



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

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

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November 14, 2022 • 6:45 p.m.

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

Agenda Item Number: 5A
November 14, 2022

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

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

RECOMMENDATION

It is recommended that the board adopt the attached report.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: 23-11-020
Adopted on: 11/14/2022

Agenda Item Number: 5A
November 14, 2022

Subject: Personnel Actions Confirmation

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

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

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

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

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
09/06/2022	Crawford, Demetra	Early College Prog Coord	27	Sr. VP for Academic Affairs - RV
09/06/2022	Franklin, Morgan	Child Care Teacher Assist	15	Child Care - GT
09/06/2022	Garcia Pineda, Maria	Purchasing Agent II	27	Procurement
09/06/2022	Gold, Pamela Jessica Volk	Instructional Lab Coord	27	Biology & Chemistry Dean
09/06/2022	Hopkins, Linwood	Facilities Materials Spec	21	Facilities Operations – RV
09/06/2022	Jamison, Robdeshia	Human Resources Spec II	29	HRSTM – Benefits
09/06/2022	Kodua, Jemima	Program Mangager II	31	Health Sciences Dean
09/06/2022	Marin, Raul	Community Engage Spec II	25	Advancement & Comm Engage
09/06/2022	Silva, Banessa	HR Internal Consultant	29	HRSTM – Org Develop. & HR Outreach
09/06/2022	Villagran, Alexis	Telecommunications Engineer	33	OIT – Engineering Services
09/06/2022	Wars, Nicole	Accountant I	23	Business Services
09/06/2022	Zhao, Tong	Payroll Spec II	27	HRSTM – Payroll
09/19/2022	Cooperman, Megan	Wellness Program Spec	29	HRSTM – Benefits
09/19/2022	Coughlin, Grecia	Human Resources Spec II	29	HRSTM – Labor Relations & HR Comp.
09/19/2022	Mitchell, Christopher	HR Workday Analyst	29	HRSTM – HRIS, Data & Records Mgt.
09/19/2022	Noble, Suzan	Executive Associate I	25	Facilities Operations – GT
09/19/2022	Smith, Tiffani	HR Comm. & Digital Media Spec	29	HRSTM – OVP

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
09/06/2022	Matthias, Tracee	Program Manager II	31	16	WDCE – CEELS Dean
09/09/2022	Abraham, Bridget	BOT Operations & Services Spec	25	4	President's Office – BOT Operations
09/09/2022	Bowen, Stuart	Academic Coach	27	5	ACES-Achiev Coll Excel & Success
09/09/2022	Longest, William Clayton	Grounds Main Worker	15	5	Facilities Operations – RV
09/16/2022	Davis, Manuel ¹	Building Services Worker	23	10	Facilities – Central Admin
09/16/2022	Dolak, Colleen	Annual Fund Manager	29	9	Advancement-Development
09/16/2022	Goldsworthy, Scott	Senior Instructional Assist	25	9	Gudelsky Inst Tech Educ
09/16/2022	O'Brien, Edward	IT Project & Plan Manager	35	10	OIT – Engineering Serv
09/20/2022	Ashourian, Edesa	Human Resources Spec II	29	8	HRSTM – Talent Acquisition
09/23/2022	Butcher, Chauncy	Transition Program Coord	27	10	WDCE – Central Admin
09/28/2022	Bishop, Robert	Building Services Worker	11	0*	Facilities – Central Admin
09/30/2022	Cunningham, Eduardo ¹	Learning Center Manager	31	17	Distance Learning
09/30/2022	Hamilton, Jacquelyn ¹	Administrative Aide I	15	23	Gudelsky Inst Tech Educ
09/30/2022	Perez, Paul ¹	Senior Instructional Assist	25	10	WDCE – Central Admin
09/30/2022	Shorter, Carl ¹	Theater Production Tech	25	20	Perf Arts Center - RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	4	5	2	1	0	1	13
Male	0	2	0	0	0	2	4
TOTAL	4	7	2	1	0	3	17

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	3	0	1	0	0	6
Male	6	2	1	0	0	0	9
TOTAL	8	5	1	1	0	0	15

¹ Retirement

*Less than a year

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

FACULTY

FACULTY EMPLOYMENTS - None

FACULTY SEPARATIONS - None

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

Agenda Item Number: 5B
November 14, 2022

**NATIONAL AND STATE OF MARYLAND DESIGNATED
AWARENESS DAYS AND MONTHS FOR 2023**

BACKGROUND

Federal and state laws have designated specific days and months throughout the year to recognize and celebrate America's diversity. These designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage.

Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities. The designated national and state awareness days and months create unique opportunities at Montgomery College to acknowledge and celebrate these contributions with our local, regional, and national communities.

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution to reaffirm its support of the programs and activities at Montgomery College to commemorate and celebrate the federal and state of Maryland awareness days and months. It is also recommended that the board encourage the College community to participate in such campus and community based activities.

BACKUP INFORMATION

Board Resolution
National and State of Maryland Designated Awareness Days and Months for 2023 Attachment

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Wilder

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

Resolution Number: 23-11-021
Adopted on: 11/14/2022

Agenda Item Number: 5B
November 14, 2022

Subject: National and State of Maryland Designated Awareness Days and Months for 2023

WHEREAS, Federal and state laws have designated and proclaimed specific days and months throughout the year to acknowledge and celebrate diversity and ethnic and cultural heritages; and

WHEREAS, The designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American and Polish American heritage; and

WHEREAS, Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities; and

WHEREAS, Montgomery College supports programs and activities that acknowledge, commemorate, and celebrate the contributions of its diverse students, faculty, staff, and members of its diverse surrounding communities; and

WHEREAS, The College will plan various events, library displays, and/or host speakers for a designated federal or state awareness day or month celebration; and

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

Resolved, That the Board of Trustees hereby endorses and supports observances and activities of designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourage all members of the Montgomery College community to participate in planning programs and activities and attending observances for designated federal and state awareness days and months.

ATTACHMENT**NATIONAL AND STATE OF MARYLAND DESIGNATED
AWARENESS DAYS AND MONTHS FOR 2023**

The designated national and state awareness days and months that Montgomery College will acknowledge and celebrate in 2023 are below.

Month	Event
February	Black/ African American History
March	National Women's History Irish-American Heritage
April	National Arab American Heritage
May	Jewish American Heritage Asian Pacific American Heritage
June	LGBTQ Pride Month National Caribbean-American Heritage Juneteenth National Freedom Day
September-October	National Hispanic Heritage
October	National Italian American Heritage National Disability Employment Awareness Polish American Heritage German American Heritage
November	National Native American Heritage

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

Agenda Item Number: 7A
November 14, 2022

**CREATION OF THE BUSINESS ANALYTICS ASSOCIATE OF ARTS DEGREE AND
CERTIFICATE**

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* states the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, Goal I: Empower Students to Start Smart and Succeed by offering reduced time and cost to completion, and Goal III: Fuel the Economy and Drive Economic Mobility by formalizing clear curricular pathways that integrate career transfer, effectively respond to labor market needs, and expand economic opportunity for students, county residents, and businesses.

In support of the above goals, Montgomery College is prepared to offer the new business analytics associate of arts degree and certificate effective fall 2023. The business analytics associate of arts degree is designed to meet the growing demand for highly skilled professionals with analytics expertise. The program grounds students in general business courses, including economics and accounting, and builds essential skills in business analytics, statistics, scripting in programming language, data visualization, and applied decision-making. Students gain hands-on experience using Excel, R, Tableau, and SQL in business analytics to summarize, visualize, and analyze data. Student success is enhanced through the availability of open educational resources; z-course options; on-campus career recruitment events; community partnerships to encourage internship, mentoring, and real-world project opportunities; and individual advising for students. Credits from the business analytics certificate can be applied to the associate of arts degree.

The business analytics program is designed for students planning to transfer to a four-year college and major in business analytics. Montgomery College and University of Maryland's Robert H. Smith School of Business at The Universities at Shady Grove (USG) formalized a transfer pathway from Montgomery College's associate of arts in business analytics degree to USG's bachelor of science in operations management and business analytics. In addition, this pathway with the Smith School of Business provides students the opportunity to continue their education to earn a master of science in business analytics with only one additional year of coursework.

The discipline will pursue statewide designation for the program as there are no similar programs or formal credentials at the two-year level in Maryland. This designation enables students to register at the same rate as in-county residents if the program is not offered at their local community college or students cannot enroll due to an enrollment limit.

The Maryland Higher Education Commission requires applications for approval for new programs and statewide designation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the business analytics associate of arts degree and certificate with statewide designation and that applications for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Benjamin
Dean Henley
Ms. Leonard

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

Resolution Number: 23-11-022
Adopted on: 11/1/2022

Agenda Item Number: 7A
November 14, 2022

Subject: Creation of the Business Analytics Associate of Arts Degree and Certificate

WHEREAS, The *2017-2021 Maryland State Plan* for Postsecondary Education sets forth the goals of access, success and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, Goal I: Empower Students to Start Smart and Succeed by offering reduced time and cost to completion, and Goal III: Fuel the Economy and Drive Economic Mobility by formalizing clear curricular pathways that integrate career transfer, effectively respond to labor market needs, and expand economic opportunity for students, county residents, and businesses; and

WHEREAS, In support of the above goals, Montgomery College is prepared to offer the new business analytics associate of arts degree and certificate effective fall 2023; credits from the business analytics certificate can be applied to the associate of arts degree; and

WHEREAS, The business analytics associate of arts is designed to meet the growing demand for highly skilled professionals with analytics expertise; the program grounds students in general business courses, including economics and accounting, and builds essential skills in business analytics, statistics, scripting in programming language, data visualization, and applied decision-making; and

WHEREAS, Students gain hands-on experience using Excel, R, Tableau, and SQL in business analytics to summarize, visualize, and analyze data, and student success is enhanced through the availability of open educational resources; z-course options; on-campus career recruitment events; community partnerships to encourage internship, mentoring, and real-world project opportunities; and individual advising for students; and

WHEREAS, Montgomery College and University of Maryland's Robert H. Smith School of Business at The Universities at Shady Grove (USG) formalized a transfer pathway from Montgomery College's associate of arts in business analytics to USG's bachelor of science in operations management and business analytics; this pathway also provides students the opportunity to continue their education to earn a master of science in business analytics with only one additional year of coursework; and

WHEREAS, The discipline will pursue statewide designation for the program as there are no similar programs or formal credentials at the two-year level in Maryland; this designation enables students to register at the same rate as in-county residents if the program is not offered at their local community college or students cannot enroll due to an enrollment limit; and

WHEREAS, The Maryland Higher Education Commission requires applications for approval for new programs and statewide designation; and

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

Resolved, That the members of the Board of Trustees approve the creation of the business analyst associate of arts degree and certificate with statewide designation; and be it further

Resolved, That applications for approval of the business analyst associate of arts degree and certificate with statewide designation be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 7B
November 14, 2022

CREATION OF THE CANCER REGISTRY CERTIFICATE

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* states the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, Goal I: Empower Students to Start Smart and Succeed by offering a reduced time to completion, and Goal III: Fuel the Economy and Drive Economic Mobility by formalizing clear curricular pathways that integrate career transfer, effectively respond to labor market needs, and expand economic opportunity for students, county residents, and businesses.

In support of the above goals, Montgomery College is prepared to offer the new cancer registry certificate effective fall 2023. The 36-credit program includes nine new courses and is designed to teach all aspects of the cancer registry, including survey processes, collection and abstraction of data, oncology coding, staging, and reporting. Upon completion of this program, students will be eligible to apply to take the national Certified Tumor Registrar (CTR) examination, administered by the National Cancer Registrars Association. This credential is required by all hospital-based tumor registries.

The cancer registry certificate complements the health information management associate of applied science by offering students a two-semester opportunity to obtain a specialty credential and secure employment directly after completion. The certificate also strengthens the College's partnership with local healthcare facilities by providing trained, credentialed cancer registrars to organizations seeking those employees. Because there are no accredited cancer registry certificate programs in the state of Maryland, the College will pursue statewide designation for the program. This designation enables students to register at the same rate as in-county residents if the program is not offered at their local community college or students cannot enroll due to an enrollment limit. Additionally, the cancer registry certificate will include a fully online option. As a fully-online program, the certificate offers flexible and responsive scheduling for non-traditional students seeking specialty credentials and a career-changing educational opportunity.

The Maryland Higher Education Commission requires applications for approval for new programs, statewide designation, and an online modality option.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the cancer registry certificate with statewide designation and a fully online delivery and that applications for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Davis
Ms. Leonard
Dr. Stewart

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

Resolution Number: 23-11-023
Adopted on: 11/14/2022

Agenda Item Number: 7B
November 14, 2022

Subject: Creation of the Cancer Registry Certificate

WHEREAS, The *2017-2021 Maryland State Plan* for Postsecondary Education states the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming its MC2025 Strategic Plan, Goal I: Empower Students to Start Smart and Succeed by offering a reduced time to completion, and Goal III: Fuel the Economy and Drive Economic Mobility by formalizing clear curricular pathways that integrate career transfer, effectively respond to labor market needs, and expand economic opportunity for students, county residents, and businesses; and

WHEREAS, In support of the above goals, Montgomery College is prepared to offer the new cancer registry certificate effective fall 2023; and

WHEREAS, The 36-credit program includes nine new courses and is designed to teach all aspects of the cancer registry, including survey processes, collection and abstraction of data, oncology coding, staging, and reporting; and

WHEREAS, Upon completion of this program, students will be eligible to apply to take the national Certified Tumor Registrar (CTR) examination, administered by the National Cancer Registrars Association and required by all hospital-based tumor registries; and

WHEREAS, The cancer registry certificate complements the health information management associate of applied science by offering students a two-semester opportunity to obtain a specialty credential and secure employment directly after graduation; and

WHEREAS, The certificate also strengthens the College's partnership with local healthcare facilities by providing trained, credentialed cancer registrars to organizations seeking those employees; and

WHEREAS, There are no accredited cancer registry certificate programs in the state of Maryland; the College will pursue statewide designation for the program, which enables students to register at the same rate as in-county residents if the program is not offered at their local community college or students cannot enroll due to an enrollment limit; and

WHEREAS, The cancer registry certificate will include a fully online option to offer flexible and responsive scheduling for non-traditional students seeking specialty credentials and a career-changing educational opportunity; and

WHEREAS, The Maryland Higher Education Commission requires applications for approval for new programs, statewide designation and an online modality option; and

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

Resolved, That the members of the Board of Trustees approve the creation of the new cancer registry certificate with statewide designation and a fully online delivery; and be it further

Resolved, That applications for approval of the cancer registry certificate with statewide designation and a fully online delivery be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 7C
November 14, 2022

CREATION OF THE CELL AND GENE THERAPY CERTIFICATE

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* states the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, Goal I: Empower Students to Start Smart and Succeed by offering reduced time and cost to completion, and Goal III: Fuel the Economy and Drive Economic Mobility by formalizing clear curricular pathways that integrate career transfer, effectively respond to labor market needs, and expand economic opportunity for students, county residents, and businesses.

In support of the above goals, Montgomery College is prepared to offer the new cell and gene therapy certificate effective fall 2023. The goal of the program is to prepare skilled workers for the production of cell and gene therapies to be used in the treatment of diseases such as AIDS, cancer, and inherited conditions such as sickle cell anemia. The 15-credit curriculum includes both lecture courses and hands-on laboratory experience that prepare students for immediate employment in the cell and gene therapy industry. The certificate is intended for students enrolled in Montgomery College's biotechnology associate of applied science or others who have completed a baccalaureate degree in life sciences.

Montgomery College is uniquely positioned amid a great concentration of biopharmaceutical organizations in Montgomery County. There are currently 49 cell and gene therapy organizations registered with the county; growth is resulting in an unmet workforce need. These organizations require skilled workers, and Montgomery College has an opportunity and the capability to provide certificate students an accessible, affordable pathway to this exciting and impactful career. The new certificate also strengthens the College's partnerships with area biopharmaceutical organizations by providing trained, credentialed workers with skills in cell and gene therapy techniques to organizations seeking those employees.

The College will pursue statewide designation for the program as there are no similar programs or formal credentials at the two-year level in Maryland. This designation enables students to register at the same rate as in-county residents if the program is not offered at their local community college or students cannot enroll due to an enrollment limit.

The Maryland Higher Education Commission requires applications for approval for new programs and statewide designation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the cell and gene therapy certificate with statewide designation and that applications for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Kehnemouyi

Ms. Leonard

Dr. Sniezek

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

Resolution Number: 23-11-024
Adopted on: 11/15/2022

Agenda Item Number: 7C
November 14, 2022

Subject: Creation of the Cell and Gene Therapy Certificate

WHEREAS, The *2017-2021 Maryland State Plan* for Postsecondary Education states the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming its MC2025 Strategic Plan, Goal I: Empower Students to Start Smart and Succeed by offering reduced time and cost to completion, and Goal III: Fuel the Economy and Drive Economic Mobility by formalizing clear curricular pathways that integrate career transfer, effectively respond to labor market needs, and expand economic opportunity for students, county residents, and businesses; and

WHEREAS, In support of the above goals, Montgomery College is prepared to offer the new cell and gene therapy certificate effective fall 2023; and

WHEREAS, The goal of the program is to prepare skilled workers for the production of cell and gene therapies to be used in the treatment of diseases such as AIDS, cancer, and inherited conditions such as sickle cell anemia; and

WHEREAS, The 15-credit curriculum includes both lecture courses and hands-on laboratory experience that prepare students for immediate employment in the cell and gene therapy industry; and

WHEREAS, The certificate is intended for students enrolled in Montgomery College's biotechnology associate of applied science or others who have completed a baccalaureate degree in life sciences; and

WHEREAS, Montgomery College is uniquely positioned amid a great concentration of biopharmaceutical organizations in Montgomery County and there are currently 49 cell and gene therapy organizations registered with the County with growth resulting in an unmet workforce need; the organizations require skilled workers, and Montgomery College has an opportunity and the capability to provide certificate students with an accessible, affordable pathway to this exciting and impactful career; and

WHEREAS, The new certificate also strengthens the College's partnerships with area biopharmaceutical organizations by providing trained, credentialed workers with skills in cell and gene therapy techniques to organizations seeking those employees; and

WHEREAS, The College will pursue statewide designation for the program as there are no similar programs or formal credentials at the two-year level in Maryland; this designation enables students to register at the same rate as in-county residents if the program is not offered at their local community college or students cannot enroll due to an enrollment limit; and

WHEREAS, The Maryland Higher Education Commission requires applications for approval for new programs and statewide designation; and

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

Resolved, That the members of the Board of Trustees approve the creation of the new cell and gene therapy certificate with statewide designation; and be it further

Resolved, That applications for approval of the cell and gene therapy certificate with statewide designation be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 7D
November 14, 2022

**MODIFICATION OF THE PREPROFESSIONAL GENERAL AREA OF CONCENTRATION,
INTERIOR DESIGN–PREPROFESSIONAL ASSOCIATE OF APPLIED SCIENCE**

BACKGROUND

Montgomery College is prepared to offer the revised preprofessional general area of concentration, interior design-preprofessional associate of applied science (general interior design A.A.S.). The program prepares students for entry-level positions in interior design and related professions with a general interior design concentration. Emphasis is placed on the creative application of design principles, addressing environmental and human health and well-being, employing the design process, and developing effective visual communication and technical skills. The program is designed for individuals intending to enter a career in an entry-level assistantship position or for students currently employed in unrelated careers intending to make a significant career change. Some students also choose to continue their studies and successfully transfer to a four-year institution with the resulting portfolio.

While the general interior design A.A.S. has been relevant for many years, the discipline is revising the program to be more pertinent to the current needs of students and today's employers. In fall 2022, the discipline replaced two core interior design courses with new courses focused on CAD drafting and techniques for visualization, communication, and presentation skills. The new courses help students develop the hard skills needed to create designs and the soft skills needed to effectively communicate their vision. The discipline also strengthened the arts distribution in response to an increased need for students in the visual arts to obtain a general proficiency with digital tools. In fall 2023, the discipline plans to replace two courses (textiles and business practices) with an art course providing foundational drawing skills and a three-credit program elective allowing more flexibility for student to choose electives aligned with their goals. The general interior design A.A.S. will be the foundation of the program's articulation agreements with Marymount University's bachelor in interior design, Morgan State University's bachelor in interior design, and George Washington University's bachelor in interior architecture.

The combined revisions over two academic years equate to the Maryland Higher Education Commission's definition of substantial modifications to a program. The Commission requires an application for approval for substantial modifications to an existing program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the substantial modifications to the general interior design A.A.S. and that an application for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Ms. Leonard
Mr. Roberts
Dr. Terry

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

Resolution Number: 23-11-025
Adopted on: 11/14/2022

Agenda Item Number: 7D
November 14, 2022

**Subject: Modification of the Preprofessional General Area of Concentration,
Interior Design-Preprofessional Associate of Applied Science**

WHEREAS, Montgomery College is prepared to offer the revised preprofessional general area of concentration, interior design-preprofessional associate of applied science (general interior design A.A.S.); the program prepares students for entry-level positions in interior design and related professions with a general interior design concentration; and

WHEREAS, Emphasis is placed on the creative application of design principles, addressing environmental and human health and well-being, employing the design process, and developing effective visual communication and technical skills; and

WHEREAS, The program is designed for individuals intending to enter a career in an entry-level assistantship position or for students currently employed in unrelated careers intending to make a significant career change; some students also choose to continue their studies and successfully transfer to a four-year institution with the resulting portfolio; and

WHEREAS, While the general interior design A.A.S. has been relevant for many years, the discipline is revising the program to be more pertinent to the current needs of students and today's employers; and

WHEREAS, In fall 2022, the discipline replaced two core interior design courses with new courses focused on CAD drafting and techniques for visualization, communication, and presentation skills; the new courses help students develop the hard skills needed to create designs and the soft skills needed to effectively communicate their vision. The discipline also strengthened the arts distribution in response to an increased need for students in the visual arts to obtain a general proficiency with digital tools; and

WHEREAS, In fall 2023, the discipline plans to replace two courses (textiles and business practices) with an art course providing foundational drawing skills and a three-credit program elective allowing more flexibility for student to choose electives aligned with their goals; and

WHEREAS, The general interior design A.A.S. will be the foundation of the program's articulation agreements with Marymount University's bachelor in interior design, Morgan State University's bachelor in interior design, and George Washington University's bachelor in interior architecture; and

WHEREAS, The combined revisions over two academic years equate to the Maryland Higher Education Commission's definition of substantial modifications to a program; the Commission requires an application for approval for substantial modifications to an existing program; and

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

Resolved, That the members of the Board of Trustees approve the substantial modifications to the general interior design A.A.S.; and be it further

Resolved, That an application for substantial modifications to the general interior design A.A.S. be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 7E
November 14, 2022

**MODIFICATION OF THE KITCHEN AND BATH DESIGN AREA OF CONCENTRATION,
INTERIOR DESIGN–PREPROFESSIONAL ASSOCIATE OF APPLIED SCIENCE**

BACKGROUND

Montgomery College is prepared to offer the revised kitchen and bath design area of concentration, interior design-preprofessional associate of applied science (kitchen and bath design A.A.S.). The program prepares students for entry-level positions in interior design and related professions with a concentration on kitchen and bath design. Emphasis is placed on the creative application of design principles, addressing environmental and human health and well-being, employing the design process, and developing effective visual communication and technical skills. The program is designed for individuals intending to enter a career in an entry-level assistantship position or for students currently employed in unrelated careers intending to make a significant career change. As a National Kitchen and Bath Association (NKBA)-affiliated school, students who complete this program are uniquely qualified to apply to take the NKBA certification examinations. Some students also choose to continue their studies and successfully transfer to a four-year institution with the resulting portfolio.

While the kitchen and bath design A.A.S. has been relevant for many years, the discipline is revising the program to be more pertinent to the current needs of students and today's employers. In fall 2022, the discipline replaced two core interior design courses with new courses focused on CAD drafting and techniques for visualization, communication, and presentation skills. The new courses help students develop the hard skills needed to create designs and the soft skills needed to effectively communicate their vision. The discipline also strengthened the arts distribution in response to an increased need for students in the visual arts to obtain a general proficiency with digital tools. In fall 2023, the discipline plans to replace a textiles course with a new course focusing on textiles, materials, and finishes to offer a comprehensive approach and highlight environmental responsibility relating to the products and elements used in interiors. The combined revisions over two academic years equate to the Maryland Higher Education Commission's definition of substantial modifications to a program. The Commission requires an application for approval for substantial modifications to an existing program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the substantial modifications to the kitchen and bath design A.A.S. and that an application for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Ms. Leonard

Mr. Roberts

Dr. Terry

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

Resolution Number: 23-11-026
Adopted on: 11/14/2022

Agenda Item Number: 7E
November 14, 2022

**Subject: Modification of the Kitchen and Bath Design Area of Concentration,
Interior Design-Preprofessional Associate of Applied Science**

WHEREAS, Montgomery College is prepared to offer the revised kitchen and bath design area of concentration, interior design-preprofessional associate of applied science (kitchen and bath design A.A.S.). The program prepares students for entry-level positions in interior design and related professions with a concentration on kitchen and bath design; and

WHEREAS, Emphasis is placed on the creative application of design principles, addressing environmental and human health and well-being, employing the design process, and developing effective visual communication and technical skills; and

WHEREAS, The program is designed for individuals intending to enter a career in an entry-level assistantship position or for students currently employed in unrelated careers intending to make a significant career change; and

WHEREAS, As a National Kitchen and Bath Association (NKBA)-affiliated school, students who complete this program are uniquely qualified to apply to take the NKBA certification examinations; some students also choose to continue their studies and successfully transfer to a four-year institution with the resulting portfolio; and

WHEREAS, While the kitchen and bath design A.A.S. has been relevant for many years, the discipline is revising the program to be more pertinent to the current needs of students and today's employers; and

WHEREAS, In fall 2022, the discipline replaced two core interior design courses with new courses focused on CAD drafting and techniques for visualization, communication, and presentation skills; the new courses help students develop the hard skills needed to create designs and the soft skills needed to effectively communicate their vision. The discipline also strengthened the arts distribution in response to an increased need for students in the visual arts to obtain a general proficiency with digital tools; and

WHEREAS, In fall 2023, the discipline plans to replace a textiles course with a new course focusing on textiles, materials, and finishes to offer a comprehensive approach and highlight environmental responsibility relating to the products and elements used in interiors; and

WHEREAS, The combined revisions over two academic years equate to the Maryland Higher Education Commission's definition of substantial modifications to a program; the Commission requires an application for approval for substantial modifications to an existing program; and

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

Resolved, That the members of the Board of Trustees approve the substantial modifications to the kitchen and bath design A.A.S.; and be it further

Resolved, That an application for the substantial modifications to the kitchen and bath design A.A.S. be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 7F
November 14, 2022

**MODIFICATION OF THE PHYSICAL EDUCATION TEACHER EDUCATION
AREA OF CONCENTRATION, ARTS AND SCIENCES ASSOCIATE OF ARTS**

BACKGROUND

The physical education teacher education area of concentration, arts and sciences associate of arts provides the first two years of a teacher preparation program for elementary and secondary grade levels. The 60-credit curriculum prepares students to transfer to four-year institutions with a broad-based background in the study of human movement and education theory and psychology. This curriculum is based upon introducing students to the Shape America National Physical Education Teacher Education (PETE) standards for entry level physical education teachers. Courses address pedagogy, psychology, motor skill and movement abilities, as well as health and fitness promotion. The program allows students to fulfill their General Education requirements, participate in field work experience and complete a core of professional preparation work that is appropriate for students in their first two years of the physical education major.

In order to enhance the program's outreach and name recognition, the discipline proposes a new program title and statewide designation for the program. The proposed title, physical education area of concentration, arts and sciences associate of arts, aligns more closely to programs offered at the College's four-year partner institutions. The discipline will pursue statewide designation for the program as there are no similar programs at the two-year level in Maryland. This designation enables students to register at the same rate as in-county residents if the program is not offered at their local community college or students cannot enroll due to an enrollment limit.

The Maryland Higher Education Commission requires applications for approval for new program titles and statewide designation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the new title and statewide designation for the physical education teacher education associate of arts and that applications for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Davis
Ms. Leonard
Dr. Stewart

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

Resolution Number: 23-11-027
Adopted on: 11/14/2022

Agenda Item Number: 7F
November 14, 2022

**Subject: Modification of the Physical Education Teacher Education
Area of Concentration, Arts and Sciences Associate of Arts**

WHEREAS, The physical education teacher education area of concentration, arts and sciences associate of arts provides the first two years of a teacher preparation program for elementary and secondary grade levels; the 60-credit curriculum prepares students to transfer to four-year institutions with a broad-based background in the study of human movement and education theory and psychology; and

WHEREAS, The curriculum is based upon introducing students to the Shape America National Physical Education Teacher Education (PETE) standards for entry level physical education teachers; and

WHEREAS, Courses address pedagogy, psychology, motor skill and movement abilities, as well as health and fitness promotion, and the program allows students to fulfill their General Education requirements, participate in field work experience, and complete a core of professional preparation work that is appropriate for students in their first two years of the physical education major; and

WHEREAS, In order to enhance the program's outreach and name recognition, the discipline proposes a new program title and statewide designation for the program; and

WHEREAS, The proposed title, physical education area of concentration, arts and sciences associate of arts, aligns more closely to programs offered at the College's four-year partner institutions; and

WHEREAS, The discipline will pursue statewide designation for the program as there are no similar programs at the two-year level in Maryland; this designation enables students to register at the same rate as in-county residents if the program is not offered at their local community college or students cannot enroll due to an enrollment limit; and

WHEREAS, The Maryland Higher Education Commission requires applications for approval for new program titles and statewide designation; and

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

Resolved, That the members of the Board of Trustees approve the new title and statewide designation for physical education teacher education area of concentration, arts and sciences associate of arts; and be it further

Resolved, That applications for approval for a new title and statewide designation for the physical education teacher education area of concentration, arts and sciences associate of arts be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 8
November 14, 2022

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF USE OF AD ASTRA COURSE AND
ROOM SCHEDULING SOFTWARE LICENSE**

BACKGROUND

Request:	Continuation of use of Ad Astra course and room scheduling software license
Office/SVP Originating Request:	Senior Vice President for Academic Affairs
Award Type:	Sole Source
Bid Number:	NA
Explanation of Request:	<p>The senior vice president for academic affairs is requesting the continued use of the Ad Astra course and room scheduling software license, which is included in the College's Academic Master Plan. During its December 11, 2017, meeting, the Board of Trustees approved a competitive award of contract to Ad Astra Information Systems LLC, for a course and room scheduling software license, under resolution 17-12-128.</p> <p>The Ad Astra software provides the office of Analytics and Insights, as well as the Academic Affairs division, current detailed enrollment patterns and predictive enrollment analytics for course scheduling. With reports designed specifically for Montgomery College, Ad Astra aligns student enrollment in academic programs with course schedules; identifies obstacles to student program completion; provides opportunities for scheduling efficiencies; empowers students to start smart and succeed; enhances transformational teaching practices and learning environments, as well as fuels the economy and drives economic mobility. The Ad Astra scheduling module is being utilized in a limited capacity in credit areas, and may be expanded to non-credit course offerings.</p> <p>Without the Ad Astra software, the College will have to revert to schedules developed by individual academic areas without coordination or collegewide overview, resulting in more students being prevented from program completion because of scheduling conflicts and inefficiencies.</p> <p>The current software license expires on December 14, 2022.</p>

Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that Ad Astra Information Systems Inc., is the publisher and only available source for this software, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY23 operating budget.
Annual Dollar Amount:	\$157,500 (year one)
Vendor Name:	Ad Astra Information Systems, LLC
Vendor Address:	6900 W. 80th Street Overland Park, Kansas 66204
Minority Status:	Non-minority
Term of Contract:	One-year, with four one-year renewal options.

RECOMMENDATION

It is recommended that a sole source award of contract for the continuation of use of the Ad Astra course and room scheduling software license be awarded to Ad Astra Information Systems, LLC, of Overland Park, Kansas, for a one-year term for a not-to-exceed total amount of \$157,500.

It is further recommended that this contract be renewed for four additional one-year periods under the same terms and conditions, provided service is satisfactory, funding is available, and renewals are in the best interest of the College. The five-year, estimated not-to-exceed total contract amount is \$819,636.

BACKUP INFORMATION

Board Resolution 17-12-128
College Policy 41000 – Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Rai

RESOURCE PERSONS

Mr. Johnson
Dr. Terry

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

Resolution Number: 23-11-028
Adopted on: 11/14/2022

Agenda Item Number: 8
November 14, 2022

Subject: Sole Source Award of Contract, Continuation of Use of Ad Astra Course and Room Scheduling Software License

WHEREAS, The senior vice president for academic affairs is requesting a sole source award of contract for the continuation of use of the Ad Astra software license; and

WHEREAS, The Ad Astra software provides the office of Analytics and Insights, as well as the Academic Affairs division, current detailed enrollment patterns and predictive enrollment analytics for course scheduling; and

WHEREAS, Without the Ad Astra software, the College will have to revert to schedules developed by individual academic areas, without coordination or collegewide overview, resulting in more students being prevented from program completion because of scheduling conflicts and inefficiencies; and

WHEREAS, The director of procurement certifies that the Ad Astra course and room scheduling software license can only be obtained from Ad Astra Information Systems, LLC, and the chief business/financial strategy officer certifies that expenditures are planned for in the FY23 operating budget; and

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

WHEREAS, College policy stats 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 approves a one-year sole source award of contract to Ad Astra Information Systems, LLC, of Overland Park, Kansas, for the continuation of use of the Ad Astra course and room scheduling software license, for a not-to-exceed total amount of \$157,000; and be it further

Resolved, That the license be renewed for four additional one-year terms at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College; and be it further,

Resolved, That the five-year, not-to-exceed total amount is \$819,636; 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: 9A
November 14, 2022

**AWARD OF CONTRACT,
CLOUD-BASED ADVANCEMENT CUSTOMER RELATIONSHIP MANAGEMENT
SOFTWARE SOLUTION/SYSTEM, BID e521-021**

BACKGROUND

Request:	Cloud-based advancement customer relationship management software solution/system
Office/SVP Originating Request:	Interim Senior Vice President for the Office of Advancement and Community Engagement
Award Type:	Competitive
Bid Number:	E521-021
Explanation of Request:	<p>The interim senior vice president for the office of advancement and community engagement is requesting an award of contract for a cloud-based advancement customer relationship management software solution/system. At present, the management of communications and feedback mechanisms in the Office of Advancement and Community Engagement are often reliant upon manual queries, communications and reporting processes and tasks.</p> <p>This award of contract would provide customer relationship management (CRM) functions with marketing automation and campaign management for marketing and recruiting of prospective students through email and text (SMS) for the College's Advancement, Marketing, and Student Affairs teams.</p>
Reason Being Brought to Board:	Board approval is required for all 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 for year one of the contract are available in the FY23 Information Technology capital budget.
Dollar Amount:	\$374,374 (Year one)
Vendor Name:	Liaison International, LLC
Vendor Address:	311 Arsenal Street Watertown, Massachusetts 02472
Minority Status	Non-minority
Term of Contract:	One five-year term

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the purchase of a cloud-based advancement customer relationship management software solution/system to Liaison International, LLC of Watertown, Massachusetts, in the amount of \$374,374 for year one, where \$362,350 is for TargetX customer relationship management software license and implementation, and \$12,024 is for the Salesforce platform license. The total five-year, not to exceed amount is \$1,047,996.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
College Policy 41000–Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Matthews

RESOURCE PERSONS

Mr. Gilmer
Mr. Johnson

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

Resolution Number: 23-11-029
Adopted on: 11/14/2022

Agenda Item Number: 9A
November 14, 2022

Subject: Award of Contract, Cloud-based Advancement Customer Relationship Management Software Solution/System, Bid e521-021

WHEREAS, The interim senior vice president for the office of advancement and community engagement is requesting an award of contract for a cloud-based advancement customer relationship management software solution/system; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures for year one of the contract are available in the FY23 Information Technology capital operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on October 19, 2021, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 85 firms downloaded the request for proposal, and 10 responses, including two proposals that were declared non-responsive, were received, read aloud, and recorded in the office of procurement, beginning at 3:00 p.m. on January 4, 2021; and

WHEREAS, An evaluation committee comprised of College staff, evaluated and scored all submitted vendor proposals; and

WHEREAS, Upon completion of the evaluation and scoring of all submitted vendor proposals, Liaison International, LLC of Watertown, Massachusetts, was declared the highest ranked responsive and responsible bidding firm, meeting all College requirements; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That an award of contract for a cloud-based advancement customer relationship management software solution/system be awarded Liaison International, LLC of Watertown, Massachusetts, in the amount of \$374,374 for year one, where \$362,350 is for TargetX customer relationship management software license and implementation, and \$12,024 is for the Salesforce platform license. The total, five-year not to exceed amount is \$1,047,996.

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

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

Agenda Item Number:
November 14, 2022

**AWARD OF CONTRACT,
PHILIPS AFFINITI 70 ULTRASOUND SYSTEMS, BID e523-004**

BACKGROUND

Request:	Philips Ultrasound Equipment
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and the Dean of Health Sciences, Health, and Physical Education
Award Type:	Competitive
Bid Number:	E523-004
Explanation of Request:	<p>The senior vice president for academic affairs and the dean of health sciences, health, and physical education are requesting an award of contract to purchase six Philips Affiniti 70 ultrasound systems.</p> <p>Montgomery College students require the use of state-of-the-art ultrasound equipment to successfully move through the diagnostic medical sonography program and be adequately trained to enter the medical field. Also included in this purchase is ongoing support and associated training, which will enhance transformational teaching practices and learning environments, and fuel the economy and drive economic mobility. Without purchasing this equipment, students will not be able to successfully move through the diagnostic medical sonography program or be adequately trained to enter the medical workforce. Purchasing this equipment will result in a savings to the College of \$62,000.</p> <p>Lease on the current equipment will expire in October 2023.</p>
Reason Being Brought to Board:	Board approval is required for all 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 available in the FY23 operating budget.
Dollar Amount:	\$524,443
Vendor Name:	Philips Healthcare (A division of Philips North America LLC)
Vendor Address:	414 Union Street, 2nd Floor Nashville, Tennessee 37219
Minority Status	Non-minority
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the purchase of six Philips Affiniti 70 ultrasound systems to Philips Healthcare Corporation of Nashville, Tennessee, for a one-time purchase in the amount of \$524,443.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
College Policy 41000–Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Davis
Mr. Johnson

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

Resolution Number: 23-11-030
Adopted on: 11/14/2022

Agenda Item Number:
November 14, 2022

Subject: Award of Contract, Philips Affiniti 70 Ultrasound Systems, Bid e523-004

WHEREAS, The senior vice president for academic affairs and the dean of health sciences, health, and physical education are requesting an award of contract to purchase six Philips Affiniti 70 ultrasound systems; and

WHEREAS, Usage of the state-of-the-art ultrasound equipment will allow students to successfully move through the diagnostic medical sonography program and be adequately trained to enter the medical field; and

WHEREAS, Lease on the current equipment will expire in October 2023; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY23 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for bid was issued on October 12, 2022, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 12 firms downloaded the request for bid, and one response was received, read aloud, and recorded in the office of procurement, beginning at 3:00 p.m. on October 27, 2022; and

WHEREAS, Upon review of submitted pricing by appropriate College staff, it was determined that pricing submitted by Philips Healthcare of Nashville, Tennessee, is considered fair and reasonable, meeting all College specifications; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That an award of contract to purchase six Philips Affiniti 70 ultrasound systems be awarded to Philips Healthcare Corporation of Nashville, Tennessee, for a one-time purchase in the amount of \$524,443; and be it further

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

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE
TP/SS, Maryland**

Agenda Item Number: 9C
November 14, 2022

**AWARD OF CONTRACT, RESOURCE CENTER
LIBRARY RENOVATION, TAKOMA PARK/SILVER SPRING CAMPUS–PART TWO,
GUARANTEED MAXIMUM PRICE, BID 622-006**

BACKGROUND

Request:	Contract for the renovation of the Resource Center Library located on the Takoma Park/Silver Spring Campus, identified as the guaranteed maximum price (GMP)
Office/SVP Originating Request:	Senior Vice President for the Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	622-006
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for Part 2, approval of the guaranteed maximum price provided by the construction manager at risk (CMAR) for the renovation of the existing two-story library located in the Resource Center on the Takoma Park/Silver Spring Campus. The GMP includes all associated construction costs, CMAR fee, subcontractor bids, owner allowances, construction manager allowances, general conditions, construction manager phase fee, bonds, and insurance. The offered GMP is within the allotted budget for this work. Renovating collegewide buildings is also included in the Facilities Master Plan.</p> <p>On April 18, 2022, the Board of Trustees approved Part One for the appointment of the CMAR and award of contract to the CMAR for pre-construction services for the renovation of the existing two-story library, located in the Resource Center on the Takoma Park/Silver Spring Campus under resolution 22-04-063.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the CMAR, and the chief business/financial strategy officer certifies that FY23 capital funds are currently available, and FY24 capital funds will be available subject to approval from the Montgomery County Council and the College's Board of Trustees.
Dollar Amount	\$10,958,406
Vendor Name:	Gilbane Building Company
Vendor Address:	1215 E. Fort Avenue, Suite 100 Baltimore, Maryland 21230

Minority Status:	Non-minority
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for renovation of the existing two-story library in the Resource Center, located on the Takoma Park/Silver Spring Campus, to Gilbane Building Company, of Baltimore, Maryland, for a one-time guaranteed maximum price of \$10,958,406.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 72001-Construction Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Mr. Mills

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

Resolution Number: 23-11-031
Adopted on: 11/14/2022

Agenda Item Number: 9C
November 14, 2022

Subject: Award of Contract, Resource Center Library Renovation, Takoma Park/Silver Spring Campus–Part Two, Guaranteed Maximum Price, Bid 622-006

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the renovation of the existing Takoma Park/Silver Spring Campus Resource Center Library, Part Two–Guaranteed Maximum Price (GMP); and

WHEREAS, The Board of Trustees approved Part One, appointment of the construction manager at risk (CMAR) and award of contract for pre-construction services, on April 18, 2022, under resolution 22-04-063; and

WHEREAS, Part Two of this award of contract is for approval of the guaranteed maximum project price offered by the CMAR, for the Takoma Park/Silver Spring Campus Resource Center Library renovation; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and CMAR, and the chief business/financial strategy officer certifies that FY23 capital funds are currently available, and FY24 capital funds will be available subject to approval from the Montgomery County Council and the College’s Board of Trustees; and

WHEREAS, The CMAR solicited bids on September 28, 2022, and publicly advertised solicitation on the Montgomery College and Maryland State eMaryland Marketplace Advantage procurement websites; and

WHEREAS, 384 companies downloaded the solicitation from the CMAR website, and at 3:00pm on October 11, 2022, 89 responses, including 15 vendors deemed non-responsive, were received and recorded at the CMAR’s office location; and

WHEREAS, Following the evaluation of all submitted bids, the CMAR submitted a GMP in the amount of \$10,958,406; and

WHEREAS, Board approval is required for competitive contract awards 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 Gilbane Building Company of Baltimore, Maryland, for all necessary materials, labor, equipment, supervision, bonds, and insurance for the renovation of the existing two-story library in the Resource Center located on the Takoma Park/Silver Spring Campus, for a one-time guaranteed maximum price in the amount of \$10,958,406; 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
November 14, 2022

**AWARD OF CONTRACT, UNDERGROUND CHILLED AND HEATED WATER PIPING
REPLACEMENT PHASE 2, ROCKVILLE CAMPUS, BID E623-001**

BACKGROUND

Request:	Underground chilled and heated water piping replacement on the east side of the Rockville Campus
Office/SVP Originating Request:	Senior Vice President for the Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	623-001
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for phase two, replacement of the hot and chilled water piping that provides heating and chilled water to the Physical Education, Theatre Arts, Counseling and Advising, and Paul Peck Arts buildings, located on the east side of the Rockville Campus. On June 21, 2021, the Board of Trustees approved phase one, piping replacement on the west side of campus, under resolution 21-06-062.</p> <p>The current 26-year-old hot and chilled water piping in these buildings has reached the end of its useful life expectancy. Replacing these pipes will include temporary cooling and heating to the Physical Education, Theatre Arts, Counseling and Advising, and Paul Peck Arts buildings, address water leaks that negatively impact the College's utility budget, and ensure a safe environment for students, faculty and staff.</p> <p>Approving this award of contract is consistent with the Facilities Master Plan.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY23 capital budget.
Dollar Amount:	\$ 1,218,000
Vendor Name:	M&M Welding and Fabricators Incorporated
Vendor Address:	2701 Back Acre Circle Mt. Airy, Maryland 21771

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 underground chilled and heated water piping in the Physical Education, Theatre Arts, Counseling and Advising, and Paul Peck Arts buildings on the Rockville Campus, to M&M Welding and Fabricators, Inc. of Mt. Airy, Maryland, for a one-time purchase in the amount of \$1,218,000.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 72001–Construction Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Mr. Mills

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

Resolution Number: 23-11-032
Adopted on: 11/14/2022

Agenda Item Number: 9D
November 14, 2022

**Subject: Award of Contract, Underground Chilled and Heated Water Piping
Replacement Phase 2, Rockville Campus, Bid E623-001**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting the replacement of underground chilled and heated water piping to the Physical Education, Theatre Arts, Counseling and Advising, and Paul Peck Arts buildings on the east side of the Rockville Campus; and

WHEREAS, On June 21, 2021, the Board of Trustees approved phase one, piping replacement on the west side of campus, under resolution 21-06-062; and

WHEREAS, Replacement of the 26-year-old piping, which has reached its end of useful life expectancy, will include temporary cooling and heating to the Physical Education, Theatre Arts, Counseling and Advising, and Paul Peck Arts buildings, address water leaks that negatively impact the College's utility budget, and ensure a safe environment for students, faculty, and staff; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/ financial strategy officer certifies that planned expenditures are available in the FY23 capital budget; and

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

WHEREAS, 30 firms downloaded the request for bid, and three responses, including one proposal that was declared non-responsive, were received, read aloud, and recorded in the Office of Procurement, beginning at 3:00 p.m. on September 8, 2022; and

WHEREAS, After an evaluation of Part A (Contractor Qualification proposal), two submitted proposals were deemed qualified to have their price proposals opened and evaluated (Part B); and

WHEREAS, Following the evaluation of Part B, it was determined that M&M Welding and Fabricators, Inc., of Mt. Airy, Maryland, submitted the lowest base bid price of \$1,218,000, meeting all College specification requirements; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That a contract be awarded to M&M Welding and Fabricators, Inc. of Mt. Airy, Maryland, for replacement of chilled and hot water piping in the Physical Education, Theatre Arts, Counseling and Advising, and Paul Peck Arts buildings on the east side of the Rockville Campus, for a total amount of \$1,218,000; and be it further

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

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

Agenda Item Number: 9E
November 14, 2022

**AWARD OF CONTRACT, PAUL PECK ART BUILDING HEATING, VENTILATION, AIR
CONDITIONING UPGRADE, ROCKVILLE CAMPUS, PART TWO,
GUARANTEED MAXIMUM PRICE, BID 623-002**

BACKGROUND

Request:	Contract for heating, ventilation, air conditioning (HVAC) system replacement for the Paul Peck Art building on the Rockville Campus, identified as the guaranteed maximum price (GMP) submitted by the construction manager at risk (CMAR)
Office/SVP Originating Request:	Senior Vice President for the Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	623-002
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for Part 2, approval of the GMP submitted by the CMAR, for the replacement of the existing HVAC system for the Paul Peck Art building located on the Rockville Campus. The existing HVAC system is over 20 years old and does not meet post COVID-19 ventilation requirements.</p> <p>On September 19, 2022, the Board of Trustees approved Part One for the appointment of the CMAR along with an award of contract for pre-construction services for the replacement of the existing HVAC system for the Paul Peck Art building located on the Rockville Campus under resolution 23-09-006.</p> <p>In March 2020, the facility's HVAC system was flagged for deficiencies by the National Association of School of Art and Design (NASAD). Replacement of the HVAC system will address inadequate ventilation and filtration requirements. The new system will bring the art programs taught in the building back into compliance with NASAD requirements and meet the Centers for Disease Control and Prevention guidelines and the American Society for Heating, Refrigeration, and Air Conditioning Engineers standards. Replacing HVAC systems collegewide is also included in the Facilities Master Plan.</p>
Reason Being Brought to Board:	Board approval is required for contract awards valued

	over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the CMAR, and the chief business/financial strategy officer certifies that Higher Education Emergency Relief Fund (HEERF) and FY23 capital funds are available for this project
Dollar Amount:	\$3,506,626
Vendor Name:	Brawner Builders Inc.
Vendor Address:	11011 McCormick Road, #300 Hunt Valley, Maryland 21031
Minority Status:	Non-minority
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the replacement of the existing HVAC system for the Paul Peck Art building located on the Rockville Campus, to Brawner Builders Inc., of Hunt Valley, Maryland, for a one-time purchase guaranteed maximum price of \$3,506,626.

BACKUP INFORMATION

Board Resolution
 Bid Summary (Board Members Only)
 Bidders List (Board Members Only)
 College Policy 72001–Construction Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
 Mr. Mills

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

Resolution Number: 23-11-033
Adopted on: 11/14/2022

Agenda Item Number: 9E
November 14, 2022

Subject: Award of Contract, Paul Peck Art Building Heating, Ventilation, Air Conditioning Upgrade, Rockville Campus, Part Two, Guaranteed Maximum Price, Bid 623-002

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for approval of the guaranteed maximum price (GMP) submitted by the construction manager at risk (CMAR), for the replacement of the existing HVAC system for the Paul Peck Art building located on the Rockville Campus; and

WHEREAS, The Board of Trustees approved Part One, appointment of the CMAR and award of contract for pre-construction services, on September 19, 2022, under resolution 23-09-006; and

WHEREAS, Part Two of this award of contract is for approval of the guaranteed maximum project price offered by the CMAR for the replacement of the existing HVAC system for the Paul Peck Art building, located on the Rockville Campus; and

WHEREAS, This upgrade will meet the Centers for Disease Control and Prevention guidelines and the American Society for Heating, Refrigeration, and Air Conditioning Engineers standards; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and CMAR, and the chief business/financial strategy officer certifies that Higher Education Emergency Relief Fund (HEERF) and FY23 capital funds are available for this project; and

WHEREAS, The CMAR solicited bids on March 5, 2022, and publicly advertised solicitation on the Montgomery College and Maryland State eMaryland Marketplace Advantage procurement websites; and

WHEREAS, 81 companies downloaded the solicitation from the CMAR website, and at 3:00pm on October 26, 2022, 21 responses, including five vendors deemed non-responsive, were received and recorded at the CMAR's office location; and

WHEREAS, Following the evaluation of all submitted bids, the CMAR submitted a GMP in the amount of \$3,506,626; and

WHEREAS, Board approval is required for competitive contract awards 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 Brawner Builders, Inc. of Hunt Valley, Maryland, for all necessary materials, labor, equipment, supervision, bonds, and insurance for the replacement of the existing HVAC system for the Paul Peck Art building located on the Rockville Campus, for a one-time guaranteed maximum purchase price in the amount of \$3,506,626; 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: 9F
November 14, 2022

**AWARD OF CONTRACT,
AUTODESK PRODUCTS AND SERVICES, BID E523-003**

BACKGROUND

Request:	Purchase of Autodesk software products and related services
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	E523-003
Explanation of Request:	The senior vice president for administrative and fiscal services and the vice president of facilities are requesting the purchase of Autodesk software products and services. Autodesk software is used by the facilities department to manage the College's construction projects, design and create related floorplans and drawings. Without the continued use of this software, the facilities department would not be able to effectively manage the administration of capital projects. Current licenses will expire on December 5, 2022.
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
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 FY23 capital budget.
Annual Dollar Amount:	\$350,000
Vendor Name:	DLT Solutions, Inc.
Vendor Address:	2411 Dulles Corner Park, Suite 800 Herndon, Virginia 20171
Minority Status:	Non-Minority
Term of Contract:	One-year, with four one-year renewal options.

RECOMMENDATION

It is recommended that a contract for the purchase of Autodesk software products and services be awarded to DLT Solutions, Inc. of Herndon, Virginia, for a one-year term, for a not-to-exceed total amount of \$350,000.

It is further recommended that this contract be renewed for four additional one-year periods under the same terms and conditions, provided service is satisfactory, funding is available, and renewals are in the best interest of the College. The five-year not-to-exceed total contract amount is \$1,750,000.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 72001–Construction Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Mr. Mills

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

Resolution Number: 23-11-034
Adopted on: 11/14/2022

Agenda Item Number: 9F
November 14, 2022

Subject: Award of Contract, Autodesk Products and Services, Bid e523-003

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the purchase of Autodesk products and services; and

WHEREAS, Autodesk software is used by the facilities department to manage the College's construction projects, design and create related floorplans and drawings; and

WHEREAS, Current licenses will expire on December 5, 2022; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on September 20, 2022, on the Montgomery College Procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for in the FY23 capital budget; and

WHEREAS, 26 firms downloaded the request for proposal, and five vendor responses, including one late bid submittal deemed nonresponsive, were received, read aloud, and recorded, in the procurement office beginning 3:00 p.m. on October 3, 2022; and

WHEREAS, Upon evaluation of all submitted pricing by procurement staff, DLT Solutions Inc., of Herndon, Virginia, has been declared the lowest priced responsive-responsible bidder, meeting all College solicitation requirements; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require Board of Trustees approval; 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, for the purchase of Autodesk software and related services, to DLT Solutions Inc., of Herndon, Virginia, for a not-to-exceed total amount of \$350,000; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College, where the total five-year contract not-to-exceed amount is \$1,750,000; and be it further

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

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

Agenda Item Number: 10
November 14, 2022

THE PROPOSED FY24 CAPITAL BUDGET

BACKGROUND

The proposed FY24 capital budget and six-year FY23–28 capital improvement program were presented and discussed at the October 17, 2022, Board of Trustees meeting. The capital improvement program is supported by and implements the College’s Facilities Master Plan. The request for FY24 is the second half of the FY23–24 biennial capital budget and totals \$54,938,000. A copy of the proposed capital budget was distributed to the board at its October meeting. No changes to the budget were requested by the board. The board’s adoption of the proposed FY24 capital budget is necessary for the county executive’s consideration of these requests in the county’s capital improvement program. Attached is a summary table that shows the proposed FY24 request by project, along with the actual FY23 appropriation for each project.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY24 capital budget, which requests a total of \$54,938,000 and authorize the transmittal of the budget to the county.

BACKUP INFORMATION

Board Resolution
FY24 Capital Budget Summary

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Mills

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

Resolution Number: 23-11-035
Adopted on: 11/14/2022

Agenda Item Number: 10
November 14, 2022

Subject: The Proposed FY24 Capital Budget

WHEREAS, On the basis of the College's Facilities Master Plan and future enrollment projections, the proposed FY24 capital budget and six-year FY23–28 capital improvement program have been developed by appropriate College personnel; and

WHEREAS, The proposed FY24 biennial capital budget and six-year FY23–28 capital improvement program must be transmitted to the Montgomery County government for inclusion in the county executive's recommended capital improvements program; and

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

Resolved, That the Board of Trustees adopt the proposed FY24 capital budget and six-year FY23–28 capital improvement program and authorize the president of the College to transmit the project description forms to the county executive for review and recommendation in the county's capital improvement program.