



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9211 Corporate Boulevard, Rockville, Maryland 20850

This meeting was held in-person and via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 924 4442 9022

May 13, 2024, 6:00 p.m.

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 5B
May 13, 2024

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**

Resolution Number: **24-05-064**
Adopted on: **5/13/2024**

Agenda Item Number: 5B
May 13, 2024

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 March 1, 2024, through March 31, 2024; 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 March 1, 2024, through March 31, 2024

STAFF

STAFF EMPLOYMENTS

Effective				
Date	Name	Position Title	Grade	Department
03/04/2024	Hamilton, Anna	VP of Information Tech. & CIO	41	Senior VP of AFS
03/04/2024	Touray, Omar	Senior Instructional Assistant	25	Biology and Chemistry Dean - RV
03/04/2024	Verrill, Steven	Construction and Trade Worker	25	Facilities – Central Administration
03/16/2024	Corprew, Rashaud	Public Safety Officer II	15	Public Safety - GT
03/16/2024	Alam, Fariha	Administrative Aide II	19	Distance Learning
03/18/2024	Best, Michael	Public Safety Officer II	15	Public Safety - TP/SS
03/18/2024	Candia, Carlos	Building Services Worker	11	Facilities Operations - RV
03/18/2024	Caudillo, Jose	Building Serviced Worker	11	Facilities Operations - RV
03/18/2024	Chan, Michelle	Instructional Associate	25	Humanities Dean - TP/SS
03/18/2024	Cruz, Daniel	Grounds Maintenance Worker	15	Facilities Operations - RV
03/18/2024	Kann, Julia	Food Security Program Coord.	27	CW Dean Student Success - RV
03/18/2024	Kedron, Amy Lynn	Real Estate Management Dir.	39	Senior VP of AFS
03/18/2024	McDonald, Steve	Building Services Worker	11	Facilities Operations – TP/SS
03/18/2024	Orellana, Ericka	Building Services Worker	11	Facilities Operations – RV
03/18/2024	Strausberg, Jonathan	Major Gifts & Annual Giving Dir.	31	Advancement - Development
03/18/2024	Todd, Eric	Grounds Maint. Worker Lead	17	Facilities Operations – TP/SS
03/18/2024	Wright, Kaela	Instructional Assistant	23	Assessment & Testing Centers
03/30/2024	Zuniga, Jorge	Sports Information Coordinator	23	College Wide Athletics

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
03/01/2024	Wilson, Danuta	Transfer Credit Evaluator	21	0*	Records and Registration
03/05/2024	Gayleard, Kenneth	Operations & Maint. Super.	29	0*	Facilities Operations – TP/SS
03/05/2024	Porter, Stephan	MBI Café Coordinator	27	2	Business/Computer App. Dean
03/15/2024	Sutherland, Lauren	Library Access Svcs. Spec. I	17	2	Library - Central
03/29/2024	Burrell, Horace ¹	Financial Aid Counselor	27	26	Financial Aid
03/29/2024	Hawkins, David ¹	Endpoint Computing Mgr.	35	38	OIT Academic Services
03/29/2024	Libby, John ¹	Alumni Specialist	25	18	Advancement - Alumni
03/29/2024	Reville, Hyde	Digital Learn. Center Spec.	23	4	CW Learning Centers

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	1	1	3	0	0	7
Male	3	3	5	0	0	0	11
TOTAL	7	4	0	3	0	0	18

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	1	0	0	1	0	0	2
Male	4	2	0	0	0	0	6
TOTAL	5	2	0	1	0	0	8

¹Retirement

*Less than 1 year

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 5C
May 13, 2024

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE PROGRAM CERTIFICATE IN SPRING 2024**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the college registrar, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the college registrar.

BACK-UP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown
Dr. Price

RESOURCE PERSONS

Mr. Cartledge
Mr. Dietz

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution number: **24-05-065**
Approved on: **5/13/2024**

Agenda Item Number: 5C
May 13, 2024

Subject: Graduates Receiving the Associate Degree and the Program Certificate in Spring 2024

WHEREAS, It is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, The college registrar (“the registrar”) has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the spring 2024 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

WHEREAS, The faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate’s degrees and certificates, subject to certification by the registrar that such students have met all applicable requirements; and

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

Resolved, That the Board of Trustees ratifies the faculty’s conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate’s degrees and certificates, subject to certification by the officer that such students have met all applicable requirements.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6
May 13, 2024

**AWARD OF CONTRACT, EAST GARAGE CONCRETE REPAIRS,
TAKOMA PARK/SILVER SPRING CAMPUS, BID 624-007**

BACKGROUND

Request:	Concrete repairs at the East Garage located on the Takoma Park/Silver Spring campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	624-007
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting an award of contract for concrete repairs for the East Garage, located on the Takoma Park/Silver Spring Campus.</p> <p>The East Garage was built in 1978 with post-tensioned concrete. The garage has experienced damage from aging and wear and tear from vehicles over its life span. Repairs are needed for safety and to provide cover to exposed structural reinforcing bar, damaged concrete wear surfaces, concrete beams and columns, and perimeter cable guard rails. This project will also provide Americans with Disabilities Act (ADA) upgrades to travel access ramps and to parking layouts for ADA compliant parking spaces.</p> <p>If repairs are not addressed, further structural damage, dangerous conditions, and eventual condemnation of the garage will occur.</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 FY24 capital budget.
Dollar Amount:	\$1,219,551
Vendor Name:	Concrete Strategies LLC
Vendor Address:	161 Phillips Drive Exton, Pennsylvania 19341
Minority Status:	Non-minority
Minority Classification:	N/A
Term of Contract:	One-time purchase

NOTE: The recommended awarded vendor is not classified as a minority business enterprise (MBE); however, it has committed to sub-contracting 15% of total contract value to an MBE.

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for concrete repairs for the East Garage, located on the Takoma Park/Silver Spring Campus, to Concrete Strategies LLC of Exton, Pennsylvania, for a one-time purchase in the amount of \$1,219,551.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **24-05-066**
Adopted on: **5/13/2024**

Agenda Item Number: 6
May 13, 2024

Subject: Award of Contract, East Garage Concrete Repairs, Takoma Park/Silver Spring Campus, Bid 624-007

WHEREAS, The senior vice president for administrative and fiscal services is requesting an award of contract for concrete repairs for the East Garage, located on the Takoma Park/Silver Spring Campus; and

WHEREAS, Repairs are needed to provide cover to exposed structural reinforcing bar, damaged concrete wear surfaces, concrete beams and columns, and perimeter cable guard rails; and

WHEREAS, This project will also include ADA upgrades to travel access ramps and to parking layouts for ADA compliant parking spaces; and

WHEREAS, If repairs are not addressed, further structural damage, dangerous conditions, and eventual condemnation of the garage will occur; 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 FY24 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on March 19, 2024, and posted on the Montgomery College Procurement and State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 58 firms downloaded the request for proposal, of which, 22 were identified as minority business enterprises; and

WHEREAS, Seven responses were received, including one no-bid, one non-responsive, and two that were deemed not qualified, and

WHEREAS, Responses were read aloud and recorded in the Office of Procurement, beginning at 2:00 p.m. on April 15, 2024; and

WHEREAS, Following the evaluation of Part A (Contractor Qualification proposal), three 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 Concrete Strategies LLC of Exton, Pennsylvania, submitted the lowest base-bid price of \$1,219,551, meeting all College specification requirements; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; 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 the Board of Trustees approve an award of contract to Concrete Strategies LLC of Exton, Pennsylvania, for concrete repairs for the East Garage, located on the Takoma Park/Silver Spring Campus, for a one-time purchase in the amount of \$1,219,551; 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**

Agenda Item Number: 7
May 13, 2024

CREATION OF THE PRACTICAL NURSING CERTIFICATE

BACKGROUND

Per Goal 4 in the College's 2023-2028 Strategic Plan, increase economic impact for our students and community, one primary College objective is to design programs with economic, social, and community impact. In support of this goal, Montgomery College is prepared to offer the new practical nursing (PN) certificate in fall 2024.

The new PN certificate, which requires final approval by the Maryland Board of Nursing, provides essential education for practical nurses. This program prepares students to deliver competent nursing care as part of a team of registered nurses (RNs), other licensed practical nurses, and certified nursing assistants (CNAs), in both acute care and long-term care environments. Developed by nursing faculty, the program aligns with the nursing curriculum mandated by Code of Maryland Regulations (COMAR) and fulfills all requirements of nursing coursework while incorporating key General Education competencies. The program has two pathways for completion: one for new students, the other for students transitioning from the nursing associate of science for personal or academic reasons. Upon successful completion of the curriculum, graduates are awarded a certificate in practical nursing and are eligible to sit for the National Council Licensure Examination-Practical Nurse (NCLEX-PN). The PN program can be completed in one year or less and can be life-changing for those seeking a career change or sustainable wage.

The primary goal of the PN program is to address the PN workforce shortage in Montgomery County. As the baby-boomer population ages, the overall need for healthcare services is expected to increase. According to Lightcast data, there are 1,429 employed PNs in Montgomery County with a projected job growth of 8.7 percent over the next seven years. The national estimated job growth is 8.1 percent over the same timeframe. In Montgomery County, there were 200 job postings in March 2024, and 286 postings in February 2024, with a salary range of \$54,142 to \$85,936. The median salary for a licensed practical nurse in Montgomery County is \$69,645. The U.S. Bureau of Labor Statistics Occupational Outlook Handbook presents comparable national data with a projected job growth of five percent from 2022 to 2032, faster than average for all occupations. Not only does Montgomery College's new PN program support our community by increasing the supply of competent professionals necessary to meet the diverse healthcare needs of Montgomery County and the state of Maryland, the program supports our students by providing a pathway to immediate employment and a sustainable wage.

In addition to the application for approval of this new standalone PN certificate, the College will submit applications for statewide designation, which will recognize the College's program as the lowest total credit hours required for completion of the PN credential in the state of Maryland,

and health occupation shortage designation, which will help address the growing need for PNs in Montgomery County as determined by the Maryland Department of Health. Upon Commission approval of the supplemental designations, students who reside in a county where this program is not offered by the local community college or whose program is at capacity will pay the same rate as in-county residents for this program. These additional designations will expand opportunities for prospective students across the state.

The PN certificate will be implemented with existing institutional resources within the nursing department. The courses will be held at the East County Education Center and may be later replicated at additional locations.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the practical nursing certificate with statewide designation and health occupation shortage 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. Price

RESOURCE PERSONS

Dr. Davis
Ms. Leonard
Dr. Stewart

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

Resolution Number: **24-05-067**
Adopted on: **5/13/2024**

Agenda Item Number: 7
May 13, 2024

Subject: Creation of the Practical Nursing Certificate

WHEREAS, Per Goal 4 in the College's 2023-2028 Strategic Plan, increase economic impact for our students and community, one primary College objective is to design programs with economic, social, and community impact; and

WHEREAS, In support of this goal, Montgomery College is prepared to offer the new practical nursing (PN) certificate in fall 2024; and

WHEREAS, The new PN certificate, which requires final approval by the Maryland Board of Nursing, provides essential education for practical nurses and prepares students to deliver competent nursing care as part of a team of registered nurses (RNs), other licensed practical nurses, and certified nursing assistants (CNAs) in both acute care and long-term care environments; and

WHEREAS, Developed by nursing faculty, the program aligns with the nursing curriculum mandated by Code of Maryland Regulations (COMAR) and fulfills all requirements of nursing coursework while incorporating key General Education competencies; and

WHEREAS, The program has two pathways for completion: one for new students, the other for students transitioning from the nursing associate of science for personal or academic reasons; and

WHEREAS, Upon successful completion of the curriculum, graduates are awarded a certificate in practical nursing and are eligible to sit for the National Council Licensure Examination- Practical Nurse (NCLEX-PN); and

WHEREAS, The PN program can be completed in one year or less and can be life-changing for those seeking a career change or sustainable wage; and

WHEREAS, The primary goal of the PN program is to address the PN workforce shortage in Montgomery County as the baby-boomer population ages and the overall need for healthcare services is expected to increase; and

WHEREAS, According to Lightcast data, there are 1,429 employed PNs in Montgomery County with a projected job growth of 8.7 percent over the next seven years; the national estimated job growth is 8.1 percent over the same timeframe; and

WHEREAS, In Montgomery County, there were 200 job postings in March 2024 and 286 postings in February 2024 with a salary range of \$54,142 to \$85,936; the median salary for a licensed practical nurse in Montgomery County is \$69,645; and

WHEREAS, The U.S. Bureau of Labor Statistics Occupational Outlook Handbook presents comparable national data with a projected job growth of five percent from 2022 to 2032, faster than average for all occupations; and

WHEREAS, Not only does Montgomery College's new PN program support our community by increasing the supply of competent professionals necessary to meet the diverse healthcare needs of Montgomery County and the state of Maryland, the program supports our students by providing a pathway to immediate employment and a sustainable wage; and

WHEREAS, In addition to the application for approval of this new standalone PN certificate, the College will submit applications for statewide designation, which will recognize the College's program as the lowest total credit hours required for completion of the PN credential in the state of Maryland, and health occupation shortage designation, which will help address the growing need for PNs in Montgomery County as determined by the Maryland Department of Health; and

WHEREAS, Upon Commission approval of the supplemental designations, students who reside in a county where this program is not offered by the local community college or whose program is at capacity will pay the same rate as in-county residents for this program; these additional designations will expand opportunities for prospective students across the state; and

WHEREAS, The PN certificate will be implemented with existing institutional resources within the nursing department; the courses will be held at the East County Education Center and may be later replicated at additional locations; now therefore be it

Resolved, That the members of the Board of Trustees approve the creation of the practical nursing certificate with statewide designation and health occupation shortage designation; and be it further

Resolved, That applications for the practical nursing certificate with statewide designation and health occupation shortage designation be forwarded for approval to the Maryland Higher Education Commission.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8
May 13, 2024

**MONTGOMERY COLLEGE REPORT ON SINGLE AUDIT
YEAR ENDED JUNE 30, 2023**

BACKGROUND

Montgomery College is required by the Uniform Guidance described in the Office of Management and Budget (OMB) Compliance Supplement to conduct an annual audit of its major federal programs.

The audit for the year ended June 30, 2023, was conducted by CliftonLarsonAllen LLP (CLA), certified public accountants and consultants.

The annual audit report was 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 report on single audit year ended June 30, 2023.

BACKUP INFORMATION

Board Resolution
Report on Single Audit Year Ended June 30, 2023 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **24-05-068**
Adopted on: **5/13/2024**

Agenda Item Number: 8
May 13, 2024

Subject: Montgomery College Report on Single Audit Year Ended June 30, 2023

WHEREAS, Montgomery College is required by the Uniform Guidance described in the Office of Management and Budget's (OMB) Compliance Supplement to conduct an annual audit of its major federal programs; and

WHEREAS, The audit for the year ended June 30, 2023, was conducted by CliftonLarsonAllen LLP (CLA), certified public accountants and consultants.

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 complied, in all material respects, with financial reporting requirements for each of its major federal programs for the year ended June 30, 2023; and

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

Resolved, That the Board of Trustees accepts the report on single audit year ended June 30, 2023.