



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: 934 2028 7297

**October 19, 2020, 6:30 p.m.**

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

Agenda Item Number: 6A  
October 19, 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: **20-10-080**  
Adopted on: **10/19/2020**

Agenda Item Number: 6A  
October 19, 2020

**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 August 1, 2020, through August 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 August 1, 2020, through August 31, 2020**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
08/10/2020	Alston, Sharon	Public Safety Dispatcher	15	Facilities Security– Central

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
08/23/2020	Borja, Paul E.	Public Safety Officer II (Cpl)	15	3	Facilities Security – RV
08/21/2020	Fuentes, Steven	Grounds Maintenance Wkr Lead	17	2	Facilities Operations - TPSS
08/27/2020	Grimm, Janet	Instructional Associate	25	3	CW Dean-Student Engagement-TPSS
08/31/2020	Hall, David <sup>1</sup>	Department Chair	35	21	Engineering/Computer Sciences Dean
08/21/2020	Hutchinson, Charmaine	Simulation Coordinator	31	1	Health Sciences Dean
08/07/2020	Liu, Qingyang	Master Tutor	27	3	Math & Sciences Center
08/31/2020	Powell, Dawn <sup>1</sup>	Nursing Lab & Clinical Assoc	29	16	Health Sciences Dean
08/07/2020	Stevenson, Nathaniel	Telecommunications Engineer	33	3	OIT Engineering Services

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

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

<sup>1</sup> Retirement

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

**FACULTY**

**FACULTY EMPLOYMENTS**

Effective

Date	Name	Position Title	Location
08/22/2020	Charitable, Alice	Assistant Professor	Health Sciences Dean
08/24/2020	Foghani, Mohammad Sadegh	Assistant Professor	Humanities Dean
08/22/2020	George, Kimberly S	Professor	Biology & Chemistry Dean
08/22/2020	George, Kunjamma T	Professor	Health Sciences Dean
08/24/2020	Hillard, Jeffery L	Assistant Professor	Business/Computer Applications Dean
08/24/2020	Hollis, Sylvea L	Assistant Professor	Humanities Dean
08/24/2020	Klose, Eloise Kathryn	Professor	Business/Computer Applications Dean
08/22/2020	Kunhikrishnan, Sudha	Associate Professor	Mathematics Dean
08/22/2020	Lyon, Joanna	Assistant Professor	Health Sciences Dean
08/22/2020	Monzo, Kathryn F	Associate Professor	Biology & chemistry Dean
08/24/2020	Muhammad, Rebin A	Associate Professor	Mathematics Dean
08/22/2020	Mutlu, Nilufer	Assistant Professor	Health Sciences Dean
08/22/2020	Obiajulu, Elizabeth E	Assistant Professor	Health Sciences Dean
08/22/2020	Osei-Poku, Marion B	Associate Professor	Health Sciences Dean
08/22/2020	Pruitt, Sonia Y	Associate Professor	Social Sciences Dean
08/24/2020	Sola, Camille	Assistant Professor	Social Sciences Dean
08/22/2020	Tabiri, Margaret O	Professor	Business/Computer Applications Dean
08/24/2020	Tillman, Bryan	Associate Professor	Fine Perform Visual Arts Dean
08/22/2020	Yare, Lindsay A	Associate Professor	Business/Computer Applications Dean

**FACULTY SEPARATIONS**

Effective

Date	Name	Position Title	YOS	Department
08/21/2020	Buckles, Georgia P	Professor	6	Business/Computer Applications Dean
08/21/2020	Dry, Robert A	Professor	14	GITE – Gudelsky Institute Tech Education
08/21/2020	Levitas, Tulin <sup>1</sup>	Professor	16	Humanities Dean
08/21/2020	Linehan, Kathryn	Associate Professor	8	Mathematics Dean
08/21/2020	Lui, Kristine P	Professor	12	Engineering/Computer Science Dean
08/21/2020	Mori-Saunders, Takiko <sup>1</sup>	Professor	14	Social Science Dean
08/28/2020	Murphy, Kimberly L	Professor	9	English and Reading Dean

**FACULTY EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other	TOTAL
Female	6	6	1	2	0	0	15
Male	3	0	0	0	0	1	4
<b>TOTAL</b>	<b>9</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>19</b>

**FACULTY SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	<b>TOTAL</b>
Female	4	0	0	2	0	0	<b>6</b>
Male	1	0	0	0	0	0	<b>1</b>
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>7</b>

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<sup>1</sup> Retirement

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

Resolution Number: **20-10-081**  
Adopted on: **10/19/2020**

Agenda Item Number: 6B  
October 19, 2020

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

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

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

WHEREAS, These employees have cumulatively provided 618 years of service and dedication to the College; and

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**

<b>NAME/JOB TITLE/ RETIREMENT DATE</b>	<b>CAMPUS/DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
Ms. Teresa Anne Delisi Child Care Services Manager October 1, 2019	Germantown Social Science	15
Ms. Elizabeth Diane Woods Administrative Aide II October 1, 2019	Central Services Academic Affairs	14
Ms. Mary A. Harrell Professor Emeritus February 1, 2020	Rockville Student Services	48
Ms. Cassandra M. Wiggins Financial Aide Assistant March 1, 2020	Takoma Park/Silver Spring Financial Aid	33
Ms. Kathleen K. Kessler Executive Associate I May 1, 2020	Central Services HRSTM	12
Mr. Jose Raul Basulto Professor Emeritus June 1, 2020	Rockville Humanities	17
Dr. Vicky E. Dorworth Professor Emeritus June 1, 2020	Rockville Social Science	34
Dr. John L. Hare Professor Emeritus June 1, 2020	Germantown Writing, Reading and Language Center	32
Mr. Robert J. Helsley Professor Emeritus June 1, 2020	Takoma Park/Silver Spring Fine Perform Visual Arts	16
Ms. Christine M. Labitzky Student Services Coordinator II June 1, 2020	Germantown/Goldenrod WDCE	9
Mr. Richard A. Lenet Professor Emeritus June 1, 2020	Rockville Humanities	40
Dr. Donald Palmer Professor Emeritus	Rockville Social Science	48

June 1, 2020

Mr. Philliph L. Ringeisen Professor Emeritus June 1, 2020	Rockville Humanities	40
Ms. Gail A.Z. South Professor Emeritus June 1, 2020	Germantown Mathematics	31
Ms. Martha C. Vaughan Professor Emeritus June 1, 2020	Rockville Fine Perform Visual Arts	15
Mr. Harold E. Barber Professor Emeritus July 1, 2020	Takoma Park/Silver Spring Student Engagement	26
Ms. Gloria S. Brewer Project and Planning Analyst II July 1, 2020	Central Services Office of Information Technology	20
Ms. Wendy Jou Library Access Services Specialist I July 1, 2020	Rockville Library	15
Ms. Mary K. O'Banner Administrative Aide II July 1, 2020	Takoma Park/Silver Spring Academic Affairs	13
Mr. To N. Nguyen Driver Messenger July 1, 2020	OC-Standish Place Warehouse	36
Dr. Clemmie Solomon Dean of Student Affairs July 1, 2020	Takoma Park/Silver Spring Student Services	11
Dr. Cyrus A. Macfoy Professor Emeritus August 1, 2020	Takoma Park/Silver Spring Biology and Chemistry	14
Ms. Angela D. Wilson Building Services Worker August 1, 2020	Rockville Facilities	33
Ms. Tulin Levitas Professor Emeritus September 1, 2020	Rockville Humanities	16
Ms. Dawn L. Powell Nursing Lab and Clinical Associate September 1, 2020	Takoma Park/Silver Spring Health Science	16

Dr. Takiko Mori-Saunders  
Professor Emeritus  
September 1, 2020

Rockville  
Social Science

14

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

Resolution Number: **20-10-082**  
Adopted on: **10/19/2020**

Agenda Item Number: 6B  
October 19, 2020

**Subject: Retirement Recognition and Award of Bronze Medallion to Mr. Michael Brown**

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WHEREAS, Mr. Michael Brown served Montgomery College with enthusiasm, diligence, and dedication for almost 20 years, as a part- and full-time staff member in the Montgomery College Television Department (MCTV) and is retiring from the College on August 1, 2020; and

WHEREAS, Mr. Brown graduated from The Ohio State University with a bachelor of science degree in speech and English literature and earned a master's degree in athletic administration; and

WHEREAS, Mr. Brown began his career at Montgomery College in 2001, as an adjunct professor II and taught Concept and Story and Advanced Television Production courses; and

WHEREAS, Mr. Brown began full-time work at the College in 2003 as a video producer in the Visual Communications Technology Department on the Rockville Campus, and in 2012 he became a producer/director for MCTV; and

WHEREAS, Mr. Brown's work standards were consistently high, as reflected in his strong work ethic, commitment to the mission of the unit and the College, initiative, responsiveness, attendance, work output, willingness to assist students, kindness, and outstanding customer service to College employees; and

WHEREAS, During his career at Montgomery College, Mr. Brown vigorously pursued continuous professional development, receiving a Recognition Award in 2013 for his work on Town Hall Meetings, for which he continued to be the host, facilitating student and faculty interaction with College President Dr. DeRionne Pollard on a regular basis; and

WHEREAS, Mr. Brown was the play-by-play announcer for many sports programs aired by the College, including men's and women's basketball, softball, and baseball; and

WHEREAS, Mr. Brown was part of the MCTV team who won numerous national awards over the years for sports coverage; and

WHEREAS, Mr. Brown became an expert at using social media, such as Twitter, Facebook, and Instagram to publicize Montgomery College athletic games, highlights, and players of the various teams, providing high-profile coverage for the College's sports programs; and

WHEREAS, Mr. Brown's dedication to the College and Montgomery County through his career of nearly twenty years providing outstanding service earned him the professional and personal accolades of his peers; 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 of advancement and community engagement and the president of the College recommend this public recognition of Mr. Michael Brown on the

occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Michael Brown for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Mr. Michael Brown 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 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. Michael Brown.

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

Agenda Item Number: 6D  
October 19, 2020

**CONTRACT CHANGE ORDER,  
AWARD OF CONTRACT, ROCKVILLE PHYSICAL EDUCATION BUILDING POOL  
FILTRATION SYSTEM AND HEAT EXCHANGER PROJECT,  
ROCKVILLE CAMPUS, BID 619-012**

BACKGROUND

<b>Request:</b>	Contract spend authority increase for the Physical Education pool filtration and heat exchanger project.
<b>Office/SVP Originating Request:</b>	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
<b>Award Type:</b>	Competitive
<b>Bid Number:</b>	619-012
<b>Explanation of Request:</b>	<p>On June 17, 2019, the Board of Trustees approved an award of contract for a pool filtration and heat exchanger at the Physical Education Building on the Rockville Campus, for a total amount of \$447,475, under resolution 19-06-080. This award included the replacement of obsolete and inefficient pool filtration and heat exchange equipment that was originally installed over 49 years ago. During the course of the work, it was discovered that additional items such as relocation of ductwork and filter for wall repairs, water shut off valve, new boiler tank, replace a defective water meter, and CO2 enclosure were needed for this project.</p> <p>In order to complete this task an increase of \$87,697.50 is needed and will be funded from an existing capital budget project, and does not require a new county funding request.</p>
<b>Reason Being Brought to Board:</b>	Board approval is required for contract change orders that are more than 25% of the originally Board approved contract award.
<b>Certification:</b>	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 FY21 capital budget.
<b>Total Dollar Amount:</b>	\$87,697.50
<b>Vendor Name:</b>	Kins, Inc.

	dba: Aquatic Specialists
<b>Minority Status:</b>	Minority
<b>Term of Current Contract:</b>	One-time Purchase

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an increase in the current contract award spend authority for a one-time purchase of \$87,697.50 for the relocation of ductwork and filter for wall repairs, water shut off valve, new boiler tank, replace a defective water meter, and CO2 enclosure.

**BACKUP INFORMATION**

Board Resolution Policy 63001  
Resolution 19-06-080

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSONS**

Mr. Mills  
Mr. Johnson

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

Resolution Number: **20-10-083**  
Adopted on: **10/19/2020**

Agenda Item Number: 6D  
October 19, 2020

**Subject: Contract Change Order, Award of Contract, Physical Education Pool Filtration and Heat Exchange Replacement, Rockville Campus, Bid 619-012**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a contract change order to increase the current award spend authority to the existing award of contract for the replacement of the Physical Education pool filtration and heat exchange units on the Rockville Campus; and

WHEREAS, The original pool filtration and heat exchange equipment was originally purchased and installed over 49 years ago, and needs to be replaced; and

WHEREAS, On June 17, 2019, the Board of Trustees approved an award of contract for the replacement of the Physical Education pool filtration and heat exchange units on the Rockville Campus, under board resolution 19-06-080, for a total amount of \$447,475; and

WHEREAS, An increase to the current contract award spend authority is needed for relocation of ductwork and filter for wall repair, a water shut off valve, new boiler tank, replace defective water meter, and CO2 enclosure; 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 FY21 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 approve an increase in the current contract award spend authority for a one-time purchase of \$87,697.50 for the relocation of ductwork and filter for wall repairs, a water shut off valve, new boiler tank, replace defective water meter, and CO2 enclosure for the Physical Education pool filtration and heat exchange project at the Rockville Campus.

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

Agenda Item Number: 6E  
October 19, 2020

**SUPPLEMENTAL APPROPRIATION REQUEST FOR THE FY21 OPERATING FUND  
BUDGET**

**BACKGROUND**

On June 22, 2020, the Board of Trustees adopted a FY21 operating budget in the amount of \$318,347,932. Of this amount, \$18,782,000 was for the Federal, State, Private Grants and Contract fund.

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 June 24, 2020, the governor of the state of Maryland announced the commitment of more than \$45.6 million in additional education funding through the Governor's Emergency Education Relief (GEER) Fund, under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The purpose of these funds is to provide local educational agencies, institutions of higher education, and other educational related entities with emergency assistance, as the result of COVID-19. The CARES Act gives governors the flexibility to provide direct funding for educational priorities.

As part of the \$45.6 million, the governor allocated \$10 million of the Maryland GEER funds for community colleges to provide workforce development courses and continuing professional education that lead to government- or industry-required certification or licensure; particularly focusing on individuals impacted by the COVID-19 pandemic through loss of employment. The GEER Fund is being administered by the Maryland Higher Education Commission (MHEC). On September 16, 2020, MHEC notified the College that its application for GEER funding was approved and awarded the College \$1,361,801. The College has until September 30, 2021, to expend these funds.

The College will use the majority of GEER funds for direct student support to help residents whose own employment or household employment has been impacted by COVID-19 to help them pursue workforce development courses and continuing professional education that lead to government- or industry-required certification or licensure. Funds will be used for scholarships, ancillary student costs, technology vouchers, and project personnel.

**RECOMMENDATION**

It is recommended that the Board approve and support a supplemental appropriation request to the Montgomery County Executive and Montgomery County Council in the amount of \$1,361,801 for the FY21 Federal, State, Private Grants and Contract fund. This action will increase the FY21 Federal, State, Private Grants and Contract fund appropriation to \$20,143,801. The funding for this request will be the Governor's Emergency Education Relief (GEER) Fund authorized by Section 18003(d)(1) of Division B of the Coronavirus Aid, Relief and Economic Security (CARES) Act.

**BACKUP INFORMATION**

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATORS

Ms. Schena

Mr. Sears

RESOURCE PERSONS

Ms. Greaney

Ms. Garvin Aquilino

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

Resolution Number: **20-10-084**  
Adopted on: **10/19/2020**

Agenda Item Number: 6E  
October 19, 2020

**Subject: Supplemental Appropriation Request for the FY21 Operating Fund 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, Congress passed the Coronavirus Aid, Relief and Economic Security Act, also known as the CARES Act, to address the economic and financial burden for student and educational institutions due to the COVID-19 pandemic in the United States; and

WHEREAS, On June 24, 2020, as part of the CARES Act, the governor of the state of Maryland established the Governor’s Emergency Education Relief (GEER) Fund; and

WHEREAS, The governor of the state of Maryland allocated \$10 million of the Maryland GEER fund to community colleges to provide workforce development courses and continuing professional education that lead to government or industry required certification or licensure; particularly focusing on individuals impacted by the COVID-19 pandemic through loss of employment; and

WHEREAS, The GEER fund is being administered by the Maryland Higher Education Commission (MHEC); and

WHEREAS, On September 16, 2020, MHEC notified the College that its application for GEER funding was approved and awarded the College \$1,361,801; and

WHEREAS, The College has until September 30, 2021 to expend these funds; and

Resolved, That the Board of Trustees approves and supports a supplemental appropriation request to the Montgomery County Executive and Montgomery County Council pursuant to the GEERS fund in the amount of \$1,361,801 for the FY21 Federal, State, Private Grants and Contract fund; and be it further

Resolved, That this action will increase the FY21 Federal, State, Private Grants and Contract fund appropriation to \$20,143,801; and be it further

Resolved, That the functional totals for the FY21 Federal, State, Private Grants and Contract fund will be in the amounts listed in the following table;

	<i>Fed/State/Priv Grant</i>	<i>Supplemental</i>	<i>Fed/State/Priv Grant</i>
Grant & Endowment Expenditure	\$ 18,782,000	\$ 1,361,801	\$ 20,143,801

and be it further

Resolved, That the budgeted source of funds to fund the College's FY21 Federal, State, Private Grants and Contract fund are in the amounts listed in the table below.

	<i><b>Fed/State/Priv Grant</b></i>	<i><b>Supplemental</b></i>	<i><b>Fed/State/Priv Grant</b></i>
Federal Grants	\$ 9,817,000	\$ 1,361,801	\$ 11,178,801
State Contracts & Grants	\$ 5,050,000		\$ 5,050,000
Other	\$ 3,915,000		\$ 3,915,000
<b>Total</b>	<b>\$ 18,782,000</b>	<b>\$ 1,361,801</b>	<b>\$ 20,143,801</b>

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

Agenda Item Number: 6F  
October 19, 2020

**POLICY MODIFICATION 32500–FLEXIBLE WORK ARRANGEMENTS**

**General Information**

<b>Policy Number:</b>	32500
<b>Contained in Chapter:</b>	Chapter Three
<b>Policy Title:</b>	Flexible Work Arrangements
<b>Policy Creation Date:</b>	March 19, 2001
<b>Most Recent Modification Date:</b>	June 17, 2019

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
18-19	Added clarifying language that distinguishes flexible work arrangements as a condition of employment and those implemented to protect health and safety (such as our current remote work situation) from standard flexible work arrangements that are a privilege and must be approved within an employee’s supervisory chain. When remote work was added to the policy last June to provide more employee and organizational flexibility, it was not anticipated that remote work might become mandatory for an extended period of time due to the pandemic. This change preserves the expectation of standard approvals necessary for flexible work arrangements during normal operations.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the modifications to Policy 32500–Flexible Work Arrangements.

**BACKUP INFORMATION**

Resolution  
Policy 32500–Flexible Work Arrangements (revised version)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Ms. Leitch Walker

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

Resolution Number: **20-10-085**  
Adopted on: **10/19/2020**

Agenda Item Number: 6F  
October 19, 2020

**Subject: Policy Modification 32500–Flexible Work Arrangements**

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WHEREAS, The Board of Trustees created Policy 32500–Flexible Work Arrangements in 2001; and

WHEREAS, The policy has been modified to include language that distinguishes flexible work arrangements as a condition of employment and those implemented to protect health and safety from standard flexible work arrangements that must be approved within an employee’s supervisory chain; and

WHEREAS, The policy has served an important purpose in providing flexible work arrangements to meet the changing needs of our students and our workforce, and serve as a critical tool to recruit and retain talent and be environmentally friendly; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

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

Resolved, That Policy 32500–Flexible Work Arrangements be modified as indicated in the attached draft; and be it further

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

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Chapter: Personnel

Modification No. **004**

Subject: **Flexible Work Arrangements**

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- I. Flexible work arrangements are intended to help the College meet the changing needs of our students and our workforce; recruit and retain excellent employees; provide more flexible work arrangements for eligible employees; provide a way to conserve office space; and assist in the community effort to reduce outdoor air pollution and traffic congestion attributable to automobile travel.
- II. It is the policy of the Board of Trustees to offer flexible work arrangements as an effective way to meet the needs of the College, its students, its employees, and the community. The Board of Trustees expects that the implementation of flexible work arrangements will enhance the availability and quality of College services, as well as employee productivity.
- III. Flexible work arrangements include telecommute, remote work, and alternative work schedules. Flexible work arrangements are not universally available in all occupational job classes and/or positions. Flexible work arrangements may be a condition of employment in certain job classes and positions. Flexible work arrangements must be authorized, in advance, by the appropriate supervisor and administrative unit head.
- IV. **Unless conditioned on employment or implemented to protect health and safety, flexible work arrangements are a privilege.** Flexible work arrangements may be abbreviated or terminated in totality should office coverage become a problem due to any changes in work demands, office staffing, or due to other operational needs. Advanced notice will be given to participating employees stating the rationale for abbreviation or termination. An employee may discontinue participation in flexible work arrangements at any time with notice to a supervisor, except for those where flexible work arrangements are required of the position. Flexible work arrangements are not to permit employees to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements due to other employment may be cause for disciplinary action up to and including discharge.
- V. The employee's compensation, benefits, work status, and work responsibilities will not change due to their participation in flexible work arrangements. The amount of time the employee is expected to work per pay period will not change due to participation in flexible work arrangements.
- VI. Employees who participate in flexible work arrangements are subject to all College policies and procedures including, but not limited to those regarding confidentiality; disclosure of information; conflict of interest; and acceptable use of information technology resources. All participants must complete a flexible work arrangement application/agreement.
- VII. The College President is authorized to establish procedures to implement this policy.

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Board Approval: March 19, 2001; May 18, 2009; June 17, 2019; **October 19, 2020.**

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

Agenda Item Number: 7  
October 19, 2020

**AWARD OF CONTRACT, SHUTTLE BUS TRANSPORTATION SERVICES,  
BID e420-008**

**BACKGROUND**

Request:	Establish a contract to continue the shuttle bus transportation services for students and employees.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	e420-008
Explanation of Request:	<p>In 2004, the Board established a Transportation Enterprise Fund to pay for transportation-related projects using revenue from the transportation fee. In August 2014, a pilot ridership program officially began between the Rockville and Takoma Park/Silver Spring Campuses. With an increase in ridership, the program had expanded to include the Germantown Campus. Due to the success of the MC Shuttle service pilot project, the Board of Trustees approved on-going services to support the intercampus transportation needs of students and employees on all three campuses under resolution 15-10-093. The current contract will expire on December 31, 2020.</p> <p>The College will not pay for any shuttle transportation services until the actual start of the new contract. In addition, due to the pandemic, the new contract will not commence until the College has re-started in-person classes.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above and for use of the Transportation Enterprise Fund.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that Transportation Enterprise funds are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval.
Dollar Amount:	\$412,628 (annually)
Vendor Name/Address:	Reston Limousine and Travel Service, Inc., of Sterling, Virginia

Minority Vendor:	Yes
Term of Contract:	January 2021–December 2021, with four one-year renewal options

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an award of contract to Reston Limousine and Travel Service, Inc., of Sterling, Virginia, for the purchase of shuttle bus transportation services beginning January 1, 2021, for an annual not-to-exceed amount of \$412,628.

It is further recommended that the contract be renewed for four additional one-year periods, as long as service is satisfactory, funds are available, and it is in the best interest of the College.

**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: **20-10-086**  
Adopted on: **10/19/2020**

Agenda Item Number: 7  
October 19, 2020

**Subject: Award of Contract, Shuttle Bus Transportation Services, Bid e420-008**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities have requested an award of contract for the continuation of shuttle bus services to support the intercampus transportation needs of students and employees on all three campuses; and

WHEREAS, The Board established the Transportation Enterprise Fund in 2004 to pay for transportation-related projects using revenue from transportation fees collected; and

WHEREAS, The College implemented a successful pilot shuttle bus program in FY14 to provide an additional transportation option for students and employees traveling between and among all three campuses; and

WHEREAS, Due to the success of the MC Shuttle service pilot project, the Board of Trustees approved on-going services to support the intercampus transportation needs of students and employees on all three campuses under resolution 15-10-093; and

WHEREAS, The current contract for shuttle bus transportation services expire on December 31, 2020; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that Transportation Enterprise funds are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Annotated Code of Maryland (Education), Sec. 16-311, a request for proposal was issued on March 27, 2020, and posted on the Montgomery College Procurement and Maryland State eMaryland Marketplace Advantage (eMMA) websites; and

WHEREAS, Fifty-eight firms downloaded the solicitation from the procurement website, eight responses, including one response deemed not qualified, were received and recorded, beginning at 3:00 p.m. on May 8, 2020; and

WHEREAS, Submitted proposals were evaluated and ranked by a committee consisting of College facilities staff, and, upon evaluation completion, it was determined that the proposal submitted by Reston Limousine and Travel Service, Inc., of Sterling, Virginia, was declared the highest ranked, and meets all College requirements; 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 Reston Limousine and Travel Service, Inc., of Sterling, Virginia, for the purchase of shuttle bus transportation services beginning January 1, 2021, for an annual not-to-exceed amount of \$412,628; and

Resolved, That the contract be renewed for four additional one-year periods, as long as service is satisfactory, funds are available, and it is 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: 8  
October 19, 2020

**THE 2020 PERFORMANCE ACCOUNTABILITY REPORT**

**BACKGROUND**

The Performance Accountability Report (PAR) is the College's annual report on progress toward reaching benchmarks in key indicators of operations. The report is submitted to the Maryland Higher Education Commission (MHEC) each year. PAR indicators have statewide definitions.

This accountability reporting system has been in place since 1996, when it was implemented by MHEC. The reporting structure is based on requirements in the Maryland Higher Education Reorganization Act of 1988. At Montgomery College, the Office of Institutional Research and Effectiveness (OIRE) assumes the primary role for providing the quantitative content of the PAR and coordinating the contributions from administrative offices, individual campuses, and Workforce Development & Continuing Education.

In addition to narrative reporting on significant student characteristics and performance issues, community outreach efforts, use of public funding, and cost containment efforts, the report contains trend data on a number of specific quantitative indicators that reflect progress towards benchmarks set by the Board of Trustees on each indicator. MHEC considers the College's performance on these indicators as the primary component of assessing the institution's effectiveness, and, at the College, the president incorporates the PAR results in monitoring and assessing institutional performance on relevant internal dimensions.

Upon acceptance of the report by the Board of Trustees, the Performance Accountability Report will be submitted to MHEC.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2020 Montgomery College Performance Accountability Report and that the president be authorized to submit the report to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

2020 Performance Accountability Report (Trustees only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Hamman

**RESOURCE PERSON**

Dr. Blaylock

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

Resolution Number: **20-10-087**  
Adopted on: **10/19/2020**

Agenda Item Number: 8  
October 19, 2020

**Subject: The 2020 Performance Accountability Report**

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WHEREAS, The Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the state's public colleges and universities; and

WHEREAS, The 2020 Montgomery College Performance Accountability Report contains the most recent data on the quantitative performance indicators, as well as a written discussion of the trends in the narrative portion of the report; and

WHEREAS, The College uses data in the Performance Accountability Report to assess progress on collegewide student success and to contemplate actions where appropriate; and

WHEREAS, The president recommends acceptance of the College's 2020 Performance Accountability Report; now therefore be it

Resolved, That the Board of Trustees accepts the 2020 Montgomery College Performance Accountability Report; and be it further

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