



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: 943-7632-8643

March 22, 2021 6:30 p.m.

Resolution Number		<u>Pages</u>
21-03-026	Tribute to Dr. Mohibullah Durrani	2
21-03-027	Personnel Actions Confirmation Report	3-6
21-03-028	Schedule of Board Meetings for Fiscal Year 2022	7-9
21-03-029	Renewal of Award of Contract, Operation and Management of Montgomery College Bookstores, Bid 916-002	10-12
21-03-030	Award of Contract, Continuation of Workday Enterprise Resource Planning Solution Subscription	13-15
21-03-031	Award of Contract, Continuation of Cloud-Based Hosting Services for Asset Management Software License	16-18

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

Resolution Number: **21-03-026**
Adopted on: **3/22/2021**

Agenda Item Number: 5
March 22, 2021

Subject: Tribute to Dr. Mohibullah Durrani

WHEREAS, Dr. Mohibullah Durrani served Montgomery College with enthusiasm and dedication for more than nine years as a part-time faculty member and a full-time staff member until his untimely death on December 9, 2020, which deeply saddened the College community; and

WHEREAS, Dr. Durrani affectionately known as “Mohib,” earned his PhD in bioengineering, as well as two professional engineering degrees in mechanical and civil engineering from Columbia University; and

WHEREAS, Dr. Durrani began his service as part-time faculty in the engineering, physical, and computer sciences department, and continued his career at the College as an academic coach in the Achieving the Promise Academy on both the Rockville and Germantown Campuses; and

WHEREAS, Dr. Durrani was known for his dedication to student success as a coach and knowledgeable teacher and for his warm disposition and positive attitude; and

WHEREAS, Dr. Durrani provided instruction and coaching to students in statics, dynamics, introduction to design, and physics classes, and taught engineering classes at Northwest High School for Middle College, where he was the first faculty member to do so; and

WHEREAS, Dr. Durrani received the Outstanding Faculty Award for Part-Time Faculty: Excellence in Teaching/Counseling in 2017, which recognized his exceptional contributions to the College; and

WHEREAS, Dr. Durrani served enthusiastically as a faculty mentor for the Aerospace Engineering Club and the Muslim Student Association, and as a member of the President’s Advisory Committee on Equity and Inclusion; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this posthumous public recognition of Dr. Mohibullah Durrani; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Dr. Mohibullah Durrani for his outstanding service to the College and extend to them profound sympathy for the loss of their loved one; 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 family of Dr. Mohibullah Durrani.

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

Agenda Item Number: 7A
March 22, 2021

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

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

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **21-03-027**
Adopted on: **3/22/2021**

Agenda Item Number: 7A
March 22, 2021

Subject: Personnel Actions Confirmation

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period January 1, 2021, through January 31, 2021; and

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

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

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
01/11/2021	Herman, Andrea J	Achieving the Promise Program Coord	29	Achieving the Promise-ATP Acad
01/11/2021	Jones, Diane R	Assistant General Counsel	37	General Counsel

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
01/05/2021	Harvey, Robert N	Public Safety Officer II (Cpl)	15	18	Facilities Security – RV
01/07/2021	Jones, Terrance L	Building Services Worker	11	<1	Facilities Operations - RV
01/22/2021	Lefever, Joan L	Event Coordinator	23	7	CW Dean Stu Access-GT Stu Affairs
01/05/2021	Morris, Deborah M	Senior Research Analyst	31	26	Institutional Research & Analysis
01/15/2021	Roberts, Ashley N	HR Internal Consultant	29	3	HRSTM
01/07/2021	Sarfarazi, Katrina W ¹	Enrollment & Stud Access Spec	23	14	CW Raptor Central
01/04/2021	Thomas, Rhonda M	Nursing Lab & Clinical Assoc	29	1	Health Sciences Dean
01/29/2021	Wilcox, Joyce E ¹	Financial Systems Manager	35	32	Business Services
01/29/2021	Wilkins, Raven A	Student Intake & Outreach Spec	25	1	Community Based Grants WDCE

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	4	2	0	0	0	0	6
Male	0	3	0	0	0	0	3
TOTAL	4	5	0	0	0	0	9

¹ Retirement

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

FACULTY

Effective Date	Name	Position Title	Department
01/09/2021	Hayden, Michael	Assistant Professor	Health Sciences Dean

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
01/08/2021	Ganginis Del Pino, Heather	Associate Professor	7	Social Science Dean
01/15/2021	Rogers Julie F	Associate Professor	5	Mathematics Dean
01/08/2021	Talbot, Stephanie D ¹	Professor	19	Mathematics Dean
01/08/2021	Talbot, William ¹	Professor	18	Business/Computer Applications Dean

FACULTY EMPLOYMENTS: Ethnicity and Gender

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

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

Agenda Item Number: 7B
March 22, 2021

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FISCAL YEAR 2022

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 2022.

BACKUP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2022 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Scott

RESOURCE PERSON

Ms. Abraham

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

Resolution Number: **21-03-028**
Adopted on: **3/22/2021**

Agenda Item Number: 7B
March 22, 2021

Subject: Board of Trustees Schedule of Meetings for Fiscal Year 2022

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 2022, 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 2022 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 2022.

BOARD OF TRUSTEES
Montgomery College
Proposed Fiscal Year 2022 Schedule of Meetings

					<i>OTHER ACTIVITIES AND EVENTS (RSVP NEEDED FOR MOST)</i>	
	BOARD MEETINGS <i>(Mondays, 5:30 pm closed, 6:30 pm public, unless noted)</i>	CONSTITUENT CONVERSATIONS (CC), ANNUAL INTERBOARD MEETINGS (AIM), AND CONFERENCE SESSIONS⁴ <i>(Mondays, 5:30 pm, unless noted)</i>	BOARD RETREATS	PERIODIC REPORTS TO THE BOARD⁵	BOARD DEVELOPMENT AND CONFERENCES	SPECIAL EVENTS AND OTHER BOARD DATES
JUL						
AUG					TBD: ACCT Governance Leadership Institute 9: Board Officers Kickoff Meeting (Virtual) 16: MC New Trustee Orientation (Virtual)	
SEP	20	20: [CC] Staff	9-10 (Thurs-Fri): Virtual Retreat 10-11 (Fri-Sat): In-person Retreat	15: 1st Q Facilities Updates		17: Chairs' Foundation Chairs Lunch
OCT	18	18: [CC] Faculty		15: 1st Q Budget Report	13-16: ACCT Leadership Congress <i>(Virtual Event?)</i>	TBD: MCF Golf and Tennis Classic (Lakewood Country Club)
NOV	15	15: [CC] Students				TBD: Legislative Reception
DEC	13			15: 2nd Q Facilities Updates		13: Board's Audit Committee Meeting ¹
JAN	<u>Wed., 26</u>	26: [CC] Admin Council	20-21 (Thurs-Fri): Mid-Year Retreat	15: 2nd Q Budget Report	14: Mid-Year Meeting for New Trustees (Virtual) TBD: MACC Conference (<i>Annapolis</i>)	14: Chairs' Foundation Chairs Lunch
FEB	21	21: [CC] College Council TBD: [AIM] Joint Boards, morning			24: ACCT Legislative Summit (<i>DC</i>)	
MAR	21			15: 3rd Q Facilities Updates		
APR	18			15: 3rd Q Budget Report	TBD: AGB National Conference on Trusteeship <i>(Virtual Event?)</i>	13: Trustee Information Day
MAY	16	TBD: [AIM] Board of Education	6 (Fri): Retreat 6: Recognition Reception—Board and Supporting Organizations			TBD: Employee Recognition Event TBD: Harry Harden Awards 20: Commencement
JUN	20			15: 4th Q Facilities Updates NOTE: 4th Q Budget ²		20: Board's Annual Meeting ³

Current as of February 22, 2021

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 Diligent in August or September of 2022.

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."

⁴ During the fall semester, the Constituent Conversation in the traditional meeting format will be suspended. The plan is to resume hosting Constituent Conversations meetings face-to-face during the spring semester (January—May).

⁵ This section signify the quarterly due dates of the budget report and facilities update.

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

Agenda Item Number: 8
March 22, 2021

**RENEWAL OF AWARD OF CONTRACT,
OPERATION AND MANAGEMENT OF THE MONTGOMERY COLLEGE BOOKSTORES,
BID 916-002**

BACKGROUND

Request:	Renewal of operation and management of Montgomery College bookstores
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Chief Business/Financial Strategy Officer
Award Type:	Competitive
Bid Number:	916-002
Explanation of Request:	<p>On January 25, 2016, the Board of Trustees approved an award of contract for the operation and management of the Montgomery College bookstores, under resolution 16-02-002.</p> <p>Due to the significant investments required on behalf of the awarded contractor, and to provide sufficient time for the contractor to recoup those investment costs, the contract includes a single five-year term, in addition to annual contract renewals, at the sole discretion of the College.</p> <p>The College has elected to renew this contract for a one-year term, to cover April 1, 2021–March 31, 2022. All existing contract terms, along with all contract amendments to date, will remain unchanged.</p>
Reason Being Brought to Board:	Board approval is required for renewal of this contract, as stipulated in the contract
Certification:	The director of procurement re-certifies that specifications and contract documents were developed by appropriate College staff.
Estimated Revenue to the College:	\$300,000 – \$400,000
Vendor Name:	Follett Higher Education Group, Inc.
Vendor Address:	Westchester, Illinois
Minority Status:	Non-Minority
Term of Contract:	April 1, 2021– March 31, 2022

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year renewal for the award of contract for the operation and management of Montgomery College bookstores, to Follett Higher Group, of Westchester, Illinois.

BACKUP INFORMATION

Resolution 16-01-002

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Greaney
Mr. Johnson

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

Resolution Number: **21-03-029**
Adopted on: **3/22/2021**

Agenda Item Number: 8
March 22, 2021

Subject: Renewal of Award of Contract, Operation and Management of Montgomery College Bookstores, Bid 916-002

WHEREAS, The senior vice president for administrative and fiscal services and the chief business/financial strategy officer are requesting a one-year renewal of award of contract for operation and management of Montgomery College bookstores; and

WHEREAS, On January 25, 2016, the Board of Trustees approved an award of contract for the operation and management of the Montgomery College bookstores, under resolution 16-02-002; and

WHEREAS, Due to the significant investments required on behalf of the awarded contractor, and to provide sufficient time for the contractor to recoup those investment costs, the contract includes a single five-year term, in addition to annual contract renewals, at the sole discretion of the College; and

WHEREAS, The director of procurement re-certifies that specifications and contract documents were developed by appropriate College staff; and

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

Resolved, That the Board of Trustees approves a one-year renewal for the award of contract for the operation and management of Montgomery College bookstores, to Follett Higher Group, of Westchester, Illinois; 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: 9A
March 22, 2021

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF WORKDAY ENTERPRISE RESOURCE
PLANNING SOLUTION SUBSCRIPTION**

BACKGROUND

Request:	Continuation of Workday enterprise resource planning solution subscription
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Sole Source
Bid Number:	NA
Explanation of Request:	<p>The College purchased the Workday enterprise resource planning solution subscription and support services in April 2016, through the Procurement through Other Agency (PTOA) purchase vehicle, under PTOA 16-059 and University of Texas at Austin contract 721-1322.</p> <p>When fully integrated, the Workday solution will replace the College's existing enterprise resource planning solution system Banner, which has been in place for more than 20 years.</p> <p>The current University of Texas at Austin contract will expire on April 16, 2021.</p>
Reason Being Brought to Board:	Board approval is required for all sole source procurements valued over \$100,000.
Certification:	The director of procurement certifies that the Workday enterprise resource planning solution subscription can only be procured from Workday, Inc. and the chief business/financial strategy officer certifies that planned expenditures are available in the FY21 capital budget.
Annual Dollar Amount:	\$933,128–Year 1 \$968,539–Year 2 \$1,005,438–Year 3 \$1,043,886–Year 4 \$1,083,949–Year 5
Vendor Name:	Workday, Inc.
Vendor Address:	Pleasanton, California
Minority Status:	Non-Minority
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of the Workday enterprise resource planning solution subscription, to Workday, Inc. of Pleasanton, California, for an annual not-to-exceed amount of \$933,128.

It is further recommended that the contract be renewed for four additional one-year periods, 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 \$5,034,940.

BACKUP INFORMATION

PTOA 16-059
University of Texas at Austin Contract 721-1322

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

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

Resolution Number: **21-03-030**
Adopted on: **3/22/2021**

Agenda Item Number: 9A
March 22, 2021

**Subject: Sole Source Award of Contract, Continuation of Workday Enterprise
Resource Planning Solution Subscription**

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting the continuation of the Workday enterprise resource planning solution subscription, on a sole source basis; and

WHEREAS, The College purchased the Workday enterprise resource planning solution subscription in April 2016, through the Procurement through Other Agency (PTOA) purchase vehicle, under PTOA 16-059, and University of Texas at Austin contract 721-1322, which expires on April 16, 2021; and

WHEREAS, When fully integrated, the Workday solution will replace the College's existing enterprise resource planning system Banner, which has been in place for more than 20 years; and

WHEREAS, The director of procurement affirms that the Workday enterprise resource planning solution subscription can only be procured from Workday, Inc., and the chief business/financial strategy officer certifies that planned expenditures are available in the FY21 capital budget, subject to Board of Trustees approval; and

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

WHEREAS, Sole Source procurements valued above \$100,000 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 approves a sole source award of contract for the continuation of the Workday enterprise resource planning solution subscription, to Workday, Inc., of Pleasanton, California, for an annual not-to-exceed amount of \$933,128; and be it further

Resolved, That the contract be renewed for four additional one-year periods, 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 \$5,034,940; 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: 9B
March 22, 2021

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF CLOUD-BASED HOSTING SERVICES FOR
ASSET MANAGEMENT SOFTWARE LICENSE**

BACKGROUND

Request:	Continuation of cloud-based hosting services for asset management software license
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Sole Source
Bid Number:	NA
Explanation of Request:	<p>On November 16, 2015, the Board of Trustees approved the purchase of a five-year, cloud-based hosting service, for asset management software license under resolution 15-11-100.</p> <p>This software and associated support, hosted by Stefanini, Inc., manages contracts, asset life cycles, tracks requests, incidents, problems, and provides Information Technology change management.</p> <p>The Office of Business Services will utilize the Workday enterprise resource planning solution to account for and depreciate capitalized fixed assets, and certain grant-sensitive non-capital assets; however, through ongoing Workday testing, it has been determined that the remaining two modules utilized by the Office of Information Technology, (CA Service Desk and CA Service Catalog) will not be available in Workday.</p> <p>It is requested that the existing contract be extended for one year to allow time to research solutions that will meet service desk, service cataloging requirements, and an asset tracking solution for assets not tracked in Workday.</p>
Reason Being Brought to Board:	Board approval is required for all sole source procurements over \$100,000.
Certification:	The director of procurement affirms the continuation of this software license for continuity of services from Stefanini, Inc, and the chief business/financial strategy officer certifies that planned expenditures are available in the FY21 operating budget.

Dollar Amount:	\$195,980
Vendor Name:	Stefanini, Inc.
Vendor Address:	Southfield, Michigan
Minority Status:	Non-Minority
Term of Contract:	April 1, 2021–March 31, 2022

RECOMMENDATION

It is recommended that the Board of Trustees approve the continuation of a sole source award of contract for cloud-based hosting services for asset management and software license to Stefanini Inc., of Southfield, Michigan, beginning April 1, 2021, for a one-year term, for a total not-to-exceed annual amount of \$195,980.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

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

Resolution Number: **21-03-031**
Adopted on: **3/22/2021**

Agenda Item Number: 9B
March 22, 2021

Subject: Sole Source Award of Contract, Continuation of Cloud-based Hosting Services for Asset Management Software License

WHEREAS, The senior vice president for administrative and fiscal services and interim chief information officer are requesting a sole source award of contract for the continuation of cloud-based hosting services for asset management software license; and

WHEREAS, On November 16, 2015, the Board of Trustees approved the purchase of a five-year cloud-based hosting services for asset management software license under resolution 15-11-100; and

WHEREAS, This software and associated support, hosted by Stefanini, Inc., manages contracts, asset life cycles, tracks requests, incidents, problems, and provides Information Technology change management; and

WHEREAS, The Office of Business Services will utilize the Workday enterprise resource planning solution to account for and depreciate capitalized fixed assets and certain grant-sensitive non-capital assets, however, through ongoing Workday testing, it was been determined that the remaining two modules utilized by the Office of Information Technology, (CA Service Desk and CA Service Catalog) will not be available in Workday; and

WHEREAS, The director of procurement affirms the continuation of this software license for continuity of services from Stefanini, Inc., and the chief business/financial strategy officer certifies that planned expenditures are available in the FY21 operating budget; and

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

WHEREAS, Sole Source procurements valued above \$100,000 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 approves the continuation of a sole source award of contract for cloud-based hosting services for asset management and software license to Stefanini Inc., of Southfield, Michigan, beginning April 1, 2021, for a one-year term, for a total not-to-exceed annual amount of \$195,980; and be it further

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