



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

Central Services Building ▪ Board Room ▪ 9221 Corporate Boulevard, Rockville, Maryland
[Link to join Zoom Meeting](#) · By phone: 301-715-8592 · Webinar ID: 990 6389 8254

BOARD OF TRUSTEES

September 16, 2024

Gloria Aparicio Blackwell
Chair
TERM ENDS JUNE 30, 2026

6:00 p.m.

Annicc Cody
First Vice Chair
TERM ENDS JUNE 30, 2028

Omar A. Lazo
Second Vice Chair
TERM ENDS JUNE 30, 2027

Michael A. Brintnall, Ph.D.
TERM ENDS JUNE 30, 2029

Sheryl Brissett Chapman, Ed.D.
TERM ENDS JUNE 30, 2029

Marvin Dickerson
TERM ENDS JUNE 30, 2030

David A. Hill
TERM ENDS JUNE 30, 2030

Robert F. Levey
TERM ENDS JUNE 30, 2025

Maricé I. Morales
TERM ENDS JUNE 30, 2025

Annet Michelle Namugerwa
Student Trustee
TERM ENDS JUNE 30, 2025

PRESIDENT AND
SECRETARY-TREASURER
Dr. Jermaine F. Williams

1. Call to OrderProcedural
2. Roll Call Procedural
3. Approval of AgendaProcedural
4. Oath of OfficeProcedural
5. ReportsInformation
 - A. President’s Report
 - B. FY24 Fourth Quarter Financial Summary Report
 - C. Chair’s Report
6. Consent AgendaAction
 - A. Minutes
 - i. June 17, 2024 Public Vote and Closed Session Minutes
 - ii. June 17, 2024 Public Meeting Minutes
 - B. Personnel Actions Confirmation Report
 - C. Graduates Receiving Associate’s Degrees and Program Certificates in Summer 2024
7. Awards of Contract (Competitive).....Action
 - A. Award of Contract, Web-based Software Solution for Higher Education Workplace & Student Training, Bid e524-019
 - B. Award of Contract, Media Buy Service Provider, Bid e524-024
8. Regulatory MatterAction

The 2024 Performance Accountability Report
9. New Business.....Procedural
10. Trustee CommentsProcedural

11. AdjournmentProcedural

NOTICES

BOARD OF TRUSTEES INFORMATION. The Board's meeting schedule, agendas, meeting minutes, and records of resolutions are available at www.montgomerycollege.edu/bot.

WRITTEN COMMENTS. The Board of Trustees welcomes written comments, which can be sent to trustees@montgomerycollege.edu or to Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, ATTN: Board of Trustees.

ALTERNATIVE AGENDA FORMAT. This agenda is available in an alternative format upon request, in accordance with the Americans with Disabilities Act, by contacting 240-567-5272 or trustees@montgomerycollege.edu at least two weeks prior to the scheduled board meeting.

COMMUNICATIONS ACCOMMODATIONS. For special accommodations in communicating with the Board, contact 240-567-5272 or trustees@montgomerycollege.edu.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6B
September 16, 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:
Adopted on:

Agenda Item Number: 6B
September 16, 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 May 1, 2024, through July 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 May 1, 2024, through May 31, 2024

STAFF

STAFF EMPLOYMENTS

Effective					
Date	Name	Position Title	Grade	Department	
05/13/2024	DeLuca, Mary	ASVP for Market. and Comm.	39	Advancement-Media/Pub. Relations	
05/13/2024	Gurung, Reshu	Administrative Aide I	15	Part-Time Faculty Institute	
05/13/2024	Janson, Kathleen	Administrative Manager	31	HR/Strategic Talent Management	
05/13/2024	Mezui, Davy	Building Services Worker	11	Facilities Operations – GT	
05/28/2024	Foster, Steven	Campus Police Officer	19	Public Safety – GT	
05/28/2024	Henrigues, Ricardo	Public Safety Officer II	15	Public Safety – TP/SS	
05/28/2024	Pierre, Socrate	Public Safety Officer II	15	Public Safety – TP/SS	
05/28/2024	Stafford, Terence	Campus Police Officer	19	Public Safety – TP/SS	
05/28/2024	Swanson, Vernon	ACES Student Success Coord.	27	ACES-Achiev Coll Excell & Success	

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
05/10/2024	Shephard, Gina	Project Manager II	35	10	Facilities – Central Administration
05/13/2024	Hernandez, Marvin	Automotive Technician Lead	23	12	Facilities Operations – GT
05/13/2024	McCambley, Maurice ¹	Director of Campus Facilities	37	16	Facilities Operations – GT
05/24/2024	Sharif, Mary ¹	Instructional Lab Coordinator	27	15	Biology and Chemistry Dean

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
05/24/2024	Aronne, Maria ¹	Professor	21	Mathematics Dean
05/24/2023	Borkman, Kurt ¹	Professor	33	Humanities Dean
05/24/2023	Edwards, Maureen ¹	Professor	29	Health Sciences Dean
05/24/2023	Hopkins, Mary	Associate Professor	10	Mathematics Dean
05/24/2023	Koch, Jon Christopher ¹	Professor	19	Fine Performing Visual Arts Dean
05/24/2023	Pryor, Chester ¹	Professor	31	English and Reading Dean
05/24/2024	Rose, Alison ¹	Professor	17	Mathematics Dean
05/24/2024	Rothman, David ¹	Professor	16	Fine Performing Visual Arts Dean
05/24/2024	Whiting, Patrice ¹	Professor	24	Health Sciences Dean

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	1	2	0	0	0	5
Male	3	1	0	0	0	0	4
TOTAL	5	2	2	0	0	0	9

¹Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From June 1, 2024, through June 30, 2024

STAFF

STAFF EMPLOYMENTS

Effective				
Date	Name	Position Title	Grade	Department
06/08/2024	Dangle, Donna	Manager of HR Finance	33	HR/Strategic Talent Management
06/10/2024	Bhatt, Mauli	Child Care Teacher Assistant	15	Center for Early Education
06/10/2024	Cipperly, Richard	Campus Police Officer	19	Public Safety – TP/SS
06/10/2024	Gomes, Donald	Financial Aid Assistant	21	Financial Aid
06/10/2024	Sydnor, Chaucia	Cyber Defense Analyst I	33	Facilities – Central Administration
06/22/2024	Bonanno, Nino	Public Safety Officer II	15	Public Safety – TP/SS
06/24/2024	Ballew, Benjamin	Building Services Worker	11	Facilities Operations - GT
06/24/2024	Brown, Horace	Building Maintenance Mechanic	23	Facilities Operations – TP/SS
06/24/2024	Daniels, David	Campus Police Officer	19	Public Safety – TP/SS
06/24/2024	Diallo, Assane	Building Services Worker	11	Facilities Operations - RV
06/24/2024	Flores Mejia, Kevin	Community Use Scheduler	15	Facilities Operations - RV
06/24/2024	Habteselassie, Getnet	Accounts Payable Manager	33	Business Services
06/24/2024	Manukulasuriya, Udith	Building Services Worker	11	Facilities Operations – RV
06/24/2024	Mapp, Tailor	Administrative Aide I	15	Public Safety - GT
06/24/2024	Romero, Yude	Building Services Worker	11	Facilities Operations - GT
06/24/2024	Smith, Crystal	Financial Aid Counselor	27	Financial Aid
06/24/2024	Steagall, Katelyn	Instructional Associate	29	ELAP, Linguistics and Comm Studies

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
06/06/2024	Denegal, Rose ¹	Executive Associate II	27	25	Facilities – Central Administration
06/07/2024	Kaur, Mailka	Graduation Technician	21	0*	Records & Registration
06/07/2024	Rampulla, Jennifer	Instructional Associate	25	0*	ELAP, Linguistics and Comm Studies
06/10/2024	Mette, Shannon	Administrative Aide II	19	0*	Mathematics Dean
06/14/2024	Cruz, Daniel	Grounds Maint. Worker	15	0*	Facilities Operations - RV
06/14/2024	Waters, Keven	Advancement Srvs. Manager	33	15	Advancement - Development
06/25/2024	Cruz, Tameka	Financial Aid Counselor	27	9	Financial Aid
06/28/2024	Anderson, Tashana	Administrative Aide II	23	0*	ACES-Achiev Coll Excell & Success
06/28/2028	Drew, Kathleen ¹	Foundation Scholarship Mgr.	27	43	Advancement – Development
06/28/2024	Fechter, Sharon ¹	Special Asst. to the President	41	24	Office of the President
06/28/2024	Hawkins, Alphonso ¹	Campus Police Officer	19	23	Public Safety - GT
06/28/2024	Roussell, Nicole	Career Res & GED Inst Spec	25	0*	Community Based Grants WDCE
06/28/2024	Sacks, Natalya ¹	Program Manager I	27	17	CEELS Dean WDCE
06/28/2024	Smokes, Lucrecia	Financial Aid Counselor	27	9	Financial Aid
06/29/2024	Foster, Steven	Campus Police Officer	19	0*	Public Safety - GT

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	3	1	1	0	0	7
Male	3	4	1	2	0	0	10
TOTAL	5	7	2	3	0	0	17

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	6	4	0	1	0	0	11
Male	3	1	0	0	0	0	4
TOTAL	9	5	0	1	0	0	15

¹ Retirement

* Less than one year

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From June 1, 2024, through June 30, 2024**

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
06/21/2024	Muhn, Eurae	Associate Professor	10	English and Reading Dean
06/24/2024	Kunselman, Molly	Assistant Professor	5	GITE- Gudelsky Inst Tech Educ

FACULTY SEPARATIONS: Ethnicity and Gender

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

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
07/06/2024	Natera Barajas, Teresa	Human Resources Specialist II	29	HR/Strategic Talent Management
07/08/2024	Farahati, Amanda	Library Access Svcs. Spec. I	17	Library - Central
07/08/2024	Hernandez, Ana	Nursing Lab and Clinical Assoc.	29	Health Sciences Dean
07/08/2024	Moriarty, Sean	Sr. Instruct. Asst. – Auto Tech.	25	GITE – Gudelsky Inst Tech Educ
07/08/2024	Feleke, Senalem	Building Services Worker	11	Facilities Operations - GT
07/20/2024	Reed, Adam	Training and Development Coord	29	ELITE Distance Learning
07/22/2024	Freeman, Kristie	Administrative Aide II	19	ELAP, Linguistics and Comm Studies

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
07/09/2024	Feleke, Senalem	Building Services Worker	11	0*	Facilities Operations - FT
07/10/2024	Merendino, Elisa ¹	Administrative Adie II	19	14	English and Reading Dean
07/12/2024	Giovannetti, Catherine ¹	Budget and Finance Mngr.	33	34	WDCE Central Administration
07/19/2024	Sonetrot, Chatnarong ¹	Mechanical Engineer	31	36	Facilities – Central Administration
07/23/2024	Alemu, Dejene	Building Services Worker	11	5	Facilities Operations – TP/SS
07/26/2024	Ault, Arthur	Senior Research Analyst	31	6	Institutional Research & Effect.
07/31/2024	Brown, Monica ¹	SVP for Student Affairs	S1	21	Sr. VP for Student Services
07/31/2024	Johnson, Rose ¹	Administrative Aide II	19	35	Biology and Chemistry Dean
07/31/2024	Singleton, Lucilene ¹	Administrative Aide II	19	16	Humanities Dean

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	2	1	0	0	0	5
Male	1	1	1	1	0	0	4
TOTAL	3	3	2	1	0	0	9

¹ Retirement

* Less than one year

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
07/19/2024	Avery, Dawn ¹	Professor	22	Fine Performing Visual Arts Dean

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

* Less than one year

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6C
September 16, 2024

**GRADUATES RECEIVING ASSOCIATE'S DEGREES AND
PROGRAM CERTIFICATES IN SUMMER 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. In the event that the ratification by the Board of Trustees takes place after the date of conferral of the degrees and certificates to the graduates, the Board of Trustees must ratify, confirm and authorize the conferral retroactively ("nunc pro tunc") to the past date of conferral.

RECOMMENDATION

The Board of Trustees is asked to ratify, confirm and authorize 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, nunc pro tunc to the date of such conferral action.

BACKUP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Cabellon
Dr. Price

RESOURCE PERSONS

Mr. Cartledge

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted On:

Agenda Item Number: 6C
September 16, 2024

Subject: Graduates Receiving Associate's Degrees and the Program Certificates in Summer 2024

WHEREAS, It is necessary that the Board ratify, confirm and authorize the past conferral of degrees and certificates 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 summer 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, confirms, and authorizes 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 Registrar that such students have met all applicable requirements, nunc pro tunc to the past date on which such conferral took place.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 7A
September 16, 2024

**AWARD OF CONTRACT, WEB-BASED SOFTWARE SOLUTION FOR HIGHER EDUCATION
WORKPLACE AND STUDENT TRAINING, BID E524-019**

BACKGROUND

Request:	Web-Based Software Solution for Higher Education Workplace and Student Training
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	E524-006
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting an award of contract for the purchase of a web-based software solution for higher education workplace and student training.</p> <p>The purchase of this software solution will enable the College to meet the mandatory training requirements for all employees, ensuring compliance with industry standards and regulations.</p> <p>The primary objective is to equip our student employees and staff with high-quality, up-to-date training. This will ensure they possess the skills necessary to create and maintain a safe working and learning environment.</p> <p>The implementation of this software training tool supports the ongoing development of Montgomery College employees, which in turn enhances their ability to succeed in their roles and contribute positively to the College environment.</p> <p>Additional Benefits include seamless integration, efficiency, and accessibility. The Vector Solutions software is compatible with both Blackboard Ultra and Workday, providing a convenient single sign-on experience that integrates seamlessly into our existing systems. The integration ensures that all users can easily access training materials, streamlining the learning process and maximizing engagement and participation.</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 FY25 operating budget.
Dollar Amount:	\$76,000 (year one annual license fee)
Vendor Name:	Scenario Learning LLC dba: Vector Solutions
Vendor Address:	2135 Dana Ave., Suite 300 Cincinnati, Ohio 45207
Minority Status:	Non-minority
Minority Classification:	NA
Term of Contract:	One year, with four one-year renewal options.

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for a web-based software solution for higher education workplace and student training to Scenario Learning LLC, dba; Vector Solutions of Cincinnati, Ohio, for a one-year term, for a not-to-exceed year one annual amount of \$76,000.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and in the best interest of the College. The total five-year, not-to-exceed amount is \$403,494.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

Policies: 31000 Code of Ethics and Employee Conduct

31001 Sexual Misconduct

31006 EEO and Non-Discrimination

31011 Prevention of Bullying and Workplace Violence

41002 Equal Education Opportunity and Non-Discrimination Policy

42001 Student Code of Conduct

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Brown

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 7A
September 16, 2024

**Subject: Award of Contract, Web-Based Software Solution for Higher Education
Workplace and Student Training, E524-019**

WHEREAS, The senior vice president for administrative and fiscal services is requesting an award of contract for a web-based software solution for higher education workplace and student training; and

WHEREAS, The purchase of this software solution will enable the College to meet the mandatory training requirements for all employees, ensuring compliance with industry standards and regulations; 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 FY25 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on April 5, 2024, and posted on the Montgomery College Procurement and State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 64 firms downloaded the request for proposal, of which, 37 were identified as minority business enterprises; and

WHEREAS, One response was received, read aloud, and recorded in the office of procurement, beginning at 3:00 pm on April 30, 2024; and

WHEREAS, Upon evaluation of all submitted vendor proposals by College staff, it was determined that the proposal submitted by Scenario Learning LLC, dba; Vector Solutions of Cincinnati, Ohio, for a web-based software solution for higher education workplace and student training, met all College 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 for a one-year term, to Scenario Learning LLC, dba; Vector Solutions of Cincinnati, Ohio, for a not-to-exceed amount of \$76,000; and be it further

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

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

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 7B
September 16, 2024

**AWARD OF CONTRACT,
MEDIA BUY SERVICE PROVIDER, BID e524-024**

BACKGROUND

Request:	Media Buy Service Provider
Office/SVP Originating Request:	Senior Vice President for Advancement and Community Engagement
Award Type:	Competitive
Bid Number:	e524-024
Explanation of Request:	<p>The senior vice president for advancement and community engagement is requesting an award of contract for a media buy services provider.</p> <p>This service allows the College to streamline its media purchase needs and take advantage of media buying industry cost savings practices.</p> <p>Media buying firms possess the tools and experience to provide the College with data and analysis that are essential for understanding the return on investment related to the marketing buy. Without the streamlined approach, the College would have to assume the planning, negotiating, management of invoices, and tracking of analytics, all of which would require considerable staff hours each month.</p>
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 the chief business/financial strategy officer certifies that planned expenditures are available in the FY25 operating budget.
Annual Dollar Amount:	\$800,000
Vendor Name:	RDW Group
Vendor Address:	225 Dyer Street Providence Rhode Island 02903
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 RDW Group of Providence, Rhode Island, for the purchase of media buying services, for a total estimated, not-to-exceed annual amount of \$800,000.

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. The total, five-year contract estimated not-to-exceed amount is \$4,000,000.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

Policy 62003 – Public Information, Communications, and Marketing

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Campbell

RESOURCE PERSONS

Ms. DeLuca

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 7B
September 16, 2024

Subject: Award of Contract, Media Buy Service Provider, Bid e524-024

WHEREAS, The senior vice president for advancement and community engagement is requesting an award of contract for a media buy services provider; and

WHEREAS, Without the streamlined approach, the College would have to assume the planning, negotiating, management of invoices, and tracking of analytics, all of which would require considerable staff hours each month; and

WHEREAS, The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures 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 June 20, 2024, on the Montgomery College Procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 70 firms received the request for proposal of which, 66 firms downloaded the proposal from the Montgomery College procurement website, and four firms received the request for proposal from other sources; and

WHEREAS, 32 of the 70 firms were identified as minority business enterprises; and

WHEREAS, 18 responses, including 12 that were declared non-responsive because they did not abide by all requirements outlined in the request for proposal, were received, read aloud, and recorded in the office of procurement, beginning at 3:00 pm on July 19, 2024; and

WHEREAS, Of the six remaining responsive proposals, three did not achieve the minimum score required in phase one in order to advance to the interview phase of the evaluation process; and

WHEREAS, Upon evaluation of the remaining three proposals by appropriate College staff, it was determined that the proposal submitted by RDW Group of Providence, Rhode Island, 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 for the purchase of media buying services to RDW Group of Providence, Rhode Island, for a total, estimated not-to-exceed annual amount of \$800,000; 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; 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**

Agenda Item Number: 8
September 16, 2024

THE 2024 PERFORMANCE ACCOUNTABILITY REPORT

BACKGROUND

The Performance Accountability Report (PAR) is the College's annual report on progress toward reaching benchmarks in key indicators of operations. The report is submitted to the Maryland Higher Education Commission (MHEC) each year. PAR indicators have universal statewide definitions.

This accountability reporting system has been in place since 1996, when it was implemented by MHEC. The reporting structure is based on requirements in the Maryland Higher Education Reorganization Act of 1988. At Montgomery College, the Office of Institutional Research and Effectiveness (OIRE) assumes the primary role for providing the quantitative content of the PAR and coordinating the contributions from administrative offices and Workforce Development & Continuing Education (WDCE). OIRE also assumes the primary role for providing the narrative and coordinating contributions from WDCE and the Office of Business Services.

In addition to a narrative reporting on significant student characteristics, performance metrics and community outreach efforts, the report contains recent trend data on specific quantitative indicators that reflect progress towards benchmarks set by the Board of Trustees, where appropriate. MHEC considers the College's performance on these indicators as the primary component of assessing the institution's effectiveness, and, at the College, the president incorporates the PAR results in monitoring and assessing institutional performance on relevant components of the strategic plan and transformational aspirations.

Upon acceptance of the report by the Board of Trustees, the Performance Accountability Report will be submitted to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2024 Montgomery College Performance Accountability Report, and that the president be authorized to submit the report to the Maryland Higher Education Commission.

BACKUP INFORMATION

2024 Performance Accountability Report (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Hamman

RESOURCE PERSON

Dr. Blaylock

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 8
September 16, 2024

Subject: The 2024 Performance Accountability Report

WHEREAS, The Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the state's public colleges and universities; and

WHEREAS, The 2024 Montgomery College Performance Accountability Report contains the most recent data on the quantitative performance indicators as well as a written discussion of the trends in the narrative portion of the report; and

WHEREAS, The College uses data in the Performance Accountability Report to assess progress on collegewide student success and to contemplate actions where appropriate; and

WHEREAS, The president recommends acceptance of the College's 2024 Performance Accountability Report; now therefore be it

Resolved, That the Board of Trustees accepts the 2024 Montgomery College Performance Accountability Report; and be it further

Resolved, That the president is authorized to submit the report to the Maryland Higher Education Commission.