



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: 999 2655 5358

**December 11, 2023, 6:30 p.m.**

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

Resolution Number: **24-12-021**  
Adopted on: **12/11/2023**

Agenda Item Number: 4  
December 11, 2023

**Subject: Tribute and Posthumous Award of Bronze Medallion to Mr. Dennis P. Mulligan**

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WHEREAS, Mr. Dennis P. Mulligan served Montgomery College with enthusiasm and dedication for 38 years as a theater production technician in the Rockville Performing Arts Department until his untimely death on June 20, 2023, which deeply saddened the College community; and

WHEREAS, Mr. Mulligan began his career as a student assistant in the Rockville Theatre Department in 1985, joined the Performing Arts staff as a full-time theatre production technician in 1989, and became the technical director of the College's celebrated Summer Dinner Theatre program in 1999; and

WHEREAS, Mr. Mulligan was recognized for his outstanding outreach efforts to area high schools and professional theatres where he acted as a consultant and liaison to these institutions, and established the internship and apprenticeship programs that are vital to the continued success of the College's Summer Dinner Theatre; and

WHEREAS, Mr. Mulligan worked tirelessly to mentor, recruit, train, and supervise interns and student technicians, advised students, and taught Master Classes throughout the year, developed and taught a series of workshops in support of the new Musical Theatre track for Performing Arts majors; and

WHEREAS, Mr. Mulligan was a talented actor and singer, as well as a director on over 200 Montgomery College productions, whose credits include "Nickel and Dime", "Rosencrantz & Guildenstern Are Dead", "Living Out", "The Skin of Our Teeth", "Reckless", "The Waiting Room", "Hair", and "Working" for the College Performing Arts Series; and

WHEREAS, Mr. Mulligan served on many collegewide and campus committees and was an active member of AFSCME Local 2380, the Montgomery College staff union, where he served on the executive board for 16 years; and

WHEREAS, Mr. Mulligan was honored with recognition awards from the College for his work on Summer Dinner Theatre in 2012, and for outstanding work in the coordination of events, meetings, and forums with the Office of Special Events also in 2012; and

WHEREAS, Mr. Mulligan will be deeply missed by his colleagues and students, having dedicated almost 40 years to the College; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this posthumous public recognition of Mr. Dennis P. Mulligan; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Dennis P. Mulligan for his service to the College and extend to them profound sympathy for the loss of their loved one; and be it further

Resolved, That Mr. Dennis P. Mulligan is posthumously awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude to the College for his exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the family of Mr. Dennis P. Mulligan

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

Agenda Item Number: 6B  
December 11, 2023

**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: **24-12-022**  
Adopted on: **12/11/2023**

Agenda Item Number: 6B  
December 11, 2023

**Subject: Personnel Actions Confirmation**

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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, 2023, through October 31, 2023; 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, 2023, through October 31, 2023**

**STAFF**

**STAFF EMPLOYMENTS**

Effective				
Date	Name	Position Title	Grade	Department
10/02/2023	Gulanawattha, Asith	Library Access Serv. Spec. II	19	Library Central
10/02/2023	Lindenbaum, Mallory	Library Access Serv. Spec. I	17	Library Central
10/02/2023	Sidibe, Ibrahima	Public Safety Officer II (CPL.)	15	Public Safety – TP/SS
10/16/2023	Bonilla, Edith	Program Assistant	21	Health Sciences Inst. WDCE
10/16/2023	Mira, Leo	Accountant II	27	Business Services
10/16/2023	Montero, Gustavo	Swimming Pool Operator	19	Facilities Operations – RV
10/16/2023	Schill-Dokic, Natasha	Swimming Pool Operator	19	Facilities Operations - GT
10/30/2023	Akerele, Peter	Geographic Info. Syst. Analyst	31	Facilities – Central Admin.
10/30/2023	Casey, Caleb	Instructional Assistant	23	Assessment & Testing Centers
10/30/2023	Mato, Sokol	Director of Aux. Enterprises	37	Business Services
10/30/2023	Montes, Luis	Tech. Train. & Dev. Coord.	29	BITS Dean WDCE
10/30/2023	Schwartzbeck, Michael	Facilities Materials Specialist	21	Facilities Operations – RV
10/30/2023	Walker, Brittany	ACES Stud. Success Coord.	27	ACES – Achiev. Coll. Excell. & Succ.

**STAFF SEPARATIONS**

Effective					
Date	Name	Position Title	Grade	YOS	Department
10/13/2023	Bopda, Yannick	Administrative Aide II	19	0*	Social Sciences Dean
10/13/2023	Woods, Christopher	Building Services Worker	11	0*	Facilities Operations – RV
10/16/2023	Ellison, Kimilie	Building Serv. Worker Lead	15	0*	Facilities Operations – GT
10/16/2023	Griffin, David <sup>1</sup>	Building Services Worker	11	30	Facilities Operations – RV
10/20/2023	Brant, Esther	Program Manager II	31	0*	Health Sciences Institute WDCE
10/20/2023	Dalgo, Daniel	Energy Conservation Mgr.	35	3	Facilities – Central Administration
10/20/2023	Karn, James	Campus Planner	31	10	Facilities – Central Admin.
10/20/2023	Poston-Farmer, Carmen	Director I	35	18	Sr. VP for Student Services
10/20/2023	Yost, Kayla	Event Coordinator	23	1	Student Life GT
10/31/2023	Chukran, Ruben <sup>1</sup>	Building Maint. Mechanic	23	28	Facilities Operations – TP/SS
10/31/2023	Padaoil, Eustaquio <sup>1</sup>	Building Serv. Worker Lead	15	17	Facilities Operations - RV

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	1	1	0	0	0	4
Male	3	2	2	2	0	0	9
<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>13</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

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

<sup>1</sup> Retirement

\*Less than 1 year

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From October 1, 2023, through October 31, 2023

**FACULTY**

**FACULTY EMPLOYEMENTS: None**

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Effective Date	Name	Position Title	Department
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**FACULTY SEPARATIONS: None**

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Effective Date	Name	Position Title	YOS	Department
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**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Agenda Item Number: 6C  
December 11, 2023

**GRADUATES RECEIVING ASSOCIATE DEGREES AND  
PROGRAM CERTIFICATES IN FALL 2023**

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. Fechter

RESOURCE PERSONS

Mr. Cartledge  
Mr. Dietz



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

Resolution Number: **24-12-023**  
Adopted on: **12/11/2023**

Agenda Item Number: 6C  
December 11, 2023

**Subject: Graduates Receiving Associate Degrees and Program Certificates in  
Fall 2023**

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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 fall 2023 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**  
Rockville, Maryland

Agenda Item Number: 7A  
December 11, 2023

**SOLE SOURCE AWARD OF CONTRACT,  
ENHANCEMENT OF EXSITING AD ASTRA AGREEMENT FOR SCHEDULING  
PREDICTIVE ANALYSIS**

BACKGROUND

Request:	Enhancement of existing Ad Astra agreement for scheduling predictive analysis
Office/SVP Originating Request:	Interim Senior Vice President for Academic Affairs
Award Type:	Sole Source
Bid Number:	NA
Explanation of Request:	<p>The interim senior vice president for academic affairs is requesting that the College be part of a cohort being established by Ad Astra Information Systems LLC, to assist in the build-out of the existing platform to predict enrollments across multiple semesters.</p> <p>During its December 11, 2017 meeting, the Board of Trustees approved a competitive contract award to Ad Astra Information Systems LLC, for a five-year course and room scheduling software license, under resolution 17-12-128. Prior to the December 14, 2022 software license expiration, the Board of Trustees approved the continued use of this product for an additional five years, on a sole source basis, under resolution 23-11-028.</p> <p>Efficient scheduling supports student success by removing barriers to completion by identifying and eliminating “blockages” in the schedule, and helps manage course locations, parts of term, and modalities. In addition, multi-term scheduling allows students to see how their academic schedule fits with the rest of their lives which often includes work schedules, commuting, child care and other family obligations.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that Ad Astra Information Systems LLC is the publisher of existing software, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY24 operating budget.
Annual Dollar Amount:	\$27,500 (year one)
Vendor Name:	Ad Astra Information Systems, LLC
Vendor Address:	6900 W. 80th Street

	Overland Park, Kansas 66204
Minority Status:	Non-minority
Term of Contract:	One-year with four, one-year renewal options.

### RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year sole source award of contract to Ad Astra Information Systems, LLC of Overland Park, Kansas, to establish a cohort to assist in the build-out of the existing platform to predict enrollments across multiple semesters, for a total year-one amount of \$27,500.

It is further recommended that cohort be continued for four additional one-year terms at the sole discretion of the College, provided funding is available, and continuation is in the best interest of the College. The five-year not-to-exceed total contract amount is \$237,057.

### BACKUP INFORMATION

Board Resolutions 17-12-128 and 23-11-028  
Policy 41000 – Student Success

### RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Fechter

### RESOURCE PERSONS

Mr. Hamman  
Mr. Johnson  
Dr. Terry

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

Resolution Number: **24-12-024**  
Adopted on: **12/11/2023**

Agenda Item Number: 7A  
December 11, 2023

**Subject: Sole Source Award of Contract, Enhancement of Existing Ad Astra Agreement for Scheduling Predictive Analysis**

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WHEREAS, The interim senior vice president for academic affairs is requesting that the College to be part of a cohort being established by Ad Astra Information Systems LLC, to assist in the build-out of the existing platform to predict enrollments across multiple semesters; and

WHEREAS, During its December 11, 2017 meeting, the Board of Trustees approved a competitive contract award to Ad Astra Information Systems LLC, for a five-year course and room scheduling software license, under resolution 17-12-128; and

WHEREAS, Prior to the December 14, 2022 software license expiration, the Board of Trustees approved the continued use of this product for an additional five years, on a sole source basis, under resolution 23-11-028; and

WHEREAS, Efficient scheduling supports student success by removing barriers to completion by identifying and eliminating “blockages” in the schedule, helps manage course locations, parts of term and modalities, and allows students to see how their academic schedule fits with the rest of their lives, which often includes work schedules, commuting, child care, and other family obligations; and

WHEREAS, This resolution aligns with the College’s 2020-2025 Strategic Plan Goal 3 – Enhance Educational and Organizational Effectiveness; and

WHEREAS The director of procurement certifies that Ad Astra Information Systems LLC is the publisher of existing software, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY24 operating budget; and

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

WHEREAS, College policy states that the formal bidding process may be dispensed with in the event of a warranted sole source procurement; and

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

Resolved, That the Board of Trustees approves a one-year sole source award of contract to Ad Astra Information Systems, LLC of Overland Park, Kansas, to establish a cohort to assist in the build-out of the existing platform to predict enrollments across multiple semesters, for a total year-one amount of \$27,500; and be it further

Resolved, That cohort be continued for four additional one-year terms at the sole discretion of the College, provided funding is available, and continuation of cohort is in the best interest of the College, for a total five-year not-to-exceed amount is \$237,057; 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: 7B  
December 11, 2023

**SOLE SOURCE AWARD OF CONTRACT,  
BANNER SOFTWARE AS A SERVICE SUBSCRIPTION**

BACKGROUND

Request:	Move existing on-premise Banner Student software solution to a software as a service (SaaS) subscription.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	NA
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting to move the existing Banner Student on-premise software solution to a software as a service (SaaS) subscription. Montgomery College purchased the Banner enterprise resource planning (ERP) system in June of 1997, under resolution 97-93, and went live in 1998.</p> <p>With the 2016 conversion of Banner Finance, Payroll, and Human Resource modules to the College's new Workday ERP solution, the Banner Student modules remain in use at the College.</p> <p>Moving to a Banner SaaS subscription will benefit Montgomery College students by providing faster access to more data, speeding up financial aid processing by leveraging integrated automated solutions (moving away from current manual processes), and improving device access to 24/7. This move would also improve access to better reporting and analytics needed to make data-driven decisions, and improve access to all information for the student through the experience module.</p> <p>Banner Student SaaS subscription is necessary to avoid delay of the modernization and replacement of the current antiquated data mart; prevent an increase in costs to develop a separate platform for analytics and insights that are included in the upgrade; eliminate the use of two different platforms — manual and paper, posing a potential security threat; and ensure that technology is up to date, resulting in improved efficiency.</p>
Reason Being Brought to Board:	Board approval is required for sole source awards valued above \$100,000.

Certification:	The director of procurement certifies that Ellucian Inc. is the publisher of the existing software, and only source for the purchase of the Banner SaaS subscription, and the chief business/financial strategy officer certifies that funds are available in the FY24 capital budget
Annual Dollar Amount:	\$867,229 (Prorated year one, Jan 1, 2024 – June 30, 2024)
Vendor Name:	Ellucian, Inc.
Vendor Address:	4 County View Road Malvern, Pennsylvania 19355
Minority Status:	Non-minority
Term of Contract:	One-year, with four one-year renewal options.

**RECOMMENDATION**

It is recommended that a sole source award of contract for the Banner SaaS subscription, be awarded to Ellucian, Inc. of Malvern, Pennsylvania, for a one-year prorated term, at a not-to-exceed total amount of \$867,229.

It is further recommended that the contract be renewed for four additional one-year terms at the sole discretion of the College, provided funding is available, and continuation of services is in the best interest of the College. The five-year, not-to-exceed total contract amount is \$8,862,060.

**BACKUP INFORMATION**

Board Resolutions 97-93 and 21-03-030  
Procurement Through Other Agency (PTOA) 16-059  
Policy 41000–Student Success

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Mr. Johnson

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

Resolution Number: **24-12-025**  
Adopted on: **12/11/2023**

Agenda Item Number: 7B  
December 11, 2023

**Subject: Sole Source Award of Contract, Banner Software as a Service Subscription**

WHEREAS, The senior vice president for administrative and fiscal services is requesting to move the existing Banner Student on-premise software solution to a software as a service (SaaS) subscription; and

WHEREAS, Montgomery College purchased the Banner enterprise resource planning system in June of 1997, under resolution 97-93, and went live in 1998; and

WHEREAS, Moving Banner Student to a subscription service reduces the need for space at college data centers, which result in associated cost savings; shifts IT staff focus from Banner maintenance to enhancing user experience; improves staff and faculty productivity by reducing manual work and process complexity; delivers continuous software updates automatically; adopts industry best practices as they update, and is projected to reduce Ellucian-related infrastructure costs over time; and

WHEREAS, This move will also benefit Montgomery College students by providing faster access to more data , speeding up financial aid processing by leveraging integrated automated solutions (moving away from current manual processes), and improving device access to 24/7; and

WHEREAS, If the existing on-premise Banner Student software is not moved to a software as a service (SaaS) subscription, it will delay the modernization and replacement of current antiquated data mart; increase cost to develop a separate platform for analytics and insights that are included in the upgrade, and require the use of two different platforms; and

WHEREAS The director of procurement certifies that Ellucian Inc. is the publisher of existing software, and the only source for the purchase of Banner software as a service (SaaS) subscription, and the chief business/financial strategy officer certifies that funds are available in the FY24 capital budget; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; and

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

WHEREAS, College policy states that the formal bidding process may be dispensed with in the event of a warranted sole source procurement; and

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

Resolved, That the Board of Trustees approve a one-year, prorated sole source award of contract to Ellucian Inc. of Malvern, Pennsylvania, for the purchase of Banner software as a service (SaaS) subscription, for a total, year-one prorated amount of \$867,229; and be it further

Resolved, That the contract be renewed for four additional one-year terms at the sole discretion of the College, provided funding is available, and continuation of services is in the best interest of the College, for a total, five-year not-to-exceed amount of \$8,862,060; 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: 8  
December 11, 2023

**THE MONTGOMERY COLLEGE AUDITED FINANCIAL  
STATEMENTS FOR YEAR ENDED JUNE 30, 2023**

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, 2023, and MHEC-CC-4, also dated June 30, 2023, 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 June 30, 2023.

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, 2023.

BACKUP INFORMATION

Board Resolution  
Policy 61005–Internal Audit  
Audited Financial Statements for June 30, 2023 (Board Members only)  
Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4 June 30, 2023) (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: **24-12-026**  
Adopted on: **12/11/2023**

Agenda Item Number:  
December 11, 2023

**Subject: The Montgomery College Audited Financial Statements for Year Ended  
June 30, 2023**

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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, 2023, 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, 2023, 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 June 30, 2023.