



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Board Room • 9221 Corporate Boulevard, Rockville, Maryland 20850

This meeting was held in-person and via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 970 9003 9243

December 9, 2024, 6:45 p.m.

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 5B
December 9, 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: **25-12-027**
Adopted on: **12/9/2024**

Agenda Item Number: 5B
December 9, 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 October 1, 2024, through October 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 October 1, 2024, through October 31, 2024

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
10/14/2024	Blair, Erykia	Administrative Aide II	19	CW Dean Stu Success-RV Stu
10/14/2024	Dohmusi, Justine	Building Services Worker	11	Facilities Operations-TP/SS
10/14/2024	Simpson, Molly	Records and Registration Specialist	23	Records and Registration
10/26/2024	Nigmatzyanov, Ildar	Broadcast IT Engineer	31	MCTV10-Montgomery College TV
10/26/2024	Queirolo, Jaqueline	Administrative Aide II	19	Academic Initiatives
10/28/2024	Choi, Frank	Advancement Services Manager	33	Advancement/Comm Engage
10/28/2024	Miranda, Jennifer	Community Use Scheduler	15	Facilities Operations-TP/SS

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
10/3/2024	Billanti, Logan	Grounds Maintenance Worker	15	0*	Facilities Operations-RV
10/3/2024	Ruiz, Ximena	Program Assistant	21	0*	CEELS Dean WDCE
10/9/2024	Ferguson, Dwayne	Building Services Worker	11	0*	Facilities Operations-TP/SS
10/23/2024	Brumfield, Sandra	Building Services Worker Lead	15	9	Facilities Operations-RV
10/29/2024	Reed, Adam	Training and Development Coordinator	29	0*	ELITE Distance Learning
10/31/2024	Han, Nancy ¹	Administrative Aide III	23	15	CW Dean Stu Success-RV Stu Services

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

* Less than one year

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From October 1, 2024, through October 31, 2024

FACULTY

FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Department
None			

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
10/2/2024	Wall, Mary	Assistant Professor	9	Mathematics Dean

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

FACULTY SEPARATIONS: Ethnicity and Gender

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

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6A
December 9, 2024

**AWARD OF CONTRACT
STRATEGIC COMMUNICATIONS, BID E525-001**

BACKGROUND

Request:	Strategic Communications
Office/SVP Originating Request:	Senior Vice President for Advancement and Community Engagement
Award Type:	Competitive
Bid Number:	E525-001
Explanation of Request:	<p>The senior vice president for advancement and community engagement is requesting an award of contract for strategic communications.</p> <p>Contract services will include the creation of a cohesive and aligned communications strategy that enhances visibility, credibility, and support among key stakeholders. This partnership will enable Montgomery College to leverage more effective and efficient communication across all departments, ensuring consistent messaging that aligns with its transformational aspirations. The firm will provide guidance to proactively manage potential issues impacting the College's reputation while enhancing positive earned media coverage.</p> <p>A unified communications strategy will improve how Montgomery College shares resources, achievements, and opportunities with students, fostering a sense of belonging and engagement. Effective communication can help students connect with programs, support services, and partnerships that facilitate their academic, career, and personal growth. Ultimately, this aligns with the College's focus on access, completion, and post-completion success, driving positive student outcomes.</p> <p>Without these services, the College may face fragmented communications, leading to inefficiencies, internal silos, and diminished stakeholder engagement. Inconsistent messaging will negatively impact the College's ability to address reputational risks proactively. This gap may weaken support from students, faculty, staff, and external partners, ultimately impacting student retention and success by reducing awareness of critical</p>

	resources and support programs.
Reason Being Brought to Board:	Board approval is required for all contract awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and consultant, and the chief business/financial strategy officer certifies that funds are available in the FY25 operating budget.
Annual Dollar Amount:	\$238,760
Vendor Name:	The Hatcher Group
Vendor Address:	7600 Wisconsin, Ave., Suite 1000 Bethesda, Maryland
Term of Contract:	One year, with four one-year renewal options
Minority Status	Non-minority
Minority Classification	NA

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract to The Hatcher Group of Bethesda, Maryland, for strategic communication services.

It is further recommended 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.

BACKUP INFORMATION

- Board Resolution
- Bid Summary (Board Members Only)
- Bidders List (Board Members Only)
- Policy 41000: Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Campbell

RESOURCE PERSONS

- Ms. DeLuca
- Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-12-028**
Adopted on: **12/9/2024**

Agenda Item Number: 6A
December 9, 2024

Subject: Award of Contract, Strategic Communications, Bid e525-001

WHEREAS, The senior vice president for advancement and community engagement is requesting an award of contract for a strategic communications service provider; and

WHEREAS, A unified communications strategy will improve how Montgomery College shares resources, achievements, and opportunities with students, fostering a sense of belonging and engagement; and

WHEREAS, Contract services will include the creation of a cohesive and aligned communications strategy that enhances visibility, credibility, and support among key stakeholders, enable Montgomery College to leverage more effective and efficient communication across all departments, ensuring consistent messaging that aligns with its transformational aspirations; and

WHEREAS, The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and consultant, and the chief business/financial strategy officer certifies that funds are available in the FY25 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a Request for Proposal was publicly advertised on August 23, 2024, on the Montgomery College Procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 97 firms downloaded the Request for Proposal from the Montgomery College procurement website, of which, 70 were identified as minority business enterprises; and

WHEREAS, Seven responses were received, read aloud, and recorded in the office of procurement, beginning at 3:00 pm on September 16, 2024; and

WHEREAS, Upon evaluation of all vendor proposals by appropriate College staff, it was determined that the proposal submitted by The Hatcher Group of Bethesda, Maryland, was the highest ranked, meeting all College requirements; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 1: Enhance connections between Montgomery College and our community, and Goal 2: Cultivate a sense of belonging for everyone at the College; 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 approve a one-year award of contract to The Hatcher Group of Bethesda, Maryland, for strategic communications; 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; 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: 7
December 9, 2024

MODIFICATION OF POLICY 75004: FREEDOM OF EXPRESSION

General Information

Policy Number:	75004
Contained in Chapter:	Chapter Seven
Policy Title:	Freedom of Expression
Policy Creation Date:	May 10, 2004
Most Recent Modification Date:	January 23, 2017

Changes, Additions, Deletions

Line Number	Purpose
Line 1	This modification adjusts language to reflect that the College's position is one of support for the community's right to free expression.
Lines 1-2	This addition makes it clear that the free speech which this policy seeks to support is a constitutionally protected First Amendment right.
Line 5	This deletion improves clarity and meaning.
Line 6	This deletion improves clarity and meaning.
Line 6	This modification updates language to use the broader and more accurate term "College property."
Line 8	This modification improves readability.
Line 9	This addition expands the description of what the viewpoint neutral regulations seeks to protect.
Lines 9-12	This addition emphasizes and further explains that the policy is viewpoint neutral.
Lines 14-17	This modification is for clarity and meaning and to mirror language in other policies.

Lines 19-20	This modification reflects standardized language being implemented across all policies.
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RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 75004: Freedom of Expression.

BACKUP INFORMATION

Resolution
Policy 75004: Freedom of Expression (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Collette
Mr. Dietz
Dr. Van Camp

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

Resolution Number: **25-12-029**
Adopted on: **12/9/2024**

Agenda Item Number: 7
December 9, 2024

Subject: Modification of Policy 75004: Freedom of Expression

WHEREAS, The Board of Trustees created Policy 75004: Freedom of Expression in 2004; and

WHEREAS, The policy has served an important purpose in supporting the rights of rights of the College community to freedom of expression; and

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

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

Resolved, That Policy 75004: Freedom of Expression be amended as indicated in the attached draft; and be it further

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

Chapter: Facilities

Modification No. 003

Subject: **Freedom of Expression**

- 1 I. Montgomery College supports the rights of the College community to exercise their First
2 Amendment right to freedom of speech, freedom of the press, freedom of expression, and the
3 right to peaceful assembly.
4
- 5 II. These activities must not disrupt the operations of the College. Accordingly, the time, place, and
6 manner of exercising speech on College property are subject to regulations that shall provide for
7 non-interference with College functions, reasonably protect individuals against practices which
8 would make them involuntary audiences, and respect each person's right to choose whether or
9 not to participate. All expressive activities shall be treated equally and therefore regulations to
10 time, place, and manner shall be established and enforced without regard to the content or
11 viewpoint of the expressive activity.
12
- 13 III. Persons engaged in expression shall make it clear that their actions are an expression of their
14 own individual viewpoint and do not represent the College's position as an institution.
15
- 16 IV. The Board of Trustees authorizes the president to establish any procedures necessary to
17 implement this policy.
18

19
20

Board Approval: May 10, 2004; January 23, 2017; DATE.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8
December 9, 2024

**THE MONTGOMERY COLLEGE AUDITED FINANCIAL
STATEMENTS FOR YEAR ENDED JUNE 30, 2024**

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 the year ended June 30, 2024, and MHEC-CC-4, also dated June 30, 2024, were conducted by CLA (CliftonLarsonAllen LLP), 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 the year ended June 30, 2024.

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, 2024.

BACKUP INFORMATION

Board Resolution
Policy 61005–Internal Audit
Audited Financial Statements for June 30, 2024 (Board Members only)
Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4 June 30, 2024) (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-12-030**
Adopted on: **12/9/2024**

Agenda Item Number: 8
December 9, 2024

**Subject: The Montgomery College Audited Financial Statements for Year Ended
June 30, 2024**

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

WHEREAS, The audit of financial statements for year ended June 30, 2024, was conducted by CliftonLarsonAllen LLP, (CLA) certified public accountants and consultants; 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, This resolution aligns with all four goals in the College's 2023 through 2028 Strategic Plan; 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, and the aggregate remaining fund information of the College as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then 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 year ended June 30, 2024.