



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9221 Corporate Blvd, Rockville, MD 20850

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February 21, 2022 • 6:45 p.m.

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

Agenda Item Number: 6A
February 21, 2022

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: **22-02-038**
Adopted on: **2/21/2022**

Agenda Item Number: 6A
February 21, 2022

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 December 1, 2021, through December 31, 2021; and

WHEREAS, The interim 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 interim president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From December 1, 2021, through December 31, 2021

STAFF

STAFF EMPLOYMENTS: NONE

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
12/10/2021	Nguyen, Thach	Analyst-Programmer	33	4	OIT
12/23/2021	Franco, Gustavo	Student Services Coordinator II	19	8	WDCE
12/23/2021	Keller, Neil	Accountant I	31	3	WDCE/Grants
12/31/2021	Mole, Beth ¹	Administrative Manager	31	9	Ceels Dean/WDCE
12/31/2021	Waddy, Carolyn ¹	Executive Associate I	25	35	Humanities Dean
12/31/2021	Jeffers, Eric ¹	Program Manager II	31	29	GIT-N/C Technical Training WDCE
12/31/2021	Welsh, Haoua ¹	Administrative Aide II	19	17	Student Services-Student Life GT
12/31/2021	Kong, Joanna ¹	Human Resources Associate	23	19	HRSTM-Business Services
12/31/2021	Akpe, Veronica ¹	Payroll Associate	27	24	HRSTM-Business Services

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	1	3	0	1	0	0	5
Male	2	0	1	1	0	0	4
TOTAL	3	3	1	2	0	0	9

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From December 1, 2021, through December 31, 2021

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
12/31/2021	Stempel, Harvey ¹	Professor – NT	13	CW Dean Stu Success – GT Stu Services
12/31/2021	Gallagher, Janis ¹	Professor	13	Chemistry and Biology Dean
12/31/2021	Gorski, Patricia ¹	Professor	13	Health Sciences Dean

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **22-02-029**
Adopted on: **2/21/2022**

Agenda Item Number: 6B
February 21, 2022

**Subject: Retirement Resolution For Full-Time Faculty, Regular Administrative, Associate
And Support Staff**

WHEREAS, Full-time faculty, regular administrative, associate and support staff listed on the attached page(s) have retired from Montgomery College, and are being recognized for their years of service and dedication to the mission of the College; and

WHEREAS, These employees served Montgomery College with enthusiasm and dedication by making a significant contribution in empowering, and enriching the lives of our students, and the College community; and be it

WHEREAS, These employees have cumulatively provided 245 years of service and dedication to the College; and

Resolved, That members of the Board of Trustees, and the interim president of the College express their sincere appreciation to these employees for their outstanding service to the College and the community, and extend to them their best wishes that their retirement years be fulfilling and productive; 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 employees on the attached list.

**RETIREMENT RESOLUTION FOR FULL-TIME FACULTY, REGULAR
ADMINISTRATIVE, ASSOCIATE AND SUPPORT STAFF**

NAME/JOB TITLE/ RETIREMENT DATE	CAMPUS/DEPARTMENT	YEARS OF SERVICE
Mr. James L. Nelson Professor June 1, 2021	Rockville Computer Applications	14
Ms. Ellen C. Mainen Professor October 1, 2021	Rockville ELAP, Linguistics & Comm Studies	29
Ms. Barbara E. Mumford Administrative Aide October 1, 2021	Rockville ELAP, Linguistics & Comm Studies	20
Ms. Sharon G. Petrillo Professor-NT October 1, 2021	Rockville Student Services	17
Mr. Joseph A. Roundy Cybersecurity Program Manager October 1, 2021	Takoma Park/Silver Spring OIT	15
Ms. Colleen D. Townsend Administrative Aide II October 1, 2021	Takoma Park/Silver Spring Health Sciences	20
Ms. Rosa M. Garcia Building Services Worker November 1, 2021	Takoma Park/Silver Spring Facilities Operations	12
Mr. Herbert E. Muse Distance Educ Program Coord November 1, 2021	Rockville Distance Learning	23
Mr. Thomas G. Roman Analyst-Programmer November 1, 2021	Central Services OIT Application Services	36
Ms. Lynette A. Telford Executive Associate I November 1, 2021	Central Services Office of the President	20
Ms. Roxanne Doye Library Access Services Spec I December 1, 2021	Takoma Park/Silver Spring Library	16

Mr. Thomas Moore
Network Services Specialist
December 1, 2021

Takoma Park/Silver Spring
OIT Engineering Services

23

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

Resolution Number: **22-02-040**
Adopted on: **2/21/2022**

Agenda Item Number: 6Ci
February 21, 2022

Subject: Retirement and Award of Emeritus Status and Bronze Medallion to Professor Gerard Block

WHEREAS, Professor Gerard Block served Montgomery College with enthusiasm and dedication for more than 35 years as a full-time counseling faculty member and retired from the College as of June 1, 2021; and

WHEREAS, Professor Block dedicated much of his career to serving students through a growth promoting climate and empowering students to identify, connect, and pursue their academic, career and personal goals; served students in several capacities in the Counseling and Advising department from academic planning, career counseling, transfer advising, and brief personal and crisis counseling; and

WHEREAS, Professor Block played a crucial role in serving as a student advocate, representing the student voice at the College and also through encouraging and educating students on how to advocate for themselves and work towards the elimination of physical, technical, resource, relational and attitudinal barriers to improve their circumstances and create opportunities; and

WHEREAS, Professor Block served as the course coordinator and lead professor of Building Math Confidence (STSU112) at the Takoma Park/Silver Spring Campus, with a special expertise in supporting students with math phobia; and

WHEREAS, Professor Block played an integral role in developing the concept of online advising at the Takoma Park/Silver Spring Campus by working with a collegewide team from Counseling and Advising that developed a uniform approach to online advising across three counseling departments, that continues to evolve to this day; and

WHEREAS, Professor Block facilitated countless mandatory academic orientations and student success workshops at the College covering a wide variety of topics such as how to succeed in college, goal setting, study skills development, stress management and transfer planning; and

WHEREAS, Professor Block was recognized for his outstanding service to students, the Takoma Park/Silver Spring Campus, and the wider College community by being nominated for the Faculty Outstanding Service Award multiple times during his career; and

WHEREAS, Professor Block illustrated a deep commitment to the success and stewardship of the institution by serving on numerous campus and collegewide committees and councils, ranging broadly from the Gardens Committee to the Campus Security Support Team; sponsored multiple student clubs including the Student Veterans Club and most recently, the Student Billiard Club; and

WHEREAS, Professor Block served in various governance roles, served on the Academic Regulations Committee and the Academic Appeals Committee, while most recently focusing on

strengthening the one-college model by working with an ad-hoc committee to bring uniformity to the interpretations of the Policies and Procedures across the three campuses as it relates to student Academic Appeals Committee decisions; and

WHEREAS, Professor Block provided ongoing leadership to the College community during the majority of his career by serving with distinction as department chair of Counseling and Advising from 1994–1997; and

WHEREAS, Professor Block made instrumental contributions to the General Studies Leadership Team through his service as a co-chair of the STEM core, received recognition for his dedication and outstanding service, most recently from the MC Participatory Governance System, a certificate of service from the American Legion, and multiple Service/Outreach Support awards; and

WHEREAS, Professor Block was wholly committed to the profession and discipline of counseling as he maintained active professional memberships, attended multiple professional development conferences, workshops and trainings annually that supported continuous improvement in the areas of diversity and multicultural awareness, equity and inclusion, mental health and suicide prevention, pedagogy, assessment and evaluation, and technology in the classroom; 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 interim president of the College recommend this public recognition of Professor Gerard Block on the occasion of his retirement; now therefore be it

Resolved, That Professor Gerard Block is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Gerard Block is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Gerard Block for his distinguished service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Gerard Block.

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

Resolution Number: **22-02-041**
Adopted on: **2/21/2022**

Agenda Item Number: 6Cii
February 21, 2022

Subject: Retirement and Award of Bronze Medallion to Mr. Patrick J. Feehan

WHEREAS, Mr. Patrick J. Feehan served Montgomery College with dedication and distinction for more than 13 years in the Office of Information Technology and retired from the College on July 1, 2021; and

WHEREAS, Mr. Feehan began his employment at Montgomery College as the Director of Information Security and Privacy, later serving as the Interim Deputy Chief Information Officer for Performance Management; and

WHEREAS, Mr. Feehan utilized his vast legal and professional experience and expertise in data privacy and information security to initiate and develop a robust information security program for the College; and

WHEREAS, Mr. Feehan, appointed by the Maryland Attorney General, served as a representative on the Maryland Cybersecurity Council that collaborates with the National Institutes of Standards and Technology, other federal agencies, private sector businesses, and private cybersecurity experts to improve cybersecurity in Maryland; and

WHEREAS, Mr. Feehan represented the College's interests and the interests of higher education institutions across the United States as a frequent speaker and subject matter expert, most notably through Educause, an organization whose mission is to advance higher education through the use of information technology; and

WHEREAS, Mr. Feehan actively participated in and supported technology-related committees and affinity groups throughout the county and state including the Maryland Community College Technology Advisory Board; and

WHEREAS, Mr. Feehan served as the Chair on the College's Operational Services Council and as a member of the College Council; and

WHEREAS, Mr. Feehan pursued professional development, in particular by becoming a Certified Information Privacy Professional, bestowed by the International Association of Privacy Professionals, adding value to his role as the College's data privacy expert; 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 administrative and fiscal services and the interim president of the College recommend this public recognition of Mr. Feehan on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Patrick J. Feehan for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; 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 and the Bronze Medallion be presented to Mr. Patrick J. Feehan.

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

Resolution Number: **22-02-042**
Adopted on: **2/21/2022**

Agenda Item Number: 6Ciii
February 21, 2022

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to
Dr. Scot M. Magnotta**

WHEREAS, Dr. Scot M. Magnotta served Montgomery College with enthusiasm and dedication for more than 14 years as a full-time faculty member and retired from the College as of July 1, 2021; and

WHEREAS, Dr. Magnotta capably served as professor of Biology, Biology Department Coordinator, and for his last seven years as Chair of the Department of Chemical and Biological Sciences on the Germantown Campus; and

WHEREAS, Dr. Magnotta served as an educator, an advisor, and a mentor to STEM and non-STEM students admirably advancing the goals of increasing student success, retention and completion; and

WHEREAS, Dr. Magnotta served as principal investigator for the S-STEM Grant titled "On-RAMP to STEM" and was course coordinator for BIOL 150: Principles of Biology I, BIOL 220 General Genetics, and long-time coordinator of BIOL 222: Principles of Genetics; and

WHEREAS, Dr. Magnotta was the recipient for an Outstanding Faculty Service Award 2012-2013 and National Institute for Staff and Organizational Development Award 2013; and

WHEREAS, Dr. Magnotta served as a long-time member of the Holy Cross Health and Montgomery College Operational Steering Committee, served on the Germantown Presidential Scholar Award Committee, served as biology program liaison for the Translational Life Science Technology curriculum development team, served on the Grants Enhancement Plan Subcommittee, served on the Collegewide Curriculum Committee, served on the Germantown Student Conduct Hearing Committee, and served on the Academic Master Plan-Scheduling Committee; and

WHEREAS, Dr. Magnotta served as "Shepherd of the Move" for the Chemical and Biological Science Department as they moved into the Bioscience Education Center and also as chair of the Medical Careers Advising Committee; 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 interim president of the College recommend this public recognition of Dr. Scot Magnotta on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Scot M. Magnotta for his distinguished service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Scot M. Magnotta is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That Dr. Scot M. Magnotta is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Dr. Scot M. Magnotta.

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

Resolution Number: **22-02-043**
Adopted on: **2/21/2022**

Agenda Item Number: 6Civ
February 21, 2022

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to Professor
Dianna K. Matthews**

WHEREAS, Professor Dianna K. Matthews served Montgomery College with enthusiasm and dedication for more than 16 years as a full-time faculty member and retired from the College as of June 1, 2021; and

WHEREAS, Professor Matthews served as the Chair of the Nursing Program for over 14 years and provided guidance to the faculty and department; and

WHEREAS, Professor Matthews served as a nursing faculty member at the Takoma Park/ Silver Spring Campus for 16 years, including 14 years teaching nursing courses; and

WHEREAS, Professor Matthews served as coordinator, supervisor and mentor for the clinical nursing staff for over 12 years; and

WHEREAS, Professor Matthews was a participant of the Montgomery College Developing Skillful Supervisors Program and was awarded the Montgomery College Outstanding Faculty Service Award 2011–2012; and

WHEREAS, Professor Matthews was awarded the National Institute for Staff and Organizational Development Excellence Award in 2013 for her contributions to teaching and learning; and

WHEREAS, Professor Matthews provided leadership to the College and served three years as the Faculty Coordinator for the Nursing Club; served on the Operational Services Council, the Takoma Park/ Silver Spring Campus Council and the Employee Services Council; 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 interim president of the College recommend this public recognition of Professor Dianna K. Matthews on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Dianna K. Matthews for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Dianna K. Matthews is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That Professor Dianna K. Matthews is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Dianna K. Matthews.

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

Resolution Number: **22-02-044**
Adopted on: **2/21/2022**

Agenda Item Number: 6Cv
February 21, 2022

**Subject: Retirement and Award of Emeritus Status and Bronze Medallion to Professor
Peter J. Zakutansky**

WHEREAS, Professor Peter J. Zakutansky served Montgomery College with enthusiasm and dedication for more than 25 years as a full-time faculty member and retired from the College as of June 1, 2021; and

WHEREAS, Professor Zakutansky served ably and effectively as a member of the theatre faculty in the Department of Performing Arts on the Rockville Campus for 25 years and in addition to teaching design and performance production courses, he designed costumes, hair, and makeup for over 200 student stage productions and dance concerts at Montgomery College since 1995; and

WHEREAS, Professor Zakutansky served as the costume designer for Montgomery College's Summer Dinner Theatre since 1986, working on more than 70 shows and mentoring generations of student design interns; and

WHEREAS, Professor Zakutansky designed professional productions in Washington, DC, for the New Playwrights' Theatre, The Studio Theatre, and The Woolly Mammoth Theatre, among many others, and his work received glowing reviews in publications such as *Playbill*, *Maryland Theatre Guide*, *Theatre Bloom*, and *DC Metro Theatre Arts*; and

WHEREAS, Professor Zakutansky is an active member of the United States Institute for Theatre Technology on both the regional and national levels and is a member of the Maryland Area Community College Performing Arts Collective; and

WHEREAS, Professor Zakutansky provided leadership in his department as the head of the College's Theatre Arts Group from 2005 to 2018 and served on numerous hiring committees; and

WHEREAS, Professor Zakutansky was the recipient of the 2006 National Institute for Staff and Organizational Development Excellence Award for outstanding faculty, a 2007 Make It Happen Innovation Grant, and two Best Design awards from *DC Metro Theater Arts*; and

WHEREAS, Professor Zakutansky offered multiple public workshops, demonstrations, and lectures every semester as part of the College's Performing Arts Series and served as the faculty advisor for technical theatre students for more than 20 years; and

WHEREAS, Professor Zakutansky was the co-chair of the Black Box Players student organization and the faculty advisor for the College's Sexual Liberation Alliance; and

WHEREAS, Professor Zakutansky curated and organized exhibitions and lectures for the College, including "The Art of Theatre Design" for the Sarah Silberman Gallery in 2020; and

WHEREAS, Professor Zakutansky provided leadership to the College by serving as the vice chair and later, chair of the Rockville Faculty Senate for five years and as the arts distribution representative and co-chair of the General Education Standing Committee from 2017 until his retirement in 2021; 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 interim president of the College recommend this public recognition of Professor Peter Zakutansky on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Peter J. Zakutansky for his distinguished service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Peter J. Zakutansky is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Peter J. Zakutansky is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Peter J. Zakutansky.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **22-02-045**
Adopted on: **2/21/2022**

Agenda Item Number: 6Cvi
February 21, 2022

Subject: Retirement and Award of Silver Medallion to Ms. Amy C. Crowley

WHEREAS, Ms. Amy C. Crowley served Montgomery College with dedication and distinction for more than 20 years as full-time staff member and later as an administrator, and retired as of September 30, 2021; and

WHEREAS, Ms. Crowley made significant contributions to the College through the years and was greatly esteemed by her colleagues as well as by many students and parents who came to know her as the director of academic initiatives, collegewide governance coordinator, director of Gateway to College, and registrar; and

WHEREAS, Ms. Crowley demonstrated a passion for education and service to the College, winning several awards including the Johns Hopkins University Edward J. Stegman Memorial Award for Excellence in Business Scholarship in 2009, Montgomery College Staff Distinguished Service Award in 2011, Montgomery College Outstanding Service Award in 2012, and Montgomery College Outstanding Service Award in 2016; and

WHEREAS, Ms. Crowley devoted her considerable skills and abilities to the development of the Middle College programs at Northwest High School and Northwood High School that successfully provided high school students the opportunity to earn college degrees in general engineering, business, and general studies, while simultaneously earning a high school diploma; and

WHEREAS, Ms. Crowley created and developed a new participatory governance system, and later assumed the position as the College's first governance coordinator, where she worked with full-time and part-time faculty, staff, administrators and students to operationalize the newly-created governance system; and

WHEREAS, Ms. Crowley developed the Gateway to College program that successfully graduated over 100 high school dropouts with high school diplomas and associate degrees; and

WHEREAS, Ms. Crowley developed the Early College program that began with 50 students and has grown to over 500 students, earning one of 13 college degrees that successfully provides high school students the opportunity to earn college credit while still in high school; and

WHEREAS, Ms. Crowley produced "Prep Talk", a newsletter that is sent to every high school sophomore, junior and senior in the Montgomery County Public School system, providing them information about outstanding, faculty, staff and programs at Montgomery College; and

WHEREAS, Ms. Crowley, throughout her career, served on numerous committees at the College and outside the College including but not limited to: Task Force on Implementation of Athletic Division Elevation, Montgomery College Employee Code of Conduct Work Group,

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

Resolution Number: **22-02-046**
Adopted on: **2/21/2022**

Agenda Item Number: 6Cvii
February 21, 2022

Subject: Retirement and Award of Silver Medallion to Mr. Youching “Eric” Koh

WHEREAS, Mr. Youching “Eric” Koh served Montgomery College with enthusiasm and dedication for more than 34 years as a full-time staff member in the office of Central Facilities, and retired from the College as of September 1, 2021; and

WHEREAS, Mr. Koh actively participated and provided leadership in all major building renovations and new constructions since 1987 and was able to uphold the highest standards of quality and energy efficiency for all buildings built since 2001; achieved LEED gold ratings or higher and won numerous design awards; and

WHEREAS, Mr. Koh demonstrated exceptional and outstanding service to the College as the college architect; an example being in 2003, after a blizzard overloaded the long-span glue-laminated beams over the Rockville pool causing the beams to delaminate, Mr. Koh quickly assembled a team of structural engineers and a contractor to shore up the structure that prevented catastrophic structural failure; and

WHEREAS, Mr. Koh collaborated with the structural engineer at the Rockville pool in another example and devised a way of inserting sister trusses to reinforce the existing beams without having to remove the entire roof and its structure to replace the long-span beams; this approach not only resulted in substantial cost savings, but also kept the gym-side of the building open for student access while the repair was underway and the project earned an industry award for its ingenious approach; and

WHEREAS, In the winter of 2013, Mr. Koh quickly mobilized a team of structural engineers and a shoring contractor to stabilize the Takoma Park/Silver Spring East Garage when the post-tension suffered a major structural failure and the entire garage was in danger of pancaking; and

WHEREAS, Mr. Koh renovated and improved the streetscape of the Rockville inner campus and rehabilitated the surface parking Lots 1 to 10 with new lighting throughout the campus between 2007 and 2019, which provided much needed outdoor gathering spaces for student learning, eliminated sink holes in the parking lots and improved safety for students during nighttime occupancy; and

WHEREAS, Mr. Koh designed and led a teams that renovated the women’s and men’s locker rooms, the women’s softball field, and built the new soccer complex on the Rockville Campus; and

WHEREAS, Mr. Koh was an inaugural and founding member of Montgomery College’s Leadership Development Institute that began in 1992; and

WHEREAS, Mr. Koh participated as a member and a chair on various committees and councils including the Athletic Compliance Workgroup Committee for Title IX, the Athletic Division

Employee Services Council, Chair of Employee Services Council, Task Force on First Year Experience and New Student Orientation, Montgomery College Task Force on Governance (Co-chair), Gateway to College National Network Leadership Team, Montgomery College Staff Senate, and Montgomery College Staff Senate Chair; and

WHEREAS, Ms. Crowley represented the College on many occasions, presenting on student success, dual enrollment programs, governance restructuring, engaging high school dropouts, creating inclusive participatory governance systems at conferences such as Maryland Association of Community Colleges, STEM tech, Georgetown Academy for Innovative Higher Education Leadership and the Middle States Regional Forum and the League for Innovation; and

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

WHEREAS, The senior vice president for academic affairs and the interim president of the College recommend this public recognition of Ms. Crowley on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Amy C. Crowley for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; 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 and the Silver Medallion be presented to Ms. Amy C. Crowley.

Change Workgroup, the President's Advisory Committee on Equity and Inclusion, the Disability and Inclusion Subcommittee, and numerous ad hoc committees; and

WHEREAS, Mr. Koh was an active team participant of the Takoma Park/Silver Spring Campus Expansion project, where the team partnered with the Maryland National Capital Park and Planning Commission and received a Citation Award from American Institute of Certified Planners; and

WHEREAS, Mr. Koh supervised and provided leadership in the renovation and construction of buildings, which included the following projects: Bioscience Education Center, Student Affairs and Science Building renovation on the Germantown Campus; Science Center, Science East and Science West renovations, Parking Garage, and the Student Services Center on the Rockville Campus; Takoma Park Expansion, Cafritz Foundation Art Center renovation, Commons renovation, Takoma Park/Silver Spring West Garage, and the Leggett Math and Science Building on the Takoma Park/Silver Spring Campus and numerous projects for deferred maintenance; and

WHEREAS, Mr. Koh brought the Facilities Department to the digital age by converting tens of thousands of paper record drawings to digital format and implemented the first peer-to-peer network while other Colleges were still working on the Wang system; and

WHEREAS, Mr. Koh provided safe distancing COVID-19 occupancy analysis and plans to the Coronavirus Advisory Team for in-person instruction, which made in-person instruction at the College possible again; and

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

WHEREAS, The senior vice president for administrative and fiscal services and the interim president of the College recommend this public recognition of Mr. Koh on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Youching "Eric" Koh for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; 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 and the Silver Medallion be presented to Mr. Youching "Eric" Koh.

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

Agenda Item Number:
March 21, 2022

HONORARY DEGREE CANDIDATES FOR 2022

BACKGROUND

The Montgomery College Honorary Degree Program was approved and established by the College's Board of Trustees on October 16, 1995. Through this program, the Board has the opportunity to recognize individuals who have risen to a position of eminence; have acquired a national or international reputation in a selected field; hold a distinguished record of public and community service; or have made a notable donation of time, talent, or gift to Montgomery College.

RECOMMENDATION

The interim president recommends the selection of one honorary degree recipient to be awarded at commencement, convocation, or any other appropriate occasion.

BACKUP INFORMATION

Board Resolution
Policy 38002–Honorary Degrees
List of Recipients (Trustees only)
Biography of 2022 Honorary Degree Candidate (Trustees only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Matthews

RESOURCE PERSON

Ms. Matheny

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

Resolution Number: **22-02-047**
Adopted on: **2/21/2021**

Agenda Item Number: ___
March 21, 2022

Subject: Honorary Degree Candidate for 2022

WHEREAS, The Montgomery College Board of Trustees established an Honorary Degree Program on October 16, 1995, to honor and recognize individuals who have risen to a position of eminence; have acquired a national or international reputation in a selected field; hold a distinguished record of public and community service; or have made a notable donation of time, talent, or gift to Montgomery College; and

WHEREAS, An honorary degree program increases the visibility of Montgomery College and its ability to formally recognize honorary speakers, contributors, philanthropists, and distinguished friends; and

WHEREAS, The Board of Trustees approves each recipient eligible to receive an honorary associate's degree at commencements, convocations, or other appropriate occasions; and

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

Resolved, That the Board of Trustees awards an honorary degree to Professor Emerita Catherine F. Scott.

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

Agenda Item Number: 7A
February 21, 2022

**AWARD OF CONTRACT
CLOUD-BASED HOSTING SERVICES FOR ASSET MANGEMENT SOFTWARE
BID e522-009**

BACKGROUND

Request:	Cloud-based hosting services for asset management software
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	e522-009
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the interim chief information officer are requesting an award of contract for the continued use of cloud-based hosting services for asset management software. The Office of Information Technology's service desk utilizes the CA software to manage service tickets, asset inventory, and associated contracts. This software tracks more than 25,000 service desk calls annually, 25,000 units of inventory, and approximately 500 contracts.</p> <p>On November 16, 2015, the Board of Trustees approved a five-year award of contract to Stefanini, Inc. of Southfield, Michigan, under resolution 11-15-100, and approved a subsequent one-year sole source continuation of this contract under resolution 21-03-031.</p> <p>Without the continued use of the CA service management software, the IT service desk and the Office of Information Technology will lose the ability to document requests and incidents received from students, faculty, administrators, and staff. In addition, the asset management team will lose its ability to track all hardware, including but not limited to desktops, laptops, mobile devices, and tablets that are assigned to employees and deployed on all campuses. Additionally, the ability to track all software contracts will also be lost.</p> <p>This contract will expire on March 31, 2022.</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 specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY22 operating budget.
Dollar Amount:	\$195,000 (First year)
Vendor Name:	Stefanini, Inc.
Vendor Address:	27100 West 11 Mile Road South, Michigan 48034
Minority Status:	Non-Minority
Term of Contract:	One year, with four annual renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for cloud-based hosting services for CA service management software license, to Stefanini, Inc, of Southfield, Michigan, for a total not-to-exceed first year amount of \$195,000.

It is further recommended that contract be renewed for four additional one-year terms, as long as software is needed, service is satisfactory, funds are 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)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **22-02-048**
Adopted on: **2/21/2022**

Agenda Item Number: 7A
February 21, 2022

Subject: Award of Contract, Cloud-Based Hosting Services for Asset Management Software, Bid e522-009

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting an award of contract for the continued use of cloud-based hosting services for asset management software; and

WHEREAS, The Office of Information Technology's service desk utilizes this software to manage service tickets, asset inventory, and associated contracts; and

WHEREAS, This software also tracks more than 25,000 service desk calls annually, 25,000 units of inventory, and approximately 500 contracts; and

WHEREAS, Without the continued use of the CA service management software, the IT service desk and the Office of Information Technology will lose the ability to document requests and incidents and the asset management team will lose its ability to track all hardware as well as the ability to track all software contracts; and

WHEREAS, The existing contract expires on March 31, 2022; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY22 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on October 29, 2021, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 46 firms downloaded the request for proposal, and one response was received, read aloud, and recorded, beginning 3:00 p.m. on November 19, 2021; and

WHEREAS, Upon evaluation of all submitted vendor proposals by appropriate College staff, it was determined that the sole proposal submitted by Stefanini, Inc. of Southfield, Michigan met all College requirements, and associated pricing is deemed fair and reasonable; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require Board of Trustees approval; and

WHEREAS, The interim 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 cloud-based hosting services for asset management software license, to Stefanini, Inc, of Southfield, Michigan, for a total amount of \$195,000 for the first year of the contract; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as software is needed, service is satisfactory, funds are available, and renewals are in the best interest of the College. The total amount of this five-year contract is \$975,000, and be it further

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

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

Agenda Item Number: 8A
February 21, 2022

MODIFICATION OF POLICY 41006–BOARD OF TRUSTEES SCHOLAR AWARD

General Information

Policy Number:	41006
Contained in Chapter:	Four
Policy Title:	Board of Trustees Scholar Award
Policy Creation Date:	April 19, 1993
Most Recent Modification Date:	April 19, 1993

Changes, Additions, Deletions

Line Number	Purpose
Title	The name of the award is changed from “Board of Trustees Scholar Award” to “Board of Trustees Academic Excellence Award” to reflect the change of the award from being based on students’ campus to academic unit. The four academic units created during the 2014 academic reorganization are: <ul style="list-style-type: none">• Arts, Business, Education, English, and Social Sciences;• Science, Technology, Engineering, and Mathematics;• Applied Technologies, Gudelsky Institute for Technical Education, and Workforce Development and Continuing Education; and• Communication, Health Sciences, Health and Physical Education, and Humanities.
1–3	The new language defines the awards to be based on academic unit rather than on campus. At the time the award was established, each campus held its own commencement ceremony and recognized a Board scholar. A single, collegewide commencement has been in place for over 25 years and the academic reorganization emphasizes students’ academic programs, not the campus(es) they attend.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 41006–Board of Trustees Scholar Award and adopt a new policy name, Board of Trustees Academic Excellence Award.

BACKUP INFORMATION

Resolution
41006–Board of Trustees Scholar Award (revised version)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Cain
Dr. Rai

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

Resolution Number: **22-02-049**
Adopted on: **2/21/2022**

Agenda Item Number: 8A
February 21, 2022

Subject: Modification of Policy 41006–Board of Trustees Scholar Award

WHEREAS, The Board of Trustees created Policy 41006–Board of Trustees Scholar Award in 1993; and

WHEREAS, The policy has served an important purpose in recognizing outstanding academic achievement at Montgomery College; and

WHEREAS, The policy has been reviewed and updated; and

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

Resolved, That Policy 41006–Board of Trustees Scholar Award be amended as indicated in the attached draft to update the name of the award and the manner in which it is awarded, that is, one award for each academic unit; and be it further

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

Chapter: Student Affairs

Modification No. 002

Subject: **Board of Trustees ~~Scholar~~ Academic Excellence Award**

- 1 I. The Board of Trustees is dedicated to recognizing students **with an** outstanding
2 **academic achievement** ~~scholar~~ from each **of the four academic units in the** College
3 ~~campus~~.
4
5 II. The president is authorized to establish procedures to implement this policy.
6
7
8
9

Board Approval: April 19, 1993; 2022.

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

Agenda Item Number: 8B
February 21, 2022

**MODIFICATION OF POLICY 41007–BOARD OF TRUSTEES
APPRENTICESHIP SCHOLAR AWARD**

General Information

Policy Number:	41007
Contained in Chapter:	Four
Policy Title:	Board of Trustees Apprenticeship Scholar Award
Policy Creation Date:	April 28, 1997
Most Recent Modification Date:	April 28, 1997

Changes, Additions, Deletions

Line Number	Purpose
Title	The name of the award is changed from “Board of Trustees Apprenticeship Scholar Award” to “Board of Trustees Apprenticeship Academic Excellence Award” to align with the revised name of the award in Policy 41006.
1–3	The new language aligns with the language in Policy 41006.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 41007–Board of Trustees Apprenticeship Scholar Award and adopt a new policy name, Board of Trustees Apprenticeship Academic Excellence Award.

BACKUP INFORMATION

Resolution
41007–Board of Trustees Scholar Award (revised version)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Cain
Dr. Rai

RESOURCE PERSON

Mr. Payne

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

Resolution Number: **22-02-050**
Adopted on: **2/21/2022**

Agenda Item Number: 8B
February 21, 2022

Subject: Modification of Policy 41007–Board of Trustees Apprenticeship Scholar Award

WHEREAS, The Board of Trustees created Policy 41007–Board of Trustees Apprenticeship Scholar Award in 1997; and

WHEREAS, The policy has served an important purpose in recognizing outstanding academic achievement in apprenticeship programs at Montgomery College; and

WHEREAS, The policy has been reviewed and updated; and

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

Resolved, That Policy 41007–Board of Trustees Apprenticeship Scholar Award be amended as indicated in the attached draft to update the name of the award; and be it further

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

Chapter: Student Affairs

Modification No. 002

Subject: **Board of Trustees Apprenticeship Academic Excellence Scholar Award**

- 1 I. The Board of Trustees is dedicated to recognizing **students with an** outstanding
2 **academic achievement scholar** from the **Workforce Development and** Continuing
3 Education Apprenticeship Program.
- 4
- 5 II. The President is authorized to establish procedures to implement this policy.
6
7
8
- 9

Board Approval: April 28, 1997; **_____**, 2022.

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

Agenda Item Number: 8C
February 21, 2022

NEW POLICY 66005–DATA ASSET MANAGEMENT AND SECURITY

General Information

Policy Number:	66005
Contained in Chapter:	Chapter VI
Policy Title:	Data Asset Management and Security
Policy Creation Date:	

Reason for Policy

<p>This proposed policy recognizes data as an institutional asset and articulates the processes that will be utilized by the College to ensure proper data asset management, which promotes strategic decision-making, student success, institutional sustainability, and good stewardship. It ensures that data assets are protected, managed consistently, used properly in the College’s daily operations, and provides a seamless user experience for internal and external audiences.</p>
--

Purpose of Each Policy Element

Section	Purpose
I	Affirms the College’s recognition of data asset management as an essential part of fulfilling the College’s mission.
II	Articulates intent to adhere to practices and standards necessary to ensure the College manages data appropriately (with specific attention to confidentiality, integrity, availability, ethical use, and quality) as well as to drive evidence-based decision making.
III	Identifies the importance of minimizing exposure to risk, ensuring that data assets are protected, and clarifies ownership of the data (no individual or unit owns any data elements as it is owned and managed by the College).
IV	Reinforces the importance of integrity, ethics, legal compliance, and adherence to applicable laws and regulations.
V	States the creation of a data governance framework to support the consistent and appropriate management of College information.
VI	Emphasizes the importance of providing training and education to employees and students about data asset management.
VII	Authorizes the interim president to establish procedures necessary to implement this policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 66005–Data Asset Management and Security.

BACKUP INFORMATION

Resolution
Policy 66005 – Data Asset Management and Security

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Mr. Hamman
Ms. Porter

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

Resolution Number: **22-02-051**
Adopted on: **2/21/2022**

Agenda Item Number: 8C
February 21, 2022

Subject: New Policy 66005–Data Asset Management and Security

WHEREAS, The Board of Trustees and the interim president have identified the need for a policy to articulate and establish clear guidelines on data asset management at Montgomery College; and

WHEREAS, The issues related to data asset management, its processes, and practices for usage and building trust in the data being used to make decisions across the College have been researched and assessed under the direction of the interim president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

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

Resolved, That Policy 66005–Data Asset Management and Security be adopted as indicated in the attachment; and be it further

Resolved, That the interim president is authorized to implement this policy.

Chapter: Fiscal and Administrative Affairs

Modification No. 001

Subject: Data Asset Management and Security

- 1 I. The Board of Trustees recognizes that data asset management is an essential part of
2 fulfilling the College’s mission. Data asset management promotes strategic decision-
3 making, student success, institutional sustainability, and good stewardship by providing a
4 more consistent user experience to internal and external audiences.
5
- 6 II. The purpose of this policy is to govern the confidentiality, integrity, availability, ethical use
7 of and quality of College data to drive evidence-based decision making, to assign
8 responsibilities for the control and appropriate stewardship of College data, and to
9 support and maintain related policy principles and procedures.
10
- 11 III. It is the policy of the Board of Trustees that data is an institutional asset and will be
12 managed according to a Collegewide data governance framework to facilitate the mission
13 and activities of the College and minimize exposure to risk inherent in information
14 management. Data asset management provides oversight and vision to institutional data
15 and the information systems, software, and hardware that makes data assets available.
16 No individual or unit owns any data elements. It is owned and managed by the College,
17 and not tracked in silos.
18
- 19 IV. Data shall be collected in a lawful, ethical, and appropriate manner in accordance with
20 the requirements of applicable laws and regulations (e.g., FERPA, GDPR, PCI, etc.).
21
- 22 V. This policy creates, under the authority of the President, a data governance framework to
23 support the consistent and appropriate management of College information.
24
- 25 VI. The College will provide education programs to employees and students to heighten
26 awareness of the critical value of College data, the need to protect it, and its use in data-
27 informed decision-making.
28
- 29 VII. The President is authorized to establish procedures necessary to implement this policy.
30

31
32 Board Approval: , 2022

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

Agenda Item Number: 8D
February 21, 2022

MODIFICATION OF POLICY 66002--CONFIDENTIAL DATA MANAGEMENT AND SECURITY

General Information

Policy Number:	66002
Contained in Chapter:	Six
Policy Title:	Confidential Data Management and Security
Policy Creation Date:	June 18, 2012
Most Recent Modification Date:	June 18, 2012

Changes, Additions, Deletions

Line Number	Purpose
36-41	Examples in the original text are operational, not policy, matters. The examples have been removed. Specific details will change from time to time and will be addressed within the interim president's Procedure.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 66002--Confidential Data Management and Security.

BACKUP INFORMATION

Resolution
Policy 66002--Confidential Data Management and Security (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Mr. Hamman
Ms. Miller
Ms. Feldman

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

Resolution Number: **22-02-052**
Adopted on: **2/21/2022**

Agenda Item Number: 8D
February 21, 2022

Subject: Modification of Policy 66002–Confidential Data Management and Security

WHEREAS, The Board of Trustees created Policy 66002–Confidential Data Management and Security in 2012; and

WHEREAS, The policy has served an important purpose in addressing the management and security of confidential data at Montgomery College; and

WHEREAS, The policy has been reviewed and updated; and

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

Resolved, That Policy 66002–Confidential Data Management and Security be amended as indicated in the attached draft to remove the indicated examples; and be it further

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

Chapter: Fiscal and Administrative Affairs

Modification No. **002**

Subject: Confidential Data Management and Security

- 1 I. The Board of Trustees hereby authorizes the president to promulgate procedures and
2 create programs to appropriately manage receipt, creation, copying, transmittal and use
3 of certain confidential data in College operations by College employees and contractors.
4 This policy and procedures hereunder are intended to address the increased regulatory
5 attention to certain classes of data that are received, created, and maintained by the
6 College. These data pose increased risks to persons and College operations that are the
7 subject of or rightful users of, that data when such data are subject to unauthorized
8 access or use by third persons. The purpose of these actions by the College are to
9 further limit, to the extent possible, access and use of such data by unapproved or illicit
10 third persons with the attendant risk of misuse and damage to the College community
11 and College operations.
12
- 13 II. To comply with applicable contracts and state and federal laws, and to protect the
14 College community, the College has the right and obligation to receive, store, maintain,
15 manage, secure, and use certain confidential data pertaining to individuals, including
16 students, customers and employees. Although these data may be in various paper copy
17 forms or electronic media forms, they may be readily transferred, transmitted or copied
18 into various other forms. Current electronic media forms and networks through which they
19 may be accessed require additional actions to properly steward and manage them
20 securely.
21
- 22 III. It is the policy of the Board of Trustees to safeguard sensitive hard copy and electronic
23 data and to restrict individual access to such data only as it is necessary to perform the
24 functions required by their position at the College and in accordance with state and
25 federal laws. Individual access will be determined by appropriate authorization of both the
26 individual's supervisor and the owner of the data. Those individuals, supervisors and
27 owners are responsible for the College data stored, created, processed and/or
28 transmitted under their care and for following the security requirements established under
29 this policy.
30
- 31 IV. The College will protect confidential data in its possession through a tightly controlled
32 process that may include the following:
33
- 34 A. Systematic and continuous review and identification of various classes of data
35 created, accessed, maintained, and transmitted by the College, separating these
36 classes of data into level of confidentiality categories (~~e.g., Highly Sensitive, such
37 as social security numbers, bank and credit card information that are associated
38 with identity theft or are otherwise highly regulated in their use and access; Very
39 Sensitive, such as personal information in addition to Highly Sensitive
40 information, and Sensitive, such as certain other information that may be
41 confidential under such laws as the public information act).~~

- 42 B. Provision of various levels of access, creation and use controls that may require
43 appropriate access/creation authorization by a small group for various classes of
44 data, and then only on a need to know or use basis.
45
- 46 C. Provision of special controls on creation or copying of various classes of data to
47 locations that may be accessed outside of the College's firewall and specification
48 of network uses.
49
- 50 D. Requirements of specific security for certain classes of data, including locked file
51 cabinets for hard copies, encryption for electronic versions, limitation of
52 conversion keys to limited persons (such as permitting broad use of —M||
53 numbers for students and employees, but limiting conversion keys of these
54 numbers to social security numbers to a small group of employees that can
55 further ensure proper use of these Highly Sensitive data).
56
- 57 E. Confirmation of the Red Flag Program followed by the College and further
58 refinement of the program to ensure its effectiveness in current operations, to
59 ensure full compliance with the Fair and Accurate Credit Transactions Act of
60 2003 that requires rules to protect against identity theft.
61
- 62 F. Integration of applicable security requirements into employee performance
63 expectations and job descriptions, and proper enforcement of those
64 expectations.
65
- 66 G. Review and change of access, creation, maintenance and transmittal
67 authorization upon a change of status or position of each employee.
68
- 69 H. Special security requirements as may be appropriate for maintenance or use of
70 confidential data outside of the College's secure facilities and networks, including
71 but not limited to home pc's, mobile computing and storage devices and paper
72 files taken home or elsewhere outside of College facilities. This may include
73 encryption and other security precautions, as well as limitations on transmissions
74 and copying.
75
- 76 I. Integrate and coordinate this policy with policies and procedures pertaining to
77 confidential information and records management, as well as employee
78 responsibilities.
79
- 80 V. Information systems that store, process or transmit sensitive electronic data will be
81 minimized and consolidated to eliminate storage of data that is not properly authorized.
82 All information systems and sensitive electronic data, throughout its lifecycle, will be
83 secured in a manner that is reasonable and appropriate, given the level of confidentiality,
84 value and criticality that the data has to the College and to its constituents.
85
- 86 VI. The College will provide education programs to employees and students to heighten
87 awareness of the critical need to protect College confidential data.
88
- 89 VII. The president is authorized to establish procedures necessary to implement this policy.
90

91
92 Board Approval: June 18, 2012; , 2022