



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# RECORD OF RESOLUTIONS

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

**December 16, 2019, 8:00 p.m.**

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

Agenda Item Number: 7A  
December 16, 2019

**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 of Trustees 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: **19-12-133**  
Adopted on: **12/16/2019**

Agenda Item Number: 7A  
December 16, 2019

**Subject: Personnel Actions Confirmation**

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WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period October 1, 2019, through October 31, 2019; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore, be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
**From October 1, 2019, through October 31, 2019**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
10/21/2019	Aaron, Dowery	Grounds Maintenance Worker	15	Facilities Operations – GT
10/21/2019	Cunko, Zdeslav	Cyber Defense Infrastr Eng I	31	OIT Engineering Services
10/21/2019	Hernandez, Rosa A	Accountant II	27	Business Services
10/21/2019	Johnson, Persis	Middle College Program Coord	27	College Institute
10/19/2019	Nguyen, Gail L	Project & Planning Analyst I	31	BITS Dean WDCE
10/07/2019	Paige, Jennifer	Res Descript & Acquisitn Spvr	23	Library – Central
10/21/2019	Patton, Brady G	Communications Coordinator	23	Advancement – Creative Svcs

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
10/26/2019	Brown, Larry S	Instructional Associate	25	1	Humanities Dean
10/02/2019	Gillett, Philip M	Assessment Center Manager	29	<1	CW Assessment Centers
10/18/2019	Hanfman, Charles M	Public Safety Officer II (Cpl)	15	2	Facilities Security – RV
10/31/2019	Miller, Mark N <sup>1</sup>	Librarian II	29	18	Library – TP/SS
10/25/2019	Norton, Brynne S	Library Associate Director	33	1	Library – Central
10/19/2019	Somerville, Marcus W	Instructional Assistant	23	<1	ELAP, Linguistics, & Comm Studies
10/23/2019	Troxler, Nathaniel	Building Services Worker	11	<1	Facilities – Central Admin

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	1	1	0	0	0	4
Male	2	1	0	0	0	0	3
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	1	0	0	0	0	0	1
Male	3	3	0	0	0	0	6
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

<sup>1</sup> Retirement

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From October 1, 2019, through October 31, 2019**

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS: NONE**

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

Agenda Item Number: 7B  
December 16, 2019

**NATIONAL AND STATE OF MARYLAND  
DESIGNATED AWARENESS DAYS AND MONTHS FOR 2020**

**BACKGROUND**

Federal and state laws have designated specific days and months throughout the year to recognize and celebrate America's diversity. These designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage.

Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities. The designated national and state awareness days and months create unique opportunities at Montgomery College to acknowledge and celebrate these contributions with our local, regional, and national communities.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt this resolution to reaffirm its support of the programs and activities at Montgomery College to commemorate and celebrate the federal and state of Maryland awareness days and months. It is also recommended that the Board encourage the College community to participate in such campus and community based activities.

**BACKUP INFORMATION**

Board Resolution  
National and State of Maryland Designated Awareness Days and Months for 2020 Attachment

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

**RESOURCE PERSON**

Ms. Bland

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

Resolution Number: **19-12-134**  
Adopted on: **12/16/2019**

Agenda Item Number: 7B  
December 16, 2019

**Subject: National and State of Maryland Designated Awareness Days and Months  
for 2020**

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WHEREAS, Federal and state laws have designated and proclaimed specific days and months throughout the year to acknowledge and celebrate diversity and ethnic and cultural heritages; and

WHEREAS, The designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage; and

WHEREAS, Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities; and

WHEREAS, Montgomery College supports programs and activities that acknowledge, commemorate, and celebrate the contributions of its diverse students, faculty, staff, and members of its diverse surrounding communities; and

WHEREAS, The College will plan various events and host speakers for a designated federal or state awareness day or month celebration; and

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

Resolved, That the Board of Trustees hereby endorses and supports observances and activities of designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourages all members of the Montgomery College community to participate in planning programs and activities and attending observances for designated federal and state awareness days and months.

**ATTACHMENT**

**NATIONAL AND STATE OF MARYLAND  
DESIGNATED AWARENESS DAYS AND MONTHS  
FOR 2020**

The designated national and state awareness days and months that Montgomery College will acknowledge and celebrate in 2020 are below.

<b>Month</b>	<b>Event</b>
February	Black History
March	Women's History Irish American Heritage
April	Arab American Heritage
May	Jewish American Heritage Asian Pacific American Heritage
June	Lesbian, Gay, Bisexual and Transgender Pride National Caribbean American Heritage
September-October	National Hispanic Heritage
October	Polish American Heritage and Culture Italian American Heritage and Culture National Disability Employment Awareness
November	National Native American Heritage

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

Agenda Item Number: 8  
December 16, 2019

**AWARD OF CONTRACT,  
HUMANITIES BUILDING CENTRAL PLANT COOLING TOWER REPLACEMENT  
ROCKVILLE CAMPUS, BID 620-008**

**BACKGROUND**

Request:	Contract award for the Humanities Building central plant cooling tower replacement on the Rockville Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	620-008
Explanation of Request:	The senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for the replacement of the two cooling towers on the Rockville Campus. The existing cooling towers provide chilled water to the campus loop, which serves most of the buildings on the Rockville Campus. These cooling towers are approximately 20 years old, and have outlived their useful life expectancy. This project will replace the existing two towers with two new cooling towers. The work also includes new electric service to the towers, the installation of new structural steel to support the towers, and new automated temperature controls.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY20 capital budget and a Maryland State grant.
Total Dollar Amount:	\$845,000
Vendor Name:	American Combustion Industries, Inc.
Vendor Address	7100 Holladay Tyler Road #233 Glenn Dale, Maryland 20769
Minority Status:	NA
Term of Current Contract:	One-time purchase

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to American Combustion Industries, Inc., of Glenn Dale, Maryland, for the Humanities Building Central Plant Cooling Tower Replacement project on the Rockville Campus, for a one-time purchase in the amount of \$845,000.

## 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: **19-12-135**  
Adopted on: **12/16/2019**

Agenda Item Number: 8  
December 16, 2019

**Subject: Award of Contract, Humanities Building Central Plant Cooling Tower Replacement, Rockville Campus, Bid 620-008**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for the Humanities Building Central Plant Cooling Tower Replacement Project on the Rockville Campus; and

WHEREAS, The existing cooling towers provide chilled water to the campus loop, which serves most of the buildings on the Rockville Campus; and

WHEREAS, The towers are approximately 20 years old, and have outlived their useful life expectancy; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY20 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 October 15, 2019, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 36 companies downloaded the solicitation from the Procurement website; and on November 4, 2019, four responses were received in the Office of Procurement by 3:00 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 three contractors submitting proposals were deemed qualified in Part A – Contractor Qualification process, and had their Part B – Price Proposals opened; and

WHEREAS, Following the evaluation of Part B – Price Proposals, it was determined that American Combustion Industries, Inc., of Glenn Dale, Maryland, submitted the lowest base-bid price of \$845,000 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 American Combustion Industries, Inc., of Glenn Dale, Maryland for all necessary materials, labor, equipment, supervision, bonds and insurance for the Humanities Building central plant cooling tower replacement on the Rockville Campus, for a one-time purchase of \$845,000; 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: 9  
December 16, 2019

**CONTRACT CHANGE ORDER,  
AWARD OF CONTRACT, MASS NOTIFICATION SYSTEM, PHASE 2,  
ROCKVILLE CAMPUS, BID 617-010**

**BACKGROUND**

Request:	Contract spend authority increase for mass notification system, Phase 2 contract
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	617-010
Explanation of Request:	<p>On June 10, 2017, the Board of Trustees approved an award of contract for a mass notification system Phase 2 on the Rockville Campus, for a total amount of \$1,988,000, under resolution 17-06-069. This award included the replacement of obsolete and inefficient fire alarm systems in the following buildings: Paul Peck, Computer Science, Music, Humanities, Physical Education, and the Technical Center. Replacement equipment also included state-of-the-art fire alarm systems that consist of a mass notification component to alert building occupants of actions to take in the event of various emergencies, such as fire, earthquake, tornado/severe weather, intruder alerts, etc. On May 13, 2019, the Board of Trustees approved a contract change order spend authority increase of more than 25 percent of the original contract value under resolution 19-05-045. This approval was due to the availability of fiber connectivity to the Gudelsky, Mannakee, South Campus Instructional, and Technical Training Center buildings on the Rockville Campus, which can be completed under Phase 2 of a three-phase project.</p> <p>During final inspection of the mass notification system on the Rockville Campus, by the city of Rockville fire marshal, it was discovered that the purchase and installation of related materials, devices, and components were needed in order for the system to pass final inspection and receive applicable certification. The increase will be funded from an existing capital budget project and does not require a request for additional county funding.</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. The total change orders to

	date, prior to this request, is \$453,915. Upon approval of this change order, the total would be \$626,832. All change orders require Board approval when and after the sum exceeds 25 percent.
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 FY20 capital budget.
Total Dollar Amount:	\$172,917
Vendor Name:	Johnson Controls, Inc. Formerly Tyco Fire & Security Formerly: SimplexGrinnell
Vendor Address:	22712 Commerce Center Court, #114 Sterling, Virginia 20166
Minority Status:	NA
Term of Current Contract:	One-time Purchase

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an increase in the current contract award spend authority by \$172,917 for a one-time purchase and installation of materials, devices, and components required by the city of Rockville fire marshal, for the mass notification systems located in the Humanities, Computer Science, and Physical Education buildings on the Rockville Campus.

**BACKUP INFORMATION**

Board Resolution Policy 63001  
Resolution 17-06-069

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSONS**

Mr. Mills  
Mr. Johnson

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

Resolution Number: **19-12-136**  
Adopted on: **12/16/2019**

Agenda Item Number: 9  
December 16, 2019

**Subject: Contract Change Order, Award of Contract, Mass Notification System,  
Phase 2, Rockville Campus, Bid 617-010**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting a contract change order to increase the current award spend authority to the existing award of contract for a mass notification system, Phase 2, on the Rockville Campus; and

WHEREAS, On June 19, 2017, the Board of Trustees approved an award of contract for a mass notification system, Phase 2, on the Rockville Campus, under resolution 17-06-069, for a total amount of \$1,988,000; and

WHEREAS, On May 13, 2019, the Board of Trustees approved a contract change order spend authority increase of more than 25 percent of the original contract value under resolution 19-05-045. This approval was due to the availability of fiber connectivity to the Gudelsky, Mannakee, South Campus Instructional, and Technical Training Center buildings on the Rockville Campus, which can be completed under Phase 2 of a three-phase project; and

WHEREAS, An increase to the current contract award spend authority is needed for the purchase and installation of materials, devices, and components required by the city of Rockville fire marshal during final inspection and certification of the new mass notification systems located in the Humanities, Computer Science, and Physical Education buildings on the Rockville Campus; and

WHEREAS, Board approval is required for contract change orders that are more than 25 percent of the original Board approved contract award; 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 FY20 capital budget, and does not require a new county funding request; and

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

Resolved, That the Board of Trustees approves an increase in the current contract award spend authority by \$172,917 for a one-time purchase and installation of materials, components and devices required by the city of Rockville fire marshal, for the mass notification systems located in the Humanities, Computer Science, and Physical Education buildings on the Rockville Campus.

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

Agenda Item Number: 10  
December 16, 2019

**THE MONTGOMERY COLLEGE AUDITED FINANCIAL  
STATEMENTS FOR JUNE 30, 2019 AND 2018**

**BACKGROUND**

Montgomery College is required to conduct an annual audit of the College's financial statements.

The audit of financial statements for June 30, 2019 and 2018 was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president.

The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the audited financial statements for June 30, 2019 and 2018.

**BACKUP INFORMATION**

Board Resolution  
Audited Financial Statements for June 30, 2019 and 2018 (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Ms. Greaney

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

Resolution Number: **19-12-137**  
Adopted on: **12/16/2019**

Agenda Item Number: 10  
December 16, 2019

**Subject: The Montgomery College Audited Financial Statements for June 30, 2019 and 2018**

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WHEREAS, Montgomery College is required to conduct an annual audit of the College's financial statements; and

WHEREAS, The audit of financial statements for June 30, 2019 and 2018, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president; and

WHEREAS, The audit report was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the comptroller general of the United States; and

WHEREAS, The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment; and

WHEREAS, The Board of Trustees was informed that the College's financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Montgomery College as of June 30, 2019 and 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the years ended in accordance with accounting principles generally accepted in the United States of America; and

WHEREAS, The president of the College and the Audit Committee recommends that the Board of Trustees accept the following resolution; now therefore be it

Resolved, That the Board of Trustees accepts the audited financial statements for June 30, 2019 and 2018.