



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

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

This meeting was held via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 983 2929 5579

June 21, 2021 6:30 p.m.

<u>Resolution Number</u>		<u>Pages</u>
21-06-049	Personnel Actions Confirmation Report	3-5
21-06-050	Recognition of Retirements	6-7
21-06-051	Bronze Medallion to Trustee Richelle E. Adu	8-9
21-06-052	Bronze Medallion to Dr. Amy Gumaer	10-11
21-06-053	Bronze Medallion to Dr. David Hall	12-13
21-06-054	Bronze Medallion to Professor Tulin Levitas	14-15
21-06-055	Bronze Medallion to Ms. Martha A. Schoonmaker	16-18
21-06-056	Silver Medallion to Trustee Leslie S. Levine	19-20
21-06-057	Silver Medallion to Ms. Donna Schena	21-23
21-06-058	Gold Medallion to Dr. DeRionne P. Pollard	24-27
21-06-059	Award of Contract, Collegewide Elevator Maintenance and Repairs, Bid e421-003	28-30
21-06-060	Award of Contract, Germantown and Rockville Campus Exterior Door Replacement, Bid e421-008	31-33
21-06-061	Award of Contract, Virtual Benefits Service Provider, Bid e521-024	34-37
21-06-062	Award of Contract, Underground Chilled and Heating Water Piping Replacement Phase 1, Rockville Campus, Bid e621-006	38-40
21-06-063	Award of Contract, Cafeteria Renovation, Germantown Campus, Bid e621-008	41-44

21-06-064	Award of Contract, Health Sciences Center Roof Section A Replacement, Takoma Park/Silver Spring Campus, Bid e621-009	45-47
21-06-065	Change Order, Award of Contract, Audio-Visual Hardware and Services, Bid e520-019	48-50
21-06-066	Sole Source Award of Contract, Continuation of Inspection and Calibration of Heating, Ventilation, and Air Conditioning Control Systems, Rockville and Takoma Park/Silver Spring Campuses	51-54
21-06-067	Sole Source Award of Contract, Continuation of Maintenance Services for Siemens Energy Management Systems, Germantown and Rockville Campuses	55-57
21-06-068	Sole Source Award of Contract, Continuation of Collegewide Maintenance and Inspection Programs for Ammonia Chillers	58-61
21-06-069	FY21 Capital Budget Fund Transfer, Planning, Design and Construction Project to Collegewide Library Renovations Project	62-64
21-06-070	Final Adoption of the FY22 Current, Enterprise, and Other Funds Budgets	65-68
21-06-071	Supplemental Appropriation Request for the FY22 Other Funds Budget	69-72
21-06-072	Final Adoption of the FY22 College Capital Budget	73-76
21-06-073	Petition for FY22 State Funding	77-81
21-06-074	Section 7.3(B) of the Collective Bargaining Agreement Between Montgomery College and the American Federation of State, County, and Municipal Employees, Local 2380	82-83
21-06-075	Compensation Programs in FY22	84-90
21-06-076	One-Time Lump Sum Award	91-92
21-06-077	Annual Progress Report and Letter to MHEC on Programs of Cultural Diversity Plan, Diversity Report	93-95
21-06-078	College Annual Report for FY21	96-97
21-06-079	Appointment of the Interim President of Montgomery College	98-100
21-06-080	Appointment of the Presidential Search Consulting Firm	1001-102
21-06-081	Naming of the Student Affairs and Science Building on the Germantown Campus in Honor of Dr. DeRionne P. Pollard	103-105

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

Agenda Item Number: 6A
June 21, 2021

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: 21-06-049
Adopted on: 6/21/2021

Agenda Item Number: 6A
June 21, 2021

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 April 1, 2021, through April 30, 2021; 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 April 1, 2021, through April 30, 2021**

STAFF

STAFF EMPLOYMENTS: NONE

STAFF SEPARATIONS:

Effective Date	Name	Position Title	Grade	YOS	Department
04/30/2021	Ensign, David ¹	Data Center Operations Dir	37	13	OIT Engineering Services
04/16/2021	Moore, Daryn	Academic Coach	27	1	ACES-Achiev College Excell & Success
04/02/2021	Shrager, Margaret	Placement & Learning Advisor	27	4	Community Based Grants WDCE
04/30/2021	Rogers, Frederick	Grants Coordinator	25	1	Grants & Business Development
04/23/2021	Thomas, Raymond	Grounds Maintenance Worker	15	14	Facilities Operations – RV
04/09/2021	Thompson, Joseph	Producer-Director-Videographer	27	13	MCTV10-Montgomery College TV
04/30/2021	White, Laura ¹	Training & Development Coord	29	20	Distance Learning

¹ Retirement

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	3	0	0	0	0	0	3
Male	2	2	0	0	0	0	4
TOTAL	5	2	0	0	0	0	7

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS: NONE

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

Resolution Number: 21-06-050
Adopted on: 6/21/2021

Agenda Item Number: 6B
June 21, 2021

**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

WHEREAS, These employees have cumulatively provided 159 years of service and dedication to the College; and be it further

Resolved, That members of the Board of Trustees and the 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
Ms. Katrina Sarfarazi Enrollment and Student Access Specialist February 1, 2021	Rockville Student Services	14
Ms. Stephanie D. Talbot Professor Emeritus February 1, 2021	Rockville Mathematics	19
Mr. William Talbot Professor Emeritus February 1, 2021	Rockville Business Computer Application	18
Ms. Joyce E. Wilcox Financial Systems Manager February 1, 2021	Central Services Business Services	32
Ms. Paula A. Hadzima Finance, Compliance and Benefits Director March 1, 2021	Central Services HRSTM	13
Ms. Gretchen A. Rimkus Project Manager II April 1, 2021	Central Services Facilities	30
Mr. David Ensign Data Center Operations Director May 1, 2021	Central Services OIT	13
Ms. Laura Muller White Training and Development Coordinator May 1, 2021	Rockville Distance Learning	20

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

Resolution Number: 21-06-051
Adopted on: 6/21/2021

Agenda Item Number: 6Ci
June 21, 2021

Subject: Recognition and Award of Bronze Medallion to Trustee Richelle E. Adu

WHEREAS, The Governor of the State of Maryland Larry Hogan appointed Ms. Richelle E. Adu as student member of the Board of Trustees of Montgomery College effective July 1, 2020, for a one-year term, which will end on June 30, 2021; and

WHEREAS, Before joining the Board of Trustees, Ms. Adu served as an active member of student governance, having served as a senator at-large and later as president of the Takoma Park/Silver Spring Student Senate, where she oversaw several service projects and professional development opportunities for students; and

WHEREAS, Ms. Adu came to the Board as a well-informed student leader and activist, and used her experience and knowledge to guide her decisions as a Trustee; and

WHEREAS, During her tenure, Ms. Adu served the Board of Trustees with distinction and dedication while also challenging herself as a student; and

WHEREAS, Ms. Adu became the first student to remotely serve her term of office with the Board of Trustees in a completely virtual format; and

WHEREAS, Ms. Adu brought energy and enthusiasm to the Board and ensured that the best interests of the College and its students were being served; and

WHEREAS, Ms. Adu's perspective as a student of the College and her understanding of the role of the Board have contributed to the deliberations and effective decision-making of the Board; and

WHEREAS, Ms. Adu led campus efforts related to the Black Lives Matter movement and helped ensure that student governance created programs focused on diversity and inclusion; and

WHEREAS, Ms. Adu was instrumental in leading an effort to unite the Student Senates on all three campuses to create a solidarity statement for social justice; and

WHEREAS, Ms. Adu collaborated with the Office of Student Life and the Institute for Race, Justice, and Civic Engagement to promote the monthly Black Lives Matter Book Club, creating several social media marketing campaigns and recruiting students to participate in discussions of topics relevant to African American history; and

WHEREAS, Ms. Adu helped to coordinate the Multicultural Fair, World Hijab Day, and a workshop called Middle Grounds that focused on gun violence in a debate-type arena where students were able to voice their opinions; and

WHEREAS, Ms. Adu engaged in activities that helped her develop as a leader and shaped her mind to be a caring and responsible person dedicated to serving and improving her community; and

WHEREAS, Ms. Adu worked as advocate during the COVID-19 pandemic and coordinated an emergency meeting with her Student Senators during Spring Break to discuss a plan of action on how to support their peers to ensure equity in the learning environment for her peers; and

WHEREAS, With eloquent and heartfelt testimony, Ms. Adu engaged in student advocacy efforts with state and local government officials, which won not only their admiration and respect, but helped obtain needed public support for the College; and

WHEREAS, Ms. Adu has conducted herself in an exemplary manner, and her demeanor, dependability, cooperation, and responsiveness to Board and College issues and events combine to make her a highly valued member of the Board; and

WHEREAS, In recognition of her distinguished service to the Board of Trustees of the College, its students, and to the greater College community, the Board recommends this recognition of Ms. Richelle Adu; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Richelle E. Adu for her conscientious and significant contributions and extend their best wishes to her for continued good health, happiness, and academic success, and invite her continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of her dedication, support, and association with Montgomery College and Montgomery County, Ms. Richelle E. Adu is awarded the College's Bronze Medallion for distinguished service; 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 Ms. Richelle E. Adu.

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

Resolution Number: 21-06-052
Adopted on: 6/21/2021

Agenda Item Number: 6Cii
June 21, 2021

Subject: Retirement and Award of Bronze Medallion to Dr. Amy Gumaer

WHEREAS, Dr. Amy Gumaer served Montgomery College with dedication and distinction for more than 15 years and retired from the College as of April 1, 2021; and

WHEREAS, Dr. Gumaer served more than five years as an administrator at the College's Takoma Park/Silver Spring Campus, first as the associate dean and then as the acting instructional dean for the Arts, Humanities, and Social Sciences, from 2005 to 2011; she served ten years as a grants manager in the Office of Grants and Sponsored Programs in the Office of Advancement and Community Engagement from 2011 to 2021; and

WHEREAS, Dr. Gumaer wrote the National Endowment for the Humanities (NEH) Challenge Grant proposal that created the College's Global Humanities Institute (GHI) in 2012, securing \$490,000 in federal funds and supported the efforts to raise an additional \$1 million in private funds to meet the grant requirements; where the GHI has been instrumental in placing the College at the forefront of the global humanities initiatives where more than 100 faculty and staff participated in the GHI's professional development activities, which included internationalizing curriculum, launching the global classroom initiative, and participating in seminars in India, El Salvador, and China where thousands of students have benefited from the grant-funded curricular revisions, and the GHI continues to provide global humanities programming for the College community; and

WHEREAS, Dr. Gumaer provided leadership in the development of the NEH Humanities Initiatives at Community Colleges Grant proposal that awarded \$100,000 for the College's *Global Humanities: Many Voices, One College* Faculty Fellows Program; and

WHEREAS, Dr. Gumaer managed nearly \$4 million in Perkins grant funds that supported 12–15 academic Career and Technical Education programs annually with innovative, student-centered activities, benefiting hundreds of students annually through expanded access to tutoring, mentoring, and state-of-the-art equipment; and

WHEREAS, Dr. Gumaer led the development of two important exhibitions at Montgomery College's Takoma Park/Silver Spring Campus: "Continuum: Mother and Son, Artist and Author," a collaborative book project by artist Clarice Smith and author David Bruce Smith 2010; and "Abraham Lincoln: One Man, Two Views, Studio EIS and the Art of Visual Storytelling" 2010; and

WHEREAS, Dr. Gumaer received multiple College awards in recognition of her expertise and dedication in securing critical grant support for the humanities and Career and Technical Education including the 2019 Outstanding Service Staff Award, the Global Humanities Institute's 2017 Humanities Leadership Award, and Special Recognition awards in 2015, 2016, and 2021; and

WHEREAS, Dr. Gumaer received multiple external awards in recognition of her accomplishments serving the community college sector including the 2019 National Institute for Staff and Organizational Development (NISOD) Excellence Award and the 2013 Maryland State Department of Education's (MSDE) Outstanding Change Agent Award in Excellence in Postsecondary Education; and

WHEREAS, Dr. Gumaer served on several internal and external committees and task forces that supported community college student success, including the College's Credit for Prior Learning Taskforce; the Montgomery County Collaboration Board, a partnership of Montgomery College, Montgomery County Public Schools, and industry representatives; and the MSDE Education's Perkins V Career and Technology Education Transition Year State Plan Taskforce as well as the MSDE Maryland Consolidated Perkins and Methods Administration Monitoring Plan Stakeholder Workgroup; and

WHEREAS, Dr. Gumaer was a longtime member of the Council for Advancement and Support of Education (CASE), and was a regular attendee of conferences for grant professionals, including CASE, the Council for Resource Development (CRD), and the Maryland Governor's Grants Conference, to support her professional development; she was a member of the Federal Funding Task Force, which was organized by CRD and then CASE where this group of dedicated community college grants professionals joined forces to collect, research, and share Federal agency funding information for community colleges; and

WHEREAS, Dr. Gumaer is a member of the Woman's Club of Chevy Chase, an organization that is a longtime supporter of scholarships for students at Montgomery College; served in a leadership role as Regent for the Chevy Chase, Maryland Chapter of the National Society, Daughters of the American Revolution since 2018; and

WHEREAS, Dr. Gumaer has been a 28-year volunteer for the Congress-Bundestag Youth Exchange Program (CBYX), including serving as the College coordinator from 1992 to 2005 while at Hudson Valley Community College, and as a host parent since 2005, when she moved to Montgomery College; and

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

WHEREAS, the senior vice president for advancement and community engagement and the president of the College recommend this public recognition of Dr. Amy Gumaer on the occasion of her retirement; now, therefore, be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Amy Gumaer for her outstanding 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 Dr. Amy Gumaer is awarded the Bronze Medallion in recognition of her outstanding service to the College, and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze medallion be presented to Dr. Amy Gumaer.

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

Resolution Number: 21-06-053
Adopted on: 6/21/2021

Agenda Item Number:
June 21, 2021

Subject: Retirement and Award of Bronze Medallion to Dr. David Hall

WHEREAS, Dr. David Hall served Montgomery College with enthusiasm and dedication for more than 21 years as a full-time professor; chair of the Information Technology Institute, 1999-2005; acting dean of Information Technology Institute in 2004; coordinator for the Cisco Program, 2001-2014; full-time chair of Science, Engineering and Technology, 2014-2020; and retired from the College as of September 1, 2020; and

WHEREAS, Dr. Hall created the curriculum for the Information Technology Institute networking program and shepherded it through the curriculum committee in 1999; and

WHEREAS, Dr. Hall served as a member and acting dean and advisor on the restructuring of the Information Technology Institute in 2004; and

WHEREAS, Dr. Hall represented Montgomery College at Cisco Academy meetings several times a year in Maryland, Florida, Illinois and California from 2000-2015; and

WHEREAS, Dr. Hall served as Montgomery College's representative to CyberWatch and attended every meeting and conference on behalf of the College from 2003-2012; and

WHEREAS, Dr. Hall was the acting dean of Information Technology Institute in 2004; a coordinator for the Cisco program from 2005-2014; was the College representative to CyberWatch where he helped write the National Science Foundation grant for the CyberWatch center and travelled to Moraine Valley Community College, Illinois, to research, rewrite and submit the grant, which was approved in 2005; and

WHEREAS, Dr. Hall acted as Co-Principle Investigator for the National Science Foundation Advanced Technical Education Center from 2004-2008; in 2005 the College received a National Science Foundation Advanced Technical Education grant which funded the CyberWatch center, built Montgomery College's remotely-accessible cybersecurity lab, and developed Montgomery College's Cybersecurity degree, which rolled out in 2008, and, Dr. Hall was the director of CyberWatch for Montgomery College from 2005-2014; and

WHEREAS, Dr. Hall managed the application process for certifying Montgomery College as one of the earliest holders of the National Security Agency/Department of Homeland Security Centers of Academic Excellence in Information Assurance for 2-year colleges and attended a conference in Orlando, Florida in 2012 to receive the Centers of Academic Excellence in Information Assurance for 2Y award for the College; and

WHEREAS, Dr. Hall was a member of Rotary International Scholars; a lifetime member of Fulbright Fellows Alumni Association and Marines Memorial Association; and as part of CyberWatch was a member of InfraGuard, which is an association of the FBI and persons who represent businesses, academic institutions, state and local law enforcement agencies, and

other participants dedicated to sharing information and intelligence to prevent hostile acts against the United States; and

WHEREAS, Dr. Hall volunteered to work after-hours with the College's "Combat to College" program; led classes for 8-10 weeks each semester in the early evenings called "Developing a Calm, Warrior Mind", and trained "Combat to College" students (military veterans) in the therapeutic physical and mental methods used by the Japanese samurai; mentored the Judo Club on the Rockville Campus; mentored several students each year to act as lab proctors and tutors for Cisco students; mentored several students who worked as support staff for the Remotely Accessible Cybersecurity Lab and later wrote letters of recommendations for these students seeking employment, scholarships and/or placement in bachelor's or master's degree programs; and

WHEREAS, Dr. Hall, while employed at Montgomery College, published the following in his degree major, Buddhist Studies with a related field of Military History; *Encyclopedia of Japanese Martial Arts* from Kodansha International, 2012, *The Buddhist Goddess Marishiten: A Study of the Evolution and Impact of her Cult on the Japanese Warrior*, from Brill (Academic), 2014 and a *Brill Encyclopedia of Buddhism* article entitled "Marici", 2019; 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 student services and the president of the College recommend this public recognition of Dr. David Hall 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. David Hall 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. David Hall 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 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. David Hall.

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

Resolution Number: 21-06-054
Adopted on: 6/21/2021

Agenda Item Number: 6Civ
June 21, 2021

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Tulin Levitas**

WHEREAS, Professor Levitas served Montgomery College with dedication and distinction as a full-time member of the faculty for more than 16 years, retiring from the College as of September 1, 2020; and

WHEREAS, Professor Levitas served as a part-time faculty member for 10 years before her appointment to the full-time faculty; served as the founding member of the Peace and Justice Community at Montgomery College and played an important role in that community and their peace-building activities until her retirement; and

WHEREAS, Professor Levitas contributed to Academic Area Reviews selection and mentoring of part-time faculty; participated in numerous committees, including the College's Peace and Justice Community, the Integrative Learning Committee, Committee for the Commemoration of Human Rights, the Scholarship Committee, and the Departmental Awards Committee; and she was an extremely active sponsor of the Philosophy Club; and

WHEREAS, Professor Levitas was responsible for the creation of several important courses including Introduction to Peace and Justice Studies, Women in Philosophy I, and Women in Philosophy II; she also taught for many years in the Women's and Gender Studies program; and

WHEREAS, Professor Levitas maintained an active professional agenda, attended numerous conferences and seminars was a frequent presenter at conferences as well as events on the Montgomery College campuses; and brought many well-known speakers to the College, including Colman McCarthy, Ralph Nader, and Mpho Tutu, the daughter of Desmond Tutu; and

WHEREAS, Professor Levitas was a true educator; a student of peace and reconciliation, having completed a Fulbright in South Africa centered on this topic; she also established and endowed the Myron/Levitas award to recognize outstanding students in philosophy at the annual student award convocation; 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 student services and the president of the College recommend this public recognition of Professor Tulin Levitas 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 Tulin Levitas 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 Tulin Levitas 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 Tulin Levitas 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 Tulin Levitas.

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

Resolution Number: 21-06-055
Adopted on: 6/21/2021

Agenda Item Number: 6Cv
June 21, 2021

Subject: Retirement and Award of Bronze Medallion to Martha A. Schoonmaker

WHEREAS, Martha Schoonmaker served Montgomery College with dedication and distinction for seven years (2014 – 2021) and retired from the College as of June 11, 2021; and

WHEREAS, Ms. Schoonmaker was a visionary and accomplished administrator and first-ever Executive Director of the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC); and

WHEREAS, Ms. Schoonmaker combined educational research park experience with her economic development background to give her a wealth of experience in marketing, real estate, incentives, project management, workforce development, and policy to lead PIC MC; and

WHEREAS, Ms. Schoonmaker led the evolution of PIC MC into a hub of education, business, and entrepreneurship, where industry partners can co-locate and actively interact with faculty and students to achieve both educational and economic success. Commonly linked to research universities, PIC MC has developed into an academic-industry hub, one of just a handful among community colleges across the country; and

WHEREAS, Ms. Schoonmaker was an enterprising and knowledgeable employee who leaves behind a great legacy in her contributions to PIC MC, including the College's successful effort to become a qualified institution for the Regional Institution Strategic Enterprise (RISE) Zone Program as well as for the Opportunity Zone program; and

WHEREAS, Ms. Schoonmaker managed the process of securing a development partner for the land lease for 19710 Observation Drive, the second non-academic building to be built in PIC MC; and

WHEREAS, Ms. Schoonmaker was also an employee dedicated to the College's mission of student success and inclusion, who created a student board membership role on the PIC MC Foundation board, as well as numerous opportunities for students to connect and engage with fellow board members as they explored career opportunities; and

WHEREAS, Ms. Schoonmaker put Montgomery College and PIC MC on the national landscape for research parks as Montgomery College became the first-ever community college as a member of the Association of University Research Parks (AURP); and

WHEREAS, Ms. Schoonmaker presented at AURP conferences and served as a conference co-chair; she was also named to AURP's Board of Directors on March 1, 2020; in addition, Ms. Schoonmaker's efforts led to Dr. Pollard becoming the first-ever community college president to be a key presenter at an AURP conference in 2020, speaking on "Diversity Strengthening Communities and Innovation"; and

WHEREAS, Ms. Schoonmaker provided leadership for the College in multiple external life sciences and real estate spaces and forums, including with Bio Buzz, Bisnow; and Women in Bio; and

WHEREAS, Mr. Schoonmaker was featured in a an article in Bio Buzz on October 20, 2020 to bring focus to PIC MC and promote the 19710 Observation Drive Project; and

WHEREAS, Ms. Schoonmaker was deeply involved with international Biotechnology Innovation Organization (BIO), which conducts conferences and exhibits providing exposure to thousands of life sciences companies; and

WHEREAS, Ms. Schoonmaker was also involved with Maryland Tech Council's Bio Innovation Conference to help illustrate how our educational institution is an economic engine for Montgomery County by showcasing our global impact on industries and their current and future employees that include Life Sciences, Health Sciences, IT, and Cyber; and

WHEREAS, Ms. Schoonmaker managed the PIC MC Foundation's resources of more than \$5 million that enabled the funds to support expanded marketing efforts, tenant acquisition, and further strategic planning for the future of PIC MC; effectively managing her responsibilities for the development of corporate and trade association partnerships that expand internship, learning, and career opportunities for students within PIC MC; and

WHEREAS, Ms. Schoonmaker served with distinction on the Holy Cross Health–Montgomery College Operational Steering Committee, assisting with joint marketing, community outreach and other partnership efforts; Ms. Schoonmaker managed contracts, leases and partnerships with existing resident partners, including Holy Cross Germantown Hospital; and

WHEREAS, Ms. Schoonmaker received multiple external and internal awards in recognition of her accomplishments serving the community college sector; these recognitions included accolades from AURP, a volunteer award from the Gaithersburg-Germantown Chamber of Commerce, and the Excellence in Economic Development award from the International Economic Development Council; and

WHEREAS, Ms. Schoonmaker has spent her entire career dedicated to education, workforce development and economic development; having worked for Prince William County, Virginia office of economic development as a manager and director of business development and at Georgia Tech as a Manager of Marketing and Professional Development for its Enterprise Innovation Institute; and

WHEREAS, Ms. Schoonmaker is also past president of the Georgia Economic Developers Association, past board member of the Virginia Economic Developers Association, current committee member of the Maryland Economic Developers Association Professional Development Committee, and an IEDC member; 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 advancement and community engagement and the president of the College recommend this public recognition of Ms. Martha A. Schoonmaker 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. Schoonmaker for her outstanding 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 Ms. Martha A. Schoonmaker is awarded the Bronze Medallion in recognition of her outstanding service to the College and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and be it further

Resolved. That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze medallion be presented to Mr. Martha A. Schoonmaker.

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

Resolution Number: 21-06-056
Adopted on: 6/21/2021

Agenda Item Number: 6Cvi
June 21, 2021

Subject: Award of Silver Medallion and Emeritus Status to Dr. Leslie S. Levine

WHEREAS, The Governor of the State of Maryland appointed Dr. Leslie S. Levine to the Board of Trustees of Montgomery College on July 1, 2009, for a six-year term; and

WHEREAS, The Governor of the State of Maryland reappointed Dr. Levine for a second six-year term beginning July 1, 2015 through June 30, 2021, ending an exemplary term in office as a Trustee; and

WHEREAS, Dr. Levine has tirelessly served the Montgomery College community with distinction and dedication, consistently demonstrating his belief and understanding of the guiding principles of governance, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, During his twelve years on the Board of Trustees, Dr. Levine was elected as second vice chair in fiscal year 2019 and first vice chair in fiscal year 2020; and

WHEREAS, Dr. Levine has demonstrated his outstanding leadership skills in the community as a business leader and job creator; and

WHEREAS, Dr. Levine has a strong belief in the importance of education and is passionate about the mission of community colleges in providing opportunities for students in need; and

WHEREAS, Dr. Levine was brought to the Board by virtue of his experiences as a business leader and philanthropist and has worked to increase national awareness of the role community colleges play in developing valuable employees for the workforce; and

WHEREAS, Dr. Levine has served the College well in deliberations regarding all matters, especially those related to business and finance; and

WHEREAS, Dr. Levine has been at the forefront of promoting education for students at all levels, his ardent advocacy on behalf of the College has helped to enhance and stabilize local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, Dr. Levine and his wife, Dr. Marsha Levine, are generous philanthropists, benefactors, and supporters of student success, having established several scholarships and an endowment, which will benefit Montgomery College students in perpetuity; and

WHEREAS, Dr. Levine and his family have substantially supported many Montgomery College Foundation initiatives and focused much of their philanthropic investments into the Macklin Business Institute and the Achieving Collegiate and Excellence Success (ACES) program; and

WHEREAS, Dr. Levine's integrity, wise counsel, and dependability have immeasurably contributed to the decisions of the Board of Trustees, and these qualities displayed during

twelve years of distinctive service will be sorely missed by the Board and the President of the College; and

WHEREAS, College procedures allow that all Trustees completing at least one full six-year term of service are eligible for Trustee Emeritus status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College procedures allow for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the county, the state or the nation; and

WHEREAS, The members of the Board of Trustees of Montgomery College recommend this recognition on the occasion of Dr. Leslie S Levine's retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Dr. Leslie S. Levine for his conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, and alumni, its community, and the residents of Montgomery County, and be it further

Resolved, That the Board extends its best wishes for his continued good health, happiness, and prosperity, and invites his continued support of the College in the years ahead; and be it further

Resolved, That Dr. Leslie S. Levine is granted the status of Trustee Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That in recognition of his dedicated service and association with Montgomery College Dr. Leslie S. Levine is awarded the Silver Medallion for sustained and exemplary outstanding service; 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 Dr. Leslie S. Levine.

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

Resolution Number: 21-06-057
Adopted on: 6/21/2021

Agenda Item Number: 6Cvii
June 21, 2021

**Subject: Retirement and Award of Emerita Status and Silver Medallion to
Ms. Donna L. Schena**

WHEREAS, Ms. Donna L. Schena served Montgomery College with enthusiasm and distinction for over 43 years, as a full-time faculty member, staff member, and administrator and retires from the College on June 30, 2021, in the role of senior vice president for administrative and fiscal services; and

WHEREAS, Ms. Schena was a highly dedicated and conscientious employee who served in multiple leadership roles, working on the Takoma Park/Silver Spring Campus, then the Rockville Campus, and later in Central Services; and

WHEREAS, Ms. Schena was a student-centered employee, who brought a positive outlook to all her roles, and was highly regarded by her students and colleagues as a creative, knowledgeable, thoughtful, patient, and kind professional; and

WHEREAS, Through her efforts in her many roles she has left an indelible, positive impact on students, colleagues, the institution, and the community; and

WHEREAS, She taught in the College's dental assistant and dental laboratory programs at the Takoma Park Campus and rose to the rank of assistant professor and later associate professor; then, after a year as an administrative associate, moved to staff status; and

WHEREAS, As a staff member, Ms. Schena served as an admissions and registration supervisor starting in 1988, and rose after two years to become campus registrar at Takoma Park, a position she occupied for five years, after which she moved to the Rockville Campus and served as its campus registrar for two years; and

WHEREAS, Ms. Schena was appointed to her first administrative role in 1997 as acting collegewide director of the Office of Admissions, Records, and Registration; and then was appointed to the role of special assistant to the executive vice president of academic and student services; and

WHEREAS, Ms. Schena began a 14-year period in the Office of Information Technology in 2001, first serving as the manager for information technology initiatives; then as the director of IT planning and assessments; the director of IT policy, planning, and cybersecurity; the director of IT business services; and, ultimately, the interim vice president of instructional and information technology/chief information officer; and

WHEREAS, After her service in the Office of Information Technology, Ms. Schena was appointed to the role of associate senior vice president for administrative and fiscal services in 2014, later becoming the interim senior vice president for administrative and fiscal services, and

was appointed to the permanent senior vice president role in 2019, the position she occupies at the time of her retirement; and

WHEREAS, Ms. Schena remained active in professional development pursuits during her career and completed the College's Leadership Development Institute program, the American Association of Community Colleges' John E. Roache Future Leaders Institute, and the Managing Organizational Change Program certificate in the Cornell University executive leadership program; and

WHEREAS, She maintained currency in her various fields by serving in professional associations such as the Montgomery County Dental Assistants Association, and by attending professional conferences, including those of the American Dental Association, EDUCAUSE, Gartner, the National Association of College and University Business Officers, the Society of College and University Planners, and more; and

WHEREAS, Ms. Schena served on numerous College committees, including the Diversity Plan Steering Committee, the Closing the Achievement Gap Implementation Team, the Middle States Self-Study Steering Committee, the Budget Reduction Advisory Committee, the Academic Regulations Committee, the Curriculum Committee, and the Administrator Council; and

WHEREAS, Ms. Schena led numerous Montgomery College committees and initiatives that made a lasting impact in her various roles, including service as chair of the Takoma Park Campus Faculty Council, co-chair of the Classification and Compensation Committee, co-chair of the Blue Ribbon Taskforce on Spending for Student Success, and co-facilitator of the Advising Redesign Taskforce; and

WHEREAS, She was a facilitator and trainer in leadership development through the College's Center for Professional and Organizational Development, served on the team that designed the College's Presidential Innovation Leadership Institute program, and supported the creation of a special police officer training academy in Workforce Development and Continuing Education; and

WHEREAS, Ms. Schena provided leadership and vision on major College projects including the College's agreement on the FiberNet initiative with Montgomery County, the redesign of fiscal operations to enhance revenue and cost savings through the outsourcing of bookstores and the transition of child care to a lab school in the academic program, and the redesign of the Office of Public Safety with its expansion to include a public health leadership role; and

WHEREAS, Ms. Schena brought her expertise to the service of the community and served on the Montgomery County Consolidated Retiree Health Benefits Trust; and

WHEREAS, She has generously volunteered her time to be a vocal and passionate advocate and active board member of the Parkinson Foundation of the National Capital Area, including seven years as board chair; served as liaison to the board of the national Parkinson's Foundation; and was a member of a panel during the Michael J. Fox Conference in Washington, D.C.; and

WHEREAS, She was sought as a moderator for organizational retreats and panels and has provided such services for George Mason University and Georgetown University Medical School; and

WHEREAS, Ms. Schena is a faithful, benevolent, and long-time donor to the Montgomery College Foundation, having made over 30 meaningful gifts dating back to 1984 and recently establishing with her husband, Richard Schena II, the Schena Family Endowed Scholarship that will support need-based scholarships for students enrolled in noncredit programs that lead to a license or certification; and

WHEREAS, College policy provides that all administrators who retire with a minimum of 10 years of service as an administrator with Montgomery College shall be designated administrator emeritus(a) with appropriate title, subject to approval of the Board of Trustees; and

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

WHEREAS, the president of the College recommends this public recognition of Ms. Donna L. Schena 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. Donna L. Schena for her outstanding 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 Ms. Donna L. Schena is granted the status of Administrator Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Ms. Donna L. Schena is awarded the Silver Medallion in recognition of her outstanding service to the College and the community, and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Ms. Donna L. Schena

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

Resolution Number: 21-06-058
Adopted on: 6/21/2021

Agenda Item Number: 6Cviii
June 21, 2021

**Subject: Award of President Emerita Status and Gold Medallion to
Dr. DeRionne P. Pollard**

WHEREAS, Dr. DeRionne P. Pollard, President and Chief Executive Officer of Montgomery College and Secretary/Treasurer of the Board of Trustees, has led Montgomery College with outstanding commitment, enthusiasm, and dedication with nationally and internationally recognized leadership for 11 years, and will leave Montgomery College effective August 6, 2021; and

WHEREAS, Dr. Pollard served with a passion for Montgomery College's mission and student success, strengthened the One College concept in the College's culture, and led the development and implementation of two strategic plans, *Montgomery College 2020* and *Montgomery College 2025*, as well as the College's Academic Master Plan and the Student Affairs Master Plan, and Resilient MC, a vision for the College to maintain its focus on mission during the coronavirus pandemic; and

WHEREAS, She was an enthusiastic chief spokesperson for the College and advocated for student needs with fervor in meetings and hearings with state and county elected officials, and secured operating and capital funding to advance the mission of the College; and

WHEREAS, Under her advocacy leadership, the College opened the Science Center and the Long Nguyen and Kimmy Duong Student Services Center on the Rockville Campus, renovated the Student Affairs and Science Building on the Germantown Campus, is constructing the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, and acquired the Central Services Building in Rockville, saving millions of dollars in leases and bringing efficiencies through the consolidation of offices from three locations; and

WHEREAS, She supported the establishment of the Pinkney Innovation Complex for Montgomery College (PIC MC) and the PIC MC Foundation, and strengthened the partnership with Holy Cross Health, which, as the anchor tenant, opened the Holy Cross Germantown Hospital at PIC MC on the Germantown Campus during her tenure, accomplishments that led to Montgomery College becoming the first community college to be a member of the Association of University Research Parks; and

WHEREAS, After Montgomery College successfully established a RISE Zone in PIC MC, she oversaw the agreement to construct the next building in PIC MC; and

WHEREAS, Dr. Pollard was devoted to the principles of equity and radical inclusion and created the Office of Equity and Inclusion, and supported the Board of Trustees in its efforts to lead as an anti-racist board; and

WHEREAS, She focused the College's attention on data-based analysis for student success through membership in the Achieving the Dream network, championed achievement for all

students through publication of disaggregated data, led the development of the College's Achieving the Promise Academy, and established the Presidential Scholars Program in support of student success; and

WHEREAS, Dr. Pollard deepened the College's relationship with the Montgomery County Public Schools system and the Universities at Shady Grove in developing the Achieving Collegiate Excellence and Success (ACES) program to encourage and support high school students in their preparation for college; and

WHEREAS, She further strengthened opportunities for Montgomery County Public Schools students through the development of the Middle College and Early College programs for high school students; and

WHEREAS, She encouraged the reorganization of the Academic Affairs division from a three-campus orientation to a collegewide orientation resulting in enhanced educational opportunities for students, including adoption of alternate placement for new students; the redesign of the developmental education program; creation of new degrees in state-of-the-art disciplines such as cloud computing, bioinformatics, data science, cybersecurity, and behavioral health; development of online degrees; expanded use of online educational resources (OERs) in Z-courses, that is, courses with no textbook expenses; and new articulation agreements with universities to smooth the transfer process for students; and

WHEREAS, Under Dr. Pollard's leadership, the College extensively broadened student support through the formation of the Student Affairs division, which was instrumental in the creation of the Welcome Centers (now Raptor Central) to assist students with navigating College processes, the Student Health and Wellness Center for Success to assist students with a broad range of basic needs, and the Women Veterans Center on the Rockville Campus, the first of its kind in the nation; and

WHEREAS, Dr. Pollard was an avid supporter of student athletics and oversaw the reinvigoration of Montgomery College athletics by transitioning the Division III, campus-based programs into a Division I and II college-based program that can now offer athletics scholarships and has already produced several statewide and national championships; and

WHEREAS, She transformed College spirit by the replacement of three campus mascots with a single mascot—the Raptor—which was chosen and designed by students, and a single set of College colors—purple, silver, black, and white—which were also chosen by the College community and are now commonly worn and displayed with pride by students, faculty, and staff alike; and

WHEREAS, She led the modernization of the Montgomery College brand and logo as well as the website to reflect a unified opportunities and services for students; and

WHEREAS, Dr. Pollard was a staunch supporter of the Montgomery College Foundation and its philanthropic mission reflected in the more than \$43 million raised in cash and pledges during her tenure consistently putting Montgomery College in the top 20 ranking for community colleges fundraising with a ranking of 8th in the country in 2020; and

WHEREAS, Montgomery College consistently secured federal and state grants totaling \$8 million to \$14 million annually during Dr. Pollard's tenure, highlighted by more than \$54 million in fiscal year 2021; and

WHEREAS, During Dr. Pollard's tenure, Community Engagement Centers and pop-up centers were created at the Gaithersburg Library, the East County Regional Services Center, the Ethiopian Community Center, Identity, Inc., and in the Montgomery County Correctional Facility; and

WHEREAS, Dr. Pollard enjoyed engaging with students, faculty, and staff and did so frequently in informal settings as well as formal events such as frequent Town Hall Meetings, Food for Thought breakfast meetings, the annual State of the College event, and her "Popcorn with Pollard" events with students; and

WHEREAS, Dr. Pollard was invested in the success of faculty and staff and encouraged professional development internally through E-Learning, Innovation, and Teaching Excellence (ELITE); established the Part-time Faculty Institute to support the success of part-time faculty; developed and led the Presidential Innovation Leadership Institute; and externally served as a mentor in the Aspen Institute's Rising Presidential Fellows program as well as a leader and member of the design team of the Strategic Horizon Network; and

WHEREAS, Dr. Pollard was a thought leader in the community and across the nation with opinion-editorial pieces published in the *Washington Post*, the *Baltimore Sun*, the *Huffington Post*, and *Inside Higher Ed*; and with appearances on local and national news programs, including the *PBS News Hour*; and with in-depth conversations with notable leaders and authors in her Presidential Dialogue Series at the College; and

WHEREAS, She gave back to the community in the form of membership and leadership of boards, including the boards of the American Association of Community Colleges, the Maryland Campus Compact, the Montgomery County Business Development Corporation, the Montgomery County Chamber of Commerce, the Universities at Shady Grove, the Tech Council of Maryland, IMPACT Silver Spring, the Strathmore Arts Center, Generation Hope, and the O.P. Jindal Community College (in India); and

WHEREAS, Dr. Pollard was recognized with numerous awards during her presidency at Montgomery College, including the White House Champion of Change Award; the Academic Leadership Award from Carnegie Corporation of New York—being only the second community college president to receive this award; the American Association of Community Colleges Emerging Leader Award; the National Champion for Women and Community Colleges Leadership award from the American Association of Women in Community Colleges; Washington's 100 Most Influential Women from *Washingtonian Magazine*; and the Visionary Award by the Washington Area Women's Foundation; and

WHEREAS, Dr. Pollard is a faithful, benevolent, and long-time donor to the Montgomery College Foundation, having made meaningful gifts during her tenure and having established the Myles Julian Pollard-Jones ACES Scholarship, the Myles Julian Pollard-Jones ACES Endowed Scholarship, and the P. Paul Pollard Generational ACES Scholarship in support of Montgomery College students; and

WHEREAS, College policy provides that a president who serves a minimum of 10 years with Montgomery College shall be designated president emeritus(a) with appropriate title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Gold Medallion to recognize exceptional, outstanding, or distinguished service to the College, the academic profession, the county, the state, or the nation; and

WHEREAS, The chair of the Board of Trustees recommends this public recognition of Dr. DeRionne P. Pollard on this occasion; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. DeRionne P. Pollard for her exceptional service to the College and extend to her their best wishes that her new professional opportunities be fulfilling and productive; and be it further

Resolved, That Dr. DeRionne P. Pollard is granted the status of President Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. DeRionne P. Pollard is awarded the Gold Medallion in recognition of her exceptional, outstanding, and distinguished service to the College, the academic profession, the county, the state, and the nation; 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 Gold Medallion be presented to Dr. DeRionne P. Pollard.

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

Agenda Item Number: 6Di
June 21, 2021

**AWARD OF CONTRACT,
COLLEGEWIDE ELEVATOR MAINTENANCE AND REPAIRS, BID e421-003**

BACKGROUND

Request:	Collegewide elevator maintenance and repairs
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President of Facilities
Award Type:	Competitive
Bid Number:	e421-003
Explanation of Request:	<p>The senior vice president for administrative and fiscal services, and vice president of facilities are requesting an award of contract for the purchase of collegewide elevator maintenance and repairs.</p> <p>The Board of Trustees approved a five-year contract at its February 22, 2016 meeting for the purchase of collegewide elevator maintenance and repair services under resolution 16-02-022. The current contract will expire on June 30, 2021.</p> <p>There are 53 elevators located throughout the College that require maintenance and repairs by a licensed elevator company to ensure operability and safety of the equipment for public use. Additionally, all elevator units must be compliant with state and federal regulations during annual inspections.</p>
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY22 operating budget.
Annual Dollar Amount:	\$148,068 (Maintenance) \$100,000 (Repairs)
Vendor Name:	Otis Elevator Co., Inc.
Vendor Address:	Lanham, Maryland
Minority Status:	Non-Minority Firm
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract to Otis Elevator Co., Inc. of Lanham, Maryland, for the purchase of collegewide elevator maintenance and repair services for a total not-to-exceed annual amount of \$248,068.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole discretion of the College, provided services are needed and satisfactory, that funds are available, and that the renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$1,240,340.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidder's List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: 21-06-059
Adopted on: 6/21/2021

Agenda Item Number: 6Di
June 21, 2021

Subject: Award of Contract, Collegewide Elevator Maintenance and Repairs, Bid e421-003

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the purchase of collegewide elevator maintenance and repairs; and

WHEREAS, There are 53 elevators located throughout the College that require maintenance and repairs by a licensed elevator company to ensure the operability and safety of the equipment for public use; and

WHEREAS, The current contract will expire on June 30, 2021; and

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

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal was publicly advertised on April 13, 2021, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 22 companies downloaded the solicitation from the procurement website; and on May 3, 2021, six responses, including one no bid response and three non-responsive vendors, were received and recorded at 3:00 p.m. local time; and

WHEREAS, Upon evaluation by appropriate College staff, it was determined that the proposal submitted by Otis Elevator Co., Inc. of Lanham, Maryland, was declared the highest ranked vendor meeting all College requirements; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

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

Resolved, That a one-year contract be awarded to Otis Elevator Co., Inc. of Lanham, Maryland, for the purchase of collegewide elevator maintenance and repair services for a total not-to-exceed amount of \$248,068; and be it further

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

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

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

Agenda Item Number: 6Dii
June 21, 2021

**AWARD OF CONTRACT,
EXTERIOR DOORS AND HARDWARE REPLACEMENT AT THE CENTRAL SERVICES
BUILDING AND GERMANTOWN AND ROCKVILLE CAMPUSES, BID e421-008**

BACKGROUND

Request:	Exterior doors and hardware replacement at the Central Services Building and Germantown and Rockville Campuses
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	e421-008
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for exterior door and hardware replacement at the Central Services Building and Germantown and Rockville Campuses.</p> <p>Various aging building exterior doors with outdated hardware at these facilities are worn and beyond repair. New replacement doors and hardware are needed to facilitate the installation of Montgomery College's standard proximity card access control system, which will enhance campus security.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff; and the chief business and financial strategy officer certifies that funds are planned for and available in the FY21 capital budget.
Total Dollar Amount:	\$1,181,818
Vendor Name:	Henley Construction Company, Inc.
Vendor Address:	Gaithersburg, Maryland
Minority Status:	Non-Minority Firm
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for exterior doors and hardware replacement at the Central Services Building and Germantown and Rockville Campuses to Henley Construction Company, Inc. of Gaithersburg, Maryland, for a one-time purchase in the amount of \$1,181,818.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: 21-06-060
Adopted on: 6/21/2021

Agenda Item Number: 6Dii
June 21, 2021

Subject: Award of Contract, Exterior Doors And Hardware Replacement at the Central Services Building and Germantown and Rockville Campuses, Bid e421-008

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for exterior doors and hardware replacement at the Central Services Building and Germantown, and Rockville Campuses; and

WHEREAS, Various aging building exterior doors with outdated hardware at the Central Services Building and at Germantown and Rockville Campuses are worn and beyond repair; and

WHEREAS, New replacement doors and hardware are required to facilitate the installation of Montgomery College's standard proximity card access control system, which will enhance campus security; and

WHEREAS, The director of procurement certifies that project specifications were developed by appropriate College staff and consultants, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY21 capital budget; and

WHEREAS, A two-part Request for Proposal method was used for this project to afford the College the benefits of a best-value solicitation; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a Request for Proposal, Part A– Contractor Qualifications and Part B–Price Proposals, were publicly advertised on May 12, 2021, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 35 companies downloaded the solicitation from the procurement website, and on May 27, 2021, one response was received and recorded at 3:00 p.m. local time; and

WHEREAS, After an evaluation of Part A–Contractor Qualification proposal, the sole contractor who submitted a proposal was deemed qualified to have its Part B–Price Proposal opened; and

WHEREAS, Following evaluation of Part B– Price Proposals, it was determined that the sole respondent, Henley Construction Company, Inc. of Gaithersburg, Maryland, submitted a base bid price of \$1,181,818 and met all College specifications; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

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

Resolved, That the Board of Trustees approve an award of contract for exterior doors and hardware replacement at the Central Services Building and Germantown and Rockville Campuses, to Henley Construction Company, Inc. of Gaithersburg Maryland, for a one-time purchase in the amount of \$1,181,818, and be it further

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

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

Agenda Item Number: 6Diii
June 21, 2021

**AWARD OF CONTRACT,
VIRTUAL BENEFITS SERVICE PROVIDER, BID e521-024**

BACKGROUND

Request:	Virtual benefits service provider
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President of Human Resources and Strategic Talent Management
Award Type:	Competitive
Bid Number:	e521-024
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and vice president of human resources and strategic talent management are requesting an award of contract for the purchase of virtual benefit services.</p> <p>In 2012, the College launched a high-deductible insurance plan, which included an employee health savings account. In conjunction with that launch, a comprehensive benefits communication and decision-making support platform was engaged to provide 24/7 access to a virtual benefits counselor, to explain College benefit plans, compare those plans side-by-side, and recommend medical, dental, and other group health plans based on employee feedback. Service also includes tax-saving benefit plans advice.</p> <p>Without this service, current employees and plan retirees would lose access to online interactive benefits information, which is especially important during the pandemic. In addition, the College and employees would potentially miss out on tax-related savings, based on plan selection.</p> <p>The recommended contract awardee is currently working on a Spanish language version of this virtual solution to reach a larger segment of our population, which they anticipate will be available later this year.</p> <p>The current contract expires on July 12, 2021.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business and financial strategy officer certifies

	that funds are planned for and available in the FY22 operating budget.
Annual Dollar Amount:	\$92,333 (Year 1) \$95,103 (Year 2) \$97,956 (Year 3) \$100,895 (Year 4) \$103,922 (Year 5) Five-year Total: \$490,209
Vendor Name:	Jellyvision Lab, Inc.
Vendor Address:	Chicago, Illinois
Minority Status:	Non-Minority Firm
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for the purchase of virtual benefit services to Jellyvision Lab, Inc. of Chicago, Illinois, for a not-to-exceed amount total of \$92,333.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole discretion of the College, provided services are needed and satisfactorily performed, funding is available, and that renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$490,209.

BACKUP INFORMATION

- Board Resolution
- Bid Summary (Board Members Only)
- Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

- Ms. Walker
- Mr. Johnson

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

Resolution Number: 21-06-061
Adopted on: 6/21/2021

Agenda Item Number: 6Diii
June 21, 2021

Subject: Award of Contract, Virtual Benefits Service Provider, Bid e521-024

WHEREAS, The senior vice president for administrative and fiscal services and vice president of human resources and strategic talent management are requesting an award of contract for the purchase of virtual benefit services; and

WHEREAS, In 2012, the College launched a high-deductible insurance plan, which included an employee health savings account; and

WHEREAS, In conjunction with that launch, a virtual benefits service provider was engaged to provide 24/7 access to a virtual benefits counselor to explain College benefit plans, compare those plans side-by-side, and recommend medical/dental plans based on employee feedback; and

WHEREAS, Without this service, current employees and plan retirees would lose access to online interactive benefits information which is especially important during the pandemic as well as miss out on tax-related savings based on plan selection; and

WHEREAS, The current contract expires on July 12, 2021; and

WHEREAS, The director of procurement certifies that project specifications were developed by appropriate College staff, and the chief business and financial strategy officer certifies that funds 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 March 1, 2021, and posted on both the Montgomery College procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 29 firms downloaded the Request for Proposal, and four responses, including three non-responsive vendors, were received, and recorded at 3:00pm on March 22, 2021; and

WHEREAS, All received proposals were evaluated and ranked by a committee consisting of human resource and strategic management staff, and upon evaluation completion, it was determined that the proposal submitted by Jellyvision Lab Inc. of Chicago, Illinois, was declared the sole responsive-responsible vendor, meeting all College requirements; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

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

Resolved, That the Board of Trustees approve a one-year award of contract to Jellyvision Lab Inc. of Chicago, Illinois, for the purchase virtual benefit services, for a not-to-exceed amount of \$92,333, and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions at the sole discretion of the College, provided services are needed and satisfactorily performed, funding is available, and that renewals are in the best interest of the College; and the total five-year contract not-to-exceed amount is \$490,209; and be it further

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

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

Agenda Item Number: 6Div
June 21, 2021

**AWARD OF CONTRACT,
UNDERGROUND CHILLED AND HEATING WATER PIPING REPLACEMENT PHASE ONE,
ROCKVILLE CAMPUS, BID e621-006**

BACKGROUND

Request:	Contract award for underground chilled and heating water piping replacement phase one on the Rockville Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	e621-006
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for phase one replacement of chilled and heating water piping on the Rockville Campus.</p> <p>This project will replace the hydronic piping located in utility vaults between the Humanities Building and the Computer Science Building with new hydronic piping, replace the hydronic piping feeding Macklin Tower with new direct buried hydronic piping, and provide temporary cooling to condition Macklin Tower during construction.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff, and the chief business and financial strategy officer certifies that planned expenditures are available in the FY21 capital budget.
Dollar Amount:	\$862,500
Vendor Name:	Denver-Elek, Inc.
Vendor Address:	Baltimore, Maryland
Minority Status:	Non-Minority Firm
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Denver-Elek, Inc. of Baltimore, Maryland, for the underground chilled and heating water piping replacement phase one project on the Rockville Campus, for a one-time purchase in the amount of, \$862,500.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders' List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: 21-06-062
Adopted on: 6/21/2021

Agenda Item Number: 6Div
June 21, 2021

**Subject: Award of Contract, Underground Chilled and Heating Water Piping
Replacement Phase One, Rockville Campus, Bid e621-006**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the underground chilled and heating water piping replacement phase one, on the Rockville Campus; and

WHEREAS, The project will replace the hydronic piping located in utility vaults between the Humanities Building and the Computer Science Building with new hydronic piping, replace the hydronic piping feeding Macklin Tower with new direct buried hydronic piping, and provide temporary cooling to condition Macklin Tower during construction; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff, and the chief business and financial strategy officer certifies that planned expenditures are available in the FY21 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal, Part A Contractor Qualifications and Part B–Price Proposals, were publicly advertised on March 12, 2021, and posted on both the Montgomery College procurement and eMaryland Marketplace websites; and

WHEREAS, 42 companies downloaded the solicitation from the procurement website, and on April 9, 2021, five responses, including one vendor who was deemed not qualified, were received by 2:00 p.m. local time; and

WHEREAS, An evaluation committee comprised of Office of Facilities staff completed the review and evaluation of all technical proposal submissions, and

WHEREAS, Four contractors submitting proposals were deemed qualified and one was deemed not qualified under the Part A–Contractor Qualification process, and the four qualified offerors had their Part B–Price Proposals opened; and

WHEREAS, Following the evaluation of Part B–Price Proposals, it was determined that Denver-Elek, Inc., of Baltimore, Maryland, submitted the lowest base-bid price of \$829,500 and met all College specifications; and

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

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

Resolved, That the Board of Trustees approve an award of contract to Denver-Elek, Inc., of Baltimore, Maryland, for all necessary materials, labor, equipment, supervision, bonds and insurance for the underground chilled and heating water piping replacement phase one on the Rockville Campus, for a one-time purchase of \$862,500; and be it further

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

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

Agenda Item Number: 6Dv
June 21, 2021

**AWARD OF CONTRACT,
CAFETERIA RENOVATION, GERMANTOWN CAMPUS, BID e621-008**

BACKGROUND

Request:	Renovation of the Germantown Campus cafeteria
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	e621-008
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the renovation of the Germantown Campus cafeteria. On April 20, 2020, the Board of Trustees approved an award of contract to Metz Culinary Management Inc., for collegewide food, vending, and beverage management services under resolution 20-04-033. The much needed renovation of the Germantown Campus cafeteria will allow for expanded food and service offerings by the new contractor and create a space that better serves the College community.</p> <p>The renovation will include updates to existing food service equipment, renew finishes, and the replacement of cafeteria ceilings.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY21 capital budget.
Total Dollar Amount:	\$399,315
Vendor Name:	Atlantida Builders, Inc.
Vendor Address:	Gaithersburg, Maryland
Minority Status:	Minority Firm
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the renovation of the Germantown Campus cafeteria to Atlantida Builders, Inc. of Gaithersburg, Maryland, for a one-time purchase in the amount of, \$399,315.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

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

Resolution Number: 21-06-063
Adopted on: 6/21/2021

Agenda Item Number: 6Dv
June 21, 2021

**Subject: Award of Contract, Cafeteria Renovation, Germantown Campus,
Bid e621-008**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the renovation of the Germantown Campus cafeteria; and

WHEREAS, On April 20, 2020, the Board of Trustees approved an award of contract to Metz Culinary Management Inc., for collegewide food, vending, and beverage management services under resolution 20-04-033; and

WHEREAS, The much-needed renovation of the Germantown Campus cafeteria will allow for expanded food and service offerings by the new contractor and create a space that better serves the College community; and

WHEREAS, The renovation will include updates to existing food service equipment, renew finishes, and the replacement of cafeteria ceilings; and

WHEREAS, The director of procurement certifies that project specifications were developed by both appropriate College staff and consultants, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY21 capital budget; and

WHEREAS, A two-part Request for Proposal method was used for this project to afford the College the benefits of a best-value solicitation; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a Request for Proposal, Part A—Contractor Qualifications and Part B—Price Proposals, were publicly advertised on April 8, 2021, and posted on both the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 75 companies downloaded the solicitation from the procurement website and on May 5, 2021, 10 responses, including one vendor who was deemed not qualified, were received and recorded at 3:00 p.m. local time; and

WHEREAS, After an evaluation of Part A-Contractor Qualification proposals, nine contractors who submitted a proposal were deemed qualified to have their Part B-Price Proposals opened; and

WHEREAS, Following the evaluation of Part B—Price Proposals, it was determined that Atlantida Builders, Inc. of Gaithersburg, Maryland, submitted the lowest base bid price of \$399,315, and met all College specifications; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

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

Resolved, That the Board of Trustees approve an award of contract for the renovation of the Germantown Campus cafeteria to Atlantida Builders, Inc. of Gaithersburg, Maryland, for a one-time purchase in the amount of \$399,315, and be it further

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

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

Agenda Item Number: 6Dvi
June 21, 2021

**AWARD OF CONTRACT,
HEALTH SCIENCES CENTER ROOF SECTION A REPLACEMENT,
TAKOMA PARK/SILVER SPRING CAMPUS,
BID e621-009**

BACKGROUND

Request:	Health Sciences Center roof section A replacement, Takoma Park/Silver Spring Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	e621-009
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the Takoma Park/Silver Spring Campus Health Sciences Center roof section A replacement.</p> <p>An infrared thermal scan conducted in 2018 by the College's roof consultant revealed that a large portion of the roof insulation under the membrane of Section A in the Health Sciences Center is saturated and beyond repair. The entire roof section must be replaced to maintain integrity of the building envelope and to protect sensitive medical equipment from being damaged by roof leaks.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business and financial strategy officer certifies that funds are planned for and available in the FY21 capital budget.
Total Dollar Amount:	\$417,000
Vendor Name:	Dynamic General Contracting LLC
Vendor Address:	Millersville, Maryland
Minority Status:	Non-Minority Firm
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the Takoma Park/Silver Spring Campus Health Sciences Center roof section A replacement to Dynamic General Contracting LLC, of Millersville, Maryland, for a one-time purchase in the amount of \$417,000.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: 21-06-064

Adopted on: 6/21/2021

Agenda Item Number: 6Dvi

June 21, 2021

**Subject: Award of Contract, Health Sciences Center Roof Section A Replacement,
Takoma Park/Silver Spring Campus, Bid e621-009**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the Takoma Park/Silver Spring Campus Health Sciences Center roof section A replacement; and

WHEREAS, An infrared thermal scan conducted in 2018 by the College's roof consultant revealed that a large portion of the roof insulation under the membrane of section A in the Health Sciences Center is saturated and beyond repair; and

WHEREAS, The entire roof section must be replaced to maintain the integrity of the building envelope and to protect sensitive medical equipment from being damaged by roof leaks; and

WHEREAS, The director of procurement certifies that project specifications were developed by both appropriate College staff and consultants, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY21 capital budget; and

WHEREAS, A two-part request for proposal method was used for this project to afford the College the benefits of a best-value solicitation; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A– Contractor Qualifications and Part B–Price Proposals, were publicly advertised on April 2, 2021, and posted on both the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 52 companies downloaded the solicitation from the procurement website and on April 28, 2021, four responses were received and recorded at 3:00 p.m. local time; and

WHEREAS, After an evaluation of Part A–Contractor Qualification proposals, all contractors who submitted proposals were deemed qualified to have their Part B–Price Proposals opened; and

WHEREAS, Following evaluation of Part B–Price Proposals, it was determined that Dynamic General Contracting LLC, of Millersville, Maryland, submitted the lowest base bid price of \$417,000, and met all College specifications; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

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

Resolved, That the Board of Trustees approve an award of contract for the Takoma Park/Silver Spring Campus Health Sciences Center roof section A replacement to Dynamic General Contracting LLC, of Millersville, Maryland, for a one-time purchase in the amount of \$417,000; and be it further

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

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

Agenda Item Number: 6E
June 21, 2021

**CONTRACT CHANGE ORDER,
AWARD OF CONTRACT, AUDIO-VISUAL HARDWARE AND SERVICES,
BID e520-019**

BACKGROUND

Request:	Annual spend authority increase for network infrastructure products and services contract.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	e520-019
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the interim chief information officer are requesting a contract change order to increase the current annual award spend authority to the existing award of contract for the purchase of audio-visual hardware and services.</p> <p>On June 29, 2020, the Board of Trustees approved a five-year award of contract for the purchase of audio-visual hardware and services, under resolution 20-01-008. The spend authority for the entire five-year contract term is \$2,000,000.</p> <p>Increased contract spend authority is being requested to address the purchase and installation of HyFlex instructional technology equipment along with associated training, that will support remote and onsite teaching and learning.</p>
Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25 percent of the original Board approved contract award.
Certification:	The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are

	available in the Maryland State HEERF II grant.
Dollar Amount:	\$2,078,180
Vendor Name:	Vision Technologies Inc.
Vendor Address:	Glen Burnie, Maryland
Minority Status:	Minority Firm
Term of Current Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the current not-to-exceed annual contract award spend authority by \$2,078,180 to address the purchase and installation of HyFlex instructional technology equipment, along with associated training that will support remote and onsite teaching and learning.

BACKUP INFORMATION

Board Resolution Policy 63001
Resolution 20-01-008

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

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

Resolution Number: 21-06-065
Adopted on: 6/21/2021

Agenda Item Number: 6E
June 21, 2021

Subject: Contract Change Order, Award of Contract, Audio-Visual Hardware and Services, Bid e520-019

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting a contract change order to increase the current annual award spend authority to the existing award of contract, for the purchase and installation of HyFlex instructional technology equipment, along with associated training; and

WHEREAS, On January 29, 2020, the Board of Trustees approved a five-year contract for the purchase of audio-visual hardware and services under resolution 20-01-008, for year-one total amount of \$800,000, followed by \$300,000 for each of the four one-year contract renewal periods; and

WHEREAS, Increased contract spend authority is being requested to address the purchase and installation of HyFlex instructional technology equipment, along with associated training that will support remote and onsite teaching and learning; and

WHEREAS, The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the Maryland State HEERF II grant; and

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

Resolved, That the Board of Trustees approve an increase in the current not-to-exceed annual contract award spend authority by \$2,078,180 to address the purchase and installation of HyFlex instructional technology equipment, along with associated training that will support remote and onsite teaching and learning; and be it further

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

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

Agenda Item Number: 7A
June 21, 2021

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF INSPECTION AND CALIBRATION OF HEATING, VENTILATION AND
AIR CONDITIONING (HVAC) CONTROL SYSTEMS,
ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES**

BACKGROUND

Request:	Continuation of services for inspection and calibration of HVAC control systems on the Rockville and Takoma Park/Silver Spring Campuses
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting the continuation of services for inspection and calibration of HVAC control systems on the Rockville and Takoma Park/Silver Spring Campuses.</p> <p>During its September 2011 meeting, the Board of Trustees approved a sole source award of contract for inspection and calibration services of HVAC controls for the Rockville and Takoma Park/Silver Spring Campuses under resolution 11-09-114, and approved the sole source continuation of these services at their June 20, 2016, meeting under resolution 16-06-098.</p> <p>The Reliable Brand Building Automation Controls (BAC) provides control monitoring capabilities for the heating, ventilation, and air conditioning (HVAC) controls, central plant systems, supervisory monitoring of fire alarm systems, and standby power on the Rockville and Takoma/Silver Spring Campuses. Continuation of inspection and calibration of heating, ventilation, and air conditioning (HVAC) controls for the Rockville and Takoma Park/Silver Spring Campuses are required to maintain reliable and operable building heating and cooling systems. Pritchett Controls Inc. is the manufacturer's sole authorized service provider for the State of Maryland.</p> <p>The current contract expires on June 30, 2021.</p>

Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that Pritchett Controls Inc. remains the manufacturer's sole authorized service provider for the State of Maryland, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY22 operating budget.
Annual Dollar Amount:	\$147,216
Vendor Name:	Pritchett Controls
Vendor Address:	Beltsville, Maryland
Minority Status:	Non-Minority Firm
Term of Contract:	One Year, with four one-year renewal options.

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract on a sole source basis beginning July 1, 2021, to Pritchett Controls of Beltsville, Maryland, for the continuation of inspection and calibration services for heating, ventilation, and air conditioning control systems on the Rockville and Takoma Park-Silver Spring Campuses for a not-to-exceed amount of \$147,216.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole discretion of the College provided that, service is needed and performed satisfactorily, that funds are available, and that renewals are in the best interest of the College. The total five-year amount is \$736,080.

BACKUP INFORMATION

Board Resolution 11-09-114
Board Resolution 06-06-098

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: 21-06-066
Adopted on: 6/21/2021

Agenda Item Number: 7A
June 21, 2021

Subject: Sole Source Award of Contract, Continuation of Inspection and Calibration of Heating, Ventilation and Air Conditioning (HVAC) Control Systems, Rockville and Takoma Park/Silver Spring Campuses

WHEREAS, The senior vice president for administrative and fiscal services, and the vice president of facilities are requesting the continuation of services for inspection and calibration of HVAC control systems on the Rockville and Takoma Park/Silver Spring Campuses; and

WHEREAS, During its September 2011 meeting, the Board of Trustees approved a sole source award of contract for inspection and calibration services of HVAC controls for the Rockville and Takoma Park/Silver Spring Campuses under resolution 11-09-114, and approved the sole source continuation of these services during their June 20, 2016 meeting under resolution 16-06-098; and

WHEREAS, The Reliable Brand Building Automation Controls (BAC) provides control monitoring capabilities for the heating, ventilation, and air conditioning (HVAC) controls, central plant systems, supervisory monitoring of fire alarm systems, and standby power at the Rockville and Takoma/Silver Spring campuses; and

WHEREAS, Continuation of inspection and calibration of heating, ventilation, and air conditioning (HVAC) controls for the Rockville and Takoma Park/Silver Spring Campuses are required to maintain reliable and operable building heating and cooling systems; and

WHEREAS, The director of procurement affirms that Pritchett Controls, Inc. is the manufacturer's sole authorized service provider for the State of Maryland, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY22 operating budget; and

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

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

Resolved, That a one-year contract for inspection and calibration of the HVAC controls systems on the Rockville and Takoma Park/Silver Spring Campuses be awarded to Pritchett Controls of Beltsville, Maryland, on a sole source basis beginning July 1, 2021, for a total not-to-exceed annual amount \$147,216; and be it further

Resolved, That contract be renewed for four additional one-year terms, under the same terms and conditions at the sole discretion of the College provided that service is needed and performed satisfactorily, that funds are available, and that renewals are in the best interest of the College. The total five-year amount is \$736,080; and be it further

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

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

Agenda Item Number: 7B
June 21, 2021

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF MAINTENANCE SERVICES FOR SIEMENS ENERGY MANAGEMENT
SYSTEMS, GERMANTOWN AND ROCKVILLE CAMPUSES**

BACKGROUND

Request:	Continuation of maintenance services for Siemens energy management systems located on the Germantown and Rockville Campuses
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and vice president of facilities are requesting the continuation of maintenance services for energy management systems for the Germantown and Rockville Campuses.</p> <p>During its September 2011 meeting, the Board of Trustees approved a five-year, sole source award of contract for maintenance of the energy management systems under resolution 11-09-115, and approved a continuation of these maintenance services on a sole source basis during their June 20, 2016 meeting, under resolution 16-06-097.</p> <p>The energy management program at the College's Germantown and Rockville Campuses, has been supported by the Siemens energy management systems for more than 25 years. These systems are used to monitor and control the campus heating, ventilation, and air conditioning (HVAC) systems. They also provide a graphical user interface that allows the building operations and maintenance staff to view each system, monitor operations, and trouble-shoot occupant complaints. Additionally, the Siemens systems are connected to the campus fire alarm systems to allow secondary supervisory monitoring of those system functions.</p> <p>Siemens Building Technology Inc. is the manufacturer's only authorized local service provider</p>

	for the College’s energy management systems. The current contract will expire on June 30, 2021.
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that Siemens Building Technologies Inc. remains the only local firm authorized by the manufacturer to service their equipment, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY22 operating budget.
Dollar Amount:	\$157,964 (Year one) \$162,690 (Year two) \$167,587 (Year three) \$172,616 (Year four) \$177,791 (Year five) Five-year total: \$838,648
Vendor Name:	Siemens Building Technologies Inc.
Vendor Address:	Beltsville, Maryland
Minority Status:	Non-Minority Firm
Term of Contract:	One Year, with four one-year renewal options.

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract on a sole source basis, beginning July 1, 2021, to Siemens Building Technologies Inc., of Beltsville, Maryland, for the purchase of energy management system maintenance services, for a not-to-exceed amount of \$157,964.

It is further recommended that the contract be renewed for four additional one-year terms, under the same terms and conditions, at the sole discretion of the College provided service is needed and performed satisfactorily, that funds are available, and that renewals are in the best interest of the College. The total five-year amount is \$838,648.

BACKUP INFORMATION

Board Resolution 11-09-115
Board Resolution 16-06-097

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: 21-06-067
Adopted on: 6/21/2021

Agenda Item Number: 7B
June 21, 2021

Subject: Sole Source Award of Contract, Continuation of Maintenance Services for Siemens Energy Management Systems, Germantown and Rockville Campuses

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting the continuation of maintenance services for energy management systems for the Germantown and Rockville Campuses; and

WHEREAS, During its September 2011 meeting, the Board of Trustees approved a five-year sole source award of contract for maintenance of the energy management systems under resolution 11-09-115, and approved a continuation of these maintenance services on a sole source basis during their June 20, 2016 meeting under resolution 16-06-097; and

WHEREAS, Associated maintenance services for the Siemens energy management systems include annual software updates, graphics creation and backup, software consultation, online troubleshooting, operation support and training, systems preventative maintenance, and component replacement; and

WHEREAS, The director of procurement affirms that the Siemens Building Technology, Inc. remains the only local firm authorized by the manufacturer to service the Siemens energy manager system, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY22 operating budget; and

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

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

Resolved, That a one-year contract for the purchase of maintenance services for Siemens energy management systems be awarded to Siemens Building Technologies Inc. of Beltsville, Maryland, on a sole source basis beginning July 1, 2021, for a not-to-exceed amount of \$157,964; and be it further

Resolved, That contract be renewed for four additional one-year terms, under the same terms and conditions at the sole discretion of the College provided service is needed and performed satisfactorily, that funds are available, and that renewals are in the best interest of the College. The total five-year amount is \$838,648; and be it further

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

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

Agenda Item Number: 7C
June 21, 2021

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF COLLEGEWIDE MAINTENANCE AND
INSPECTION PROGRAM FOR AMMONIA CHILLERS**

BACKGROUND

Request:	Continuation of maintenance services for Frick brand industrial ammonia chillers located throughout the College
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting the continuation of maintenance services for Frick brand industrial ammonia chillers collegewide.</p> <p>During its September 2011 meeting, the Board of Trustees approved a sole source award of contract for a collegewide maintenance and inspection program for the Frick ammonia chillers currently in place at Montgomery College under resolution 11-09-116 and approved the continuation of this program during their June 20, 2016 meeting, on a sole source basis, under resolution 16-06-096.</p> <p>Ammonia chillers are installed in central plants on all three campuses. Continued factory maintenance is vital to the proper operation of the central plant chillers to ensure no disruption of the air conditioning units. The current fleet of collegewide Frick ammonia chillers reduce power consumption related to air conditioning by approximately 40 percent, which in turn reduces energy costs for the College. Industrial Refrigeration Inc. is the manufacturer's sole authorized service provider for Frick ammonia chillers.</p> <p>The current contract expires on June 30, 2021.</p>
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that Industrial

	Refrigeration Inc. remains the manufacturer's sole authorized service provider for Frick ammonia chillers, and chief business and financial strategy officer certifies that funds are planned for and available in the FY22 operating budget.
Dollar Amount:	\$61,549 (Year one) \$62,166 (Year two) \$62,788 (Year three) \$63,418 (Year four) \$64,054 (Year five) Five-year total: \$313,975
Vendor Name:	Industrial Refrigeration Inc.
Vendor Address:	Baltimore, Maryland
Minority Status:	Non-Minority Firm
Term of Contract:	One Year, with four one-year renewal options.

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract on a sole source basis beginning July 1, 2021, to Industrial Refrigeration Inc. of Baltimore, Maryland, for the purchase of ammonia chiller maintenance services for a not-to-exceed amount of \$61,549.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole discretion of the College provided service is needed and performed satisfactorily, funds are available, and that renewals are in the best interest of the College. The total five-year amount is \$313,975.

BACKUP INFORMATION

Board Resolution 11-09-116
Board Resolution 06-06 096

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: 21-06-068
Adopted on: 6/21/2021

Agenda Item Number: 7C
June 21, 2021

Subject: Sole Source Award of Contract, Continuation of Collegewide Maintenance and Inspection Program for Ammonia Chillers

WHEREAS, The senior vice president for administrative and fiscal services, and the vice president of facilities are requesting the continuation of maintenance services for Frick brand industrial ammonia chillers collegewide; and

WHEREAS, During its September 2011 meeting, the Board of Trustees approved a sole source award of contract for a collegewide maintenance and inspection program for the Frick ammonia chillers currently in place at Montgomery College under resolution 11-09-116, and approved the continuation of this program during their June 20, 2016 meeting on a sole source basis under resolution 16-06-096; and

WHEREAS, Ammonia chillers are installed in central plants at all three campuses, and continued factory maintenance is vital to the proper operation of these chillers, which ensures no disruption of the air conditioning units; and

WHEREAS, The current fleet of collegewide ammonia chillers reduces power consumption related to air conditioning by approximately 40 percent, which in turn reduces energy costs for the College; and

WHEREAS, The director of procurement affirms that Industrial Refrigeration Inc. of Baltimore Maryland, remains the manufacturer's sole authorized service provider for the ammonia chillers in place at the College, and the chief business and financial strategy officer certifies that funds are planned for and available in the FY22 operating budget; and

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

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

Resolved, That a one-year contract for Frick ammonia chiller maintenance service be awarded to Industrial Refrigeration Inc. of Baltimore, Maryland, on a sole source basis beginning July 1, 2021, for a total not-to-exceed amount \$61,549; and be it further

Resolved, That the total five-year amount is \$313,975; and be it further

Resolved, That the contract be renewed for four additional one-year terms, under the same terms and conditions at the sole discretion of the College, provided service is needed and performed satisfactorily, funds are available, and that renewals are in the best interest of the College.

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

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

Agenda Item Number: 8A
June 21, 2021

**FY21 CAPITAL BUDGET FUND TRANSFER,
PLANNING, DESIGN, AND CONSTRUCTION PROJECT TO THE
COLLEGEWIDE LIBRARY RENOVATIONS PROJECT**

BACKGROUND

Request:	To authorize a fund transfer from the planning, design, and construction project to the collegewide library renovation project. There is additional funding available in the planning, design, and construction project due to unfilled vacancies. The additional funding is needed in the collegewide library renovation project to fund design.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and The Vice President of Facilities
Approval Type:	Fund transfer between capital projects
Explanation of Request:	In accordance with county fiscal procedures, the Board is authorized to transfer funds among College projects within the capital budget, as long as the transfer does not exceed 10% of the total appropriation. The requested transfer is within the parameters set by the county, and the funding sources for both projects are compatible.
Reason Being Brought to Board:	Board approval is required for all fund transfers between capital projects.
Total Dollar Amount:	\$650,000
Certification:	The chief business/financial strategy officer certifies that funds are available in the appropriate capital funds budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve a transfer of funds of \$650,000 from the planning, design, and construction project to the collegewide library renovations project.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills

Ms. Greaney

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

Resolution Number: 21-06-069
Adopted on: 6/21/2021

Agenda Item Number:
June 21, 2021

Subject: FY21 Capital Budget Fund Transfer, Planning, Design, and Construction Project to the Collegewide Library Renovations Project

WHEREAS, In accordance with College policy on the capital budget, a movement of funds between projects authorized in the capital budget must be consistent with county fiscal procedures authorizing such transactions; and

WHEREAS, The county has indicated that the Board is authorized to transfer a maximum of ten percent from any one College project to projects within the College's capital budget; and

WHEREAS, The addition of funds to the collegewide library renovations project will be used for design costs; and

WHEREAS, Funds totaling \$650,000 are available in the FY21 capital budget planning, design, and construction project that can be used for this purpose; and

WHEREAS, The chief business/financial strategy officer certifies that the funds are available in the FY21 capital budget for this transfer and also certifies that the amount to be transferred, \$650,000 is within the ten percent limit; and

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

Resolved, That \$650,000 is transferred from the planning, design, and construction project to the collegewide library renovations project in the FY21 capital budget; and be it further

Resolved, That the county executive and the county council be notified of this action.

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

Agenda Item Number: 8B
June 21, 2021

FINAL ADOPTION OF THE FY22 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

On January 27, 2021, the Board of Trustees adopted a budget in the amount of, \$264,704,984 for the current fund under resolution 21-01-017. The Board also approved \$19,995,716 for the Workforce Development & Continuing Education (WDCE) Fund and \$1,880,000 for the Auxiliary Enterprises Fund for a total of \$21,875,716 for these special funds. These fund totals remain as adopted and no further changes are necessary to the Board's original authorization.

This budget is fiscally prudent, advances affordability, and protects the employees who do the hard work to empower students to change their lives. The economic terms of our employee agreements reflect our commitment to provide fair and sustainable wages and do not include pay raises for FY22; and our part-time faculty will also forego previously negotiated wage increases. We are grateful to our employees for their commitment to our students and to fiscal sustainability.

County funding to the College increased \$500,000 or 0.3 percent from the previous year. This amount will fund the operation of the Innovation Hub and the continuation of the Montgomery Can Code program. The Board of Trustees approved no change to the credit tuition rate for in county, in state, and out-of-state student residents during their April 19, 2021 meeting. The total state aid funding for FY22 is \$52,506,449, which includes the operating budget and WDCE, and is \$984,569 higher than the amount budgeted for the College in FY21. The FY22 budget includes the use of fund balance of \$5,958,823 that includes \$4,354,491 from the County's FY21 savings plan. The amount of fund balance utilized is less than the adopted budget due to the increased amount received for state aid during the Maryland general assembly session, which was then offset by the requested increase from the Montgomery County Council to use \$1,433,000 of the fund balance to provide partial funding for the Information Technology project within the capital budget. The Auxiliary Fund is contributing \$600,000 to support the current fund as a non-mandatory transfer.

The FY22 budget expenditures are \$3,460,676 lower than the prior year. The decrease in expenditures is due to recognizing reductions resulting from shifting expenditure patterns, employee attrition, and utility management savings.

The Other Funds (Cable TV fund, County funded grant, Federal, State and Private Grants and Contracts, Emergency Plant Maintenance and Repair Fund, Major Facilities Reserve Fund, Montgomery College 50th Anniversary Endowment Fund, Transportation Fund) remain as adopted and no further changes are necessary to the Board's original authorization.

There is a provision in this resolution to re-appropriate encumbered FY21 balances in FY22. This action will allow funding for items encumbered in the current fiscal year to automatically be reappropriated to the next fiscal year.

RECOMMENDATION

It is recommended that the Board re-adopt these FY22 fund budgets as presented in the attached and authorize the president to implement the budgets that are subject to final County council funding actions in May 2021.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: 21-06-070
Adopted on: 6/21/2021

Agenda Item Number: 8B
June 21, 2021

Subject: Final Adoption of the FY22 Current, Enterprise, and Other Funds Budgets

WHEREAS, The Board of Trustees adopted the College's FY22 operating budget on January 27, 2021 by Board Resolution 21-01-017; and

WHEREAS, Montgomery College submitted a budget that was fiscally responsible; and

WHEREAS, The Montgomery County Council considered the budget in work sessions during May 2021, and approved \$264,704,984 for the current fund, and \$21,875,716 for the special funds; and

WHEREAS, The Montgomery County Executive and Montgomery County Council recognized the valuable contribution that Montgomery College makes to the community and funded \$500,000 for the operation of the Innovation Hub and the continuation of the Montgomery Can Code program; and

WHEREAS, The Montgomery County Council has approved the College's FY22 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$264,704,984; and

WHEREAS The Montgomery County Council granted the expenditure authority for the special funds as follows: Workforce Development & Continuing Education Fund of \$19,995,716; and Auxiliary Enterprises Fund of \$1,880,000; and

WHEREAS, The College is requesting authority for encumbered expenditures to be carried into the next fiscal year; and

WHEREAS, The foregoing expenditure appropriation has been applied to functional expense categories to reflect council actions; so therefore be it

Resolved, That the Board of Trustees hereby re-adopts the FY22 College current fund operating budget in the amount of \$264,704,984, Workforce Development & Continuing Education Fund in the amount of \$19,995,716, the Auxiliary Enterprises Fund in the amount of \$1,880,000; and be it further

Resolved, That the Board of Trustees authorizes re-appropriation and expenditures of encumbered FY21 appropriations for all funds, permitting the funds to be spent in FY22 (unencumbered appropriations lapse at end of FY21); and be it further

Resolved, That the functional totals for the FY22 operating budget will be in the amounts listed in the following table:

		Current Fund	Special
10	Instruction	\$ 87,960,035	\$ 12,341,489
40	Academic Support	\$ 43,742,226	\$ 3,728,897
50	Student Services	\$ 35,159,451	\$ 2,669,948
60	Operations & Maintenance of Plant	\$ 42,589,512	\$ 1,205,382
70	Institutional Support	\$ 49,139,614	0
80	Scholarships & Fellowships	\$ 6,114,146	\$ 50,000
	Auxiliary Expenditures	0	\$ 1,880,000
Total		\$ 264,704,984	\$ 21,875,716

and; be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's operating budget during FY22 are in the amounts listed in the table below subject to final county council funding actions in May 2021.

	Current Fund	Special
County Contribution	\$ 145,649,696	0
State Aid	\$ 42,720,779	\$ 9,785,670
Tuition and Fees	\$ 69,806,737	\$ 8,874,000
Miscellaneous	\$ 1,901,949	\$ 1,618,770
Fund Balance	\$ 5,958,823	\$ 1,697,276
Net Transfers	\$ (1,333,000)	\$ (100,000)
Total	\$ 264,704,984	\$ 21,875,716

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

Agenda Item Number: 8C
June 21, 2021

SUPPLEMENTAL APPROPRIATION REQUEST FOR THE FY22 OTHER FUNDS BUDGET

BACKGROUND

On March 5, 2020, the governor of the state of Maryland proclaimed a state of emergency and health emergency to control and prevent the spread of the COVID-19 virus within the state. On March 11, 2020, the president of the College issued a memorandum detailing the College's response plan to the COVID-19 virus. The plan called for the College to begin providing instruction remotely, including counseling and support services, as well as requiring all nonessential employees to work remotely. Since then, the College has continued to operate remotely with restricted access to all campuses. In summer 2021, the College will begin taking steps towards a gradual return to onsite operations and classes.

On June 21, 2021, the Board of Trustees adopted the FY22 Current, Enterprise, and Other Funds budgets. The Other Funds Budget remains as adopted and no further changes are necessary to the Board's original adoption on January 27, 2021. Upon adoption, the Federal, State, Private Grants, and Contract fund was \$17,355,000. Subsequent to adoption, the US Department of Education has awarded the Higher Education Emergency Relief Fund II (HEERF II) grant, under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), to help Montgomery College ensure learning continues for students during the COVID-19 pandemic.

On December 27, 2020, the CRRSA Act was signed into law to address the economic and financial burden for students and educational institutions due to the COVID-19 pandemic in the United States. The US Department of Education notified Montgomery College that the total funds available to the College is \$23,080,761. Of that amount, \$5,497,875 must be expended for emergency student assistance. The College has until May 16, 2021 to award these funds.

The balance of the funds, \$17,582,886, is available to the College for Institutional Costs. The College has until May 17, 2022 to expend these funds. Under section 314(c) of the CRRSAA, the Recipient may use these grant funds for the Recipient's Institutional Costs to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll); carry out student support activities authorized by the Higher Education Act of 1965 (HEA), as amended that address needs related to coronavirus; and make additional financial grants to students that may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

On May 17, 2021, the Board of Trustees approved a supplemental appropriation request to the Montgomery County Executive and County Council for the FY21 Federal, State, Private Grants and Contract fund that included \$500,000 from the CRRSAA HEERF II grant. In order to expend the

balance of the CRRSAA HEERF II grant of \$17,082,886 in FY22, the College must request another supplemental appropriation from county government.

RECOMMENDATION

It is recommended that the Board approve and support a supplemental appropriation request to the Montgomery County Executive and County Council in the amount of \$17,082,886 for the FY22 Federal, State, Private Grants and Contracts fund. This action will increase the FY22 Federal, State, Private Grants and Contract fund from \$17,355,000 to \$34,437,886.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena
Mr. Sears

RESOURCE PERSONS

Ms. Greaney
Ms. Garvin Aquilino
Ms. Naughton

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

Resolution Number: 21-06--071
Adopted on: 6/21/2021

Agenda Item Number: 8C
June 21, 2021

Subject: Supplemental Appropriation Request for the FY22 Other Funds Budget

WHEREAS, On March 5, 2020, the governor of the state of Maryland proclaimed a state of emergency and health emergency to control and prevent the spread of the COVID-19 virus within the state; and

WHEREAS, On March 11, 2020, the president of the College issued a memorandum detailing the College's response plan to the COVID-19 virus; and

WHEREAS, The plan called for the College to begin providing instruction remotely, including counseling and support services, as well as requiring all non-essential employees to work remotely; and

WHEREAS, On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act, also known as CRRSAA, was signed into law to address the economic and financial burden for students and educational institutions due to the COVID-19 pandemic in the United States through the Higher Education Emergency Relief Fund II (HEERF II); and

WHEREAS, On June 21, 2021, the Board of Trustees adopted the FY22 Current, Enterprise, and Other Funds budget; and

WHEREAS, The Other Funds Budget remains as adopted and no further changes are necessary to the Board's original adoption on January 27, 2021; and

WHEREAS, The Board's original adoption for the Federal, State, Private Grants, and Contract fund was \$17,355,000; and

WHEREAS, Since the Board of Trustees' original adoption, the federal government has awarded funding to help Montgomery College ensure learning continues for students during the COVID-19 pandemic; and

WHEREAS, The US Department of Education notified Montgomery College that the total HEERF II grant available to the College is \$23,080,761; and

WHEREAS \$5,497,875 must be expended for emergency student assistance. The balance of the funds, \$17,582,886, is available to the College for Institutional Costs; and

WHEREAS, The Board of Trustees approved a supplemental appropriation in FY21 that included \$500,000 in HEERF II grant funds pursuant to the institutional portion of the CRRSAA Act; and

WHEREAS, The College now needs to expend the balance of the CRRSAA HEERF II grant of \$17,082,886 by May 17, 2022; now therefore be it

Resolved, That the Board of Trustees approves and supports a supplemental appropriation request of \$17,082,886 to the Montgomery County Executive and County Council pursuant to the CRRSA Act, for the FY22 Federal, State, Private Grants and Contracts; and be it further

Resolved, That this action will increase the FY22 Federal, State, Private Grants and Contract fund appropriation to \$34,437,886; and be it further

	<i>Fed/State/Private Grants approved January 27, 2021</i>	<i>Supplemental</i>	<i>Fed/State/Private Grants</i>
Grant & Endowment Expenditure	\$ 17,355,000	\$ 17,082,886	\$ 34,437,886

Resolved, That the budgeted source of funds to fund the College's FY22 Federal, State, Private Grants and Contract fund are in the amounts listed in the table below.

	<i>Fed/State/Private Grants</i>	<i>Supplemental</i>	<i>Fed/State/Private Grants</i>
Federal Grants	\$ 9,280,000	\$ 17,082,886	\$ 26,362,886
State Contracts & Grants	\$ 4,160,000	\$	\$ 4,160,000
Other	\$ 3,915,000		\$ 3,915,000
Total	\$ 17,355,000	\$ 17,082,886	\$ 34,437,886

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

Agenda Item Number: 8D
June 21, 2021

FINAL ADOPTION OF THE FY22 COLLEGE CAPITAL BUDGET

BACKGROUND

On May 27, 2021, the Montgomery County Council approved the College's FY22 capital budget by appropriating \$32,467,000 to fund 16 projects. The council's approved budget (council resolution 19-865) includes the following:

<u>Project (in '000's)</u>	<u>College's FY22 Request</u>	<u>County Council Final Action</u>
ADA Compliance	\$ 50	\$ 50
Capital Renewal	558	558
Collegewide Central Plant & Distribution Systems	1,500	1,500
Collegewide Physical Education Renovations	1,500	1,500
Elevator Modernization	200	200
Energy Conservation	300	300
Facility Planning	270	270
Information Technology	8,000	8,000
Instructional Furniture & Equipment	270	270
Network Infrastructure and Server Operations	3,700	3,700
Planned Life-Cycle Asset Replacement	2,969	2,969
Planning, Design & Construction	1,850	1,850
Roof Replacement	300	300
Site Improvements	700	700
Student Learning Support Systems	1,300	1,300
TP/SS Math & Science Center	9,000	9,000
Total	\$ 32,467	\$ 32,467

The approved FY22 capital budget provides \$9,000,000 (state funding- \$4,500,000, and county funding-\$4,500,000) for furniture and equipment for the Catherine and Isiah Leggett Math and Science Building at the Takoma Park/Silver Spring Campus.

The Montgomery County Education and Culture Committee recommended, and the County Council approved, that the College use \$1,433,000 in fund balance to reinstate reductions in the Information Technology project. These are one-time funds only.

The appropriation in this resolution is based on projected resources for FY22. At this time, the economic impact resulting from the COVID-19 public health crisis on state, county, and College revenues is uncertain and unpredictable. As these impacts become known and measurable, certain adjustments to the budget may become necessary.

The College identified one project ready to close out—the Rockville Parking Garage project.

RECOMMENDATION

It is recommended that the Board adopt the FY22 capital budget as appropriated by the Montgomery County Council and authorize the president to implement the approved budget. The attached resolution provides for the formal action taken each year following the council's appropriation of the College's capital budget.

BACKUP INFORMATION

Board Resolution
Other Approved Projects

SENIOR RESPONSIBLE ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

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

Resolution Number: 21-06-072
Adopted on: 6/21/2021

Agenda Item Number: 8D
June 21, 2021

Subject: Final Adoption of the FY22 College Capital Budget

WHEREAS, On November 16, 2020, by Board Resolution 20-11-092, the Board of Trustees adopted the FY22 College capital budget; and

WHEREAS, On May 27, 2021, by council resolution 19-865, the Montgomery County Council approved the College's FY21-26 capital improvements program and approved the FY22 capital budget with new appropriations totaling \$32,467,000 to fund 16 projects; and

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

Resolved, That the Board of Trustees adopts the FY22 College capital budget, and authorizes the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to council resolution 19-865.

MONTGOMERY COLLEGE
FY22 Capital Budget
Other Approved Projects (No Funds Requested in FY22)

Projects with prior-year appropriations (approved as submitted):

Germantown Science and Applied Studies Renovation – Phase 1
Rockville Student Services Center

Outyear projects with no previous appropriation (FY21-26):

Germantown Student Services Center

Projects pending close out:

None

Projects closed out as of July 1, 20210:

Rockville Parking Garage

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

Agenda Item Number: 8E
June 21, 2021

PETITION FOR FY22 STATE FUNDING

BACKGROUND

On May 27, 2021, the Montgomery County Council appropriated the College's FY22 capital budget, including funds for one state-assisted project, the Takoma Park/Silver Spring Math and Science Center furniture and equipment. The county executive and the county council have been informed that the College will petition the state for final approval of funding for this project.

The state and county funding levels for this project are outlined below. The FY22 appropriation for the Takoma Park/Silver Spring Math and Science Center project furniture and equipment is \$9,000,000 (\$4,500,000 in county aid and \$4,500,000 through state support). The \$4.5 million state share funding breakdown is \$3 million from the community college construction grant program, and \$1.5 million in educational grants. The College only needs to petition the state for funds from the community college construction grants program. The educational grants funding will be administered by the Maryland Higher Education Commission, and will have a different reimbursement procedure.

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY22 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petitions. The appropriation in this resolution is based on projected resources for FY22. At this time, the economic impact resulting from the COVID-19 public health crisis on state, county, and College revenues is uncertain and unpredictable. As these impacts become known and measurable, certain adjustments to the budget may become necessary.

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$3,000,000 for the furniture and equipment of the Takoma Park/Silver Spring Math and Science Center project.

BACKUP INFORMATION

Board Resolution
County Council Resolution
Project Description Form

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

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

Resolution Number: 21-06-073
Adopted on: 6/22/2021

Agenda Item Number: 8E
June 21, 2021

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereto, Takoma Park/Silver Spring Math and Science Center Project for
Construction**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking the furniture and equipment of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$3,000,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the furniture and equipment of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY22 State of Maryland capital budget by the 2021 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$3,000,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____

Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

SUBJECT: Petition for state grant of \$3,000,000 for the furniture and equipment of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the county council to petition the Maryland Higher Education Commission for a grant of \$3,000,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY22 capital budget for Montgomery College, the Board of Trustees proposed undertaking the furniture and equipment of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College. On May 27, 2021, the county council approved \$4,500,000 for this project, contingent on the receipt of \$4,500,000 from the state in FY22. The \$4.5 million state share funding breakdown is \$3 million from the community college construction grant program, and \$1.5 million in educational grants. The College only needs to petition the state for funds from the community college construction grants program. The educational grants funding will be administered by the Maryland Higher Education Commission, and will have a different reimbursement procedure.
3. In April 2020, the state General Assembly and the Governor approved the FY22 state of Maryland capital budget, which included \$3,000,000 for the furniture and equipment for the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College. However, the Board of Public Works must still approve the specific grant and the

necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2021 session of the General Assembly of the FY22 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission for a grant of \$3,000,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the furniture and equipment of the Math and Science Center project on the Takoma Park/Silver Spring Campus of the College, and the county council has not already agreed to the fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Megan Davey Limarzi, Esq.
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. xx-xx-xxxx
Takoma Park/Silver Math and Science Center PDF #P076607



Takoma Park/Silver Spring Math and Science Center (P076607)

Category	Montgomery College	Date Last Modified	05/25/21
SubCategory	Higher Education	Administering Agency	Montgomery College
Planning Area	Silver Spring and Vicinity	Status	Under Construction

	Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	10,276	2,712	7,564	-	-	-	-	-	-	-	-
Construction	74,726	-	8,994	65,732	26,064	19,186	20,482	-	-	-	-
Other	9,000	-	-	9,000	-	7,000	2,000	-	-	-	-
TOTAL EXPENDITURES	94,002	2,712	16,558	74,732	26,064	26,186	22,482	-	-	-	-

	Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
FUNDING SCHEDULE (\$000s)											
G.O. Bonds	47,001	1,366	8,279	37,366	13,032	13,093	11,241	-	-	-	-
State Aid	47,001	1,366	8,279	37,366	13,032	13,093	11,241	-	-	-	-
TOTAL FUNDING SOURCES	94,002	2,712	16,558	74,732	26,064	26,186	22,482	-	-	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 22 Request	9,000	Year First Appropriation	FY16
Cumulative Appropriation	85,002	Last FY's Cost Estimate	92,412
Expenditure / Encumbrances	26,121		
Unencumbered Balance	58,881		

PROJECT DESCRIPTION

This project provides funding for the design and construction of a new academic building (134,600 gross square feet) supporting science programs, such as biology, chemistry, computer science and cybersecurity, engineering, geology, physics, and the mathematics department, as described in the Collegewide Facilities Master Plan, 2013-2023 (2/16). The new math and science building will replace the Science South and Falcon Hall buildings, which will be demolished, and the new building will be constructed on this site. During FY18, the building was renamed to the Catherine and Isaiah Leggett Math and Science Building.

ESTIMATED SCHEDULE

Construction started in November 2019 and is expected to conclude in Summer 2023.

COST CHANGE

Increase in furniture and equipment of \$1.6M due to cost estimates and State allowed escalation.

PROJECT JUSTIFICATION

Under the application of the State space guidelines, the enrollment growth on the Takoma Park/Silver Spring Campus has resulted in a significant instructional space deficit. The Takoma Park/Silver Spring Campus has a Fall 2018 laboratory space deficit of 67,128 NASF and a total space deficit of 731 NASF. The 2028 projected laboratory space deficit is 60,069 NASF and the total space deficit is anticipated to be 74,034 NASF. The construction of the math & science building will address this deficit as well as replace Science South and Falcon Hall, which are in exceedingly poor condition (as identified in the Collegewide Facilities Condition Assessment, 12/13). Relevant studies include the Montgomery College 2025 Strategic Plan, Collegewide Facilities Condition Assessment Update (12/13), and the Collegewide Facilities Master Plan Update (6/18).

OTHER

FY21 Appropriation: \$3,484,000; \$1,742,000 (G.O. Bonds), and \$1,742,000 (State Aid). FY22 Appropriation: \$9,000,000; \$4,500,000 (G.O. Bonds), and \$4,500,000 (State Aid). Relocation costs and design fees above approximately 7% of estimated construction costs may not be eligible for State reimbursement. The construction costs in the expenditure schedule (\$71,242,000) include: site improvement costs (\$6,588,000), building construction costs (\$64,654,000). The building construction cost per gross square foot equals \$480 (\$64,654,000/134,600).

DISCLOSURES

A pedestrian impact analysis has been completed for this project. Montgomery College asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

COORDINATION

Facility Planning, College (CIP No. P886686)

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

Agenda Item Number: 9
June 21, 2021

**SECTION 7.3(B) OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN
MONTGOMERY COLLEGE AND THE AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEE, LOCAL 2380 (AFSCME)**

BACKGROUND

Consistent with the College's efforts to review certain internal practices, assess and respond to the global pandemic, as well as adapt to the evolving nature of the workplace, certain changes to existing practices are necessary. Among these changes, the College will be updating its Compensation Policy and Procedure to remove non-bargaining exempt employees from eligibility for overtime.

Under the Collective Bargaining Agreement ("CBA") between the College and the American Federation of State, County, and Municipal Employees, Local 2380 ("AFSCME"), certain exempt bargaining staff are eligible for overtime. However, the CBA gives the Board of Trustees the sole and exclusive authority to eliminate the relevant provision for eligibility. Specifically, Section 7.3(B) of the CBA states that exempt bargaining staff may be eligible for overtime "until such time that action is taken by the Board of Trustees based on financial or other exigent circumstances to eliminate this provision...."

Limiting overtime to only non-exempt employees (i.e., exempt employees are ineligible for overtime) is consistent with applicable federal and state law.

RECOMMENDATION

It is recommended that the Board of Trustees take action to eliminate section 7.3(B) on overtime wages for exempt bargaining staff, consistent with the terms of the CBA.

BACKUP INFORMATION

Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Leitch Walker
Mr. Scrimenti

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

Resolution Number: 21-06-074
Adopted on: 6/21/2021

Agenda Item Number: 9
June 21, 2021

Subject: Section 7.3(B)—Collective Bargaining Agreement between Montgomery College and the American Federation of State, County and Municipal Employees, Local 2380 (AFSCME)

WHEREAS, The Board of Trustees acknowledges that the global pandemic created exigent circumstances; and

WHEREAS, Effective July 1, 2001, the College will be implementing changes to its compensation practices, including the elimination of overtime pay to non-bargaining employees classified as exempt in accordance with the Fair Labor Standards Act; and

WHEREAS, Section 7.3(B) of the Collective Bargaining Agreement with AFSCME Local 2380 currently provides for overtime pay for exempt staff in the bargaining unit until such time as the Board of Trustees take action to eliminate the provision based on financial or other exigent circumstances; and,

WHEREAS, The College's human resources compensation and labor relations experts recommend that the Board of Trustees eliminate Section 7.3(B) of the Collective Bargaining Agreement that currently provides overtime for exempt staff in the bargaining unit; and

WHEREAS, The elimination of Section 7.3(B) is consistent with the College's current compensation strategy and changes that will become effective for non-bargaining exempt staff, and consistent with applicable federal and state law; and

WHEREAS, The president recommends that the Board of Trustees take the following action; now therefore be it

Resolved, That the Board of Trustees eliminates Section 7.3(B) of the Collective Bargaining Agreement with AFSCME Local 2380, pursuant to its authority outlined therein; and be it further

Resolved, That the Board of Trustees delegates to the president and the chief human resources officer the responsibility and authority to implement and administer the changes resulting from the elimination of said provision.

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

Agenda Item Number: 10A
June 21, 2021

COMPENSATION PROGRAMS IN FY22

BACKGROUND

Each year, during the spring, the Board of Trustees acts on compensation recommendations for administrators, department chairs, and non-bargaining associate and support staff. Subject to the availability of funds, the president makes recommendations for administrators, department chairs, and non-bargaining associate and support staff compensation. Board of Trustees action is necessary at this time to re-affirm the salary schedule, consistent with the approved FY22 operating budget, for administrators, department chairs, and non-bargaining associate and support staff, and to authorize funds in support of recognition awards for all eligible employees.

Compensation related matters for bargaining unit employees who are members of the American Association of University Professors Montgomery College Chapter (AAUP); the American Federation of State, County, and Municipal Employees Local 2380 (AFSCME); and Service Employees International Union Local 500 (SEIU) bargaining units are established through the collective bargaining process.

Budget appropriation for compensation is based on projected resources for FY22. The economic impact resulting from COVID-19 on state, county, and College revenues continues to be uncertain and unpredictable. As these impacts become known and measurable, certain adjustments to the budget may become necessary.

RECOMMENDATION

The president recommends approval of the following resolutions:

1. Salary Schedule for Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY22. This resolution outlines the pay schedule for all non-bargaining associate and support staff, administrators, and department chairs effective July 1, 2021.
2. Special Recognition and Outstanding Service Awards for FY22. This resolution authorizes one-time, lump-sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.
3. Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for FY22. This resolution authorizes a one-time, lump-sum award of up to five thousand dollars (\$5,000) each for excellence in teaching and/or counseling and academic advising (full-time and part-time faculty) and performance, leadership, and service (staff) for eligible employees.
4. Non-Bargaining Associate and Support Staff Shift Differential for FY22. This resolution authorizes a shift differential of \$1.10 for hours actually worked for those non-exempt, non-bargaining associate and support staff who are regularly scheduled to work 20 or more

hours in a work week between the hours of 10 p.m. and 6:30 a.m.

BACKUP INFORMATION

Board Resolutions (4)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: 21-06-075
Adopted on: 6/21/2021

Agenda Item Number: 10A
June 21, 2021

**Subject: Salary Schedule for Non-bargaining Associate and Support Staff,
Administrators, and Department Chairs for FY22**

WHEREAS, The College strives to maintain a competitive salary schedule for its highly qualified non-bargaining associate and support staff, administrators, and department chairs; and

WHEREAS, the president recommends adoption of the following resolution; now, therefore, be it

Resolved, That the current salary schedule remain in effect for FY22, for non-bargaining associate and support staff, administrators, and department chairs as shown in the attachment.

Attachment

**FY22 Salary Schedule for
Associate and Support Staff, Administrators, and Department Chairs**

Salary Schedule - July 1, 2021 (Non-bargaining Staff)

New Grade	Min	Midpoint	Max	Min	Midpoint	Max
41	136,590	187,824	239,058	65.67	90.30	114.93
39	118,834	163,384	207,934	57.13	78.55	99.97
37	103,310	142,064	180,818	49.67	68.30	86.93
35	89,856	123,552	157,248	43.20	59.40	75.60
33	78,208	107,536	136,864	37.60	51.70	65.80
31	71,928	93,496	115,064	34.58	44.95	55.32
29	65,352	84,968	104,584	31.42	40.85	50.28
27	59,448	77,272	95,096	28.58	37.15	45.72
25	54,016	70,200	86,384	25.97	33.75	41.53
23	49,128	63,856	78,584	23.62	30.70	37.78
21	44,656	58,032	71,408	21.47	27.90	34.33
19	42,182	52,728	63,274	20.28	25.35	30.42
17	39,104	48,880	58,656	18.80	23.50	28.20
15	36,192	45,240	54,288	17.40	21.75	26.10
13	33,530	41,912	50,294	16.12	20.15	24.18
11	31,034	38,792	46,550	14.92	18.65	22.38
9	28,766	35,984	43,202	13.83	17.30	20.77
7	26,624	33,280	39,936	12.80	16.00	19.20
5	24,710	30,888	37,066	11.88	14.85	17.82

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

Resolution Number: 21-06-075
Adopted on: 6/21/2021

Agenda Item Number: 10A
June 21, 2021

Subject: Special Recognition and Outstanding Service Awards for FY22

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump-sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY22.

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

Resolution Number: 21-06-075
Adopted on: 6/21/2021

Agenda Item Number: 10A
June 21, 2021

**Subject: Full-Time Faculty, Part-Time Faculty, and Staff Member of the Year Awards
for FY22**

Resolved, That the Board of Trustees authorizes up to five thousand dollars (\$5,000) each as the lump-sum amount for the full-time faculty member, part-time faculty member, and staff member of the year award to be presented to those employees of the College who are eligible and approved for such an award during FY22.

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

Resolution Number: 21-06-075
Adopted on: 6/21/2021

Agenda Item Number: 10A
June 21, 2022

Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY22

Resolved, That the Board of Trustees authorizes a shift differential of \$1.10 in FY22 for hours actually worked for those non-exempt, non-bargaining associate and support staff who are regularly scheduled to work more than 20 hours in a work week between the hours of 10 p.m. and 6:30 a.m.

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

Agenda Item Number: 10B
June 21, 2021

ONE-TIME LUMP SUM AWARD

BACKGROUND

The Board of Trustees acts on compensation related recommendations for Montgomery College employees. During the extended period of emergency remote operations, cost savings were achieved. In an effort to recognize employees' sacrifice, hard work, and dedication, which were significant factors in the College's ability to maintain the continuity of operations and excellent service to our students, it is appropriate to invest these savings back to our employees. This can be realized by providing a fiscally prudent one-time, lump sum award, based on a financial equity model that is not applied to individual base salaries nor elevates our compensation budget for FY22. This is not only in recognition of our regular benefits eligible employees, but also our part-time faculty, casual temporary employees, and student aides who have been significantly impacted in the loss of assignments and hours, and our long-standing and committed contingent workers that have recurring semester or seasonal assignments.

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-time lump sum payment to be paid in the last full pay period in June 2021 for all College employees as follows: :

- \$1,400 to all active benefits eligible employees whose annual salaries are under \$75,000,
- \$1,200 to all active benefits eligible employees whose annual salaries are between \$75,000 and \$99,999,
- \$1,000 to all active benefits eligible employees whose annual salaries are \$100,000 or greater,
- \$750 to all regular part-time and part-time faculty who have had an assignment in FY21,
- \$750 to all WDCE faculty who have had an assignment in FY21,
- \$750 to all active casual temporary employees, and
- \$750 to all active student aid and work-study students.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Leitch Walker

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

Resolution Number: 21-06-076
Adopted on: 6/21/2021

Agenda Item Number: 10B
June 21, 2021

Subject: One-Time Lump Sum Award

WHEREAS, The College recognized cost savings in FY21 during an extended period of emergency remote operations; and

WHEREAS, The sacrifice, hard work, and dedication of College employees were significant factors in the continuity of operations and service to our students; and

WHEREAS, A one-time lump sum award that is not applied to base salaries will not impact the FY22 compensation budget; and

WHEREAS, A one-time lump sum award is based on a financial equity model; and

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

Resolved, That the Board of Trustees approve a one-time lump sum payment, to be paid in the last full pay period in June 2021, to all College employees as follows:

- \$1,400 to all active benefits eligible employees whose annual salaries are under \$75,000,
- \$1,200 to all active benefits employees whose annual salaries are between \$75,000 and \$99,999,
- \$1,000 to all active benefits employees whose annual salaries are \$100,000 or greater,
- \$750 to all regular part-time and part-time faculty who have had an assignment in FY21,
- \$750 to all WDCE faculty who have had an assignment in FY21,
- \$750 to all active casual temporary employees, and
- \$750 to all active student aid and work-study students.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 11A
June 21, 2021

**THE ANNUAL PROGRESS REPORT
ON PROGRAMS OF THE CULTURAL DIVERSITY PLAN, DIVERSITY REPORT**

BACKGROUND

Maryland state legislation passed in 2008 requires every higher education institution to develop and implement a plan for a program of cultural diversity. Accordingly, each “cultural diversity plan must include an implementation strategy and time line for meeting the goals.” The Montgomery College Board of Trustees will consider acceptance of the plan in June 2021. The plan is a five-year action plan that the College is implementing over fiscal years 2021-2026.

In addition, the Maryland Higher Education Commission (MHEC) requires an annual progress report from institutions. Specifically, as required by section 11-406 of the Education Article, the governing body of each Maryland public college and university is required to submit, by September 1 of each year, a report summarizing institutional progress toward the implementation of its plan for cultural diversity. As per the statute, the Commission is required to review each plan, monitor each institution’s progress toward achieving the goals outlined in its plan, and assess each plan’s adequacy and compatibility with the state’s goals for higher education. Additionally, the Commission is required to report its findings to the Maryland Senate’s Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

As required by section 11-406 of the Education Article, the attached report is Montgomery College’s annual progress report of its program of cultural diversity and provides a report on progress made during fiscal year 2021. The Office of Equity and Inclusion has prepared this report, which summarizes institutional progress toward implementing the College’s plan for cultural diversity. The report highlights some of the ways Montgomery College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, access and programming related to COVID-19. Because of the importance of implementing this plan and producing measurable results, annual reports will be presented to the Board of Trustees for submission to MHEC.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report for fiscal year 2021 and authorize the president to forward it to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Montgomery College Programs of Cultural Diversity Annual Progress Report (Board members only)
Equity and Inclusion Roadmap for Success (July 1, 2020)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Ms. Bland

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

Resolution Number: 21-06-077
Adopted on: 6/21/2021

Agenda Item Number: 11A
June 21, 2021

**Subject: The Annual Progress Report on Programs of the Cultural Diversity Plan,
Diversity Report**

WHEREAS, Maryland legislation requires each higher education institution to have a cultural diversity plan; and

WHEREAS, Annually, each Maryland institution's governing board must accept and submit to the Maryland Higher Education Commission a progress report on the institution's implementation of the cultural diversity plan; and

WHEREAS, The Maryland Higher Education Commission must review the progress report and monitor compliance; and

WHEREAS, Montgomery College has developed the annual progress report of the College's programs of cultural diversity that provides insight into the way the College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access; and

WHEREAS, The annual progress report demonstrates the College's commitment and good faith efforts for removing barriers to expand and sustain diversity and producing measurable results; and

WHEREAS, The Office of Human Resources and Strategic Talent Management has coordinated contributions from administrative offices and each campus in the development of the annual progress report; and

WHEREAS, The president recommends that the following action be taken; now therefore be it

Resolved, That the attached Montgomery College Programs of Cultural Diversity Annual Progress Report is accepted by the Board of Trustees; and be it further

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

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

Agenda Item Number: 11B
June 21, 2021

COLLEGE ANNUAL REPORT FOR FY21

BACKGROUND

The Board of Trustees is dedicated to a long-term planning process for Montgomery College and sets annual goals for itself, the president, and the College. The activities and progress of the College toward reaching these goals are reflected in the College's annual report.

The FY21 annual report contains an overview of College highlights, student outcomes, a financial report, updates from the College's support organizations, recognitions of members of the College community, and a summary of the Board's activities.

The report has been prepared by the Office of the President and reviewed and vetted by trustees.

RECOMMENDATION

It is recommended that the Board of Trustees accept the College Annual Report for FY21.

BACKUP INFORMATION

Board Resolution
College Annual Report for FY21 (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

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

Resolution Number: 21-06-78
Adopted on: 6/21/2021

Agenda Item Number: 11B
June 21, 2021

Subject: College Annual Report for FY21

WHEREAS, Montgomery College desires to be a national leader in higher education; and

WHEREAS, An annual report provides a vehicle to demonstrate stewardship of the public trust; and

WHEREAS, The Annual Report contains an overview of College highlights, student outcomes, a financial report, updates from the College's support organizations, recognitions of members of the College community, and a summary of the Board's activities; and

WHEREAS, The College has made substantial progress in these areas and has laid the foundation for more progress in the year ahead; and

WHEREAS, The Board of Trustees is pleased that the College, the president, faculty members, staff members, administrators, and students have undertaken these efforts this year; and

WHEREAS, The Board is prepared to accept the report as attached (with minor editorial revisions as authorized by the president, if necessary); now therefore be it

Resolved, That the Board of Trustees accepts the College Annual Report for FY21.

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

Agenda Item Number: 13
June, 2021

APPOINTMENT OF INTERIM PRESIDENT OF MONTGOMERY COLLEGE

BACKGROUND

As the Board of Trustees communicated on April 29, 2021, Dr. DeRionne Pollard has accepted the presidency of Nevada State College, which begins this summer. Dr. Pollard's acceptance of the Nevada State College presidency will create a vacancy in the position of the president of Montgomery College, that the Board must appoint an interim president of Montgomery College. After careful consideration, the Board has asked Dr. Charlene Mickens Dukes to serve as the interim president of Montgomery College, which commences on August 7, 2021, and continues through August 6, 2022, or until a permanent president is hired and begins work, whichever occurs first.

Dr. Dukes is a higher education leader with 42 years of experience in administration, policy development, and national service. Her extensive local and regional background position her optimally to step into this role seamlessly and support the College's mission during this transition. The Board is confident that Dr. Dukes' leadership will complement the array of strengths of our senior leaders, whose diligence and skill have contributed to the success of the College during Dr. Pollard's tenure.

Dr. Dukes served as the president of Prince George's Community College for 13 years until her retirement in June 2020. During that period, Dr. Dukes was a champion of student access and success, leading countless initiatives that improved student completion. She has extensive experience in the community college sector nationally, having served on the boards of the Association of American Colleges and Universities, the American Association of Community Colleges, the Institute for Higher Education Policy, Campus Compact, the Community College Advisory Panel, and the National Association of Student Personnel Administrators, among others.

The Board of Trustees is confident that Dr. Dukes' leadership will enable Montgomery College to continue to thrive. Working closely with the College's senior leadership, who will bring their talents and experience to support Dr. Dukes and the College in every way possible, we will ensure that the College continues to fulfill its mission. The momentum in place to propel the institution's current initiatives will be enriched by Dr. Dukes' experience empowering students and partnering with the community.

RECOMMENDATION

It is recommended that the Board of Trustees appoint Dr. Charlene Mickens Dukes to serve as interim president of Montgomery College from August 7, 2021, and continue through August 6, 2022, or until a permanent President is hired and begins work, whichever occurs first.

BACKUP INFORMATION

Board Resolution

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

Resolution Number: 21-06-079
Adopted on: 6/21/2021

Agenda Item Number: 13
June, 2021

Subject: Appointment of the Interim President of Montgomery College

WHEREAS, The Montgomery College Board of Trustees (The Board) congratulates Dr. DeRionne Pollard on her selection as the next president of Nevada State College in Henderson, Nevada; and Nevada State College will benefit from her vision; and

WHEREAS, Dr. DeRionne Pollard has accepted the presidency of Nevada State College, which begins this summer; and.

WHEREAS, Dr. Pollard's acceptance of the Nevada State College presidency will create a vacancy in the position of the president of Montgomery College, that the Board must appoint an interim president of Montgomery College; and

WHEREAS, After careful consideration, the Board has asked Dr. Charlene Mickens Dukes to serve as the interim president of Montgomery College beginning August 7, 2021, while a search is conducted for a new president; and

WHEREAS, Dr. Dukes is a higher education leader with 42 years of experience in administration, policy development, and national service. Her extensive local and regional background position her optimally to step into this role seamlessly and support the College's mission during this transition; and

WHEREAS, The Board is confident that Dr. Dukes' leadership will complement the array of strengths of our senior leaders, whose diligence and skill have contributed to the success of the College during Dr. Pollard's tenure; and.

WHEREAS, Dr. Dukes served as the president of Prince George's Community College for 13 years until her retirement in June 2020. During that period, Dr. Dukes was a champion of student access and success, leading countless initiatives that improved student completion. She has extensive experience in the community college sector nationally, having served on the boards of the Association of American Colleges and Universities, the American Association of Community Colleges, the Institute for Higher Education Policy, Campus Compact, the Community College Advisory Panel, and the National Association of Student Personnel Administrators, among others; and

WHEREAS, Working closely with the College's senior leadership, who will bring their talents and experience to support Dr. Dukes and the College in every way possible, the Board will ensure that the College continues to fulfill its mission; and

WHEREAS, The momentum in place to propel the institution's current initiatives will be enriched by Dr. Dukes' experience empowering students and partnering with the community; and

WHEREAS, The Board of Trustees is confident that Dr. Dukes' leadership will enable Montgomery College to continue to thrive; and now therefore be it

Resolved, That the Board of Trustees appoints Dr. Charlene Mickens Dukes to serve as interim president of Montgomery College, which commences on August 7, 2021, and continue through August 6, 2022, or until a permanent President is hired and begins work, whichever occurs first.

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

Agenda Item Number: 13B
June 21, 2021

APPOINTMENT OF PRESIDENTIAL SEARCH CONSULTING FIRM

BACKGROUND

The Board of Trustees has begun the process to search for and appoint the next president of Montgomery College. Search and selection processes for new college and university presidents allow institutions to select individuals with the appropriate leadership and administrative skills and experiences to lead their institutions. The Board determined that a critical step in this search process is to seek out the services of a presidential search firm. Search consultants are generally used by colleges and universities because of their knowledge and experience in conducting academic and executive professional recruitment efforts. The search firm will be responsible for assisting the Board of Trustees in the recruitment and hiring of the best qualified individual for the next president. The presidential search firm will be responsible for meeting with the Board of Trustees and the Presidential Search Advisory Committee, participating in the development of the search process, recruiting candidates, verifying credentials and references, and meeting the timetable for completing the presidential search.

Through the competitive procurement process undertaken in the fall of 2020, the College's Director of Procurement entered into contracts with three search firms to provide executive search consulting services on primary, secondary, and tertiary basis, under solicitation e521-011. In June 2021, at the Board's request, the College amended the contract to include presidential searches and invited the primary contractor—that is, the one that scored highest in the competitive process, which is Greenwood/Asher & Associates, Inc.—to provide a proposal for the Board's consideration. An ad hoc committee of the Board, led by First Vice Chair Michael Brintnall, met with the firm to discuss its proposal, and then recommended that this firm be engaged to conduct the search.

The fee for services will be \$60,000 or one-third of the total first year compensation of the hired presidential candidate, whichever is greater.

RECOMMENDATIONS

It is recommended that the Board of Trustees appoint Greenwood/Asher & Associates, Inc., of Miramar Beach, Florida, to provide presidential search consulting services for the Board beginning in July 2021, for a cost of \$60,000 or one-third of the total first year compensation of the hired presidential candidate, whichever is greater.

BACKUP INFORMATION

Board Resolution

RESOURCE PERSONS

Dr. Cain
Mr. Johnson

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

Resolution Number: 21-06-080
Adopted on: 6/21/2021

Agenda Item Number:
June 21, 2021

Subject: Appointment of Presidential Search Consulting Firm

WHEREAS, The College has need of a qualified presidential search consultant for recruitment of a new president as the current president, Dr. DeRionne Pollard, will leave the College on August 6, 2021; and

WHEREAS, Presidential search firms are used by colleges and universities for their expertise and experience in conducting national academic and executive professional recruitment efforts; and

WHEREAS, Through the competitive procurement process undertaken in the fall of 2020, contracts were awarded to three search firms to provide executive search consulting services, on primary, secondary, and tertiary basis, under solicitation e521-011; and

WHEREAS, At the Board's request, in June 2021, the College's Director of Procurement amended the contract to include presidential searches and invited the primary contractor—that is, the one that scored highest in the competitive process, which is Greenwood/Asher & Associates, Inc.—to provide a proposal for the Board's consideration; and

WHEREAS, An ad hoc committee of the Board, led by the Board's First Vice Chair, met with the firm to outline key elements of importance to the Board and the College relative to its proposal and then recommended that this firm be selected to conduct the search; and

WHEREAS, The ad hoc committee recommends that Greenwood/Asher & Associates, Inc. be engaged to conduct the search; and

WHEREAS, The Chair of the Board recommends the following action; now therefore be it

Resolved, That the Board of Trustees appoints Greenwood/Asher & Associates, Inc., of Miramar Beach, Florida, for presidential search consulting services beginning July 1, 2021, for a fee of \$60,000 or one-third of the total first year compensation of the hired presidential candidate, whichever is greater.

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

Agenda Item Number: 14
June 21, 2021

**NAMING OF THE STUDENT AFFAIRS AND SCIENCE BUILDING
AT THE GERMANTOWN CAMPUS
IN HONOR OF DR. DERIONNE P. POLLARD**

BACKGROUND

Dr. DeRionne P. Pollard was named Montgomery College's ninth chief executive officer in 2010, following a nationwide search. During her tenure as president, the College has undergone unprecedented change. Dr. Pollard led the development of a new institutional mission, vision, and values statements and the completion of *Montgomery College 2020*, the College's strategic plan from 2013 to 2020. This was followed by the successful launch of a new strategic plan, *Montgomery College 2025*. Under her leadership, a new participatory governance system was implemented. Through her efforts, the institution took on a more collegewide, "One College," approach to its work and culture, culminating in a collegewide branding campaign, new institutional colors, the Raptors mascot, and a redesign of the athletics program. She also led the efforts to secure state and county support and philanthropic funding for new and renovated buildings and spaces, including the Catherine and Isiah Leggett Math and Science Building, the Kimmy Duong and Long Nguyen Student Services Building, the Macklin Business Institute Finance Lab, and the new athletics complex on the Rockville Campus.

Although these institutional accomplishments merit tremendous praise, Dr. Pollard's impact was most deeply felt at the student and employee level. As the architect of the Achieving Collegiate Excellence and Success (ACES) program, she has given thousands of public school students a clear pathway to associate's and bachelor's degrees through the ACES programs in Montgomery County Public Schools, Montgomery College, and the Universities at Shady Grove. The Presidential Scholars program will pilot this fall as a result of her commitment to address achievement gaps of men of color at the College and to provide a pathway for them to careers in high workforce need areas. The Innovation Fund was a product of her vision for supplying additional resources to faculty and staff to pilot their ideas for programs to support student completion. A philanthropist at heart, she and her family have created three scholarships at Montgomery College to support students with financial aid need in honor of her son and in memory of her father.

Dr. Pollard also focused on how to take the College to the community and how to bring the community to the College. She has been deeply committed to serving the underserved and underrepresented in the community. She created the College's Office of Community Engagement. This resulted in community engagement centers being established in Gaithersburg and the East County, as well as pop-up centers at the Ethiopian Community Center, Identity, Inc.'s headquarters, and at the Montgomery County Correctional Facility. These centers have allowed people of all backgrounds to pursue degrees, credentials, and skills at Montgomery College to expand their career choices and the ability to better support themselves and their families. During the pandemic, she ensured that DACA, Dreamer, and international students had access to emergency assistance resources through the Montgomery College Foundation, in addition to making sure eligible students had access to student assistance funds from federal and state agencies.

Her commitment to the community led to her volunteering with and leading numerous nonprofit and professional organization's boards, including the American Association of Community Colleges, the American Association for Women in Community Colleges, the Montgomery County Chamber of Commerce, the Universities at Shady Grove, Leadership Montgomery, the Montgomery County

Advisory Board of the Greater Washington Community Foundation, Generation Hope, and the Consortium of Universities of the Washington Metropolitan Area.

Dr. Pollard's leadership has led to a series of firsts for the College, as well as significant accomplishments nationally. The College became the first community college in the country to have a science and technology complex on its campus with the creation of the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC) on the Germantown Campus. In addition, Holy Cross Germantown Hospital became PIC MC's anchor tenant, becoming the first hospital to locate on a community college campus. In addition, her fundraising prowess in collaboration with the Montgomery College Foundation board members resulted in the successful completion of a \$30 million campaign in 2020 as well as a top 10 national ranking in fundraising for the Foundation in 2020.

She has earned various other accolades while serving as president of Montgomery College. In 2015, Dr. Pollard received the Emerging Leader Award from the American Association of Community Colleges (AACC). She was named one of Washington's 100 Most Influential Women by *Washingtonian Magazine*, won an Academic Leadership Award from Carnegie Corporation of New York, and was awarded a Visionary Award by the Washington Area Women's Foundation. She has also been honored by Leadership Montgomery, *The Daily Record*, *Bethesda Magazine*, and the *Washington Business Journal*.

In recognition of her exceptional leadership for more than a decade, it is proposed that the College name the Student Affairs and Science Building on the Germantown Campus as the Dr. DeRionne P. Pollard Student Affairs and Science Building.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed resolution to name the Student Affairs and Science Building at the Montgomery College Germantown Campus as the Dr. DeRionne P. Pollard Student Affairs and Science Building in recognition of Dr. Pollard's contributions to significantly enrich students' educational opportunities and experiences at Montgomery College.

BACKUP INFORMATION

Board Resolution
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown
Dr. Cain
Mr. Collette
Dr. Rai
Ms. Schena
Mr. Sears

RESOURCE PERSONS

Ms. Latimer
Mr. Mills

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

Resolution Number: 21-06-081
Adopted on: 6/21/2021

Agenda Item Number: 14
June 21, 2021

**Subject: Naming of the Student Affairs and Science Building at the Germantown Campus
in Honor of Dr. DeRionne P. Pollard**

WHEREAS, Dr. DeRionne P. Pollard has been a phenomenal leader of Montgomery College as president during the past 11 years; and

WHEREAS, Dr. Pollard has helped to launch numerous student-centered programs including Achieving Collegiate Excellence and Success (ACES), the Achieving the Promise Academy (ATPA), and Presidential Scholars to help thousands of students with financial aid, academic and student supports, and mentoring and coaching; and

WHEREAS, Dr. Pollard has led the effort to secure state and county support and philanthropic funding for major construction projects from the Leggett Math and Science Building to the Duong and Nguyen Student Services Center and the Macklin Business Institute Finance Lab; and

WHEREAS, Dr. Pollard has focused College efforts on economic and workforce development initiatives to benefit students and the community, such as the creation of PIC MC as the first science and technology complex on a community college campus and the locating of Holy Cross Germantown Hospital within PIC MC as the first ever hospital on a community college campus; and

WHEREAS, The senior leadership of the College recommends that the following action be taken; now therefore be it

Resolved, That the Board of Trustees approves the naming of the Student Affairs and Science Building at the Montgomery College Germantown Campus as The Dr. DeRionne P. Pollard Student Affairs and Science Building in recognition of Dr. Pollard's contributions to significantly enrich students' educational opportunities and experiences at Montgomery College.