BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

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

This meeting was held via Zoom webinar
Call-in: 1-301-715-8592 ▪ Webinar ID: 981 2973 9831

December 12, 2022, 6:30 p.m.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 5A
December 12, 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: **23-12-036**
Adopted on: **12/12/2022**

Agenda Item Number: 5A
December 12, 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 October 1, 2022, through October 31, 2022; and

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

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

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
10/03/2022	Casson, David	Systems Engineer	33	OIT – Engineering Services
10/03/2022	Nouboueke, Richarde	Course Scheduling Assist	21	Admission Services
10/03/2022	Romero-Slowing, Flor	Early College Program Coord	27	College Institute
10/03/2022	Togafau, Kristina Rose	Instructional Assoc.	25	English and Reading Dean
10/17/2022	Gutierrez, Antonio	Bus. Process & Syst. Analyst II	33	OIT – Application Services
10/17/2022	Campos, Norma	Campus Cashier	17	Business Services
10/31/2022	McClayton, Elizabeth	Service Learning Coord	25	Student Life - RV

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
10/07/2022	Atkins, Allyson	Nursing Lab & Clinical Assoc	29	3	Health Sciences Dean
10/11/2022	Stevenson, Gwendolyn[1]	Administrative Aide III	23	23	Student Engagement Dean
10/12/2022	Harris, Clarissa	Campus Police Officer	19	0[*]	Public Safety – TPSS
10/14/2022	Curvey, William[1]	Library Technology Spec	21	18	Library Central
10/14/2022	Latimer, Margaret[1]	VP and Provost	41	23	VP/Provost – STEM
10/17/2022	Vazquez, Camilo	Building Services Worker	11	5	Facilities Operations – RV
10/24/2022	Rudolph, Stacey	Instructional Lab Coord	27	0[*]	Engineering/Comp Sci Dean
10/28/2022	Nouri, Azita	Instructional Lab Coord	27	0[*]	Biology & Chemistry Dean
10/28/2022	Walker, Pricilla[1]	Administrative Aide II	19	20	Fine Perform Visual Arts Dean

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	4	3	0	0	0	0	7
Male	0	1	1	0	0	0	2
TOTAL	4	4	1	0	0	0	9

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[1] Retirement

[*] Less than a year

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

FACULTY

FACULTY EMPLOYMENTS - None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
10/15/2022	Hepworth, Erica	Instructor	9	CW Dean-Student Engag-TP/SS

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 5B
December 14, 2022

**MODIFICATION OF POLICY 32201–INCLUSIVE EXCELLENCE FACULTY
INTERNSHIP PROGRAM**

General Information

Policy Number:	32201
Contained in Chapter:	Chapter III
Policy Title:	Inclusive Excellence Faculty Internship Program
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	N/A

Changes, Additions, Deletions

Line Number	Purpose
Subject of policy	Update to contemporary terminology.
1–11	This language in Section I updates the policy to focus on its purpose and potential candidates. The purposes are to provide the College with another way to recruit faculty members and to provide graduate students nearing completion of their doctorate an opportunity to teach and work at the College in an internship program.
13-19	This language in Section II clarifies how disciplines in which faculty are needed will be identified and the eligibility requirements of potential candidates.
21–26	Sections III and IV are deleted from here since they pertain to teaching loads and salary placement, which are operational matters. They will be addressed in a revised procedure.
28	This section is renumbered to become Section III.

<u>RECOMMENDATION</u>

It is recommended that the Board of Trustees adopt the modifications to Policy 32201–Inclusive Excellence Faculty Internship Program.

BACKUP INFORMATION

Resolution
Policy 32201

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette
Dr. Rai

RESOURCE PERSONS

Mr. Dietz

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **23-12-037**

Adopted on: **12/12/2022**

Agenda Item Number: 5B
December 14, 2022

Subject: **Modification of Policy 32201–Inclusive Excellence Faculty Internship Program**

WHEREAS, The Board of Trustees created Policy 32201–Minority Faculty Internship Program in 1987; and

WHEREAS, The policy has served an important purpose at Montgomery College in providing an method for the College to recruit potential new faculty members; and

WHEREAS, The policy has been reviewed and updated; and

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

Resolved, That Policy 32201–Minority Faculty Internship Program be amended as shown in the attachment and be renamed to Inclusive Excellence Faculty Internship Program; and be it further

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

POLICY Board of Trustees - Montgomery College   **32201**

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Chapter: Personnel   Modification No. 002

Subject: ~~Minority~~ Inclusive Excellence Faculty Internship Program

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1   I.   As part of the College's commitment to ~~equal opportunity and affirmative action in~~
2   ~~employment~~ **maintaining highly effective and qualified faculty to meet the mission**
3   **of Montgomery College**, a teaching internship program for ~~minority~~ graduate students is
4   established at Montgomery College. The purposes of the program are: (1) to provide an
5   additional mechanism for recruiting ~~minority~~ faculty members, and (2) to provide an
6   opportunity for ~~members of minority groups~~ **graduate students** to participate in a one-
7   year program of professional development ~~and training~~ at the College. ~~Interns who~~
8   ~~complete the program successfully will be eligible for assignment as members of the~~
9   ~~College faculty.~~ **The professional development of interns will occur throughout the**
10   **academic year and is intended to support the acquisition of pedagogic skills while**
11   **concurrently fostering the professional expectations of community college faculty.**
12
13 II.   Each year the College will identify those disciplines in which ~~racial or ethnic minorities, or~~
14   ~~women, are underutilized at the College, as well as those disciplines in which~~ more than
15   35 percent of the credit hours are taught by part-time faculty members. Eligible
16   candidates for the program are students who **have completed a master's degree and**
17   **are enrolled in a** ~~program of~~ graduate ~~studies leading to a master's~~ or ~~doctor's degree~~
18   **doctoral program** in the discipline(s). Normally, candidates for the program will be ~~in~~
19   **nearing completion of** their ~~last year of~~ graduate ~~study~~ **or doctoral degree**.
20
21 ~~III.~~   ~~Interns will be recruited from regional colleges and universities and will be assigned to~~
22   ~~teach two courses (up to seven equivalent semester hours per semester) and to perform~~
23   ~~additional assignments that will enhance the professional development of the intern.~~
24
25 ~~IV.~~   ~~Salaries for internships will be established on an annual basis as part of the budget~~
26   ~~process.~~
27
28 ~~V~~**III**.   The President is authorized to establish procedures to provide for the recruitment,
29   employment**,** and supervision of the interns.
30
31
32   _____
33 Board Approval: September 21, 1987; **Date of Board Action**

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 8A
December 12, 2022

ADDITION OF A FULLY ONLINE DELIVERY OPTION
FOR FOUR CYBERSECURITY PROGRAMS

BACKGROUND

Per the *Montgomery College 2025* strategic plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences. Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses. Open educational resources, zero cost textbooks, and extended winter enrollments also contribute to the College's overall online enrollments.

Montgomery College currently offers 14 online degrees and nine online certificates. At this time, the cybersecurity discipline is prepared to offer fully online delivery options for four programs:

- Cloud Computing and System Administrator Certificate
- IT Professional+ Certificate
- Advanced Network Security Certificate
- CISCO Certified Network Associate + Security Preparation Certificate

Two cloud computing programs are prepared to include a fully online delivery option: cloud computing and system administrator certificate and IT professional+ certificate. All courses in the certificates are already offered in an online format. Formal online designation will allow the department to advertise the online programs to attract more students. A fully online option will also help family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree.

Two cybersecurity programs are prepared to include a fully online delivery option: advanced network security certificate and CISCO certified network associate + security preparation certificate. Credits from the certificates can be applied to the cybersecurity associate of applied sciences, which already has a fully online option. A formal online option for the certificates follows suit and offers the same benefit to students as the degree.

The outstanding quality of a Montgomery College education remains the same for programs with a fully online option. The College's online programs follow the same curriculum at the same cost as the on-campus options. All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students have online access to the College's same exceptional student support services. Furthermore, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive,

and comparable, regardless of program modality. The online delivery option will use the same institutional resources as the on-campus delivery option; no additional resources are needed.

RECOMMENDATION

It is recommended that the Board of Trustees approve the addition of a fully online delivery option for the aforementioned cybersecurity programs and that the president be authorized to submit change in program modality request 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. Kehnemouyi
Ms. Leonard
Dr. Webb

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **23-12-038**
Adopted on: **12/12/2022**

Agenda Item Number: 8A
December 12, 2022

Subject: <u>Addition of a Fully Online Delivery Option for Four Cybersecurity Programs</u>

WHEREAS, Per the *Montgomery College 2025* strategic plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences; and

WHEREAS, Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses; open educational resources, zero cost textbooks, and extended winter enrollments contribute to the College's overall online enrollments; and

WHEREAS, Montgomery College currently offers 14 online degrees and nine online certificates and the cybersecurity discipline is prepared to offer fully online delivery options for four programs: cloud computing and system administrator, IT professional+ certificate, advanced network security certificate, and CISCO certified network associate + security preparation certificate; and

WHEREAS, Two cloud computing programs are prepared to include a fully online option: cloud computing and system administrator certificate and IT professional+ certificate; all courses in the certificates are already offered in an online format and a formal online option will allow the department to advertise the online programs to attract more students and help family caregivers and full-time workers balance their personal and professional responsibilities while earning their degrees; and

WHEREAS, Two cybersecurity programs are prepared to include a fully online option: advanced network security certificate and CISCO certified network associate + security preparation certificate; credits from the certificates can be applied to the cybersecurity associate of applied sciences that already has a fully online delivery option, and a formal online option for the certificates follows suit and offers the same benefit to students; and

WHEREAS, The outstanding quality of a Montgomery College education remains the same for programs with a fully online option; the College's online programs follow the same curriculum at the same cost as the on-campus options; and

WHEREAS, All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance; and

WHEREAS, Students have online access to the College's same exceptional student support services; and

WHEREAS, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality; and

WHEREAS, The online delivery option will use the same institutional resources as the on-campus delivery option; no additional resources are needed; now therefore be it

Resolved, That the members of the Board of Trustees approve the addition of a fully online delivery option for the cloud computing and system administrator certificate, IT professional+ certificate, advanced network security certificate, and CISCO certified network associate + security certificate; and be it further

Resolved, That applications for approval of the new program modality for the aforementioned programs be forwarded to the Maryland Higher Education Commission.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 8B
December 12, 2022

ADDITION OF A FULLY ONLINE DELIVERY OPTION FOR
TWO HEALTH SCIENCES PROGRAMS

BACKGROUND

Per the *Montgomery College 2025* strategic plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences. Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses. Open educational resources, zero cost textbooks, and extended winter enrollments also contribute to the College's overall online enrollments.

Montgomery College currently offers 14 online degrees and nine online certificates. At this time, two additional health sciences programs are prepared to offer a fully online delivery option:

- Health Information Management Associate of Applied Science
- Medical Coder/Abstractor/Biller Certificate

As an accredited program, the health information management program is required to maintain an advisory committee consisting of working professionals from various health facilities. In collaboration with the advisory committee, the discipline is requesting a fully online delivery option for the above health information management programs. The programs are moving online to meet the needs of students throughout the state of Maryland who might not have access to an accredited health information management or medical coding program. Additionally, a fully online option supports student success by providing working professionals a pathway to a professional credential, such as registered health information technician (RHIT) or certified coding specialist (CCS) certification. Lastly, the fully online option helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format.

The outstanding quality of a Montgomery College education remains the same for programs with a fully online option. The College's online programs follow the same curriculum at the same cost as the on-campus options. All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students have online access to the College's same exceptional student support services. Furthermore, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality. The online delivery option will use the same institutional resources as the on-campus delivery option; no additional resources are needed.

RECOMMENDATION

It is recommended that the Board of Trustees approve the addition of a fully online delivery option for the health information management associate of applied science and medical coder/abstractor/biller certificate and that the president be authorized to submit change in program modality request 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: **23-12-039**

Adopted on: **12/12/2022**

Agenda Item Number: 8B
December 12, 2022

Subject: <u>Addition of a Fully Online Delivery Option for Two Health Sciences Programs</u>

WHEREAS, Per the *Montgomery College 2025* strategic plan, Goal II: Enhance Transformational Teaching Practices and Learning Environments, a primary College objective is to identify and remove barriers to student participation in and faculty and staff implementation of transformational teaching and learning practices by increased distance learning offerings and improved student experiences; and

WHEREAS, Montgomery College has seen tremendous growth in fully asynchronous online courses, and in recent years has also seen growth in synchronous structured remote courses; open educational resources, zero cost textbooks, and extended winter enrollments contribute to the College's overall online enrollments; and

WHEREAS, Montgomery College currently offers 14 online degrees and nine online certificates and the following health sciences programs are prepared to offer a fully online delivery option: health information management associate of applied science and medical coder/abstractor/biller certificate; and

WHEREAS, As an accredited program, the health information management program is required to maintain an advisory committee consisting of working professionals from various health facilities; and

WHEREAS, In collaboration with the advisory committee, the discipline is requesting a fully online delivery option for the health information management programs to meet the needs of students throughout the state of Maryland who might not have access to an accredited health information management or medical coding program, support student success by providing working professionals who desire a pathway to a professional credential, such as registered health information technician (RHIT) or certified coding specialist (CCS) certification, and help family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format; and

WHEREAS, The outstanding quality of a Montgomery College education remains the same for programs with a fully online option; the College's online programs follow the same curriculum at the same cost as the on-campus options; and

WHEREAS, All online programs are taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance; and

WHEREAS, Students have online access to the College's same exceptional student support services; and

WHEREAS, Montgomery College's Office of Assessment conducts an academic program review every three years to ensure the program curriculum and student learning outcomes are coherent, cohesive, and comparable, regardless of program modality; and

WHEREAS, The online delivery option will use the same institutional resources as the on-campus delivery option and no additional resources are needed; now therefore be it

Resolved, That the members of the Board of Trustees approve the addition of a fully online delivery option for the health information management associate of applied science and the medical coder/abstractor/biller certificate; and be it further

Resolved, That applications for approval of the new program modality for the aforementioned programs be forwarded to the Maryland Higher Education Commission.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 9
December 12, 2022

THE MONTGOMERY COLLEGE AUDITED FINANCIAL
STATEMENTS FOR JUNE 30, 2022 AND 2021

BACKGROUND

Montgomery College is required to conduct an annual audit of the College's financial statements and to prepare and have audited statutory financial statements included in the Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4).

These audits of financial statements for June 30, 2022 and 2021 and MHEC-CC-4 were conducted by CliftonLarsonAllen LLP (CLA), certified public accountants and consultants.

The annual audit reports were presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment.

RECOMMENDATION

It is recommended that the Board of Trustees accept the audited financial statements for June 30, 2022 and 2021.

It is further recommended that the Board of Trustees accept the Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4) from Montgomery College for June 30, 2022.

BACKUP INFORMATION

Board Resolution
Audited Financial Statements for June 30, 2022 and 2021 (Board Members only)
Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4) (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **23-12-040**   Agenda Item Number: 9
Adopted on: **12/12/2022**   December 12, 2022

**Subject: The Montgomery College Audited Financial Statements for June 30, 2022
and 2021**

WHEREAS, Montgomery College is required to conduct an annual audit of the College's
financial statements; and

WHEREAS, The audit of financial statements for June 30, 2022 and 2021 was conducted by
CliftonLarsonAllen LLP (CLA), certified public accountants and consultants, and certified by
the senior vice president for administrative and fiscal services and by the president; and

WHEREAS, The audit report was conducted in accordance with auditing standards generally
accepted in the United States and the standards applicable to financial audits contained in
Government Auditing Standards, issued by the comptroller general of the United States; and

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

WHEREAS, The Board of Trustees was informed that the College's financial statements
present fairly in all material respects, the respective financial position of the business-type
activities and the discretely presented component unit of Montgomery College as of June 30,
2022 and 2021, and the respective changes in financial position and, where applicable, cash
flows thereof for the years ended in accordance with accounting principles generally accepted
in the United States of America; and

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

Resolved, That the Board of Trustees accepts the audited financial statements for June 30,
2022 and 2021.