



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

This Board meeting was held by teleconference
Dial-in: 1-301-715-8592 • Meeting ID: 552 352 815

March 23, 2020, 6:30 p.m.

<u>Resolution Number</u>		<u>Pages</u>
20-03-021	Personnel Actions Confirmation Report	2-5
20-03-022	Multiple Awards of Contract, Temporary Staffing Services, Bid 519-024	6-8
20-03-023	Award of Contract, Catherine and Isiah Leggett Math and Science Building Guaranteed Maximum Price Number 2, Demolition, Site Utilities and Earthwork, Takoma Park/Silver Spring Campus, Bid 619-001	9-12
20-03-024	Award of Contract, Collegewide Access Control System Upgrades, Bid 620-004	13-16
20-03-025	Procurement Through Other Agency, Continuation of Banking Services, PTOA 20-028	17-20
20-03-026	Nomination to the Montgomery County Consolidated Retiree Health Benefits Trust Board	21-22
20-03-027	Naming of the Student Services Center on the Rockville Campus in Honor of Kimmy Duong and Long Nguyen	23-24
20-03-028	Memorandum of Agreement between Montgomery College and the American Association of University Professors, Montgomery College Chapter	25-26
20-03-029	Schedule of Board Meetings for Fiscal Year 2021	27-29

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

Agenda Item Number: 7
March 23, 2020

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **20-03-021**
Adopted on: **3/23/2020**

Agenda Item Number: 7
March 23, 2020

Subject: Personnel Actions Confirmation

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period January 1, 2020, through January 31, 2020; and

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

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

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
1/13/20	Akusa, Esther A.	Administrative Aide I	15	Facilities Security - TPSS
1/13/20	Alteet, Patricia	Accountant I	23	WDCE-Central Administration
1/13/20	Brown, Karyn A	Instructional Associate	25	English and Reading Dean
1/13/20	Carter, Britney L	Financial Aid Counselor	27	Financial Aid
1/13/20	Coveney-Smith, Jennifer M	Financial Aid Outreach Cnslr	27	Financial Aid
1/13/20	Glade, Lesley F	Dean of Instruction	37	ELAP, Linguistics and Comm Studies
1/13/20	Kirkland, Shaline N	Instructional Associate	25	Humanities Dean
1/27/20	Lopez, Angelica R	Child Care Teacher Assistant	15	Center for Early Education
1/13/20	Marshall, LaShonda T	Financial Aid Counselor	27	Financial Aid
1/27/20	Mowen, Mary G	Instructional Associate	25	Humanities Dean
1/27/20	Nikoobakht, Neda	Master Tutor	27	Biology and Chemistry Dean
1/27/20	Payne, Briana S	Financial Aid Specialist	25	Financial Aid

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
1/31/20	Gilbert, James H ¹	Building & Grounds Maint Mgr	29	33	Facilities - Central Admin
1/10/20	Manahan, Richard E	Building Services Worker	11	5	Facilities Operations - GT
1/31/20	McCormack, Cynthia L	Foundation Coordinator	27	2	Advancement - Development
1/24/20	Nyland, Nancy M ¹	Librarian II	29	20	Library – GT
1/24/20	Singh, Sasenarine	Accountant II	27	1	Business Services

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	7	4	1	0	0	0	12
Male	0	0	0	0	0	0	0
TOTAL	7	4	1	0	0	0	12

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

FACULTY

FACULTY EMPLOYMENTS:

Effective Date	Name	Position Title	Grade	Department
1/11/20	Cash, Cristin L	Professor	T	Fine Perform Visual Arts Dean
1/11/20	Coleman, Theron M	Professor	T	English and Reading Dean
1/11/20	Jurata, Linda W	Associate Professor	T	Biology and Chemistry Dean
1/11/20	Muhn, Eurae	Associate Professor	T	English and Reading Dean
1/11/20	Muresan, Liliana	Associate Professor	T	Business/Computer Applications Dean
1/11/20	Stanley, Tyrone	Professor	T	English and Reading Dean
1/11/20	Stephen, Larry	Professor	T	Humanities Dean

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	3	1	0	1	0	0	5
Male	0	1	0	0			1
TOTAL	3	2	0	1	0	0	6

FACULTY SEPARATIONS:

Effective Date	Name	Title	YOS	Department
01/31/2020	Harrell, Mary A ¹	Professor - N/T	48	CW Dean Stu Success-RV Stu Services

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

Agenda Item Number: 8A
March 23, 2020

**MULTIPLE AWARDS OF CONTRACT,
TEMPORARY STAFFING SERVICES, BID 519-024**

BACKGROUND

Request:	Utilization of multiple temporary staffing services
Office/SVP Originating Request:	Senior Vice President for Fiscal and Administrative Services and Interim Chief Human Resources Officer
Award Type:	Competitive
Bid Number:	519-024
Explanation of Request:	<p>The College wishes to utilize multiple temporary staffing services for segments of the College's temporary staff. On average, the College spends \$2 million annually on supplemental staffing needs through the use of casual temporary employees. This expense is budgeted at the departmental level but does not consider associated costs such as payroll taxes, administrative, sick and safe leave. After a thorough analysis was conducted, it was determined that alternative staffing methods would better assist the College's needs.</p> <p>The use of staffing service providers for segments of the College's temporary staff will allow the College to more strategically evaluate workforce needs, better manage and control costs, fill temporary staffing needs in a timelier manner, ensure compensation is aligned with market rates, and reduce the College's salary expenses by shifting the cost to contracted services.</p>
Reason Being Brought to Board:	Board approval is required for all contract 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 expenditures are planned for and available in the FY21 operating budget.
Dollar Amount:	\$ 812,000 per year
Vendor Name:	(1) CMT Services, Inc. (2) 22nd Century Technologies Inc. (3) 1st Choice
Vendor Address:	(1) Hyattsville, Maryland (2) Somerset, New Jersey (3) Silver Spring, Maryland
Term of Contract:	One year (commencing on July 1, 2020), with four one-year renewal options

Minority Status	(Yes, 1st Choice)
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RECOMMENDATION

It is recommended that the Board of Trustees approve multiple awards of contracts for temporary staffing services, for a one-year term, to CMT Services Inc. of Hyattsville, Maryland, 22nd Century Technologies Inc. of Somerset, New Jersey, and 1st Choice of Silver Spring, Maryland, for a total not-to-exceed annual amount of \$812,000.

It is further recommended that the contracts be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$4,060,000.

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: **20-03-022**
Adopted on: **3/23/2020**

Agenda Item Number: 8A
March 23, 2020

Subject: Multiple Awards of Contract, Temporary Staffing Services, Bid 519-024

WHEREAS, The senior vice president for administrative and fiscal services and interim chief human resources officer are requesting multiple awards of contract for temporary staffing services; and

WHEREAS, On average, the College spends \$2 million annually on supplemental staffing needs through the use of casual temporary employees; and

WHEREAS, Utilizing staffing service providers for segments of the College's temporary staff will allow the College to more strategically evaluate workforce needs, better manage and control costs, fill temporary staffing needs in a timelier manner, ensure compensation is aligned with market rates, and reduce the College's salary expenses by shifting the cost to contracted services.

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on June 13, 2019, on the Montgomery College Procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 173 firms downloaded the request for proposal and 35 responses were received, read aloud, and recorded, beginning 3:00 p.m. on July 22, 2019; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that proposals submitted by CMT Services Inc. of Hyattsville, Maryland, 22nd Century Technologies Inc. of Somerset, New Jersey, and 1st Choice of Silver Spring, Maryland, were the top three highest ranked, meeting all College requirements; and

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

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

Resolved, That the Board of Trustees approve multiple awards of contract for temporary staffing services for a one-year term, commencing on July 1, 2020, to CMT Services Inc. of Hyattsville, Maryland, 22nd Century Technologies Inc. of Somerset, New Jersey, and 1st Choice of Silver Spring, Maryland, for a total annual not-to-exceed amount of \$812,000; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and 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: 8B
March 23, 2020

**AWARD OF CONTRACT,
CATHERINE AND ISIAH LEGGETT MATH AND SCIENCE BUILDING
GUARANTEED MAXIMUM PRICE NUMBER 2 – DEMOLITION, SITE UTILITIES, AND
EARTHWORK, TAKOMA PARK/SILVER SPRING CAMPUS, BID 619-001**

BACKGROUND

Request:	Contract for demolition, site utilities, and earthwork identified as guaranteed maximum price number 2 for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	619-001
Explanation of Request:	<p>In accordance with the 2004 College Facilities Master Plan, the senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract identified as guaranteed maximum price number 2 for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus. The Board of Trustees approved Part 1 of this award of contract during its January 2019 meeting under resolution 19-01-003.</p> <p>This request for an award of contract is the second of four guaranteed maximum price proposals that includes the demolition of Falcon Hall and Science South buildings, site utility work, and earthwork for the construction of the Catherine and Isiah Leggett Math and Science Building. Approval of a guaranteed maximum price (GMP) submitted by the construction manager-at-risk (CMAR) for all associated construction costs, including the CMAR fee, will consist of subcontractor bids, owner allowances, construction manager allowances, general conditions, construction manager phase fee, bonds, and insurance, and is within the allotted budget for this work and still provides for a five percent construction contingency.</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 CMAR, and the chief business/ financial strategy officer certifies that funds are available in the FY20 capital budget.
Total Dollar Amount:	\$8,751,654
Vendor Name:	Barton Malow Company
Vendor Address:	300 W. Pratt Street, Suite 301 Baltimore, Maryland 21201
Minority Status:	No
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the Catherine and Isiah Leggett Math and Science Building guaranteed maximum price number 2 for demolition, site utilities, and earthwork associated with the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, to Barton Malow Company, of Baltimore, Maryland, for a one-time purchase in the total amount of \$8,751,654.

BACKUP INFORMATION

- Board Resolution
- Bid Summary (Board Members Only)
- Bidders Lists (Board Members Only)
 - Demolition
 - Utilities
 - Earthwork

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

- Mr. Johnson
- Mr. Mills

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

Resolution Number: **20-03-023**
Adopted on: **3/23/2020**

Agenda Item Number: 8B
March 23, 2020

**Subject: Award Of Contract, Catherine And Isiah Leggett Math And Science Building
Guaranteed Maximum Price Number 2 – Demolition, Site Utilities, And
Earthwork, Takoma Park/Silver Spring Campus, Bid 619-001**

WHEREAS, The senior vice president of administrative and fiscal services and the vice president of facilities are requesting an award of contract for the Catherine and Isiah Leggett Math and Science Building guaranteed maximum price number 2 for demolition, site utilities, and earthwork on the Takoma Park/Silver Spring Campus; and

WHEREAS, The Board of Trustees approved Part 1 for this award of contract during its January 2019 meeting under resolution 19-01-003; and

WHEREAS, This is the second of four guaranteed maximum price proposals that includes the demolition of Falcon Hall and Science South buildings, site utility work, and earthwork for the construction of the Catherine and Isiah Leggett Math and Science Building; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the CMAR; and

WHEREAS, The CMAR solicited bids for bid package number 2 on October 31, 2019; and

WHEREAS, Bid package number 2 was publicly advertised on October 31, 2019, on the Montgomery College Procurement and eMaryland Marketplace Advantage websites; and

WHEREAS, While 351 companies downloaded the solicitation from the CMAR web site, 182 vendors were deemed prequalified; and on December 13, 2019, (a) ten responses were received for demolition services with two vendors deemed nonresponsive; (b) nine responses were received for site utility services with three vendors deemed nonresponsive; and (c) seven responses were received for earthwork services with one vendor withdrawal and one vendor deemed nonresponsive; and

WHEREAS, These responses were recorded in the College Central Services Building at 3:00 p.m. local time; and

WHEREAS, Upon evaluation of submitted proposals by the CMAR, it was determined that the proposals submitted by D&H Demolition of Glen Burnie, Maryland, for demolition services, JLN Construction Services of Baltimore, Maryland, for site utilities, and Eastern Branch Demolition of Washington, DC, for earthwork services were declared the lowest priced responsible bidders, meeting all College requirements; and

WHEREAS, Following the evaluation of bids that were submitted, the CMAR submitted a guaranteed maximum price number 2 in the amount of \$8,751,654 in accordance with the terms and conditions of this request for proposal; and

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

WHEREAS, The chief business/financial strategy officer certifies that funds are available in the FY20 capital budget to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, supervision, bonds and insurance for demolition, site utilities, and earthwork associated with the construction of the Catherine and Isiah Leggett Building on the Takoma Park/Silver Spring Campus be awarded to Barton Malow Company, of Baltimore, Maryland, at the submitted guaranteed maximum price number 2 for a one time purchase in the amount of \$8,751,654; 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: 8C
March 23, 2020

**AWARD OF CONTRACT,
COLLEGEWIDE ACCESS CONTROL SYSTEM UPGRADES, BID 620-004**

BACKGROUND

Request:	Contract award for Collegewide access control system upgrades
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	620-004
Explanation of Request:	The College's access control system, which includes both hardware and software components, facilitates access to buildings on all three campuses, the Central Services Building, the Mannakee Building, and some leased properties on Standish Place, has been used for approximately 15 years and will reach its end-of-life usefulness in December 2020. Facilities Commander, which is the current access control system software, is running on Microsoft Windows Server 2008 and Microsoft SQL 2008 both of which are also at the end of their life cycle and are no longer supported by the vendor. Additionally, the current software cannot run on newer Microsoft solutions and is exposing the College's network to security risks. Upgrading the entire software component of the current system and building control hardware will provide the College with a much more user friendly application and improved security and emergency management features. The existing door hardware, such as card readers, will also remain in place. Failure to upgrade this system will result in the College losing the ability to support and maintain this key security system, placing employees, students, and property at risk.
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 funds are planned for and available in the FY20 capital budget.
Total Dollar Amount:	Year One: \$755,336 Year Two: \$475,000 Year Three: \$400,000 Year Four: \$100,000 Year Five: \$100,000 Total Five-year Amount: \$1,830,336

Vendor Name:	Johnson Controls, Inc.
Vendor Address:	60 Loveton Circle Sparks, Maryland 21152
Minority Status:	Not applicable
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 to Johnson Controls, Inc. of Sparks, Maryland, for the upgrade of the collegewide access control system, for a not-to-exceed annual amount of \$755,336.

It is further recommended that the contract be renewed for four additional one-year terms to cover associated hardware and system maintenance, service, repairs and software support, under the same terms and conditions, at the sole discretion of the College, provided that services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$1,830,336.

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: **20-03-024**
Adopted on: **3/23/2020**

Agenda Item Number: 8C
March 23, 2020

**Subject: Award of Contract, Collegewide Access Control System Upgrades,
Bid 620-004**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for collegewide access control system updates; and

WHEREAS, The College's access control system, which includes both hardware and software components, facilitates access to buildings on all three campuses, including the Central Services Building, the Mannakee Building, and some leased properties on Standish Place, has been used for approximately 15 years and will reach its end-of-life usefulness in December of 2020; and

WHEREAS, Facilities Commander, which is the current access control system software, is running on Microsoft Windows Server 2008 and Microsoft SQL 2008 both of which are also at the end of their life cycle and are no longer supported by the vendor; and

WHEREAS, The current software cannot run on newer Microsoft solutions and is exposing the College's network to security risks; and

WHEREAS, Failure to upgrade this system will result in the College losing the ability to support and maintain this key security system, placing employees, students and property at risk; and

WHEREAS, The director of procurement certifies that project specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are planned for and available in the FY20 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–Technical Proposal and Part B–Price Proposals, were publicly advertised on November 13, 2019, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 64 companies downloaded the solicitation from the Procurement website; and on December 18, 2019, seven responses were received and one vendor was declared non-responsive, were recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, An evaluation committee comprised of staff from Office of Facilities, Office of Security, and Office of Information Technology completed the review and evaluation of all technical proposal submissions, and three contractors submitting proposal were deemed qualified to have its Part B Price Proposal opened; and

WHEREAS, Following evaluation of Part B–Price Proposals, it was determined that Johnson Controls, Inc., of Sparks, Maryland, was the highest scored responsive and responsible contractor, 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 to upgrade the collegewide access control system, to Johnson Controls, Inc., of Sparks, Maryland, for a total not-to-exceed amount of \$755,336, and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided that services are satisfactory, funding is available, and renewals are 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: 9
March 23, 2020

**PROCUREMENT THROUGH OTHER AGENCY,
CONTINUATION OF BANKING SERVICES, PTOA 20-028**

BACKGROUND

Request:	Continuation of banking services with PNC Bank of Washington, DC
Office/SVP Originating Request:	Senior Vice President for Fiscal and Administrative Services
Award Type:	Procurement Through Other Agency
Bid Number:	NA
Explanation of Request:	<p>In February 2008, under resolution 08-02-017, the Board of Trustees approved a procurement through other agency contract for banking services under the same terms and conditions of Montgomery County Contract Number 7321000110, to PNC Bank of Washington, DC.</p> <p>The Board approved the continued use of this contract until April 2, 2020, under resolution 15-10-095.</p> <p>Montgomery County has elected to extend this contract for an additional three years, ending on April 2, 2023.</p> <p>PNC Banking services currently provided to the College include full banking services for the institution's operating account, payroll account, student reimbursement account, HRSTM flexible benefit account, and student federal and private aid accounts. The bank also provides 24/7 access to College accounts for daily reporting, image retrieval, check management, and issue management. In addition, the bank provides critical fraud prevention and detection through tools such as positive pay, fraud reporting and research.</p> <p>Along with the services listed above, PNC Bank provides the College with electronic capability to receive and send payments either via wire or automatic clearing house (ACH), and to transfer funds between bank accounts, along with monthly statements for account reconciliation.</p>
Reason Being Brought to Board:	Per College Policy 61003, the Board of Trustees must approve at least once every five years, the bank which will provide the College with primary banking services, and with whom the College will deposit all monies received.

Certification:	The director of procurement affirms that the College is a named participant in the county's banking services contract and that the requirements were bid under substantially the same procedures as required by the Board of Trustees. The director of procurement also affirms that the terms and conditions of the contract meet all College requirements, and the chief business and financial strategy officer certifies that expenditures are planned and available in the FY20 operating budget.
Dollar Amount:	Annual fees are estimated to be \$42,150; however, actual amounts will depend on services received, transactional volume, and account balances.
Vendor Name:	PNC Bank
Vendor Address:	Washington, DC
Term of Contract:	One year, with two one-year renewal options
Minority Status	NA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract award to PNC Bank of Washington, DC, for the continuation of banking services under the same terms and conditions of Montgomery County Government Contract Number 7321000110-AC, for a one-year term beginning April 2, 2020.

It is further recommended that the contract be renewed for two additional one-year periods under the terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total three-year estimated not-to-exceed amount is \$126,450, depending on services received, transactional volume, and account balances.

Prior to the end of the contract, the College will collaborate with Montgomery County on a replacement banking services contract.

BACKUP INFORMATION

Board Policy 61003 – Bank Services
Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Greaney
Mr. Johnson

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

Resolution Number: **20-03-025**
Adopted on: **3/23/2020**

Agenda Item Number: 9
March 23, 2020

**Subject: Procurement Through Other Agency, Continuation of Banking Services,
PTOA 02-028**

WHEREAS, The vice president of fiscal and administrative services has requested the continued use of the Montgomery County banking services contract with PNC Bank of Washington, DC; and

WHEREAS, In February of 2008, the Board of Trustees approved a procurement through other agency contract for banking and safekeeping services, under terms and conditions of Montgomery County contract number 7321000110, to PNC Bank of Washington, DC, under resolution 08-02-017; and

WHEREAS, The Board of Trustees approved the continued use of this contract until April 2, 2020, under resolution 15-10-095; and

WHEREAS, Montgomery County has elected to extend its contract by three years, ending on April 2, 2023; and

WHEREAS, PNC Bank provides full banking services for our operating account, payroll account, student reimbursement account, HRSTM flexible benefit account, and student loan accounts, 24/7 access to our account for daily reporting, image retrieval, check and issue management, electronic capability to receive and send payments either via wire or automatic clearing house (ACH) and to transfer funds between bank accounts, monthly statements for account reconciliation and check management; and

WHEREAS, The director of procurement affirms that the College is a named participant in the County's banking services contract, that the requirements were bid under substantially the same procedures as required by the Board of Trustees, and that the terms and conditions of the contract meet all College requirements; and

WHEREAS, The chief business and financial strategy officer certifies that expenditures are planned and available in the FY20 operating budget; and

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

WHEREAS, Per College Policy 61003, the Board of Trustees must approve at least once every five years, the bank that provides banking services to the College, and with whom, the College will deposit all monies received; and

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

Resolved, That a contract for banking services be awarded to PNC Bank, Washington, DC, under the same terms and conditions of Montgomery County Contract Number 7321000110-AC, for a one-year term, beginning April 2, 2020; and be it further

Resolved, That the above contract for banking services be renewed for two additional one-year terms, provided that services are satisfactory, funds are available, and renewals are 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: 10
March 23, 2020

**NOMINATION TO THE MONTGOMERY COUNTY
CONSOLIDATED RETIREE HEALTH BENEFITS TRUST BOARD**

BACKGROUND

In July 2011, Montgomery County established the Consolidated Retiree Health Benefits Trust (CRHBT), which serves as a vehicle to ensure consistent pre-funding of post-retirement benefits for future retirees of Montgomery County Government, Montgomery County Public Schools, and Montgomery College.

The Board of the CRHBT is a 19-member body consisting of representatives from each of the county agencies, and is charged with the fiduciary responsibility to oversee and manage the trust. Nominees from Montgomery College to this board must be recommended to the county executive by the Board of Trustees and are confirmed by the county council. Ms. Elizabeth Greaney, chief business/financial strategy officer, Ms. Lynda S. von Bargaen, former deputy chief human resources officer, and Professor Michael J. Gurevitz of the Business Administration and Economics Department, an active employee and member of a bargaining unit, were nominated and approved to represent Montgomery College under resolution 18-03-021. As Ms. von Bargaen will be resigning from her position as the retired employee representative, a new designee who is a retired employee must be nominated and approved to serve as a representative on the CRHBT. As a retired employee of Montgomery College, it is recommended that Dr. Judy E. Ackerman, vice president and provost emerita, be nominated and approved as a replacement for Ms. Lynda S. von Bargaen to serve as the third voting member on the CRHBT Board.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution nominating Dr. Judy E. Ackerman as a replacement for Ms. Lynda S. von Bargaen to serve as the third voting member on the CRHBT and as the president's designee for the Consolidated Retiree Health Benefit Trust Board, and delegating to the president the responsibility and authority to transmit this nomination to the county executive.

BACKUP INFORMATION

Board Resolution
Biography of Nominee (Board Members Only)
Policy 11001, Board of Trustees Bylaws

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

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

Resolution Number: **20-03-026**
Adopted on: **3/23/2020**

Agenda Item Number: 10
March 23, 20209

Subject: Nomination to the Montgomery County Consolidated Retiree Health Benefits Trust Board

WHEREAS, Montgomery County established the Consolidated Retiree Health Benefits Trust (CRHBT) Fund, which serves as a vehicle to ensure consistent pre-funding for post-retirement benefits for future retirees of Montgomery County Government, Montgomery County Public Schools, and Montgomery College; and

WHEREAS, The CRHBT Board, a 19-member board consisting of county agency representatives, is charged with the fiduciary responsibility to oversee and manage the Consolidated Retiree Health Benefits Trust; and

WHEREAS, Representatives from the College to the CRHBT Board are nominated by the Montgomery College Board of Trustees to the county executive for confirmation by the county council; and

WHEREAS, Ms. Lynda S. von Bargaen will be resigning from her position as the retired employee representative member and Dr. Judy E. Ackerman, who is a retired employee, is well qualified to serve as the third voting member; and

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

Resolved, That the Board of Trustees nominate Dr. Judy E. Ackerman, a retired employee, to serve as the third voting member on the CRHBT and as the president's designee for the Consolidated Retiree Health Benefit Trust Board, and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to transmit this nomination to the county executive.

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

Agenda Item Number: 11
March 23, 2020

**NAMING OF THE STUDENT SERVICES CENTER ON THE ROCKVILLE CAMPUS
IN HONOR OF KIMMY DUONG AND LONG NGUYEN**

BACKGROUND

In January 2020, the Montgomery College Foundation received a gift commitment of \$1,000,000 from the Kimmy Duong Foundation.

Kimmy Duong is a Vietnamese immigrant who came to the United States in 1975 and survived the turbulent times during the Vietnam War. After a successful 25-year career with IBM, she became Vice Chairman of Pragmatics, a company that combines advanced technology, proven processes, and talented people to provide solutions to public- and private-sector organizations. Ms. Duong is a graduate of the University of Saigon with a bachelor's degree in business administration. Long Nguyen, her husband, is the CEO of Pragmatics. He is also a former college professor, having taught computer science at Georgetown University in the 1970s.

The gift of the Kimmy Duong Foundation will provide need-based scholarships to Montgomery College students. The foundation has intentionally made the scholarships need-based as the only criteria for awarding to help as many students as possible.

In recognition of the generous gifts made by the Kimmy Duong Foundation, it is proposed that the College name the Student Services Center on the Rockville Campus as the Long Nguyen and Kimmy Duong Student Services Center.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed resolution to name the Student Services Center on the Rockville Campus as the Long Nguyen and Kimmy Duong Student Services Center.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Sears
Dr. Rai

RESOURCE PERSONS

Dr. Brown
Ms. Schena
Mr. Mills
Dr. Kelley
Ms. Matthews
Mr. Saposnik

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

Resolution Number: **20-03-027**
Adopted on: **3/23/2020**

Agenda Item Number: 11
March 23, 2020

Subject: Naming of The Student Services Center on Rockville Campus in Honor of Kimmy Duong and Long Nguyen

WHEREAS, Montgomery College wishes to recognize and honor transformative donors, Kimmy Duong and Long Nguyen, for their extraordinary philanthropy, which will directly support students with financial aid need; and

WHEREAS, Ms. Duong and Mr. Nguyen are philanthropists with a great passion and interest in supporting students to reach their higher educational goals; and

WHEREAS, Ms. Duong and Mr. Nguyen are the first Asian donors to make a \$1 million gift commitment to the Montgomery College Foundation; and

WHEREAS, Montgomery College determines that naming the Student Services Center on the Rockville Campus in recognition of the generosity of the Kimmy Duong Foundation is an appropriate recognition for a leadership gift of this level; and

WHEREAS, The president recommends this action; now therefore be it

Resolved, That the Board of Trustees approve the naming of the Student Services Center on the Rockville Campus as the Long Nguyen and Kimmy Duong Student Services Center in recognition of the generous support of the College's mission by the Kimmy Duong Foundation.

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

Agenda Item Number: 12
March 23, 2020

**COLLECTIVE BARGAINING AGREEMENT BETWEEN MONTGOMERY COLLEGE AND
THE MONTGOMERY COLLEGE CHAPTER OF THE AMERICAN ASSOCIATION OF
UNIVERSITY PROFESSORS**

BACKGROUND

Representatives of the Board of Trustees and the Montgomery College Chapter of the American Association of University Professors (“AAUP”) reached an agreement on February 7, 2020, through reopener negotiations, resulting in proposed amendments to the faculty collective bargaining agreement (“CBA”). The proposed modifications to the CBA are contained in the following four articles:

1. Article 5: Workload
2. Article 6: Leaves of Absence
3. Article 8: Salaries
4. Article 9: Insurance and Related Benefits

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution, approving the amendments to the CBA that were agreed to on February 7, 2020: authorizing the interim chief human resources officer to execute the memorandum of agreement as it has been ratified by AAUP, and delegating to the president the authority and responsibility to implement and administer such agreement.

BACKUP INFORMATION

Resolution
Memorandum of Agreement, (Board Members Only)
Collective Bargaining Update (as defined above)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Leitch Walker
Mr. Scrimenti

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

Resolution Number: **20-03-028**
Adopted on: **3/23/2020**

Agenda Item Number: 12
March 23, 2020

Subject: Collective Bargaining Agreement between Montgomery College and the Montgomery College Chapter of the American Association of University Professors

WHEREAS, The Montgomery College Chapter of the American Association of University Professors (“AAUP”) is the exclusive representative authorized to negotiate on behalf of certain faculty members at Montgomery College; and

WHEREAS, A memorandum of agreement with proposed amendments to the collective bargaining agreement (“CBA”), has been negotiated by teams representing the Board of Trustees and AAUP; and

WHEREAS, Such memorandum of agreement contains proposed amendments to the CBA, articulated in Article 5: Workload, Article 6: Leaves of Absence; Article 8: Salaries; and Article 9: Insurance and Related Benefits; and

WHEREAS, The Board’s negotiating team recommends approval of the memorandum of agreement by the Board; and

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

Resolved, That the Board of Trustees approves the proposed amendments to the CBA set forth in the attached memorandum of agreement, as ratified by AAUP; and be it further

Resolved, That the Board of Trustees authorizes the chief human resources officer to execute the memorandum of agreement between the Board of Trustees of Montgomery College and AAUP; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the memorandum of agreement.

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

Agenda Item Number: 13
March 23, 2020

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FISCAL YEAR 2021

BACKGROUND

The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves. In addition, the Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, place, and agenda of the meeting, and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice.

RECOMMENDATION

It is recommended that the Board adopt the attached schedule of meetings for Fiscal Year 2021.

BACKUP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2021 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Lee

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

Resolution Number: **20-03-029**
Adopted on: **3/23/2020**

Agenda Item Number: 13
March 23, 2020

Subject: Board of Trustees Schedule of Meetings for Fiscal Year 2021

WHEREAS, The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, The notice shall be in writing and shall include the date, time, place, and agenda of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice; and

WHEREAS, Attached to this resolution is a schedule of meetings for Fiscal Year 2021, and, while intended to be held as planned, those meetings may be changed based on circumstance according to the Board's bylaws, the Maryland Open Meetings Act, and availability; and

WHEREAS, The public will be notified of the Fiscal Year 2021 schedule as well as any change in meeting dates in accordance with the Board of Trustees bylaws and the Maryland Open Meetings Act; 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 adopts the attached Schedule of Meetings for Fiscal Year 2021.

BOARD OF TRUSTEES
Montgomery College
Proposed Fiscal Year 2021 Schedule of Meetings

	BOARD MEETINGS <i>(Mondays, 7 pm closed, 8 pm public, unless noted)</i>	CONSTITUENT CONVERSATIONS (CC), ANNUAL INTERBOARD MEETINGS (AIM), AND CONFERENCE SESSIONS <i>(Mondays, 5:45 pm, unless noted)</i>	BOARD RETREATS	PERIODIC REPORTS TO THE BOARD	OTHER ACTIVITIES AND EVENTS <i>(RSVP NEEDED FOR MOST)</i>	
					BOARD DEVELOPMENT AND CONFERENCES	SPECIAL EVENTS AND OTHER BOARD DATES
JUL						
AUG					6-8: ACCT Governance Leadership Institute 14: Board Officers Kickoff Meeting 28: New Trustee Orientation <i>(MC)</i>	
SEP	21	21: [CC] Staff	11-12 (Fri-Sat): Overnight Retreat	15: 1st Q Facilities Updates	30-3: ACCT Leadership Congress <i>(Chicago)</i>	
OCT	19	19: [CC] Faculty		15: 1st Q Budget Report		TBD: MCF Golf and Tennis Classic (Lakewood Country Club)
NOV	16	16: [CC] Students				TBD: Legislative Reception
DEC	14			15: 2nd Q Facilities Updates		14: Board's Audit Committee Meeting ¹
JAN	<u>Wed., 27</u> SNOW DATE: <u>WED., FEB. 3</u>	27: [CC] Admin Council		15: 2nd Q Budget Report	11: Meeting for New Trustees <i>(MC)</i>	
FEB	22 SNOW DATE: MAR. 1	22: [CC] College Council TBD: [AIM] Joint Boards, morning SNOW DATE: TBD			TBD: MACC Conference <i>(Annapolis)</i> 7-10: ACCT Legislative Summit <i>(DC)</i>	
MAR	22 SNOW DATE: MAR 29			15: 3rd Q Facilities Updates		
APR	19			15: 3rd Q Budget Report	11-13: AGB National Conference on Trusteeship <i>(San Diego.)</i>	12: Trustee Information Day
MAY	17	TBD: [AIM] Board of Education	7 (Fri): Retreat 7: Recognition Reception–Board and Supporting Organizations			TBD: Employee Recognition Event TBD: Harry Harden Awards 21: Commencement
JUN	21			15: 4th Q Facilities Updates NOTE: 4th Q Budget ²		21: Board's Annual Meeting ³

Current as of March 9, 2020

¹ Based on Bylaws section I.G.2. The Audit Committee, a standing committee of the Board, is a committee of the whole and is chaired by the First Vice Chair.

² The fourth quarter (end of fiscal year) report will be posted in Boardbooks in August or September of 2021.

³ The annual meeting is defined in the Board's Bylaws, section I.H.1, which states, "The annual meeting of the Board is normally held in June at which time Officers are elected for the year beginning on July 1."