire additional financial aid counselors to help more students get the help they need to access financial aid; and funds for operational expenses to open two buildings. This budget also includes a commitment to financial stewardship by reducing organizational budgets by \$7,969,000.

The Other Funds (Emergency Plant Maintenance and Repair Fund, county funded grant, Major Facilities Reserve Fund, Montgomery College 50th Anniversary Endowment Fund, Transportation Fund) remain as adopted and no further changes are necessary to the Board's original authorization. The Cable TV Fund was decreased \$12,000 to \$1,764,321 based on updated cable revenues. The federal, state, private grant, and contract funds were increased a net \$1.245 million to \$21,147,000 to reflect a new proposed equipment grant for a Maryland Clinical Simulation Resource Consortium.

There is a provision in this resolution to re-appropriate encumbered FY19 balances in FY20. This action will allow funding for items encumbered in the current fiscal year to automatically be re-appropriated in the next fiscal year.

RECOMMENDATION

It is recommended that the Board re-adopt the FY20 current fund and special funds budgets as presented on the attached and authorize the president to implement the budgets that are subject to final county council funding actions in June 2019.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Greaney

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **19-06-074**
Adopted on: **6/17/2019**

Agenda Item Number:
June 17, 2019

Subject: Final Adoption of the FY20 Current, Enterprise, and Other Funds Budgets

WHEREAS, The Board of Trustees adopted the College's FY20 operating budget on January 23, 2019, by Board Resolution 19-01-005; and

WHEREAS, Montgomery College submitted a budget that was fiscally responsible; and

WHEREAS, The Montgomery County Council considered the budget in work session during April and May 2019, and approved \$264,768,350 for the current fund, and \$20,101,515 for the special funds; and

WHEREAS, The county executive and council recognized the valuable contribution that Montgomery College makes to the community and funded \$3,065,969 for compensation of all employees; and

WHEREAS, The council has approved the College's FY20 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$264,768,350; and

WHEREAS, By the same resolution, the council appropriated the expenditure authority for the special funds as follows: Workforce Development & Continuing Education Fund of \$18,372,215 and Auxiliary Enterprises Fund of \$1,729,300; and

WHEREAS, The College is requesting authority for encumbered expenditures to be carried into the next fiscal year; and

WHEREAS, The foregoing expenditure appropriation has been applied to functional expense categories to reflect council actions; so therefore be it

Resolved, That the Board of Trustees hereby re-adopts the FY20 College current fund operating budget in the amount of \$264,768,350, Workforce Development & Continuing Education Fund in the amount of \$18,372,215, the Auxiliary Enterprises Fund in the amount of \$1,729,300, the Cable TV Fund in the amount of \$1,764,321, and the federal, state and private grant, and contract funds in the amount of \$21,147,000; and be it further

Resolved, That the Board of Trustees authorizes re-appropriation and expenditures of encumbered FY19 appropriations for all funds, permitting the funds to be spent in FY20 (unencumbered appropriations lapse at end of FY19); and be it further

Resolved, That the functional totals for the FY20 operating budget will be in the amounts listed in the following table;

		Current Fund	Special
10	Instruction	\$ 89,168,743	\$ 11,460,609
40	Academic Support	\$ 44,112,498	\$ 3,418,356
50	Student Services	\$ 33,523,280	\$ 2,393,250
60	Operations & Maintenance of Plant	\$ 43,811,794	\$ 1,050,000
70	Institutional Support	\$ 48,268,489	0
80	Scholarships & Fellowships	\$ 5,883,546	\$ 50,000
	Auxiliary Expenditures	0	\$ 1,729,300
Total		\$ 264,768,350	\$ 20,101,515

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's operating budget during FY20 are in the amounts listed in the table below subject to final county council funding actions in June 2019.

	Current Fund	Special
County Contribution	\$ 145,149,696	0
State Aid	\$ 37,213,559	\$ 8,041,559
Tuition and Fees	\$ 75,860,647	\$ 10,900,000
Miscellaneous	\$ 2,074,000	\$ 1,988,220
Fund Balance	\$ 2,970,448	\$ 671,736
Net Transfers	\$ 1,500,000	\$ (1,500,000)
Total	\$ 264,768,350	\$ 20,101,515

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

Agenda Item Number: 8B
June 17, 2019

FINAL ADOPTION OF THE FY20 COLLEGE CAPITAL BUDGET

BACKGROUND

On May 23, 2019, the Montgomery County Council approved the College's FY20 capital budget by appropriating \$95,132,000 to fund 18 projects. The council's approved budget (council resolution 19-121) includes the following:

Project	College's FY20 Request	Council Final Action
ADA Compliance	\$ 50	\$ 50
Capital Renewal	2,000	2,000
Collegewide Central Plant & Distribution Systems (New)	875	475
Collegewide Library Renovations	400	400
Collegewide Physical Education Renovations	2,000	2,000
Collegewide Road/Parking Lot Repairs and Replacements	500	-
Elevator Modernization	200	200
Energy Conservation	300	225
Facility Planning	270	270
Instructional Furniture & Equipment	270	270
IT Information Technology	8,500	7,000
IT Network Infrastructure and Server Operations	3,800	3,800
IT Student Learning Support Systems	1,400	1,400
Planned Life-Cycle Asset Replacement	4,000	3,000
Planning, Design & Construction	1,850	1,850
Roof Replacement	250	250
Site Improvements	700	700
TP/SS Math & Science Center	71,242	71,242
Total	\$ 98,607	\$ 95,132
Fund Transfer/Disappropriation		
Germantown Observation Dr. Reconstruction	(186)	
Rockville Parking Garage	(900)	
Total	(1,086)	

The approved FY20 capital budget provides \$71,242,000 (\$35,621,000 in state funding, and \$35,621,000 in county funding) for the Takoma Park/Silver Spring Catherine and Isiah Leggett Math and Science Building construction, which includes state allowable cost escalation of four percent. Also approved was design funding of \$400,000 for the library renovation on the Takoma Park/Silver Spring Campus.

The College self-funded one project within the FY20 capital budget: the Physical Education Project, which is funded through the major facilities fee, and supports the installation of a soccer field on the Rockville Campus. The College has also self-funded the Collegewide Road/Parking Lot Maintenance And Repairs Project, which is funded through the transportation fee. This year it was determined that the funds were not available within this project, and as a result the College requested a reduction of \$500,000 in the FY20 capital budget.

There was a reduction of \$1.5 million in FY20 for the Information Technology Project due to county fiscal constraints.

Furthermore, to create capacity within the capital budget, the College offered approximately \$3 million in reductions to the FY20 capital budget request to fund the additional escalation requested for the Math and Science Building project at Takoma Park/Silver Spring. The College identified two projects ready to close out with a total balance of \$1.086 million. Additional reductions in the FY20 capital budget request include the Planned Lifecycle Asset Replacement Project (\$1 million), Collegewide Central Plant And Distributions Systems Project (\$500,000), and Energy Conservation Project (\$75,000).

RECOMMENDATION

It is recommended that the Board adopt the FY20 capital budget as appropriated by the Montgomery County Council and authorize the president to implement the approved budget. The attached resolution provides for the formal action taken each year following the council's appropriation of the College's capital budget.

BACKUP INFORMATION

Board Resolution
Other Approved Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

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

Resolution Number: **19-06-075**
Adopted on: **6/17/2019**

Agenda Item Number: 8B
June 17, 2019

Subject: Final Adoption of the FY20 College Capital Budget

WHEREAS, On November 12, 2018, by Board Resolution 18-11-128, the Board of Trustees adopted the FY20 College capital budget; and

WHEREAS, On May 23, 2019, by council resolution 19-121, the Montgomery County Council approved the College's FY19–24 capital improvements program and approved the FY20 capital budget with new appropriations totaling \$95,132,000 to fund 18 projects and also reduced two previously appropriated projects by \$1,086,000; and

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

Resolved, That the Board of Trustees adopts the FY20 College capital budget, and authorizes the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to council resolution 19-121.

MONTGOMERY COLLEGE
FY20 Capital Budget
Other Approved Projects (No Funds Requested in FY20)

Projects with prior-year appropriations (approved as submitted):

Germantown Science and Applied Studies Renovation – Phase 1
Rockville Macklin Tower Alterations
Rockville Student Services Center

Outyear projects with no previous appropriation (FY19–24):

Germantown Student Services Center

Deleted outyear projects (FY19–24):

None

Projects pending closeout:

Rockville Parking Garage

Projects closed out as of July 1, 2019:

Germantown Observation Drive Reconstruction
IT Network Operating Center/Datacenter

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

Agenda Item Number: 8C
June 17, 2019

PETITION FOR FY20 STATE FUNDING

BACKGROUND

On May 23, 2019, the Montgomery County Council appropriated the College's FY20 capital budget, including funds for one state-assisted project, the Takoma Park/Silver Spring Catherine and Isiah Leggett Math and Science Building construction. The county executive and the county council have been informed that the College will petition the state for final approval of funding for this project.

The state and county funding levels for this project are outlined below. The FY20 appropriation for the Takoma Park/Silver Spring Math and Science Building project construction is \$71,242,000 (\$35,621,000 in county aid and \$35,621,000 through state support).

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY20 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petitions.

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$35,621,000 for the construction of the Takoma Park/Silver Spring Catherine and Isiah Leggett Math and Science Building project.

BACKUP INFORMATION

Board Resolution
County Council Resolution
Project Description Form

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

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

Resolution Number: **19-06-076**
Adopted on: **6/17/2019**

Agenda Item Number: 8C
June 17, 2019

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereeto, Takoma Park/Silver Spring Math and Science Center Project for
Construction**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking construction of the Catherine and Isiah Leggett Math and Science Building (named in state documents as the "Math and Science Center Project") on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$35,621,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY20 State of Maryland capital budget by the 2019 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$35,621,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$35,621,000 for the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the county council to petition the Maryland Higher Education Commission for a grant of \$35,621,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY20 capital budget for Montgomery College, the Board of Trustees proposed undertaking the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College. On May 23, 2019, the county council approved \$35,621,000 for this project, contingent on the receipt of \$35,621,000 from the state in FY20.
3. In April 2019, the state General Assembly and the Governor approved the FY20 state of Maryland capital budget, which included \$35,621,000 for the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2019 session of the General Assembly of the FY20 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission for a grant of \$35,621,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College, and the county council has not already agreed to the fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Megan Davey Limarzi, Esq.
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. xx-xx-xxxx
Takoma Park/Silver Math and Science Center PDF #P076607



Takoma Park/Silver Spring Math and Science Center (P076607)

Category Montgomery College
SubCategory Higher Education
Planning Area Silver Spring and Vicinity
Date Last Modified 05/16/19
Administering Agency Montgomery College
Status Planning Stage

	Total	Thru FY18	Rem FY18	Total 6 Years	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	10,276	128	1,372	8,776	4,582	4,194	-	-	-	-	-
Construction	71,242	-	-	71,242	-	8,994	27,464	22,302	12,482	-	-
Other	7,124	-	-	7,124	-	-	-	7,124	-	-	-
TOTAL EXPENDITURES	88,642	128	1,372	87,142	4,582	13,188	27,464	29,426	12,482	-	-

	Total	Thru FY18	Rem FY18	Total 6 Years	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Beyond 6 Years
FUNDING SCHEDULE (\$000s)											
G.O. Bonds	44,321	64	686	43,571	2,291	6,594	13,732	14,713	6,241	-	-
State Aid	44,321	64	686	43,571	2,291	6,594	13,732	14,713	6,241	-	-
TOTAL FUNDING SOURCES	88,642	128	1,372	87,142	4,582	13,188	27,464	29,426	12,482	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)											
Appropriation FY 20 Request		71,242		Year First Appropriation							FY16
Cumulative Appropriation		10,276		Last FY's Cost Estimate							85,628
Expenditure / Encumbrances		9,587									
Unencumbered Balance		689									

PROJECT DESCRIPTION

This project provides funding for the design and construction of a new academic building (134,600 gross square feet) supporting science programs, such as biology, chemistry, computer science and cybersecurity, engineering, geology, physics, and the mathematics department, as described in the Collegewide Facilities Master Plan, 2013-2023 (2/16). The new math and science building will replace the Science South and Falcon Hall buildings, which will be demolished, and the new building will be constructed on this site. During FY18, the building was renamed to the Catherine and Isiah Leggett Math and Science Building.

COST CHANGE

Project expenditures assume that a portion of Information Technology (IT) equipment costs may be funded through the Information Technology (No. P856509) project. The cost of the project has increased to match the State's allowed cost escalation of 4 percent.

PROJECT JUSTIFICATION

Under the application of the State space guidelines, the enrollment growth on the Takoma Park/Silver Spring Campus has resulted in a significant instructional space deficit. The Takoma Park/Silver Spring Campus has a Fall 2017 laboratory space deficit of 60,324 NASF and a total space deficit of 24,801 NASF. The 2027 projected laboratory space deficit is 58,137 NASF and the total space deficit is anticipated to be 101,488 NASF. The construction of the math & science building will address this deficit as well as replace Science South and Falcon Hall, which are in exceedingly poor condition (as identified in the Collegewide Facilities Condition Assessment, 12/13). Relevant studies include the Montgomery College 2020 Strategic Plan, Collegewide Facilities Condition Assessment Update (12/13), and the Collegewide Facilities Master Plan 2013-2023 (2/16).

OTHER

FY19 Appropriation: 0 FY20 Appropriation: \$71,242,000; \$35,621,000 (G.O. Bonds), and \$35,621,000 (State Aid). Relocation costs and design fees above approximately 7% of estimated construction costs may not be eligible for State reimbursement. The construction costs in the expenditure schedule (\$71,242,000) include: site improvement costs (\$6,588,000), building construction costs (\$64,654,000). The building construction cost per gross square foot equals \$480 (\$64,654,000/134,600).

DISCLOSURES

A pedestrian impact analysis has been completed for this project. Montgomery College asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

COORDINATION

Facility Planning: College (CIP No. P886686)

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

Agenda Item Number: 9A
June 17, 2019

**AWARD OF CONTRACT,
HIGH TECHNOLOGY AND SCIENCE CENTER ADA ELEVATOR ADDITION,
GERMANTOWN CAMPUS, BID 619-003**

BACKGROUND

Request:	Contract for the construction of an ADA elevator in the atrium of the High Technology and Science Center on the Germantown Campus.
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	619-003
Explanation of Request:	The High Technology and Science Center Building on the Germantown Campus currently has one elevator that was refurbished in 2015, and is scheduled to be offline for periodic routine maintenance. The new ADA elevator will be in addition to the current elevator and will provide much needed access to the four floors of the High Technology and Science Center Building for students and staff with disabilities. Construction completion and certification of new elevator is anticipated for March 2020.
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 for and available in the FY19 capital budget.
Total Dollar Amount:	\$1,621,000
Vendor Name:	Grunley Construction Company, Inc.
Vendor Address:	15020 Shady Grove Road, Suite 500 Rockville, Maryland 20850
Minority Status:	Not applicable
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Grunley Construction Company, Inc., of Rockville, Maryland, for the construction of the High Technology and Science Center ADA elevator on the Germantown Campus for a total amount of \$1,621,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: **19-06-077**
Adopted on: **6/17/2019**

Agenda Item Number: 9A
June 17, 2019

**Subject: Award of Contract, High Technology and Science Center ADA Elevator
Addition, Germantown Campus, Bid 619-003**

WHEREAS, The interim senior vice president for administrative and fiscal services and vice president of facilities and public safety are requesting an award of contract for the construction of an ADA elevator in the High Technology and Science Center Building on the Germantown Campus; and

WHEREAS, The new ADA elevator will provide much needed access to the four floors of the High Technology and Science Center building for students and staff with disabilities; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY19 capital budget; and

WHEREAS, A two-part request for proposal method was used to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on March 25, 2019 and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 32 companies downloaded the solicitation from the Procurement website; and on April 23, 2019, two responses were received and recorded in the Office of Procurement by 3:00 p.m. local time; and

WHEREAS, After evaluation of Part A–Contractor Qualification proposals, two contractors submitting proposals were deemed qualified to have their Part B–Price Proposals opened, and

WHEREAS, Following evaluation of Part B–Price Proposals, it was determined that Grunley Construction Company, Inc., of Rockville, Maryland, submitted the lowest base bid price of \$1,621,000, and met all College specifications; 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 approves an award of contract to Grunley Construction Company, Inc., of Rockville, Maryland, for the construction of the High Technology and Science Center Building ADA elevator on the Germantown Campus, for total amount of \$1,621,000; 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: 9B
June 17, 2019

**AWARD OF CONTRACT,
TIME AND MATERIALS ON-CALL PAVING SERVICES, BID 619-008**

BACKGROUND

Request:	Time and materials on-call paving services
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	619-008
Explanation of Request:	On-call paving services are being requested to improve the response time to address sidewalk and parking lot repairs, as well as ADA access-related service calls. On-call services will also allow Central Facilities to proceed with paving lot renovation projects without impeding other construction projects. Without the availability of on-call paving services, damaged sidewalks or deteriorated parking lots could negatively impact pedestrian safety and cause damage to vehicles. Transportation and site improvement funds will be used for this service.
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 for and available in the FY20 capital budget.
Total Dollar Amount:	\$1,800,000 (Annual estimated not-to-exceed)
Vendor Name:	Finley Asphalt & Sealing, Inc.
Vendor Address:	7861 David Williams Way Bristow, Virginia
Minority Status:	Not applicable
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract to Finley Asphalt & Concrete of Bristow, Virginia, for time and materials on-call paving services, for a not-to-exceed annual amount of \$1,800,000.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and the contract is in the best interest of the College.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: **19-06-078**
Adopted on: **6/17/2019**

Agenda Item Number: 9B
June 17, 2019

Subject: Award of Contract, Time and Materials On-call Paving Services, Bid 619-008

WHEREAS, The interim senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for time and materials on-call paving services; and

WHEREAS, Without the availability of on-call paving services, damaged sidewalks or deteriorated parking lots could negatively impact pedestrian safety and cause damage to vehicles; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and consultants, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY20 capital budget; and;

WHEREAS, A two-part request for a proposal method was used for this project to afford the College the benefits of a best-value solicitation; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on March 27, 2019, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 32 companies downloaded the solicitation from the Procurement website; and on April 29, 2019, four responses, including one no-bid, were received and recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, After evaluation of Part A–Contractor Qualification proposals, three contractors submitting proposals were deemed qualified to have their Part B–Price Proposals opened; and

WHEREAS, Following evaluation of Part B–Price Proposals, it was determined that Finley Asphalt & Concrete of Bristow, Virginia, submitted the lowest base bid price of \$1,172,077.50, and met all College specifications; 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 approves a one-year award of contract to Finley Asphalt & Concrete of Bristow, Virginia, for time and materials on-call paving services, for a not-to-exceed annual amount of \$1,800,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the contract is in the best interest of the College; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 9C
June 17, 2019

**AWARD OF CONTRACT,
WEST GARAGE STRUCTURAL REPAIR, TAKOMA PARK/SILVER SPRING CAMPUS,
BID 619-011**

BACKGROUND

Request:	West Garage structural repair, Takoma Park/Silver Spring Campus
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	619-011
Explanation of Request:	An engineering service survey completed in late 2018 revealed structural deficiencies associated with the wear and tear of the Takoma Park/Silver Spring West Garage. If these deficiencies are not repaired, they will lead to further deterioration of the garage structure, jeopardize the use of the facility, and endanger the safety of patrons. Additionally, the loss of usage of the Takoma Park/Silver Spring Campus West Garage would negatively impact the student experience.
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 for and available in the FY19 and FY20 capital budgets.
Total Dollar Amount:	\$697,935
Vendor Name:	Eastern Waterproofing & Restoration of Virginia, Inc.
Vendor Address:	8018 Hankins Industrial Park Road Unit B Toano, Virginia 23168
Minority Status:	Not applicable
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Eastern Waterproofing & Restoration of Virginia, Inc., of Toano, Virginia, for the structural repair of the Takoma Park/Silver Spring West Garage for a total amount of \$697,935.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: **19-06-079**
Adopted on: **6/17/2019**

Agenda Item Number: 9C
June 17, 2019

Subject: Award of Contract, West Garage Structural Repair, Takoma Park/Silver Spring Campus, Bid 619-011

WHEREAS, The interim senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for the structural repair of the Takoma Park/Silver Spring Campus West Garage; and

WHEREAS, If these deficiencies are not repaired, they will lead to further deterioration of the garage structure, jeopardize the use of the facility, endanger the safety of patrons, and will negatively impact the student experience; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY19 and FY20 capital budgets; and

WHEREAS, A two-part request for proposal method was used to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on April 5, 2019, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 50 companies downloaded the solicitation from the Procurement website; and on April 26, 2019, one response was received and recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, After an evaluation of Part A–Contractor Qualification proposals, the sole contractor that submitted a proposal was deemed qualified to have its Part B–Price Proposal opened; and

WHEREAS, Following an evaluation of Part B–Price Proposal, it was determined that the bid price of \$697,935 submitted by Eastern Waterproofing & Restoration of Virginia, Inc., of Toano, Virginia, is fair and reasonable; 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 Eastern Waterproofing & Restoration of Virginia, Inc., of Toano, Virginia, for the structural repair of the Takoma Park/Silver Spring West Garage, for a total amount of \$697,935, 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: 9D
June 17, 2019

**AWARD OF CONTRACT,
PHYSICAL EDUCATION POOL FILTRATION AND HEAT EXCHANGE REPLACEMENT,
ROCKVILLE CAMPUS, BID 619-012**

BACKGROUND

Request:	Physical Education pool filtration and heat exchange replacement on the Rockville Campus
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	619-012
Explanation of Request:	The current pool filtration and heat exchange equipment in the Physical Education Building on the Rockville Campus was originally purchased and installed over 49 years ago and needs to be replaced. If this replacement is not made, imminent failure will occur, resulting in the loss of the pool, which is heavily used by students, faculty, staff, and the community.
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 for and available in the FY20 capital budget.
Total Dollar Amount:	\$447,475
Vendor Name:	Kins, Inc. dba: Aquatic Specialists
Vendor Address:	10114 Homar Pond Drive Fairfax Station, Virginia 22039
Minority Status:	Minority
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the replacement of the Physical Education pool filtration and heat exchange units on the Rockville Campus, to Kin's Inc. (dba: Aquatic Specialists) of Fairfax Station, Virginia, for a total amount of \$447,475.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: **19-06-080**
Adopted on: **6/17/2019**

Agenda Item Number: 9D
June 17, 2019

Subject: Award of Contract, Physical Education Pool Filtration and Heat Exchange Replacement, Rockville Campus, Bid 619-012

WHEREAS, The interim senior vice president for administrative and fiscal services and the vice president of facilities and public safety request an award of contract for the replacement of the Physical Education pool filtration and heat exchange units on the Rockville Campus; and

WHEREAS, The current pool filtration and heat exchange equipment was originally purchased and installed over 49 years ago, and needs to be replaced; and

WHEREAS, The director of procurement certifies that project specifications were developed by appropriate College staff and consultants, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY20 capital budget; and;

WHEREAS, A two-part request for proposal method was used for this project to afford the College the benefits of a best-value solicitation; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on April 3, 2019, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 19 companies downloaded the solicitation from the Procurement website; and on April 26, 2019, two responses were received and recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, After an evaluation of Part A–Contractor Qualification proposals, only one contractor who submitted a proposal was deemed qualified to have its Part B Price Proposal opened; and

WHEREAS, Following evaluation of Part B–Price Proposals, it was determined that Kins, Inc. (dba: Aquatic Specialists) of Fairfax Station, Virginia, submitted the lowest base bid price of \$447,475, and met all College specifications; 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 for the replacement of the Rockville Campus physical education pool filtration and heat exchange units, to Kin’s Inc. (dba: Aquatic Specialists) of Fairfax Station, Virginia, for a total amount of \$447,475, 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: 9E
June 17, 2019

**COOPERATIVE AWARD OF CONTRACT,
PHARMACY BENEFIT MANAGEMENT SERVICES,
INCLUDING EMPLOYER GROUP WAIVER PROGRAM AND WRAP SERVICES
FOR MEDICARE ELIGIBLE MEMBERS, BID 919-006**

BACKGROUND

Request:	Pharmacy benefit management services, including employer group waiver program and wrap services for Medicare eligible members
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Interim Chief Human Resources Officer
Award Type:	Competitive
Bid Number:	919-006
Explanation of Request:	The College currently utilizes the Montgomery County Government contract 1030764 with CVS Caremark for pharmacy benefit management services. This contract was originally executed in 2014 and expires on December 31, 2019. In conjunction with Montgomery County Government, the College took the lead in March 2019, and issued a cooperative solicitation for pharmacy benefit management services in an effort to keep prescription drug costs for College employees and retirees more affordable. The cooperative solicitation resulted in an annual savings of \$859,000 to the College. In addition, the fixed pricing fees, discounts, and rebates are guaranteed for the first three years of the new contract. The initial contract term will commence in January 2020.
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 for and available in the FY20 operating budget.
Total Dollar Amount:	\$2,938,869
Vendor Name:	CVS Health Corporation
Vendor Address:	2211 Sanders Road Northbrook, Illinois 60062
Minority Status:	Not applicable
Term of Contract:	Three-year (January 1, 2020 – December 31, 2022), with two one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a three-year award of contract to CVS Health Corporation of Northbrook, Illinois, for pharmacy benefit management services including employer group waiver program and wrap services for Medicare eligible members, for a maximum annual amount of \$2,938,869, depending on claims and associated administration fees.

It is further recommended that the contract be renewed for two additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and the contract is in the best interest of the College.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Walker
Mr. Johnson

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

Resolution Number: **19-06-081**
Adopted on: **6/17/2019**

Agenda Item Number: 9E
June 17, 2019

Subject: Cooperative Award of Contract, Pharmacy Benefit Management Services, Including Employer Group Waiver Program and Wrap Services for Medicare Eligible Members, Bid 919-006

WHEREAS, The interim senior vice president for administrative and fiscal services and the interim chief human resources officer are requesting an award of contract for pharmacy benefit management services, including employer group waiver program and wrap services for Medicare eligible members; and

WHEREAS, The College currently utilizes Montgomery County Government contract 1030764 with CVS Caremark for pharmacy benefit management services, which expires on December 31, 2019; and

WHEREAS, In conjunction with the Montgomery County Government, the College took the lead in March 2019, and issued a cooperative solicitation for pharmacy benefit management services in an effort to keep prescription drug costs for College employees and retirees more affordable; and

WHEREAS, The director of procurement certifies that a cooperative solicitation was developed by appropriate College and Montgomery County Government staff, and consultants, and the chief business/financial strategy officer certifies that planned expenditures are available in the FY20 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec.16-311 (c), a request for proposal was issued on March 19, 2019, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 40 firms downloaded the request for proposal, and seven responses were received, read aloud, and recorded, beginning at 3:00pm on April 12, 2019; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, and consultants, three finalists were selected, and it was determined that the proposal submitted by CVS Health Corporation of Northbrook, Illinois, offered the greatest prescription drug savings to the College, while meeting all 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 for pharmacy benefit management services, including employer group waiver program and wrap services for Medicare eligible members for a three year period to CVS Health Corporation of Northbrook, Illinois, for a maximum annual amount of \$2,938,869, depending on claims and associated administration fees; and be it further

Resolved, That the contract be renewed for two additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the contract is in the best interest of the College.

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: 10A
June 17, 2019

**SOLE SOURCE AWARD OF CONTRACT FOR THE
CONTINUATION OF WELLNESS AT WORK PROGRAM**

BACKGROUND

Request:	Continuation of Wellness at Work Program Partnership with Holy Cross Health
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Interim Chief Human Resources Officer
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	In June 2016, the Board of Trustees approved a three-year sole source partnership with Holy Cross Health for a Wellness at Work program for College employees and retirees. This partnership, which promotes health and a healthy life style, will end on June 30, 2019. Due to its overall success, along with numerous benefits it has provided, the College would like to build on that success and extend the partnership for three additional years. Benefits include organized exercise programs, on-site and Holy Cross Health-based health screenings, and annual flu shots. This program also provides Montgomery College student internship opportunities with Holy Cross Health.
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that the College has a collaboration agreement in place with Holy Cross Health, which builds upon the original memorandum of understanding established in December 2008 between the two entities, and the chief business/financial strategy officer certifies that planned funds are available in the FY20 operating budget.
Annual Dollar Amount:	\$165,000
Vendor Name:	Holy Cross Health
Vendor Address:	1500 Forest Glen Road Silver Spring, Maryland 20910
Minority Status:	Not applicable
Term of Contract:	One-year period (July 1, 2019–June 30, 2020)

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year sole source award of contract for the continuation of the College's Wellness at Work program partnership with Holy Cross Health of Silver Spring, Maryland, starting July 1, 2019, for a total not-to-exceed amount of \$165,000.

It is further recommended that program be renewed for two additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and the contract is in the best interest of the College. The total three-year not-to-exceed amount is \$495,000.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Johnson
Ms. Leitch Walker

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

Resolution Number: **19-06-082**
Adopted on: **6/17/2019**

Agenda Item Number: 10A
June 17, 2019

Subject: Sole Source Award of Contract for the Continuation of the Wellness at Work Program

WHEREAS, The interim senior vice president for administrative and fiscal services and interim chief human resource officer request a sole source award of contract for the continuation of the Wellness at Work program partnership with Holy Cross Health; and

WHEREAS, The Wellness at Work program fosters a healthier and more productive Montgomery College workforce and College community through a strategic partnership with Holy Cross Health by enhancing and expanding the availability of health promotion and wellness interventions; and

WHEREAS, The director of procurement affirms that aspects of the existing collaboration agreement and memorandum of understanding between the College and Holy Cross Health—which includes building healthy communities in Montgomery County, promoting mutually beneficial priorities that enhance both organizations, and relationship development—continues to support the sole source request for Wellness at Work program services; and

WHEREAS, The chief business/financial strategy officer certifies that planned funds are available in the FY20 operating budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

WHEREAS, Board 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 the continuation of the Wellness at Work program partnership be awarded to Holy Cross Health of Silver Spring, Maryland, for a one-year term beginning July 1, 2019, with a not-to-exceed amount of \$165,000; and be it further

Resolved, That the contract be renewed for two additional one-year periods, as long as the service is needed, service is satisfactory, funds are available, and the contract is in the best interest of the College, for a total three-year, not-to-exceed amount of \$495,000.

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

Agenda Item Number: 10B
June 17, 2019

**SOLE SOURCE AWARD OF CONTRACT FOR THE CONTINUATION
OF DOCUMENT IMAGING SYSTEM SOFTWARE LICENSES AND MAINTENANCE**

BACKGROUND

Request:	Continuation of document imaging system software license and associated maintenance
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Interim Chief Information Officer
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	In 2000, the Board of Trustees approved the purchase of the ImageNow document imaging system software under Resolution 00-133, and subsequently approved the purchase of additional software licenses, hardware, training, and maintenance services under Resolutions 09-06-066 and 14-05-038, respectively. The current contract under Resolution 14-05-038 will expire on June 30, 2019. Financial Aid, Registration, Procurement, and the Office of Human Resources and Strategic Talent Management are some of the areas that continue to rely heavily on ImageNow to meet their ongoing document imaging needs. ImageNow has the capability of reducing physical space needs, enhancing document security, providing document backup, and allowing easy retrieval of documents
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that ImageNow software licenses and associated maintenance can only be obtained from Perceptive Software, Inc., due to its proprietary nature, and the chief business/financial strategy officer certifies that funds are planned and available in the FY20 operating budget.
Total Dollar Amount:	\$411,150
Vendor Name:	Perceptive Software, Inc.
Vendor Address:	7734 Hedge lane Terrace Shawnee, Kansas 66227
Minority Status:	Not applicable
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of the ImageNow document imaging software license to Perceptive Software, Inc., of Shawnee, Kansas, for one year, at a total annual not-to-exceed amount of \$411,150.

It is further recommended that the license be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the contract is the best interest of the College. The total five-year not-to-exceed amount is \$2,055,750.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

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

Resolution Number: **19-06-083**
Adopted on: **6/17/2019**

Agenda Item Number: 10B
June 17, 2019

Subject: Sole Source Award of Contract for the Continuation of Document Imaging System Software Licenses and Maintenance

WHEREAS, The interim senior vice president for administrative and fiscal services and the interim chief information technology officer are requesting the continuation of the document imaging system software licenses and maintenance; and

WHEREAS, In 2000, the Board of Trustees approved the purchase of the ImageNow document imaging system software under Resolution 00-133, and subsequently approved the purchase of additional software licenses, hardware, training, and maintenance services under Resolutions 09-06-066 and 14-05-038, respectively; and

WHEREAS, The current contract under Resolution 14-05-038 will expire on June 30, 2019; and

WHEREAS, Financial Aid, Registration, Procurement, and the Office of Human Resources and Strategic Talent Management are some of the areas that continue to rely heavily on ImageNow to meet their ongoing document imaging needs; and

WHEREAS, The Workday Enterprise Resource Planning system does not include a document imaging component; and

WHEREAS, The director of procurement re-affirms that the ImageNow document imaging software can only be obtained from Perceptive Software, Inc., of Shawnee, Kansas, due to its proprietary nature, and the chief business/financial strategy officer certifies that funds are available in the FY20 operating budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

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

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

Resolved, That the Board of Trustees approve a one-year sole source award of contract to Perceptive Software, Inc. of Shawnee, Kansas, for the continuation of the ImageNow document imaging software license, for a total annual of \$411,150; and be it further

Resolved That the license be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the contract is the best interest of the College, for a total five-year not-to-exceed amount of \$2,055,750; 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: 10C
June 17, 2019

**SOLE SOURCE AWARD OF CONTRACT FOR THE
CONTINUATION OF INTERIM INFORMATION TECHNOLOGY LEADERSHIP SERVICES**

BACKGROUND

Request:	Continuation for interim information technology leadership services
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	In February of 2018, the Board of Trustees approved an 18-month sole source purchase for interim information technology leadership services to CampusWorks, Inc. of Bradenton, Florida, under resolution 18-02-016. This service was needed to continue progress and completion of mission-critical projects and address organizational issues that will enable the office to perform at its best going forward. Due to the recent re-launch of the Workday ERP implementation project, along with other unfinished, and new initiatives, it is requested that the current consultant, who has become extremely familiar with the College's information technology environment, remain in place until the completion of the Workday ERP system implementation.
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	In light of the current interim CIO consultant's knowledge of the College's information technology environment over the past 15 months, the director of procurement affirms that the consultant is best suited to continue in this capacity, and the chief business/financial strategy officer certifies that funds are available in the FY20 capital and operating budgets.
Total Dollar Amount:	\$ 529,386 (Not-to-exceed)
Vendor Name:	CampusWorks, Inc.
Vendor Address:	Bradenton, Florida
Minority Status:	Not applicable
Term of Contract:	September 12, 2019, through June 30, 2020

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award for the continuation of interim information technology leadership services to CampusWorks, Inc., of Bradenton, Florida, until June 30, 2020, for a not-to-exceed total amount of \$529,386.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Johnson

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

Resolution Number: **19-06-084**
Adopted on: **6/17/2019**

Agenda Item Number: 10C
June 17, 2019

Subject: Sole Source Award of Contract for the Continuation of Interim Information Technology Leadership Services

WHEREAS, The interim senior vice president for administrative and fiscal services is requesting the continuation of interim information technology leadership services; and

WHEREAS, On February 28, 2018, the Board of Trustees approved an 18-month sole source award of contract to CampusWorks, Inc., of Bradenton, Florida, for interim information technology leadership services, under resolution 18-02-016; and

WHEREAS, The College has a need for continued leadership to administer the Office of Information Technology, continue progress and completion of mission-critical projects, and address organizational issues that will enable the office to perform efficiently and effectively; and

WHEREAS, In light of the current interim CIO consultant's knowledge of the College's information technology environment over the past 15 months, the director of procurement affirms that the consultant is best suited to continue in this capacity and the chief business/financial strategy officer certifies that funds are available in the FY20 capital and operating budgets; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

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

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

Resolved, That the Board of Trustees approve a sole source award of contract for the continuation of interim information technology leadership services to CampusWorks, Inc., of Bradenton, Florida, until June 30, 2020, for a total FY20 not-to-exceed amount of \$529,386; 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: 10D
June 17, 2019

**SOLE SOURCE AWARD OF CONTRACT
DUO SECURITY TWO-FACTOR AUTHENTICATION SOFTWARE LICENSE UPGRADE**

BACKGROUND

Request:	Duo Security two-factor authentication software license upgrade
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Interim Chief Information Officer
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	<p>In 2017, the Office of Information Technology piloted the Duo Security two-factor authentication (2FA) cloud service due to an increase in attempted hacking activity of the College's most critical systems consisting of VPN remote access, Office 365, and MyMC. This solution provided a second layer of security beyond a traditional username and password to identify College students, faculty, and staff to those systems. Upon completion of the pilot, the College purchased a one-year Duo Security 2FA subscription-based license from Internet2 as a participant with InCommon, an identity management federation for the American education and research communities operated by Internet2. Participant benefits include discounted pricing and additional support through the Duo Users Community, available only to InCommon participants. This community allows participants to share ideas, troubleshooting experiences, and best practices with and among other educational institutions. In order for the College to receive these benefits, the initial Duo Security software subscription had to be purchased through Internet2. The Duo Security service was moved from the InCommon program to the Internet2 Net+ program. The new program requires direct purchase from Duo Security, with terms negotiated by Internet2 on behalf of its members. The 2FA program at Montgomery College has been opt-in for students, faculty, and staff. Beginning June 30, 2019, all staff will be required to enroll in 2FA, and by September 30, 2019, all faculty will be required to enroll in 2FA. In order to allow students to continue in an opt-in status, while requiring enrollment for staff and faculty, the</p>

	College must upgrade its license to a level that supports requiring enrollment by group (employees vs students) rather than requiring enrollment for all users.
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that the software publisher Duo Security, Inc., is the only source that can offer member-discounted pricing, and associated support, and the chief business/financial strategy officer certifies that funds are planned and available in the FY20 operating budget.
Total Dollar Amount:	\$128,700 (Annual License Fee)
Vendor Name:	Duo Security, Inc.
Vendor Address:	Ann Arbor, Michigan
Minority Status:	Not applicable
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the purchase of a two-factor authentication software license upgrade to Duo Security, Inc., of Ann Arbor, Michigan, for one year, at a total annual not-to-exceed amount of \$128,700.

It is further recommended that the license be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the contract is the best interest of the College. The total five-year not-to-exceed amount is \$643,500.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

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

Resolution Number: **19-06-085**
Adopted on: **6/17/2019**

Agenda Item Number: 10D
June 17, 2019

Subject: Sole Source Award of Contract for Duo Security Two-factor Authentication Software License Upgrade

WHEREAS, The interim senior vice president for administrative and fiscal services and the interim chief information technology officer are requesting the purchase of the Duo Security, Inc., two-factor authentication software license upgrade; and

WHEREAS, In 2017, the Office of Information Technology piloted the Duo Security two-factor authentication (2FA) cloud service due to an increase in attempted hacking activity of the College's most critical systems consisting of VPN remote access, Office 365, and MyMC; and

WHEREAS, Beginning June 30, 2019, all staff will be required to enroll in 2FA, and by September 30, 2019, all faculty will be required to enroll in 2FA; and

WHEREAS, In order to allow students to continue in an opt-in status while requiring enrollment for staff and faculty, the College must upgrade its license to a level that supports requiring enrollment by group (employees being one group and students the other) rather than requiring enrollment for all users; and

WHEREAS, The director of procurement affirms that the software publisher Duo Security, Inc., of Ann Arbor, Michigan, is the only source that can offer member-discounted pricing, and member support for its software license upgrade, and the chief business/financial strategy officer certifies that funds are available in the FY20 operating budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

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

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

Resolved, That the Board of Trustees approve a one-year sole source award of contract to Duo Security, Inc., of Ann Arbor, Michigan, for the duo security two-factor authentication software license upgrade for a total amount of \$128,700; and be it further

Resolved, That the license be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the contract is in the best interest of the College, for a total five-year, not-to-exceed amount of \$643,500; 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: 10E
June 17, 2019

**CONTRACT CHANGE ORDER,
SOLE SOURCE AWARD OF CONTRACT,
ONLINE AUTOMATED LIBRARY SYSTEM MAINTENANCE SERVICES**

BACKGROUND

Request:	Spending authority increase for online automated library system maintenance services
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Interim Chief Information Officer
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	In September 1998, the Board of Trustees approved a competitive award of contract, for the purchase of an automated library system, along with associated maintenance support, under resolution 98-110; and in June 2005, the Board subsequently approved a sole source award of contract for the continuation of maintenance support for as long as support was needed under resolution 05-54. Maintenance support is essential to having a library system that is up-to-date, working properly, and minimizes any system downtime that may occur when problems arise. This support also includes 24/7 technical support, upgrades and patches, functional support, and access to the Voyager Knowledge Base. In an effort to reduce downtime during system upgrades, patches, and other routine maintenance, and to move the College away from having to host the server infrastructure internally, which would add additional upfront server costs, the College converted the automated library system software license to a cloud-based subscription.
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that the Voyager software subscription and associated maintenance can only be obtained from Ex Libris, Inc., formerly Endeavor Information Systems Inc., due to its proprietary nature, and the chief business/financial strategy officer certifies that funds are available in the FY20 operating budget.
Total Dollar Amount:	\$150,000 (annual not-to-exceed amount)
Vendor Name:	Ex Libris, Inc. (Formerly: Endeavor Information Systems Inc.)
Vendor Address:	1350 E. Touhy Avenue Des Plaines, Illinois 60018
Minority Status:	Not applicable
Term of Current Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase to the current sole source award contract spending authority by \$85,000, due to the additional fees associated with the conversion of the Voyager software license to a cloud-based subscription fee and increased maintenance costs, to a new annual not-to-exceed total amount of \$150,000.

It is further recommended that the subscription be renewed for up to five one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the subscription is in the best interest of the College. The total five-year not-to-exceed amount is \$750,000.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller

Mr. Johnson

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

Resolution Number: **19-06-086**
Adopted on: **6/17/2019**

Agenda Item Number: 10E
June 17, 2019

Subject: Contract Change Order, Sole Source Award of Contract, Online Automated Library System Maintenance Services

WHEREAS, The interim senior vice president for administrative and fiscal services and the interim chief information officer are requesting a contract change order to increase the spending authority to the existing sole source award of contract; and

WHEREAS, In September 1998, the Board of Trustees approved a competitive award of contract for the purchase of an automated library system, along with associated maintenance support, under resolution 98-110; and

WHEREAS, In June 2005, the Board subsequently approved a sole source award of contract for the continuation of maintenance support for as long as support was needed, under resolution 05-54; and

WHEREAS, An increase to the current sole source award of contract spending authority is being requested to cover increased maintenance costs, and the conversion of the Voyager software license to a cloud-based annual subscription fee; and

WHEREAS, The director of procurement affirms that the Voyager software subscription and associated maintenance can only be obtained from Ex Libris, Inc., formerly Endeavor Information Systems Inc., due to its proprietary nature, and the chief business/financial strategy officer certifies that funds are available in the FY20 operating budget; and

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

Resolved, That the Board of Trustees approve an increase to the current sole source award contract spending authority by \$85,000, due to the additional fees associated with the conversion of the Voyager software license to a cloud-based subscription fee and increased maintenance costs, to a new annual not-to-exceed total amount of \$150,000.

Resolved, That the software subscription be renewed for up to five one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the subscription is in the best interest of the College, where the total five-year, not-to-exceed amount is \$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: 11A
June 17, 2019

**ADOPTION OF POLICY 45005--STUDENT CONCERNS ABOUT ATHLETIC PROGRAMS
AND ACTIVITIES**

General Information

Policy Number:	45005
Contained in Chapter:	Chapter Four
Policy Title:	Student Concerns about Athletic Programs and Activities
Policy Creation Date:	June 17, 2019

Reason for Policy

This proposed policy implements Senate Bill 798, "Student Concerns about Athletic Programs and Activities" (See §11-1601, Subtitle 16 of the Education Article, Annotated Code of Maryland). This new law requires all institutions of higher education to develop and adopt a written policy for receiving and addressing student concerns about the institutions' athletic programs, including protections against retaliation. A copy of the policy must be submitted to the Maryland Higher Education Commission (MHEC) by October 1, 2019.

Purpose of Each Policy Element

Section	Purpose
I.	Statement of the College's commitment to providing athletic programs and activities that adhere to a high standard of ethical and legal conduct, and ensures the health and safety of student athletes.
II.	Policy statement that encourages student athletes to report any concerns of suspected wrongdoing or abuse in the administration or conduct of athletic programs so that corrective action can be taken.
III.	Statement that protects students who make good faith reports from retaliation and subjects violators to appropriate disciplinary action.
IV.	Exception for individuals who file or provide knowingly false or reckless reports and information.
V.	Statement that all reports under this policy will be kept confidential except for necessary investigatory, reporting, or legal actions.
VI.	Statement authorizing the president to establish procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 45005–Student Concerns About Athletic Programs and Activities.

BACKUP INFORMATION

Resolution
Policy 45005–Student Concerns About Athletic Programs and Activities

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Ms. Duggan

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

Resolution Number: **19-06-087**
Adopted on: **6/17/2019**

Agenda Item Number: 11A
June 17, 2019

Subject: Adoption of Policy 45005–Student Concerns About Athletic Programs and Activities

WHEREAS, The president has identified the need for a policy to articulate and establish clear guidance to student athletes on reporting concerns about the administration or conduct of the College’s athletic programs; and

WHEREAS, The issues related to establishing a reporting process for student concerns regarding athletic programs and activities have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

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

Resolved, That Policy 45005–Student Concerns About Athletic Programs and Activities be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

- 1 I. Montgomery College is committed to providing athletic programs and activities that
2 adhere to a high standard of ethical and legal conduct, and ensure the health and safety
3 of all student athletes.
4
- 5 II. It is the policy of the College to encourage students participating in College sponsored
6 athletic programs and activities to report any concerns of suspected wrongdoing or abuse
7 in the administration or conduct of College athletic programs and activities so that prompt
8 corrective action can be taken by the College.
9
- 10 III. No student who in good faith reports a concern or suspected concern of wrongdoing or
11 abuse regarding athletic programs and activities shall thereby suffer harassment,
12 retaliation or adverse employment and/or academic or educational consequence. An
13 individual who retaliates against a student who has made a report in good faith under this
14 policy is subject to disciplinary action in accordance with College policies and/or the
15 student code of conduct, up to and including dismissal from the College.
16
- 17 IV. This policy does not protect an individual who files a report or provides information that
18 the individual knows to be false, or provides information with reckless disregard for its
19 truth or falsity.
20
- 21 V. Student concerns regarding athletic programs and activities will be kept confidential
22 except to the extent that limited disclosure may be necessary for the purpose of
23 conducting a full and fair investigation, providing opportunity for response, taking
24 remedial action, and responding to a government inquiry or legal action.
25
- 26 VI. The president is authorized to establish procedures necessary to implement this policy.
27
- 28 _____
29 Board Approval: _____, 2019

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

Agenda Item Number: 11B
June 17, 2019

MODIFICATION OF POLICY 31001–SEXUAL MISCONDUCT

General Information

Policy Number:	31001
Contained in Chapter:	Chapter Three
Policy Title:	Personnel
Policy Creation Date:	December 15, 2014
Most Recent Modification Date:	September 21, 2015

Changes, Additions, Deletions

Line Number	Purpose
63	Update office title

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 PERSONS

Ms. Duggan
Mr. Moy

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

Resolution Number: **19-06-088**
Adopted on: **6/17/2019**

Agenda Item Number: 11B
June 17, 2019

Subject: Modification of Policy 31001–Sexual Misconduct

WHEREAS, The Board of Trustees created Policy 31001–College Safety and Security 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.

1 I. Policy Statement

2

3 It is the policy of Montgomery College to establish and maintain an environment in which
4 all members of the Montgomery College community can work or participate in College
5 education programs and activities free from all forms of sexual misconduct. Sexual
6 misconduct is a form of sex discrimination prohibited by federal and state discrimination
7 laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil
8 Rights Act of 1964. In addition, some forms of sexual misconduct violate the criminal
9 laws of the State of Maryland. Sexual misconduct in any form will not be tolerated by
10 Montgomery College. The College will take immediate action to stop sexual misconduct
11 of which it is aware, prevent its recurrence, and remedy its effects.

12

13 II. Definitions

14

15 For purposes of this Policy, “sexual misconduct” is an umbrella term that encompasses
16 various types of prohibited conduct, including sexual harassment, sexual assault,
17 domestic violence, dating violence, sexual exploitation, sexual intimidation, and stalking.
18 The President is authorized and directed to establish procedures to define other terms
19 relevant to this Policy, including but not limited to: “sexual harassment”, “sexual assault”,
20 “domestic violence”, “dating violence”, “sexual exploitation”, “sexual intimidation”, and
21 “stalking”.

22

23 III. Applicability

24

25 All students and employees of the College must comply with this Policy. Sexual
26 misconduct is prohibited between students, between employees, between students and
27 employees, and by students or employees against contractors, vendors, or other
28 individuals whose relationship to the student or employee is through the College's
29 facilities, programs or activities. Similarly, the College will not tolerate sexual misconduct
30 by College contractors, vendors, or other third parties, including visitors and guests to the
31 College whose relationship to the victim is through the College's facilities, programs or
32 activities. This Policy, applies regardless of the sex, sexual orientation, or gender identity
33 of either the perpetrator or the victim of the sexual misconduct. This Policy applies to
34 sexual misconduct (i) that occurs on College premises, including any property owned or
35 leased by the College (including College buses) or that the College has permission to
36 occupy for purposes of conducting a College-sponsored program or event; (ii) that occurs
37 in connection with any College-sponsored, College-recognized, or College-approved
38 activities (e.g., off-campus education programs and activities such as College-sponsored
39 field trips, athletic team travel, and events for officially recognized College clubs that
40 occur off-campus, and social activities for employees sponsored by the College or
41 relating to the business of the College); (iii) that occurs during business travel or
42 otherwise in connection with College-related business; or (iv) that results in creation or
43 contribution to a hostile environment on campus or in an off-campus education or
44 College-related program or activity, regardless of where the conduct occurred. All
45 incidents of sexual misconduct should be reported so that the College may determine
46 whether the conduct falls within the scope of this Policy.

47

48

49 IV. Reporting and Confidentiality

50
51 All members of the Montgomery College community may report allegations of sexual
52 misconduct at any time, but are encouraged to make such reports promptly in order to
53 maximize the College's ability to respond and take appropriate action, including to obtain
54 evidence and to conduct a prompt and equitable investigation.

55
56 Students may report alleged sexual misconduct to the Title IX Coordinator or to any
57 "Responsible College Employee," which includes any College administrator, supervisor,
58 faculty member, campus security officer, coach, trainer, or other employees with a
59 responsibility for student welfare. Employees and other members of the College
60 community may report sexual misconduct to the Title IX Coordinator or the Director of the
61 Employee Relations, Diversity and Inclusion, and employees may also report sexual
62 misconduct to their supervisor. A Responsible College Employee, the Director of
63 Employee **and Labor** Relations, ~~Diversity and Inclusion~~, and any other employee (other
64 than sworn police officers) who receives a report of sexual misconduct must promptly
65 relay such report to the Title IX Coordinator. No employee (other than sworn police
66 officers) is authorized to investigate or resolve reports of sexual misconduct without the
67 involvement of the Title IX Coordinator.

68
69 Christopher Moy is the College's Title IX Coordinator and can be reached in person in
70 Room 315-G of the Mannakee Building, by telephone at 240-567-5412, or by e-mail at
71 christopher.moy@montgomerycollege.edu.¹ Members of the College community may
72 contact the Title IX Coordinator in order to seek information about courses of action
73 available to resolve reports or complaints that involve sexual misconduct; to file a
74 complaint or otherwise make a report of sexual misconduct; to get information about
75 available resources and supports services available to victims of sexual misconduct, and;
76 to ask any questions concerning College Policies and Procedures relating to sexual
77 misconduct.

78
79 Certain College employees will be designated Confidential Resources for purposes of
80 this policy. Confidential Resources are not considered to be Responsible College
81 Employees – that is, upon receipt of a report of an alleged violation, Confidential
82 Resources are not required to notify the Title IX Coordinator. An individual seeking
83 support or guidance with respect to an alleged incident of sexual misconduct may contact
84 any Confidential Resource, who will normally keep private the individual's identity and
85 any other information concerning the incident.

86
87 The College recognizes that allegations of sexual misconduct are a sensitive subject for
88 all parties involved and is committed to maintaining the privacy of the parties involved to
89 the fullest extent possible, consistent with applicable law and the need for investigation
90 and resolution. The College, through the Title IX Coordinator, may investigate and take
91 reasonable action even when the individual making a report of sexual misconduct
92 requests anonymity or requests that no action be taken. Thus, absolute confidentiality
93 cannot be guaranteed. In all cases, the College will take care to protect the identity of the
94 parties through processes that provide for discussion of the allegations only among those

¹ The President is authorized to change the designation of the Title IX Coordinator by a procedure that provides the name and contact information of the Title IX Coordinator similar to the information provided in this Policy. Upon adoption of the procedure with this information and the posting of notice of the change to the College's web site, this Policy may be modified by direction of the President to substitute the new information about the Title IX Coordinator without the need for further action of the Board of Trustees.

95 who have a legitimate administrative, investigative, or legal need to know.
96
97 V. College Aid to Victims of Sexual Misconduct
98
99 The President is authorized and directed to establish procedures to provide victims of
100 sexual misconduct with reasonable accommodations (e.g., changes in academic,
101 transportation and/or working situations) and/or protective measures that may be made
102 available upon request to a victim of sexual misconduct, regardless of whether the victim
103 chooses to report the sexual misconduct to campus security or local law enforcement.
104
105 VI. Investigation
106
107 All reports of sexual misconduct will be taken seriously and investigated as appropriate.
108 The President is authorized and directed to establish procedures for the investigation of
109 such reports, which shall provide for a prompt, thorough, and impartial process.
110
111 VII. Time Frame
112
113 The College strives to investigate and resolve all complaints within sixty (60) days after
114 the filing of a complaint. Actual resolution time may vary depending on many factors,
115 including but not limited to, the complexity of the investigation and the severity and extent
116 of the alleged misconduct.
117
118 VIII. Grievance; Resolution; Sanctions
119
120 Individuals found to have committed sexual misconduct in violation of this Policy will be
121 subject to disciplinary action in accordance with applicable College policies and
122 procedures and/or collective bargaining agreements.
123
124 Employees found in violation of this Policy are subject to disciplinary action in accordance
125 with the applicable College policies and procedures for disciplinary action and discharge
126 (34002 and 34003), or, for bargaining unit members, the applicable procedures in the
127 collective bargaining agreement. Sanctions will be based on the circumstances and
128 nature of the violation, ranging from a reprimand up to and including termination of
129 employment. Students found in violation of this Policy are subject to disciplinary action in
130 accordance with procedures set forth in the Student Code of Conduct (42001). Sanctions
131 will be based on the circumstances and nature of the violation and include, but are not
132 limited to, a warning, disciplinary probation, community service, participation in sexual
133 misconduct education programming, suspension and dismissal from the College. In the
134 event of sexual misconduct by a third party against a College student or employee, the
135 College will take appropriate action within its control to address the misconduct and
136 prevent its recurrence, including but not limited to, referring to local law enforcement to
137 issue a "No Trespass" notice denying access to the College's buildings and grounds.
138
139 As required or appropriate, parties will be informed of the outcome of any resolution
140 process based on a violation of this Policy.
141
142 Persons who commit sexual misconduct in violation of federal, state, or local law may
143 also be subject to criminal charges and penalties as a result of related legal proceedings.
144
145 IX. Evidentiary Standard
146
147 In any investigation and/or disciplinary proceeding concerning an alleged violation of this

148 Policy, the finding will be determined by a preponderance of the evidence.

149

150 X. Good Faith Reporting

151

152 Allegations of sexual misconduct are extremely serious, with potential for great harm to
153 the accused if ill-conceived or made with malice. An individual found to have knowingly
154 filed a false allegation may be subject to separate appropriate disciplinary action. A
155 complaint made in good faith is not considered false merely because the evidence does
156 not ultimately support the allegation of sexual misconduct.

157

158 XI. Retaliation

159

160 This Policy prohibits retaliation by anyone in the College community against an individual
161 because the individual reports or complains about sexual misconduct or participates in
162 the College's investigation or proceedings related to an allegation of sexual misconduct.
163 When the College is aware of possible retaliation, it will take immediate and appropriate
164 steps to investigate. Students or employees who commit retaliation in violation of this
165 Policy are subject to appropriate disciplinary action. The Complainant or participants in
166 any report or investigation of sexual misconduct who believe they have experienced
167 retaliation in violation of this Policy should immediately report such conduct to the Title IX
168 Coordinator.

169

170 XII. Education

171

172 Education is a key element of this Policy. The College will provide education and
173 information, as appropriate, for students and employees to enhance understanding and
174 increase awareness of the College's Sexual Misconduct Policy and Procedures.
175 Sufficient periodic training will be conducted for Responsible College Employees and for
176 those involved in the investigation and resolution of complaints, as determined by the
177 President. Any mandatory education requirements will be announced and posted on the
178 College's website. The President is authorized to provide institutional leadership and
179 guidance for developing education programs to increase knowledge and share
180 information and resources to prevent sexual misconduct, promote safety, and reduce
181 perpetration. Some goals to be achieved through education are: (a) ensuring that all
182 individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed;
183 (c) informing employees, students, and other members of the college community,
184 including contractors, about the proper way to recognize and address complaints
185 involving a violation of this Policy; (d) preventing issues that this Policy addresses, and;
186 (e) identifying the necessary steps for preventing sexual misconduct and addressing its
187 effects.

188

189 XIII. The President is authorized and directed to establish procedures to implement this
190 Policy.

191

192

193 Board Approval: December 15, 2014; September 21, 2015; , 2019

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

Agenda Item Number: 11C
June 17, 2019

**MODIFICATION OF POLICY 32500–COLLEGE TELEWORK POLICY FOR
ADMINISTRATIVE, ASSOCIATE, AND SUPPORT STAFF**

General Information

Policy Number:	32500
Contained in Chapter:	Chapter Three
Policy Title:	Personnel
Policy Creation Date:	March 19, 2001
Most Recent Modification Date:	May 18, 2009

Changes, Additions, Deletions

Line Number	Purpose
Policy Title	The title has been modified to reflect the revised scope of the proposed policy changes.
1-12	Language pertaining to “telework” has been deleted and replaced with “flexible work arrangements” to better reflect the broader scope of workplace models beyond telecommuting; new language added that speaks to meeting the changing needs of our students and workforce; last sentence deleted as redundant.
14-18	New policy statement regarding flexible work arrangements and the expectation that such arrangements will enhance the availability and quality of College services and employee productivity.
20-49	Deleted language specific only to telework and reworked the intent of this section into new sections III, IV, V, VI, and VII.
51-56	New language outlining the types of flexible work arrangements available, applicability to job classes and positions, and an expectation that all arrangements be authorized in advance.
58-68	New language explaining that flexible work arrangements are a privilege and may be abbreviated or terminated under certain conditions by the College or the employee for any reason with appropriate notification; also added language regarding the limitations of flexible work arrangements and the possibility of disciplinary action for abuse.
70-73	Moved the statement previously found in the deleted “Overview” section regarding compensation, benefits, and responsibilities during participation in flexible work arrangements.
75-79	Moved the statement previously found in the deleted “Overview”

	section, which states that employees who participate in flexible work arrangements are subject to all applicable College policies and procedures.
81-82	Standard boilerplate language authorizing the president to establish procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 32500–College Telework Policy for Administrative, Associate, and Support Staff, henceforth known as 32500–Flexible Work Arrangements.

BACKUP INFORMATION

Resolution
 Policy 32500–College Telework Policy for Administrative, Associate, and Support Staff (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **19-06-089**
Adopted on: **6/17/2019**

Agenda Item Number: 11C
June 17, 2019

Subject: Modification of Policy 32500–College Telework Policy for Administrative, Associate, and Support Staff

WHEREAS, The Board of Trustees created Policy 32500–College Telework Policy for Administrative, Associate, and Support Staff in 2001; and

WHEREAS, The policy has served an important purpose in employee recruitment and retention, employee morale, and resource conservation; 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 32500–College Telework Policy for Administrative, Associate, and Support Staff, henceforth known as 32500–Flexible Work Arrangements, be modified as indicated in the attached draft; and be it further

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

1 I. Purpose

2
3 ~~Telework (sometimes called “telecommuting), the practice of working at home or another~~
4 ~~work site instead of travelling to College offices, is a work alternative that the College~~
5 ~~offers to some employees when it would benefit both the College and the employee. This~~
6 ~~work alternative is~~ **Flexible work arrangements are** intended to help the College **meet**
7 **the changing needs of our students and our workforce;** recruit and retain excellent
8 employees; ~~to~~ provide more flexible work arrangements for eligible employees; ~~to~~ provide
9 a way to conserve office space; and ~~to~~ assist in the community effort to reduce outdoor
10 air pollution and traffic congestion attributable to automobile travel. ~~It is the policy of the~~
11 ~~Board of Trustees to offer teleworking at an off-site location as an effective way to meet~~
12 ~~the needs of the College, its employees, and the community.~~

13
14 **II. It is the policy of the Board of Trustees to offer flexible work arrangements as an**
15 **effective way to meet the needs of the College, its students, its employees, and the**
16 **community. The Board of Trustees expects that the implementation of flexible**
17 **work arrangements will enhance the availability and quality of College services, as**
18 **well as employee productivity.**

19
20 Overview

21
22 ~~A. Telework is not a formal, universal employee benefit but an alternative method of~~
23 ~~meeting the needs of the College. Since telework is a privilege, the College has~~
24 ~~the right to refuse to make telework available to an employee and to terminate a~~
25 ~~telework arrangement upon five days notice to the employee.~~

26
27 ~~B. Eligible employees include full-time and part-time Staff and Administrators who~~
28 ~~have successfully completed the initial employment probationary period.~~

29
30 ~~C. Eligible employees are not required to telework. Employees have the right to~~
31 ~~refuse to telework if the option is made available to them. Employees who do~~
32 ~~choose to telework have the right to cease teleworking and return to their former~~
33 ~~in-office work pattern upon 5 days notice to their supervisor. The decision to~~
34 ~~permit an eligible employee to telework will be made by the employee’s~~
35 ~~administrative supervisor and unit head.~~

36
37 ~~D. The employee’s compensation, benefits, work status, and work responsibilities~~
38 ~~will not change due to participation in the telework program. The amount of time~~
39 ~~the employee is expected to work per day or per pay period will not change due~~
40 ~~to participation in the telework program.~~

41
42 ~~E. Employees who participate in the telework program are subject to all College~~
43 ~~policies and procedures including, but not limited to those regarding~~
44 ~~confidentiality; disclosure of information; conflict of interest; and acceptable use~~
45 ~~of information technology resources. All participants must complete a Telework~~
46 ~~Application/Agreement.~~

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~~F. The College President is authorized to establish guidelines and procedures to implement the College Telework Policy.~~

III. Flexible work arrangements include telecommute, remote work, and alternative work schedules. Flexible work arrangements are not universally available in all occupational job classes and/or positions. Flexible work arrangements may be a condition of employment in certain job classes and positions. Flexible work arrangements must be authorized, in advance, by the appropriate supervisor and administrative unit head.

IV. Unless conditioned on employment, flexible work arrangements are a privilege. Flexible work arrangements may be abbreviated or terminated in totality should office coverage become a problem due to any changes in work demands, office staffing, or due to other operational needs. Advanced notice will be given to participating employees stating the rationale for abbreviation or termination. An employee may discontinue participation in flexible work arrangements at any time with notice to a supervisor, except for those where flexible work arrangements are required of the position. Flexible work arrangements are not to permit employees to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements due to other employment may be cause for disciplinary action up to and including discharge.

V. The employee's compensation, benefits, work status, and work responsibilities will not change due to their participation in flexible work arrangements. The amount of time the employee is expected to work per pay period will not change due to participation in flexible work arrangements.

VI. Employees who participate in flexible work arrangements are subject to all College policies and procedures including, but not limited to those regarding confidentiality; disclosure of information; conflict of interest; and acceptable use of information technology resources. All participants must complete a flexible work arrangement application/agreement.

VII. The College President is authorized to establish procedures to implement this policy.

Board Approval: March 19, 2001; May 18, 2009; _____, 2019

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

Agenda Item Number: 11D
June 17, 2019

MODIFICATION OF POLICY 35001–COMPENSATION PROGRAMS

General Information

Policy Number:	35001
Contained in Chapter:	Chapter Three
Policy Title:	Personnel
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	May 17, 2010

Changes, Additions, Deletions

Line Number	Purpose
1-8	Deleted the outdated language.
8-14	New language that describes the purpose, intent, and philosophy for the College's compensation programs.
16-17	"Total compensation" is the new phrase used that includes both salary and benefits. To that end, "benefit" has been deleted.
17	Included new language regarding availability of funding.
18	Added "salary" to the list of items in the total compensation program.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 35001–Compensation Programs.

BACKUP INFORMATION

Resolution
Policy 35001–Compensation Programs (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **19-06-090**
Adopted on: **6/17/2019**

Agenda Item Number: 11D
June 17, 2019

Subject: Modification of Policy 35001–Compensation Programs

WHEREAS, The Board of Trustees created Policy 35001–Compensation Programs in 1987;
and

WHEREAS, The policy has served an important purpose in attracting and retaining highly skilled
faculty, staff, and administrators and establishing a total compensation program that reflects
both internal and external market factors; 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 31005–Compensation Programs be modified as indicated in the attached
draft; and be it further

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

- 1 I. ~~The Board of Trustees shall approve the College's pay plans for administrative,~~
2 ~~associate, and support staff. Where appropriate, the College's compensation programs~~
3 ~~may include general salary adjustments and merit increments as well as salary~~
4 ~~reductions and furlough days on an annual basis. Contingent upon budgetary resources~~
5 ~~and applicable State and Federal laws and regulations, the College's compensation~~
6 ~~programs shall be designed to maintain a reasonable degree of competitiveness with~~
7 ~~prevalent salaries in relevant markets for the various occupational classes in the~~
8 ~~College's classification systems.~~ **Montgomery College's compensation program is**
9 **designed to attract and retain high performing and highly skilled faculty, staff, and**
10 **administrators. The College recognizes the contributions of each employee in**
11 **achieving the College's Mission. The total compensation philosophy considers**
12 **both internal and external market factors in determining pay. The external market**
13 **consists of both academic institutions and general industry employers with whom**
14 **the College competes for employees.**
- 15
- 16 II. As part of the College's compensation programs, the Board has authorized a **total**
17 **compensation** ~~benefit~~ program, **subject to the availability of funding**, to include such
18 items as **salary**, educational assistance, tuition waiver, health and life insurance,
19 retirement, and tax shelter annuities.
- 20
- 21 III. The President is authorized to establish procedures to implement this policy.
- 22
- 23
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25 _____
26 Board Approval: September 21, 1987; December 13, 1993; October 21, 1996; November 16,
1998; February 15, 1999; October 15, 2007; May 17, 2010; **_____, 2019.**

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

Agenda Item Number: 11E
June 17, 2019

MODIFICATION OF POLICY 39003–PROTECTION AGAINST RETALIATION

General Information

Policy Number:	39003
Contained in Chapter:	Chapter Three
Policy Title:	Personnel
Policy Creation Date:	June 25, 2018
Most Recent Modification Date:	June 25, 2018

Changes, Additions, Deletions

Line Number	Purpose
3-4	Added “students” to the policy pursuant to Maryland Senate Bill 798, which requires institutions of higher education to protect students who voice concerns about athletic programs and activities.
28	Added “or student”
37-38	Added “or student”

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 39003–Protection Against Retaliation.

BACKUP INFORMATION

Resolution
Policy 39003–Protection Against Retaliation (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Duggan

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

Resolution Number: **19-06-091**
Adopted on: **6/17/2019**

Agenda Item Number: 11E
June 17, 2019

Subject: Modification of Policy 39003–Protection Against Retaliation

WHEREAS, The Board of Trustees created Policy 39003–Protection Against Retaliation in 2018; and

WHEREAS, The policy has served an important purpose in providing members of the College community protection against retaliation for reporting acts of wrongdoing; and

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

WHEREAS, The proposed modifications put the College in compliance with state regulatory expectations regarding student athletic programs under new legislation, Senate Bill 798, passed during the 2019 General Assembly; and

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

Resolved, That Policy 39003–Protection Against Retaliation be modified as indicated in the attached draft; and be it further

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

- I. Montgomery College has an interest in encouraging the reporting of alleged wrongdoing, and members of the community must be free from fear of retaliation to support that interest. In addition, the College has a responsibility to protect its employees **and students** from unlawful retaliation.
- II. It is the policy of Montgomery College to forbid anyone from taking any form of retaliatory action against any member of the Montgomery College community who, in good faith:
 - A. Voices concerns of ethical violations pursuant to established policies and procedures;
 - B. Seeks advice or aid in reporting wrongdoing pursuant to established policies and procedures;
 - C. Files a complaint or grievance pursuant to established policies and procedures;
 - D. Testifies or participates in investigations, proceedings or hearings pursuant to established policies and procedures;
 - E. Opposes actual or perceived violations of Montgomery College's policies and procedures or unlawful acts; or
 - F. Engages in any other protected activity defined by College policies and procedures.
- III. When the College is made aware of possible retaliation, it will take immediate and appropriate steps to investigate. The College will take appropriate action, up to and including discharge, against any employee **or student** who violates this policy.
- IV. Reports of retaliation will be kept confidential except to the extent that limited disclosure may be necessary for the purpose of conducting a full and fair investigation, providing opportunity for the subject to respond, taking remedial action, and responding to a government inquiry or legal action.
- V. This policy does not protect an individual who files a report or provides information as part of an investigation that the individual knows is false, files a bad faith retaliation claim or participates in any illegal conduct. Such conduct may subject the employee **or student** to appropriate disciplinary action, up to and including discharge. The failure to substantiate a claim of wrongdoing does not automatically constitute malicious intent or bad faith.
- VI. The president is authorized to develop and post procedures to implement this policy

Board Approval: June 25, 2018; _____, 2019

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

Agenda Item Number: 11F
June 17, 2019

MODIFICATION OF POLICY 61008–REPORTING SUSPECTED ACTS OF WRONGDOING

General Information

Policy Number:	61008
Contained in Chapter:	Chapter Six
Policy Title:	Reporting Suspected Acts of Wrongdoing
Policy Creation Date:	April 28, 2014
Most Recent Modification Date:	June 25, 2018

Changes, Additions, Deletions

Line Number	Purpose
5	Added “or other acts of wrongdoing” to expand the scope of protected disclosures beyond financial irregularities to include student concerns about athletic programs and activities pursuant to Maryland Senate Bill 798.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 61008–Reporting Suspected Acts of Wrongdoing.

BACKUP INFORMATION

Resolution
Policy 61008–Reporting Suspected Acts of Wrongdoing (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Duggan

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

Resolution Number: **19-06-092**
Adopted on: **6/17/2019**

Agenda Item Number: 11F
June 17, 2019

Subject: Modification of Policy 61008–Reporting Suspected Acts of Wrongdoing

WHEREAS, The Board of Trustees created Policy 61008–Reporting Suspected Acts of Wrongdoing in 2014; and

WHEREAS, The policy has served an important purpose in setting high standards for legal and ethical business conduct and encouraging employees to report acts of wrongdoing; and

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

WHEREAS, The proposed modifications put the College in compliance with state regulatory expectations regarding student athletic programs under new legislation, Senate Bill 798, passed during the 2019 General Assembly; and

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

Resolved, That Policy 61008–Reporting Suspected Acts of Wrongdoing be modified as indicated in the attached draft; and be it further

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

- 1 I. Montgomery College adheres to a high standard of ethical and legal business conduct.
2 Therefore, it is the policy of the College to encourage and expect all College employees,
3 students, volunteers, agents, contractors, and members of the community acting in good
4 faith, to report suspected wrongful conduct involving fraud, waste, ~~or~~ abuse, ~~or~~ other
5 financial irregularities, **or other acts of wrongdoing** so that prompt corrective action can
6 be taken by the College. This policy includes non-retaliation protections consistent with
7 sound practices of similar organizations and the Sarbanes-Oxley Act and thereby
8 encourages responsible reporting of such suspected conduct to enable timely action by
9 the College.
- 10
11 II. The College is committed to protecting individuals from interference with making a
12 protected disclosure and from retaliation for having made a protected disclosure or for
13 having refused an illegal order as defined in this policy and the College's Non-Retaliation
14 Policy.
- 15
16 III. No individual who in good faith reports a wrongdoing or suspected wrongdoing shall
17 thereby suffer harassment, retaliation or adverse employment and/or academic or
18 educational consequence. An individual who retaliates against someone who has made a
19 report in good faith under this policy is subject to disciplinary action in accordance with
20 College policies and/or the student code of conduct, up to and including dismissal from
21 the College.
- 22
23 IV. This policy does not protect an individual who files a report or provides information that
24 he or she knows to be false or provides information with reckless disregard for its truth or
25 falsity.
- 26
27 V. Just as the College will consider wrongful conduct as serious violations of law or College
28 policy, the filing of false or malicious allegations of wrongdoing or knowingly providing
29 false answers or information to an ongoing investigation of wrongdoing may subject
30 individuals to disciplinary action up to and including discharge or expulsion from the
31 College. The failure to substantiate a claim of wrongdoing does not automatically
32 constitute malicious intent or a false claim.
- 33
34 VI. Reports of wrongdoing will be kept confidential except to the extent that limited disclosure
35 may be necessary for the purpose of conducting a full and fair investigation, providing
36 opportunity for the subject to respond, taking remedial action, and responding to a
37 government inquiry or legal action.
- 38
39 VII. This policy does not protect individuals who self-report their own misconduct.
- 40
41 VIII. This policy is not intended to replace existing reporting mechanisms for matters such as
42 employment related complaints, health and safety matters, complaints involving
43 discrimination or harassment, nor is it intended to supplant other channels of
44 communication for reporting suspected fraud, waste, abuse, and financial wrongdoing.
- 45
46 IX. The president is authorized to establish procedures necessary to implement this policy.

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Board Approval: April 28, 2014; June 25, 2018; **_____**, 2019

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

Agenda Item Number: 12
June 17, 2019

COMPENSATION IN FY20

BACKGROUND

Each year during the spring, the Board acts on salary recommendations for administrators, department chairs, and associate and support staff. Subject to the availability of funds, the president makes recommendations for administrators, department chairs, and non-bargaining staff salary adjustments. Board action is necessary at this time to authorize salary wage adjustments and establish the salary schedule, consistent with the approved FY20 operating budget, for administrators, department chairs, and non-bargaining associate and support staff, and to authorize funds in support of recognition awards for all eligible employees.

Wages for bargaining unit employees who are members of American Association of University Professors (AAUP), American Federation of State, County, and Municipal Employees (AFSCME), and Service Employees International Union (SEIU) bargaining units are established through the collective bargaining process.

For FY20, the College will receive a total of \$3.1 million in new funding from the county. In February, the College requested \$3.1 million in new county funding for FY20, all of which was to be allocated for compensation increases, making the county's total share of the College's budget request \$145.1 million.

RECOMMENDATION

The president recommends approval of the following resolutions:

1. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Wage Adjustment for FY20. This resolution authorizes a wage adjustment, defined by Montgomery College as a salary adjustment expressed as a percentage of an employee's overall base pay, for eligible non-bargaining employees in the amount of two percent (2.0%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, effective July 1, 2019.
2. Salary Schedule for Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY20. This resolution outlines the pay schedule for all associate and support staff, administrators, and department chairs effective July 1, 2019.
3. Special Recognition and Outstanding Service Awards for FY20. This resolution authorizes one-time, lump sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.
4. Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for FY20. This resolution authorizes a one-time, lump-sum award of up to five thousand dollars (\$5,000) each for excellence in teaching and/or counseling and academic advising (full-time and part-time faculty) and performance, leadership, and service (staff) for eligible employees.

5. Degree Attainment Salary Enhancement for Associate and Support Staff, Administrators, and Department Chairs for FY20. This resolution authorizes a salary increase equal to the wage adjustment, currently equivalent to two percent (2.0%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.
6. Non-Bargaining Associate and Support Staff Shift Differential for FY20. This resolution authorizes a shift differential of \$1.10 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work 20 or more hours in a workweek between the hours of 10 p.m. and 6:30 a.m.

BACKUP INFORMATION

Board Resolutions (6)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **19-06-093**

Adopted on: **6/17/2019**

Agenda Item Number: 12

June 17, 2019

**Subject: Non-bargaining Associate and Support Staff, Administrators, and
Department Chairs Salary Wage Adjustment for FY20**

WHEREAS, Non-bargaining associate and support staff employees may receive a salary wage adjustment provided the employee is not at the maximum of the assigned salary grade; and

WHEREAS, The president recommends adoption of the following resolution: now, therefore, be it

Resolved, That all non-bargaining associate and support staff employees who are not at the top of a salary grade are eligible for a salary wage adjustment up to two percent (2.0%) effective July 1, 2019; and be it further

Resolved, That all administrators and department chairs who are not at the top of a salary grade are eligible for a salary wage adjustment of two percent (2.0%), effective July 1, 2019.

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

Resolution Number: **19-06-093**

Adopted on: **6/17/2019**

Agenda Item Number: 12

June 17, 2019

**Subject: Salary Schedule for Non-bargaining Associate and Support Staff,
Administrators, and Department Chairs for FY20**

WHEREAS, The College strives to maintain a competitive salary schedule for its highly qualified associate and support staff, administrators, and department chairs; and

WHEREAS, A review of market data concerning salary improvement was conducted during FY19 and a decision was made regarding the appropriateness to modify the College pay schedule for FY20; and

WHEREAS, The president recommends adoption of the following resolution; now, therefore, be it

Resolved, That the current salary schedule effective July 1, 2019, for non-bargaining associate and support staff, administrators, and department chairs be approved for FY20 as shown in the attachment.

Attachment

**FY20 Salary Schedule for
Associate and Support Staff, Administrators, and Department Chairs**

Salary Schedule - July 1, 2019 (Non-bargaining Staff)						
New Grade	Min	Midpoint	Max	Min	Midpoint	Max
41	136,590	187,824	239,058	65.67	90.30	114.93
39	118,834	163,384	207,934	57.13	78.55	99.97
37	103,310	142,064	180,818	49.67	68.30	86.93
35	89,856	123,552	157,248	43.20	59.40	75.60
33	78,208	107,536	136,864	37.60	51.70	65.80
31	71,928	93,496	115,064	34.58	44.95	55.32
29	65,352	84,968	104,584	31.42	40.85	50.28
27	59,448	77,272	95,096	28.58	37.15	45.72
25	54,016	70,200	86,384	25.97	33.75	41.53
23	49,128	63,856	78,584	23.62	30.70	37.78
21	44,656	58,032	71,408	21.47	27.90	34.33
19	42,182	52,728	63,274	20.28	25.35	30.42
17	39,104	48,880	58,656	18.80	23.50	28.20
15	36,192	45,240	54,288	17.40	21.75	26.10
13	33,530	41,912	50,294	16.12	20.15	24.18
11	31,034	38,792	46,550	14.92	18.65	22.38
9	28,766	35,984	43,202	13.83	17.30	20.77
7	26,624	33,280	39,936	12.80	16.00	19.20
5	24,710	30,888	37,066	11.88	14.85	17.82

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

Resolution Number: **19-06-093**
Adopted on: **6/17/2019**

Agenda Item Number: 12
June 17, 2019

Subject: Special Recognition and Outstanding Service Awards for FY20

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY20.

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

Resolution Number: **19-06-093**
Adopted on: **6/17/2019**

Agenda Item Number: 12
June 17, 2019

**Subject: Full-Time Faculty, Part-Time Faculty, and Staff Member of the Year Awards
for FY20**

Resolved, That the Board of Trustees authorizes up to five thousand dollars (\$5,000) each as the lump sum amount for the full-time faculty member, part-time faculty member, and staff member of the year award to be presented to those employees of the College who are eligible and approved for such an award during FY20.

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

Resolution Number: **19-06-093**
Adopted on: **6/17/2019**

Agenda Item Number: 12
June 17, 2019

**Subject: Degree Attainment Salary Enhancement for Associate and Support Staff,
Administrators and Department Chairs for FY20**

Resolved, That the Board of Trustees authorizes a salary increase equal to the wage adjustment, currently equivalent to two percent (2.0%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.

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

Resolution Number: **19-06-093**
Adopted on: **6/17/2019**

Agenda Item Number: 12
June 17, 2019

Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY20

Resolved, That the Board of Trustees authorizes a shift differential of \$1.10 in FY20 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work more than 20 hours in a work week between the hours of 10 p.m. and 6:30 a.m.

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

Agenda Item Number: 13
June 17, 2019

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

BACKGROUND

Representatives of Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO (AFSCME) have agreed to vote on the Last, Best and Final Offer (the Offer), as presented by the Representatives of the Board of Trustees on May 10, 2019. The Offer includes several changes to the current Collective Bargaining Agreement, which will expire on June 30, 2019. The changes affect the following seven (7) articles to the agreement:

1. Article 5: Seniority
2. Article 6: Hours of Work
3. Article 7: Wages
4. Article 8: Leaves of Absence
5. Article 11: Union Privileges
6. Article 13: No Strike/No Lockout
7. Article 14: Scope of Agreement

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution conditionally approving, contingent upon ratification by Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO, the Collective Bargaining Agreement with the modifications set forth in the Offer; authorizing the Board Chair to execute the Collective Bargaining Agreement once it has been ratified by Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO; and delegating to the president the authority and responsibility to implement and administer the agreement.

BACKUP INFORMATION

Working Draft-AFSCME Collective Bargaining Agreement (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Leitch Walker
Mr. Scrimenti

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

Resolution Number: **19-06-094**
Adopted on: **6/17/2019**

Agenda Item Number: 13
June 17, 2019

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

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

WHEREAS, The current collective bargaining agreement between Montgomery College and AFSCME Local 2830 expires on June 30, 2019; and

WHEREAS, A tentative collective bargaining agreement has been negotiated by teams representing the Board of Trustees and the AFSCME Local 2380 to replace the expiring agreement; and

WHEREAS, Within the tentative collective bargaining agreement there are a total of seven (7) articles that will have substantive changes, articulated in Article 5: Seniority; Article 6: Hours of Work; Article 7: Wages; Article 8: Leaves of Absence; Article 11: Union Privileges; Article 13: No Strike/No Lockout; and Article 14: Scope of Agreement; and

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

WHEREAS, Due to time issues, it is unlikely that Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO will have ratified the tentative agreement prior to the Board of Trustees' meeting on June 17, 2019; and

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

Resolved, That the Board of Trustees conditionally approves the collective bargaining agreement set forth in the attached tentative collective bargaining agreement contingent upon ratification by Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO by June 30, 2019; and be it further

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

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

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

Agenda Item Number: 14A
June 17, 2019

**ANNUAL PROGRESS REPORT ON PROGRAMS
OF THE CULTURAL DIVERSITY PLAN**

BACKGROUND

Maryland state legislation passed in 2008 requires every higher education institution to develop and implement a plan for a program of cultural diversity. Accordingly, each “cultural diversity plan must include an implementation strategy and time line for meeting the goals.” The current Montgomery College plan was adopted by the Board in June 2013. The plan is a multi-year action plan that the College is implementing over a period of seven years—fiscal years 2014 through 2020.

In addition, the Maryland Higher Education Commission (MHEC) requires an annual progress report from institutions. Specifically, as required by section 11-406 of the Education Article, the governing body of each Maryland public college and university is required to submit, by September 1 of each year, a report summarizing institutional progress toward the implementation of its plan for cultural diversity. As per the statute, the Commission is required to review each plan, monitor each institution’s progress toward achieving the goals outlined in its plan, and assess each plan’s adequacy and compatibility with the state’s goals for higher education. Additionally, the Commission is required to report its findings to the Maryland Senate’s Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

As required by section 11-406 of the Education Article, the attached report is Montgomery College’s annual progress report of its program of cultural diversity and provides a report on progress made during fiscal year 2019. The Chief Equity and Inclusion Officer, with the assistance of several offices at the College, has prepared this report, which summarizes institutional progress toward implementing the College’s plan for cultural diversity. The report highlights some of the ways Montgomery College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report for fiscal year 2019 and authorize the president to forward it to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Montgomery College Programs of Cultural Diversity Annual Progress Report (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Bland

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

Resolution Number: **19-06-095**
Adopted on: **6/17/2019**

Agenda Item Number: 14A
June 17, 2019

Subject: Annual Progress Report on Programs of the Cultural Diversity Plan

WHEREAS, Maryland legislation requires each higher education institution to have a cultural diversity plan; and

WHEREAS, In June 2013, the Board of Trustees approved a College plan aligned with *Montgomery College 2020* to cover fiscal year 2014 through fiscal year 2020; and

WHEREAS, Annually each Maryland institution's governing board must accept and submit to the Maryland Higher Education Commission a progress report on the institution's implementation of the cultural diversity plan; and

WHEREAS, The Maryland Higher Education Commission must review the progress report and monitor compliance; and

WHEREAS, Montgomery College has developed the annual progress report of the College's programs of cultural diversity that provides insight into the way the College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access; and

WHEREAS, The annual progress report demonstrates the College's commitment and good faith efforts for removing barriers to expand and sustain diversity and producing measurable results; and

WHEREAS, The Chief Equity and Inclusion Officer has coordinated contributions from administrative offices and each campus in the development of the annual progress report; and

WHEREAS, Minor editorial changes may be made to include any appropriate activity through the end of the fiscal year; and

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

Resolved, That the attached FY19 Montgomery College Programs of Cultural Diversity Annual Progress Report (and any minor editorial changes) is accepted by the Board of Trustees; and be it further

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

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

Agenda Item Number: 14B
June 17, 2019

COLLEGE ANNUAL REPORT FOR FY19

BACKGROUND

The Board of Trustees is dedicated to a long-term planning process for Montgomery College and sets annual goals for itself, the president, and the College. The activities and progress of the College toward reaching these goals this year are reflected in the College's annual report.

The FY19 annual report contains an overview of College highlights, student outcomes, a financial report, updates from the College's support organizations, recognitions of members of the College community, and a summary of the Board's activities.

The report has been prepared by the Office of the President and reviewed and vetted by trustees.

RECOMMENDATION

It is recommended that the Board of Trustees approve the College Annual Report for FY19.

BACKUP INFORMATION

Board Resolution
College Annual Report for FY19 (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

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

Resolution Number: **19-06-096**
Adopted on: **6/17/2019**

Agenda Item Number: 14B
June 17, 2019

Subject: College Annual Report for FY19

WHEREAS, Montgomery College desires to be a national leader in higher education; and

WHEREAS, An annual report provides a vehicle to demonstrate stewardship of the public trust; and

WHEREAS, The Annual Report contains an overview of College highlights, student outcomes, a financial report, updates from the College's support organizations, recognitions of members of the College community, and a summary of the Board's activities; and

WHEREAS, The College has made substantial progress in these areas and has laid the foundation for more progress in the year ahead; and

WHEREAS, The Board of Trustees is pleased that the College, the president, faculty members, staff members, administrators, and students have undertaken these efforts this year; and

WHEREAS, The Board is prepared to approve the report as attached (with minor editorial revisions as authorized by the president); now therefore be it

Resolved, That the Board of Trustees approves the College Annual Report for FY19.

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

Agenda Item Number: 15
June 17, 2019

ADOPTION OF THE *MONTGOMERY COLLEGE 2025 STRATEGIC PLAN*

BACKGROUND

Montgomery College is committed to the development and implementation of a strategic plan that guides decision-making and budget allocations. In June 2018, the Board of Trustees produced a document entitled “Beyond MC2020: Strategic Planning Charge to the President,” which articulated a vision for the College’s next strategic plan. According to the document, the Board’s role is to establish broad goals in planning, and then to charge the president with developing the plan in a collaborative and inclusive process.

Specifically, the Board charged the president to:

- use data to inform planning via appropriate environmental scans of both internal and external strengths, weaknesses, opportunities, and threats (SWOT);
- identify a set of five to six focused strategic goals that define the ways in which the College envisions itself evolving with specific emphasis on educational excellence, financial sustainability, and community engagement;
- address, in particular, what the College will do to incorporate social justice and innovation into College operations and planning activities;
- conduct an inclusive process with input from a broad array of internal and external stakeholders;
- develop a five-year strategic plan, which identifies specific strategies to reach those goals and serves as the primary document that defines the College’s priorities going forward; and
- provide the Board regular progress reports at its meetings with a final draft of the plan submitted to the Board for approval by June 2019.

In the fall 2018 semester, the strategic planning committee, consisting of more than 60 faculty, staff, administrators, and students, was established. The planning committee met throughout the fall and spring semesters and presented the president with recommendations regarding the goals and strategies for the College through 2025. The president reviewed the recommendations and finalized the plan in conjunction with her senior leadership team. The *Montgomery College 2025* strategic plan and its goals reflect the College’s engagement with a broad array of internal and external stakeholders about the future of education, work, the county, the College, and partnerships.

The College is poised to launch the plan, which will guide actions, decisions, and budget development for the next five years.

RECOMMENDATION

It is recommended that the Board approve and adopt the College’s strategic plan, *Montgomery College 2025*, and authorize the president to implement the plan.

BACKUP INFORMATION

Board Resolution
Montgomery College 2025

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Dr. Scott
Dr. Long

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

Resolution Number: **19-06-097**
Adopted on: **6/17/2019**

Agenda Item Number: 15
June 17, 2019

Subject: Adoption of the *Montgomery College 2025 Strategic Plan*

WHEREAS, Montgomery College is committed to the development and implementation of a strategic plan that guides decision-making and budget allocations; and

WHEREAS, The Board charged the president with developing a strategic plan through a collaborative and inclusive process; and

WHEREAS, The president created and charged a collegewide strategic planning steering committee, consisting of faculty, staff, students, and administrators, with developing strategic plan recommendations; and

WHEREAS, The *Montgomery College 2025* strategic plan and its goals reflect the College's engagement with a broad array of internal and external stakeholders about the future of education, work, the county, the College, and partnerships; and

WHEREAS, The president accepted the recommendations of the strategic planning committee, and finalized the plan in conjunction with the senior leadership team; now therefore be it

Resolved, That, the Board of Trustees approves and adopts the College's strategic plan, MC *Montgomery College 2025*; and be it further

Resolved, That the president is to implement the plan.