



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

Zoom Webinar

BOARD OF TRUSTEES

**Monday, September 21, 2020
5:45 p.m.**

- Michael J. Knapp
Chair
TERM ENDS JUNE 30, 2024
- Michael A. Brintnall, PhD
First Vice Chair
TERM ENDS JUNE 30, 2023
- Frieda K. Lacey, EdD
Second Vice Chair
TERM ENDS JUNE 30, 2024
- Richelle E. Adu
Student Trustee
TERM ENDS JUNE 30, 2021
- Gloria Aparicio Blackwell
TERM ENDS JUNE 30, 2026
- Kenneth J. Hoffman, MD
TERM ENDS JUNE 30, 2023
- Leslie S. Levine, PhD
TERM ENDS JUNE 30, 2021
- Robert F. Levey
TERM ENDS JUNE 30, 2025
- Maricé Morales
TERM ENDS JUNE 30, 2025
- Marsha Suggs Smith
TERM ENDS JUNE 30, 2022

**PRESIDENT AND
SECRETARY-TREASURER**

DeRionne P. Pollard, PhD

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda Procedural
4. Oath of Office (Ms. Karen Bushell, Chief Deputy Clerk of the Court).... Procedural
5. Approval of Minutes Action
 - A. June 22, 2020 Closed Session
 - B. June 22, 2020 Public Meeting
6. Tributes Action
 - A. Mr. Michael J. Stoianovici
 - B. Dr. Antonio Gibbs Thomas
 - C. Mr. Pedro Vidal
7. Reports Information
 - A. Conversations with Constituents
 - B. President’s Report (Dr. DeRionne P. Pollard)
 - C. Chair’s Report (Mr. Michael J. Knapp)
 - D. Financial Summary Reports (Ms. Donna Schena)
 - i. Fiscal Year 2020 Fourth Quarter Standalone
 - ii. Fiscal Year 2020 Fourth Quarter Report
8. Consent Agenda Action
 - A. Personnel Actions Confirmation Report
 - B. Graduates Receiving Associate’s Degrees and Program Certificates in Summer 2020
 - C. Hospitality Management Supervision and Leadership Certificate Change in Modality to Include Fully Online Delivery
 - D. FY20 Operating Fund Functional Fund Transfer

9. New Business	Procedural
10. Public Comments	Procedural
11. Trustee Comments.....	Procedural
12. Adjournment.....	Procedural

NOTICES

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

PUBLIC COMMENTS. The board welcomes public comments, which can be sent to trustees@montgomerycollege.edu or to Board of Trustees, 9221 Corporate Blvd, Rockville, Maryland 20850, ATTN: Public Comments.

PUBLIC TESTIMONY. Persons wishing to speak before the board during a public meeting must sign up no less than seven (7) days before the scheduled meeting by calling 240-567-5272 or emailing trustees@montgomerycollege.edu. An electronic file or a hard copy of the testimony must be provided to the Board of Trustees by 5:00 p.m. on the day of the public meeting. Persons speaking before the board are provided four minutes for comments. The board allots 16 minutes for comments during each public meeting, though this time may be extended for an additional specified period by motion of the board chair and agreement by two-thirds of board members present. Additional comment time may be scheduled at the end of the agenda prior to adjournment.

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**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 6A
September 21, 2020

Subject: Tribute to Mr. Michael J. Stoianovici

WHEREAS, Mr. Michael J. Stoianovici served Montgomery College with enthusiasm and dedication for more than 47 years, as a full-time staff member until his untimely death on June 22, 2020, which deeply saddened the College community; and

WHEREAS, Mr. Stoianovici, affectionately known as "Mike," began his service in the grounds maintenance department and served in various positions in the Rockville Campus library, the instructional television unit (now known as MCTV), and as a graphic designer in creative services; and

WHEREAS, Mr. Stoianovici was known for his eclectic design skills, his keen interest in photography, his kindhearted spirit, and his love of being part of the College community; and

WHEREAS, Mr. Stoianovici received several honors throughout the years that recognized his exceptional contributions and service to the College; and

WHEREAS, Mr. Stoianovici demonstrated the highest level of commitment and professionalism in serving faculty, students, and staff; and

WHEREAS, The senior vice president for advancement and community engagement and the president of the College recommend this posthumous public recognition of Mr. Michael J. Stoianovici; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Michael J. Stoianovici for his outstanding service to the College and extend to them profound sympathy for the loss of their loved one; 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. Michael J. Stoianovici.

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

Resolution Number:
Adopted on:

Agenda Item Number: 6B
September 21, 2020

Subject: Tribute to Dr. Antonio Gibbs Thomas

WHEREAS, Dr. Antonio Gibbs Thomas served Montgomery College with enthusiasm and dedication for 14 years, as a full-time staff member, part-time faculty member, and administrator until his untimely death on April 11, 2020, which deeply saddened the College community; and

WHEREAS, Dr. Thomas, affectionately known as “Tango,” began his service in 2006 on the Gateway to College Team, continued his career at the College as director of the Trio program in 2010, and became director of the Institute for Part-Time Faculty Engagement and Support in 2015 until his untimely passing; and

WHEREAS, Dr. Thomas was a mentor, role model, and good friend to countless individuals on the College campuses; and

WHEREAS, Dr. Thomas was known for his enthusiastic passion, unwavering dedication, and extraordinary service to the College community; and

WHEREAS, Dr. Thomas mentored dozens of Montgomery College students and supported them in continuing their education, having completed eight college degrees himself; and

WHEREAS, Dr. Thomas was an advocate for student access to education, shepherding and inspiring students who were facing challenges including poverty and disability; and

WHEREAS, Dr. Thomas demonstrated the highest level of compassion, selflessness, and devotion to the people he encountered; and

WHEREAS, Dr. Thomas served as the founding director of The Institute for Part-Time Faculty Engagement and Support, and nurtured and oversaw its growth and development over the past five years, expanding part-time faculty resource centers to all three campuses to serve more than 1,200 part-time faculty members annually; and

WHEREAS, Dr. Thomas was devoted to assuring part-time faculty have access to professional development training and opportunities; and

WHEREAS, Dr. Thomas established and developed the semi-annual Part-Time Faculty Professional Development Conference; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this posthumous public recognition of Dr. Antonio Gibbs Thomas; now therefore be it

Resolved, That in recognition of Dr. Antonio Gibbs Thomas' dedication to professional growth and service to part-time faculty, the Part-Time Faculty Professional Development Conference be named the Dr. Antonio Thomas Part-Time Faculty Professional Development Conference; and be it further

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Dr. Antonio Gibbs Thomas for his outstanding service to the College and extend to them profound sympathy for the loss of their loved one; 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 Dr. Antonio Gibbs Thomas.

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

Resolution Number:
Adopted on:

Agenda Item Number: 6C
September 21, 2020

Subject: Tribute to Mr. Pedro Vidal

WHEREAS, Mr. Pedro Vidal served Montgomery College with enthusiasm and dedication for more than six years, as a full-time staff member until his untimely death on June 13, 2020, which deeply saddened the College community; and

WHEREAS, Mr. Vidal, affectionately known as "Pete," began his service to the College in 2005 as a student assistant at Montgomery College Television; and

WHEREAS, While earning his degree at Montgomery College, Mr. Vidal continued his career at the College as a permanent staff member in the Office of Advancement and Community Engagement, culminating as the College's chief photographer; and

WHEREAS, Mr. Vidal was known for his devotion to his faith and family, exemplary work ethic, zest for learning, positive attitude, and that trademark "Magical Pete" smile; and

WHEREAS, Mr. Vidal received numerous special recognition awards for his exceptional contributions to the College; and

WHEREAS, Mr. Vidal demonstrated the highest level of commitment and professionalism in serving faculty, students, and staff; and

WHEREAS, The senior vice president for advancement and community engagement and the president of the College recommend this posthumous public recognition of Mr. Pedro Vidal; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Pedro Vidal for his outstanding service to the College and extend to them profound sympathy for the loss of their loved one; 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. Pedro Vidal.

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

Agenda Item Number: 8A
September 21, 2020

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

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number:
Adopted on:

Agenda Item Number:
September 21, 2020

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, 2020, through July 31, 2020; 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, 2020, through May 31, 2020

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
05/04/2020	Arez, Sandra F	Foundation Coordinator	27	Advancement-Development
05/04/2020	Bridges, Bradley A	Dir of Auxiliary Enterprises	37	Business Services

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
05/02/2020	Martin, Bradley E	Grounds Maint. Supervisor	25	8	Facilities Operations-RV
05/02/2020	Wasden, Sandra M	Accounting Manager	33	1	Business Services
05/04/2020	Quinde, Christian	Administrative Aide I	15	5	Community Based Grants WDCE
05/15/2020	Nwanze, Obiageli ²	Clinical Educ. Outreach Sup.	27	0	Health Sciences Dean
05/15/2020	Wright, Donavon D	Public Safety Officer II (Cpl)	15	1	Facilities Security - RV
05/22/2020	Huynh, Cindy	Instructional Lab Coord.	27	4	Engineering/Comp. Sci. Dean
05/22/2020	McLean, John B ¹	Director II	37	36	Facilities – Central Admin.
05/29/2020	Labitzky, Christine M ¹	Student Services Coord. II	19	9	WDCE Central Admin.

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	0	1	0	0	0	1
Male	1	0	0	0	0	0	1
TOTAL	1	0	1	0	0	0	2

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	1	0	1	0	0	4
Male	2	1	1	0	0	0	4
TOTAL	4	2	1	1	0	0	8

¹ Retirement

² Termination

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From May 1, 2020, through May 31, 2020

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
05/29/2020	Basulto, Jose Raul ¹	Professor	17	Humanities Dean
05/29/2020	Dorworth, Vicky E ¹	Professor	34	Social Science Dean
05/29/2020	Fairfield, Alexandra S	Professor	7	Biology and Chemistry Dean
05/29/2020	Hare, John L ¹	Professor	32	English and Reading Dean
05/29/2020	Helsley, Robert J ¹	Professor	16	Fine Perform Arts Dean
05/29/2020	Lang, Rhonda F ²	Associate Professor	0	Business/Computer Applications Dean
05/20/2020	Lenet, Richard A ¹	Professor	40	Business/Computer Applications Dean
05/29/2020	Palmer, Donald ¹	Professor	48	Social Science Dean
05/29/2020	Ringeisen, Phillip L ¹	Professor	40	Business/Computer Applications Dean
05/29/2020	Scott, Shaakira L ²	Assistant Professor	4	Health Sciences Dean
05/29/2020	South, Gail A ¹	Professor	31	Mathematics Dean
05/29/2020	Vaughan, Martha C ¹	Professor	15	Fine Perform Visual Arts Dean

Faculty SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	5	1	0	0	0	0	6
Male	5	0	1	0	0	0	6
TOTAL	10	1	1	0	0	0	12

¹ Retirement

² Termination

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From June 1, 2020, through June 30, 2020

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
06/15/2020	Bourgstein, Jonathan M	Tech Train & Dev Coord.	29	GIT-N/C WDCE
06/15/2020	Iglesias Lopez, Carlos A	Community Engag Spec II	25	Community Engagement
06/15/2020	Mekins, Wendi	Library Tech. Svcs Asst	21	Library - Central
06/01/2020	Wessells, Pamela J	Assessment Center Manager	29	CW Assessment Centers
06/15/2020	Williams, Jacqueline E	Payroll Manager	33	HRSTM

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
06/30/2020	Brewer, Gloria S ¹	Project & Plan Analyst II	33	20	OIT Central Admin.
06/13/2020	Hagan, Jessica S	Instructional Associate	25	6	Mathematics Dean
06/15/2020	Helman, Jonathan	Placement & Learning Advisor	27	0	Community Based Grants WDCE
06/30/2020	Nguyen, To N ¹	Driver-Messenger	11	36	Facilities – Central Admin
06/30/2020	O'Banner, Mary K ¹	Administrative Associate II	19	13	Part-Time Faculty Inst.
06/30/2020	Solomon, Clemmie ¹	Dean of Student Affairs	37	11	CW Dean-Student Engag
06/22/2020	Stoianovici, Michael J ²	Graphics Designer	29	47	Advancement-Creative Serv.
06/13/2020	Vidal, Pedro J ²	Photographer	27	6	Advancement-Media

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	1	0	0	0	0	3
Male	1	0	1	0	0	0	2
TOTAL	3	1	1	0	0	0	5

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	3	0	0	0	0	0	3
Male	2	1	1	1	0	0	5
TOTAL	5	0	1	1	0	0	8

¹ Retirement

² Death

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From June 1, 2020, through June 30, 2020**

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
06/30/2020	Barber, Harold E ¹	Professor	26	CW Dean-Student Engagement

Faculty SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	0	0	0	0	0	0
Male	0	1	0	0	0	0	1
TOTAL	0	1	0	0	0	0	1

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From July 1, 2020, through July 31, 2020

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
07/13/2020	Acevedo, Karlyvette	Financial Aid Outreach Cnslr	27	Financial Aid
07/13/2020	Branco, Goncagul	Sim Learning Exper Dir	33	Business/Comp App Dean
07/27/2020	Cho, Kristy	Program Assistant	21	CW Dean-Stud Engag-TPSS
07/13/2020	Holland, Chenequa D	Program Assistant	21	BITS Dean WDCE
07/13/2020	Jones, Terrance L	Building Services Worker	11	Facilities Operations – RV
07/13/2020	Mason, Sophia L	Dir of HR Business Services	39	HRSTM
07/13/2020	Minaya, Gustavo	Financial Aid Outreach Cnslr	27	Financial Aid
07/27/2020	Nana, Phil N	Head Soccer Coach	21	College Wide Athletics
07/13/2020	Queirolo, Jaqueline R	Course Scheduling Asst	21	WDCE Central Admin

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
07/31/2020	Brown, Michael D ¹	MCTV Producer Director I	25	16	MCTV10
07/31/2020	Jou, Yuh-Ching W ¹	Library Access Serv Spec I	17	15	Library – RV
07/26/2020	Wilson, Angela D ¹	Building Services Worker	11	33	Facilities – Central Admin

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	1	2	2	1	0	0	6
Male	0	2	1	0	0	0	3
TOTAL	1	4	3	1	0	0	9

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	1	1	0	0	0	0	2
Male	1	0	0	0	0	0	1
TOTAL	2	1	0	0	0	0	3

¹ Retirement

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From July 1, 2020, through July 31, 2020**

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
07/31/2020	Macfoy, Cyrus A ¹	Professor	14	Biology/Chemistry Dean

Faculty SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	0	0	0	0	0	0
Male	0	1	0	0	0	0	1
TOTAL	0	1	0	0	0	0	1

¹ Retirement

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

Agenda Item Number: 8B
September 21, 2020

**GRADUATES RECEIVING ASSOCIATE DEGREES AND
PROGRAM CERTIFICATES IN SUMMER 2020**

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. Brown
Dr. Rai

RESOURCE PERSONS

Mr. Cartledge
Mr. Dietz

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

Agenda Item Number: 8B
September 21, 2020

**Subject: Graduates Receiving Associate Degrees and Program Certificates in
Summer 2020**

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 2020 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
Rockville, Maryland**

Agenda Item Number: 8C
September 21, 2020

**HOSPITALITY SUPERVISION AND LEADERSHIP CERTIFICATE
CHANGE IN PROGRAM MODALITY TO INCLUDE FULLY ONLINE DELIVERY**

BACKGROUND

The Hospitality Supervision and Leadership Certificate is designed for individuals in a lodging or food service operation who wish to supplement or enhance their college degree and receive supervisory/leadership training. Students can customize the program by choosing courses in lodging or food service specialties. While many students complete the program and successfully progress to the next stage of their career, some students face particular challenges, including the need for less expensive course materials and more flexible course schedules. As a result, college certificate attainment can be delayed. For some, the delay is indefinite.

Montgomery College is committed to provide students with flexible options that broaden access to programs, utilize open educational resources, and provide alternative scheduling. Development of the fully online option for the Hospitality Supervision and Leadership Certificate furthers the College's vision to "...be characterized by agility and relevance as it meets the dynamic challenges facing our students and community." It also aligns with the *Montgomery College Academic Master Plan 2016-2021* initiative to offer alternative scheduling and delivery. The fully online option helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their certificate in a friendly online format. Time and cost to certificate completion decrease while program completion increases.

The outstanding quality of a Montgomery College education remains the same. The online program follows the same curriculum at the same cost as the on-campus certificate option. The program will be taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students will have online access to the College's same exceptional student support services. Furthermore, Montgomery College's Office of Assessment will conduct a review of the program's student learning outcomes every three years as part of the academic review process. The online program will be created with existing resources.

A change in program modality request to offer both on-campus and online delivery options will be submitted to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Board of Trustees approve the change in program modality to include the fully-online delivery option for the Hospitality Supervision and Leadership Certificate and that the president be authorized to submit a change in program modality request to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

Hospitality Supervision and Leadership Certificate Curriculum

Section 13B.02.03.29 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Davis

Dr. Kelley

Dr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 8C
September 21, 2020

**Subject: Hospitality Supervision and Leadership Certificate Change in Program
Modality to Fully Online Delivery**

WHEREAS, The Maryland Higher Education Commission strongly recommends that campuses offer ongoing programs that encourage fulfilling the educational needs of students and the needs of the state by providing a highly qualified workforce; and

WHEREAS, Montgomery College is committed to meeting the needs of the state, the community, and its students and holds itself accountable in meeting economic and workforce development needs; and

WHEREAS, The Hospitality Supervision and Leadership Certificate online program is consistent with Montgomery College's mission of empowering students to change their lives by meeting the challenges facing our students, including the need for more flexible scheduling and course delivery at lower costs; and

WHEREAS, The Hospitality Supervision and Leadership Certificate online program furthers the College's vision to be characterized by agility and relevance, and it aligns with the *Montgomery College Academic Master Plan 2016-2021* initiative to offer alternative scheduling; and

WHEREAS, The online program will lower costs to degree completion by offering online open educational resources, and it will raise graduation and transfer rates by enabling family caregivers and full-time workers to balance their responsibilities while completing their programs in a friendly online format; and

WHEREAS, The online program will be established and overseen by the same qualified faculty who currently teach on-campus and are trained in the use of technology in an online format, including training in the learning management system and pedagogy of online education; and

WHEREAS, The student learning outcomes are identical as the on-campus program and student achievement of learning outcomes will be assessed by the Collegewide Assessment Team; and

WHEREAS, Enrolled students have online access to all student services including academic support services, financial aid resources, and e-learning library resources; and

WHEREAS, Montgomery College already has the resources needed to implement this degree; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the change in program modality to include the fully-online delivery option for the Hospitality Supervision and Leadership Certificate; and be it further

Resolved, That a change in program modality request for the Hospitality Supervision and Leadership Certificate online program be submitted to the Maryland Higher Education Commission.

Hospitality Supervision and Leadership Certificate: 233

This program of study is designed for individuals in a lodging or food service operation who wish to supplement or enhance their college degree and receive supervisory/leadership training. Students can customize the program by choosing courses in lodging or food service specialties.

Course	Description	Credits
HMGT 100	Customer Service in the Hospitality Industry	1
HMGT 211	Supervision and Leadership in the Hospitality Industry	3
HMGT 107 or HMGT 143	Food and Beverage Management or Management of Front Office Operations	3
HMGT 201	Lodging and Food Service Law	3
HMGT 207	Legal Issues in Labor Management	3
HMGT 212	Managing Hospitality Human Resources	3
HMGT 220	Hotel Operations	3
Elective	HMGT Elective	3
Total Credit Hours		22

Program Outcomes:

#	Upon completion of this program a student will be able to:
1	Appreciate the complexity of the hospitality industry as a whole.
2	Explain general management theory as it applies to hospitality supervision and leadership.
3	Enter, with junior standing, a four-year university with a major in hospitality management.
4	Enter a management training program in lodging management.
5	Demonstrate an ability to work effectively as a member of a team.
6	Demonstrate an ability to provide exemplary customer service.
7	Demonstrate an ability to perform responsibilities in an ethical manner.
8	Be sensitive to the importance of diversity in the hospitality industry.

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

Agenda Item Number: 8D
September 21, 2020

FY20 OPERATING FUND FUNCTIONAL TRANSFER

BACKGROUND

The operating budget of the College is prepared and approved by major functions that have been established by the Maryland Higher Education Commission. State law requires that a request for the transfer of funds between major functions of the current operating fund must be submitted in writing and approved by the county governing body. If the governing body fails to act upon a request for a transfer within 30 days, then the request is automatically approved as requested.

A functional transfer is necessary to assure that the College's expenditures do not exceed the functional appropriation approved by the county council. The Education Article of the Annotated Code of Maryland provides guidance on how this transfer is to be completed.

During FY20, the College reallocated additional resources for emergency student financial aid to support the technology needs of our students for remote learning due to COVID-19. Since the College has sufficient expenditure authority in other functions, it is only necessary to request that the county council approve a transfer between functions.

At the conclusion of FY20, it was determined that a funds transfer among functional categories was necessary to align actual expenditures to budget.

RECOMMENDATION

It is recommended that the Board authorize the attached operating fund functional transfer resolution for submission to the county council for approval.

BACKUP INFORMATION

Board Resolution
Policy 61001 Fiscal Control
Section 16-304 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Greaney

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

Resolution Number:
Adopted on:

Agenda Item Number:
September 21, 2020

Subject: FY20 Operating Fund Functional Transfer

WHEREAS, Section 16-304(c)(1) of the Education Article of the Annotated Code of Maryland, provides that a community college may not spend more on any major function than the amount appropriated for it; and

WHEREAS, Section 16-304(c)(2)(i) states that the transfer of appropriations between major functions shall be submitted in writing and approved by the county governing body; and

WHEREAS, Section 16-304(c)(2)(i) further states that if the county governing body fails to act on a request for a transfer of appropriations within 30 days, then the request is automatically approved as requested; and

WHEREAS, The College has made concerted efforts to reallocate resources to support high priority instructional and student initiatives; and

WHEREAS, During FY20 the College reallocated resources for emergency student financial aid to support the technology needs of our students for remote learning due to COVID-19; and

WHEREAS, The College will exceed the county's approved functional appropriations if proper action is not taken; and

WHEREAS, The president recommends that the Board of Trustees approve the following resolution, and therefore be it

Resolved, That the Board of Trustees hereby authorizes, subject to county council approval, a functional budget transfer as listed in the table below; and therefore be it

Functional Category	Approved FY20 Budget	Transfer from (-) or to (+)	Amended FY20 Budget
Instruction	\$ 89,168,743		\$ 89,168,743
Academic Support	44,112,498		44,112,498
Student Services	33,523,280		33,523,280
Operation/Maintenance	43,811,794		43,811,794
Institutional Support	48,268,489	(204,591)	48,063,898
Scholarships & Fellowships	5,883,546	204,591	6,088,137
TOTAL	\$ 264,768,350	\$ 0	\$ 264,768,350

Resolved, That a copy of this resolution be transmitted to the county executive and county council for approval.