



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: 993 9863 2101

**March 21, 2022 • 6:45 p.m.**

<b><u>Resolution Number</u></b>		<b><u>Pages</u></b>
22-03-053	Personnel Actions Confirmation Report	2-5
22-03-054	Modification of Policy 41005—Presidential Scholar Award	6-8
22-03-055	Award of Contract, Media Buy Service Provider, Bid e522-011	9-11
22-03-056	Award of Contract, Construction Manager at Risk for HVAC Upgrades on the Germantown, Rockville and Takoma Park/Silver Spring Campuses, Guaranteed Maximum Price Number 1—HVAC System Upgrades at the Pavilion One and Pavilion Two Buildings Located on the Takoma Park/Silver Spring Campus, Bid 622-004	12-15
22-03-057	Award of Contract, Campus Center Roof Replacement at the Rockville Campus, Bid 622-005	16-18
22-03-058	Renewal of Award of Contract, Operation and Management of the Montgomery College Bookstores, Bid 916-002	19-21
22-03-059	Modification of Lease Agreement for Workforce Development & Continuing Education Programs, Wheaton Plaza South Building, Wheaton, Maryland	22-24
22-03-060	Memorandum of Agreement Between Montgomery College and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 67, Local 2380	25-26

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

Agenda Item Number: 7A  
March 21, 2022

**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

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **22-03-053**  
Adopted on: **03/21/2022**

Agenda Item Number: 7A  
March 21, 2022

**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, 2022, through January 31, 2022; 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, 2022, through January 31, 2022

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
1/10/2022	Zenhari, Elham	Administrative Aide II	19	English and Reading/ TPSS
1/10/2022	Sutherland, Luke	Library Access Services Specialist I	17	Library/ TP/SS
1/10/2022	Bishop, Robert	Building Services Worker	11	Facilities/ Central Admin
1/10/2022	Kirkland, Keith	Academic Coach	27	ACES-Achiev College Excel & Success
1/10/2022	Shamim, Mohammed	Architect	29	Facilities/ Central Admin
1/10/2022	Hom, James	Public Safety Officer II (Cpl)	15	Public Safety, Health & Emerg. Manag/ TP/SS
1/10/2022	Lopez, Luis	Public Safety Officer II (Cpl)	15	Public Safety, Health & Emerg Manag/ RV
1/10/2022	Brown, Scot	Human Resources Manager	33	HRSTM Strategic Talent & Development
1/24/2022	Ault, Brian	Senior Research Analyst	31	Institutional Research & Analysis
1/24/2022	Jandres, Manuel	Grounds Maintenance Worker	15	Facilities/ Central Admin
1/24/2022	Noyes, Matthew	Grounds Maintenance Worker	15	Facilities Operations/ RV

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
1/3/2022	Lee, Marquis	Program Coordinator	23	<1	CEELS Dean/ WDCE
1/21/2022	Sears, David	SVP for Advance & Comm Engage	S1	12	Advance & Comm Engage
1/21/2022	Gove, Michael	Program Manager, Biotech	31	3	Biology, Biotech, Chemistry/ GT
1/25/2022	Kowalski, Sarah	Web Content Strategy Manager	31	5	Advancement – Student Services
1/28/2022	McClain, James	MCTV Producer Director I	25	8	MCTV10- MCTV
1/31/2022	Henley, William <sup>1</sup>	Construction Services Manager	29	36	Facilities/ Central Admin
1/31/2022	Lieber, Lenard <sup>1</sup>	Asset Management Specialist	27	32	OIT/ Central Admin
1/31/2022	Jones, William <sup>1</sup>	Building Equipment Mechanic I	23	11	Facilities Operations/ TP/SS
1/31/2022	Riedel, Sue <sup>1</sup>	Analyst Programmer	33	41	OIT Application Services
1/31/2022	Melake, Admasu	Instructional Lab Coord	27	6	Biology & Chemistry Dean

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	0	0	0	0	0	2
Male	3	2	2	2	0	0	9
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>11</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	0	0	0	0	0	2
Male	4	4	0	0	0	0	8
<b>TOTAL</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

<sup>1</sup> Retirement

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From January 1, 2022, through January 31, 2022**

**FACULTY**

**FACULTY EMPLOYMENTS**

Effective

Date	Name	Position Title	Location
1/8/2022	Pouryoussefi, Sam	Instructional Faculty	Engineering/Computer Science Dean
1/8/2022	Koussa, Joseph	Instructional Faculty	Biology & Chemistry Dean
1/8/2022	Lipchock, James	Instructional Faculty	Biology & Chemistry Dean

**FACULTY SEPARATIONS**

Effective

Date	Name	Position Title	YOS	Department
1/7/2022	Graham, Marian	Professor	15	ELAP, Linguistics & Comm Studies
1/7/2022	Woodward-Barnett, Margo <sup>1</sup>	Professor	29	CEELs Dean/ WDCE
1/7/2022	Farrell, Michael <sup>1</sup>	Professor	21	Fine Perform Visual Arts Dean
1/7/2022	Witcher, Carla <sup>1</sup>	Professor	25	English & Reading Dean
1/7/2022	Alexander, Rob	Professor	8	Engineering/Comp Science Dean
1/7/2022	Kung, Charles <sup>1</sup>	Professor	35	Engineering/Comp Science Dean
1/7/2022	Hauge, Sharon <sup>1</sup>	Professor	22	Mathematics Dean
1/7/2022	Bronstein, Marcia <sup>1</sup>	Professor	28	ELAP, Linguistics & Comm Studies
1/7/2022	Alonso, Jose <sup>1</sup>	Professor	31	Mathematics Dean
1/7/2022	Kutai, Orna	Professor	10	Biology & Chemistry Dean
1/21/2022	Blumen, Susan <sup>1</sup>	Professor	12	Business/Computer App Dean
1/31/2022	Jefferson-Jackson, Windy <sup>1</sup>	Professor	27	English & Reading Dean

**FACULTY EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other	TOTAL
Female	0	0	0	0	0	0	0
Male	3	0	0	0	0	0	3
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

**FACULTY SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	6	2	0	0	0	0	8
Male	2	0	1	1	0	0	4
<b>TOTAL</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>12</b>

<sup>1</sup> Retirement

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

Agenda Item Number: 7B  
March 21, 2022

**POLICY MODIFICATION 41005–PRESIDENTIAL SCHOLAR AWARD**

**General Information**

<b>Policy Number:</b>	41005
<b>Contained in Chapter:</b>	Four
<b>Policy Title:</b>	<b>Presidential Scholar Award</b>
<b>Policy Creation Date:</b>	September 22, 1981
<b>Most Recent Modification Date:</b>	September 22, 1981

**Changes, Additions, Deletions**

<b>Line Number</b>	<b>Purpose</b>
Title	The name of the award is changed from “Presidential Scholar Award” to “Presidential Academic Excellence Award.” This change in name is proposed so that this award is not confused with the Presidential Scholars Program, which launched in 2021. The new name would align with academic awards in Policy 41006–Board of Trustees Academic Excellence Award, and Policy 41007–Board of Trustees Apprenticeship Academic Excellence Award.
1–3	The new language changes the name of the award.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the modifications to Policy 41005–Presidential Scholar Award and adopt a new policy name, Presidential Academic Excellence Award.

**BACKUP INFORMATION**

Resolution  
41005–Presidential Scholar Award (revised version)

**RESPONSIBLE SENIOR ADMINISTRATORS**

Dr. Cain  
Dr. Rai

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

Resolution Number: **22-03-054**  
Adopted on: **03/21/2022**

Agenda Item Number: 7B  
March 21, 2022

**Subject: Policy Modification 41005–Presidential Scholar Award**

---

WHEREAS, The Board of Trustees created Policy 41005–Presidential Scholar Award in 1981; and

WHEREAS, The policy has served an important purpose in recognizing outstanding academic achievement at Montgomery College; and

WHEREAS, The policy has been reviewed and updated; and

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

Resolved, That Policy 41005–Presidential Scholar Award be amended as indicated in the attached draft to update the name of the award; and be it further

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

---

Chapter: Student Affairs

Modification No. 002

Subject: **Presidential ~~Scholars~~ Academic Excellence Award**

---

- 1 The Board of Trustees has authorized the selection of "~~Presidential Scholars~~ **Presidential**
- 2 **Academic Excellence Award**" recipients. The College President is authorized to establish
- 3 procedures for the selection and recognition of "~~Presidential Scholars~~ **Presidential Academic**
- 4 **Excellence Award**" recipients.
- 5
- 6
- 7
- 8 Board Approval: September 22, 1981, **March 21, 2022.**

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

Agenda Item Number: 8A  
March 21, 2022

**AWARD OF CONTRACT  
MEDIA BUY SERVICES PROVIDER, BID e522-011**

BACKGROUND

Request:	Media Buy Services Provider
Office/SVP Originating Request:	Interim Senior Vice President for Advancement and Community Engagement and the Vice President of Communications
Award Type:	Competitive
Bid Number:	e522-011
Explanation of Request:	<p>The interim senior vice president for advancement and community engagement and the vice president of communications are requesting an award of contract for a media buy services provider. On March 20, 2017, the Board of Trustees approved an award of contract for a media buy service provider under resolution 17-03-028. This service has allowed the College to streamline its media purchase needs and take advantage of media buying industry cost savings practices.</p> <p>Media buying firms possess the tools and experience to provide the College with data and analysis that are essential for understanding the return on investment related to the marketing buy. Without the streamlined approach, the College would have to assume the planning, negotiating, management of invoices, and tracking of analytics, all of which would require considerable staff hours each month.</p> <p>Lastly, media buying firms can negotiate with their partners to secure cost savings through extra ad placements.</p> <p>The current contract expires on April 2, 2022.</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 and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY22 operating budget.
Annual Dollar Amount:	\$1,100,000

Vendor Name:	JL Media Group, LLC
Vendor Address:	Union, New Jersey
Term of Contract:	One year with four one-year renewal options
Minority Status	NA

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a one-year award of contract to JL Media, Inc. of Union, New Jersey, for the purchase of media buying services, for a total estimated not-to-exceed annual amount of \$1,100,000.

It is further recommended 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. The total five-year contract estimated not-to-exceed amount is \$5,500,000.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Matthews

**RESOURCE PERSONS**

- Mr. Gilmer
- Mr. Johnson

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

Resolution Number: **22-03-055**  
Adopted on: **03/21/2022**

Agenda Item Number: 8A  
March 21, 2022

**Subject: Award of Contract, Media Buy Services Provider, Bid e522-011**

WHEREAS, The interim senior vice president for advancement and community engagement and the vice president of communications are requesting an award of contract for the continuation to purchase media buying services; and

WHEREAS, Without the streamlined approach, the College would have to assume the planning, negotiating, management of invoices, and tracking of analytics, all of which would require considerable staff hours each month; and

WHEREAS, The current contract expires on April 2, 2022; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a Request for Proposal was publicly advertised on January 6, 2022, on the Montgomery College Procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 69 firms downloaded the solicitation from the procurement website, and seven responses including four vendors who were deemed non-responsive, were received, read aloud, and recorded, beginning 3:00pm on February 7, 2022; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that the proposal submitted by JL Media, Inc. of Union, New Jersey was the 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 a one-year award of contract for the purchase of media buying services to JL Media Group LLC of Union, New Jersey, for a total estimated not-to-exceed annual amount of \$1,100,000; 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; 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: 8B  
March 21, 2022

**AWARD OF CONTRACT  
CONSTRUCTION MANAGER AT RISK FOR HVAC UPGRADES ON THE GERMANTOWN,  
ROCKVILLE, AND TAKOMA PARK/SILVER SPRING CAMPUSES, GUARANTEED MAXIMUM  
PRICE NUMBER 1 - HVAC UPGRADE FOR PAVILION ONE (PV1) AND PAVILION TWO (PV2)  
BUILDINGS ON THE TAKOMA PARK/SILVER SPRING CAMPUS, BID 622-004**

**BACKGROUND**

Request:	Contract for Takoma Park/Silver Spring Campus Pavilion One (PV1) and Pavilion Two (PV2) building HVAC upgrades
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	622-004
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract identified as a guaranteed maximum price (GMP) number 1, for HVAC upgrades located on the Germantown, Rockville and Takoma Park/Silver Spring Campus buildings. The Board of Trustees approved part I of this contract award for the selection of the Construction Manager at Risk (CMAR), at its December 13, 2021 meeting under resolution 22-12-029.</p> <p>This award of contract request is the first of three GMP proposals to be presented to the Board of Trustees for approval. It includes upgrades to the HVAC systems at the PV1 and PV2 buildings on the Takoma Park/Silver Spring Campus that will improve the environment for students and staff. These upgrades will also meet the Centers for Disease Control and Prevention guidelines and the American Society of Heating, Refrigeration, and Air Conditioning Engineers standards.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that Higher

	Education Emergency Relief Funds (HEERF), grant funds are available.
Total Dollar Amount:	\$3,436,862
Vendor Name:	Henley Construction Company, Inc.
Vendor Address:	7940 Queenair Drive Gaithersburg, Maryland 20879
Minority Status:	Non-minority
Term of Contract:	One-time purchase

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an award of contract for HVAC upgrades for buildings located on the Germantown, Rockville and Takoma Park/Silver Spring Campus buildings for a GMP number 1, for upgrades to the HVAC systems in the PV1 and PV2 buildings on the Takoma Park/Silver Spring Campus, to Henley Construction Company, Inc., of Gaithersburg, Maryland, for a one-time purchase in the amount of \$3,436,862.

**BACKUP INFORMATION**

Board Resolution

- Bid Summary (Board Members Only)
- Bidders List 1 (Board Members Only)
- Bidders List 2 (Board Members Only)
- Bidders List 3 (Board Members Only)
- Bidders List 4 (Board Members Only)
- Bidders List 5 (Board Members Only)
- Bidders List 6 (Board Members Only)
- Bidders List 7 (Board Members Only)
- Bidders List 8 (Board Members Only)
- Bidders List 9 (Board Members Only)
- Bidders List 10 (Board Members Only)
- Bidders List 11 (Board Members Only)
- Bidders List 12 (Board Members Only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

- Mr. Mills
- Mr. Johnson

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

Resolution Number: **22-03-056**  
Adopted on: **03/21/2022**

Agenda Item Number: 8B  
March 21, 2022

**Subject: Award of Contract, Construction Manager at Risk for HVAC Upgrades on the Germantown, Rockville, and Takoma Park/Silver Campuses, Guaranteed Maximum Price Number 1 - HVAC Upgrades for Pavilion One (PV1) and Pavilion Two (PV2) Buildings on the Takoma Park/Silver Spring Campus, Bid 622-004**

---

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the guaranteed maximum price (GMP) number 1 for HVAC system upgrades at the Pavilion One (PV1) and Pavilion Two (PV2) buildings on the Takoma Park/Silver Spring Campus; and

WHEREAS, The Board of Trustees approved part 1 of this contract award for the selection of the Construction Manager at Risk (CMAR), at its December 13, 2021 meeting under resolution 22-12-029; and

WHEREAS, This award of contract request is the first of three GMP proposals to be presented for Board of Trustees approval and includes upgrades to the HVAC systems at the PV1 and PV2 buildings on the Takoma Park/Silver Spring Campus; and

WHEREAS, These upgrades will also meet the Centers for Disease Control and Prevention guidelines and the American Society of Heating, Refrigeration, and Air Conditioning Engineers standards; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the CMAR and the chief business/financial strategy officer certifies that Higher Education Emergency Relief Funds (HEERF), grant funds are available; and

WHEREAS, The CMAR solicited bids for bid package number 1 on January 24, 2022, and publicly advertised them on the Montgomery College Procurement and eMaryland Marketplace Advantage websites; and

WHEREAS, 32 pre-qualified companies downloaded the solicitation from the CMAR website, and on February 10, 2022, 23 responses, eight no bids, including one late bid response and one non-responsive bid response, were received for 12 bid packages, and recorded at the CMAR's office at 5:00 p.m.; and

WHEREAS, Following the evaluation of bids that were submitted, the CMAR submitted a GMP in the amount of \$3,436,862, 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 president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approves an award of contract to Henley Construction Company, Inc., of Gaithersburg, Maryland, for all necessary materials, labor, equipment, supervision, bonds, and insurance for the PV1 and PV2 building HVAC system upgrades on the Takoma Park/Silver Spring Campus, for GMP number 1, for a one-time purchase in the amount of \$3,436,862; 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 21, 2022

**AWARD OF CONTRACT  
CAMPUS CENTER ROOF REPLACEMENT,  
ROCKVILLE CAMPUS, BID 622-005**

**BACKGROUND**

Request:	Replacement of the Campus Center building roof located on the Rockville Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	622-005
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president for facilities are requesting an award of contract for the replacement of the Campus Center building roof located on the Rockville Campus.</p> <p>Typical roofs located throughout the College are warranted for 20 years. The existing roof of the Campus Center Building is approximately 30 years old and has outlived its useful life.</p> <p>This project will replace the existing roofing assembly with a new roofing assembly, consisting of waterproof base sheet, roofing insulation, and ethylene propylene diene monomer (EPDM) membrane, which is an extremely durable synthetic rubber roofing material widely used in low-slope buildings. The project will also include minor rooftop duct replacement or repair and brick cleaning at the roof penthouse.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY22 capital budget.
Dollar Amount:	\$1,759,280
Vendor Name:	CitiRoof Corporation
Vendor Address:	Columbia, Maryland
Minority Status:	NA
Term of Contract:	One-time purchase

## RECOMMENDATION

It is recommended that the Board of Trustees, approve an award of contract to CitiRoof Corporation of Columbia, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the Campus Center building roof located on the Rockville Campus, for a one-time purchase in the amount of \$1,759,280.

## BACKUP INFORMATION

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

## RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

## RESOURCE PERSONS

Mr. Mills  
Mr. Johnson

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

Resolution Number: **22-03-057**  
Adopted on: **03/21/2022**

Agenda Item Number: 8C  
March 21, 2022

**Subject: Award of Contract, Campus Center Roof Replacement, Rockville Campus, Bid  
622-005**

---

WHEREAS, The senior vice president for administrative and fiscal services and the vice president for facilities are requesting an award of contract for the replacement of the Campus Center building roof located on the Rockville Campus; and

WHEREAS, The existing roof is approximately 30 years old and has outlived its useful life expectancy; and

WHEREAS, This project will replace the existing roofing assembly with a new roofing assembly consisting of waterproof base sheet, roofing insulation, ethylene propylene diene monomer (EPDM) membrane which is an extremely durable synthetic rubber roofing material widely used in low-slope buildings, minor rooftop duct replacement or repair, and brick cleaning at the roof penthouse; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY22 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal was publicly advertised on January 28, 2022, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 37 companies downloaded the solicitation from the Procurement website; and on February 14, 2022, five responses, including two nonresponsive vendors, and two vendors deemed not qualified, were received by the Montgomery College Procurement department by 2:00 p.m. local time; and

WHEREAS, Following the evaluation of the price proposals and completion of reference checks, it was determined that CitiRoof Corporation, of Columbia, Maryland, submitted the lowest base-bid price of \$1,759,280 and met all College specifications; and

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

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

Resolved, That the Board of Trustees approve an award of contract to CitiRoof Corporation, of Columbia, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the replacement of the Campus Center building roof located on the Rockville Campus, for a one-time purchase in the amount of \$1,759,280; 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: 8D  
March 21, 2022

**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>The senior vice president for administrative and fiscal services and the chief business/financial strategy officer are requesting the renewal of the College's operation and management bookstore contract. On January 25, 2016, the Board of Trustees approved a five-year award of contract for the operation and management of the Montgomery College bookstores, under resolution 16-01-002, and on March 21, 2021, this contract was renewed for a one-year term, under resolution 21-03-029. The current contract expires on March 31, 2022.</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, this is a one-year renewal of the award of contract for the operation and management of Montgomery College bookstores, to Follett Higher Group, to be renewed for four additional one-year terms.</p> <p>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:	\$285,000 - \$325,000 (Annual)
Vendor Name:	Follett Higher Education Group, Inc.

Vendor Address:	Westchester, Illinois
Minority Status:	Non-Minority
Term of Contract:	April 1, 2022 – March 31, 2023

**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.

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

**BACKUP INFORMATION**

Board Resolution 16-01-002  
Board Resolution 21-03-029

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Ms. Greaney  
Mr. Johnson

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

Resolution Number: **22-03-058**  
Adopted on: **03/21/2022**

Agenda Item Number: 8D  
March 21, 2022

**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 a five-year award of contract for the operation and management of the Montgomery College bookstores, under resolution 16-01-2-002; and

WHEREAS, On March 21, 2021, the Board of Trustees approved a one-year renewal of the College's bookstore operation and management contract, under resolution 21-03-029; and

WHEREAS, The current contract expires on March 31, 2022; 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, this is a one-year renewal of the award of contract for the operation and management of Montgomery College bookstores, to Follett Higher Group, to be renewed for four additional one-year terms; 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 of 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 contract be renewed for four additional one-year terms, as long as service is satisfactory, 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 21, 2022

**AUTHORIZATION FOR THE LEASE MODIFICATION FOR  
WHEATON PLAZA SOUTH BUILDING IN WHEATON, MARYLAND**

**BACKGROUND**

Request:	Modification of Lease Agreement for Workforce Development & Continuing Education Programs, Wheaton Plaza South Building, Wheaton, Maryland
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Approval Type:	Lease extension
Explanation of Request:	<p>On behalf of the senior vice president for administrative and fiscal services and the vice president of facilities, the College is requesting to execute an amendment to the existing lease agreement of the Wheaton Plaza South Building located in Wheaton, Maryland. The new consolidated space plan would total 10,028 square feet, with a lease term of ten years and six months at a first-year rental rate of \$32 per rentable square foot. Initial annual cost would be \$320,896, including an annual escalation clause of 3 percent as enumerated in the lease. In addition, it is understood that as part of the consideration of the lease, the landlord will be building out the extension space at the landlord's cost, per plans to which the College has agreed.</p> <p>If approved, this modification would be the fifth amendment since the College initially leased the Wheaton Plaza South Building in 1998.</p> <p>This building is a multi-story office and retail building located next to the Wheaton Plaza shopping mall. This building is exceptional in regard to ample free parking and Metro access, given that student parking has been a consistent limitation in off-site location searches. As the College has staffed this center for 20 years and can draw on existing infrastructure of IT connectivity, the opportunity to consolidate to a single floor, modernize existing spaces, and add new campus size training rooms all minimize additional capital expenditures and staffing requirements.</p> <p>The current lease will expire on June 30, 2022.</p>

Reason Being Brought to Board:	Board approval is required for lease agreements for facilities with a rental obligation in excess of \$25,000 per year.
Total Dollar Amount:	The initial cost per month is \$26,741 or \$320,896 for first year with a 3 percent escalation clause per year.
Certification:	The chief business/financial strategy officer certifies that funds are available in the FY22 WDCE operating budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the president to execute an amendment to the existing lease agreement for the facilities at Wheaton Plaza Regional Shopping Center LLC, Wheaton, Maryland, in the amount of \$26,741 per month with a 3 percent escalation clause each year beginning July 1, 2022 and ending December 31, 2032, and that the lease extension will be funded from the WDCE FY22 operating budget.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Mr. Mills  
Mr. Payne

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

Resolution Number: **22-03-059**  
Adopted on: **03/21/2022**

Agenda Item Number: 9  
March 21, 2022

**Subject: Authorization for the Lease Modification for Wheaton Plaza South Building in Wheaton, Maryland**

---

WHEREAS, On behalf of the senior vice president for administrative and fiscal services and the vice president of facilities, the College is requesting to execute an amendment to the existing lease agreement of the Wheaton Plaza South Building located in Wheaton, Maryland; and

WHEREAS, The new consolidated space plan would total 10,028 square feet, with a lease term of ten years and six months effective July 1, 2022 through December 31, 2032 with a first-year rental rate of \$32 per rentable square foot; and

WHEREAS, The current lease will expire on June 30, 2022; and

WHEREAS, The vice president of facilities requested and received a proposal from the property owner, Wheaton Plaza Regional Shopping Center LLC, that meets the College's requirements at a reasonable cost; and

WHEREAS, Board of Trustees' approval is required for lease extensions with a rental obligation in excess of \$25,000 per year; and

WHEREAS, The chief business/financial strategy officer certifies that funds are available in the FY22 Workforce Development and Continuing Education operating budget for this lease extension; and

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

Resolved, That the Board of Trustees authorize the president to execute a lease extension effective July 1, 2022, through December 31, 2032, for 10,028 rentable-square-feet of space at the Wheaton Plaza South Building, of Wheaton, Maryland; and be it further

Resolved, That the initial annual cost would be \$320,896, including an annual escalation clause of 3 percent as enumerated in the lease.

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

Agenda Item Number: 10  
March 21, 2022

**MEMORANDUM OF AGREEMENT—COLLECTIVE BARGAINING AGREEMENT BETWEEN  
MONTGOMERY COLLEGE AND THE MONTGOMERY COLLEGE CHAPTER OF THE AMERICAN  
FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,  
AFL-CIO, COUNCIL 67, LOCAL 2380**

**BACKGROUND**

Representatives of the Board of Trustees and the Montgomery College Chapter of the American Federation of State, County and Municipal Employees, AFL-CIO, Council 67, Local 2380 (AFSCME) reached an agreement on February 18, 2022, through negotiations, resulting in the following changes to the collective bargaining agreement (CBA). The memorandum of agreement explicitly states the following:

- For the Fiscal Year 2023, the College will increase the wages of staff who have been in the bargaining unit for at least six months as of the beginning of the 2023 fiscal year by 3.5%, provided that the employee's wage does not exceed the maximum of the applicable grade level set forth in Appendix Two of the Agreement pursuant to Section 7.7 of the CBA; and
- The College will increase the wage schedule in Appendix Two of the Agreement by 3.5% pursuant to Section 7.7 of the CBA; and

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached resolution, approving the terms of the memorandum of agreement that were agreed to on February 18, 2022, authorizing the vice president and chief human resources officer to execute the memorandum of agreement, as it has been ratified by AFSCME and delegating to the president the authority and responsibility to implement and administer such agreement.

**BACKUP INFORMATION**

Resolution  
Memorandum of Agreement (Board Members only)  
Wage Schedule (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Ms. Leitch Walker  
Ms. Kliever

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

Resolution Number: **22-03-060**  
Adopted on: **03/21/2022**

Agenda Item Number: 10  
March 21, 2022

**Subject: Memorandum of Agreement—Collective Bargaining Agreement between Montgomery College and the Montgomery College Chapter of the American Federation of State, County and Municipal Employees, AFL-CIO, Council 67, Local 2380**

---

WHEREAS, The Montgomery College Chapter of the American Federation of State, County and Municipal Employees, AFL-CIO, Council 67, Local 2380 (AFSCME) is the exclusive representative authorized to negotiate on behalf of certain staff members at Montgomery College; and

WHEREAS, A memorandum of agreement with proposed terms for the collective bargaining agreement (CBA) with respect to the upcoming fiscal year, has been negotiated by teams representing the Board of Trustees and AFSCME; and

WHEREAS, The memorandum contains an agreement for salary rates to increase 3.5% for staff who have been in the bargaining unit for at least six months and provided that the employee's wage does not exceed the maximum of the applicable grade level set forth in Appendix Two of the Agreement; 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 agreements set forth in the attached memorandum of agreement, ratified by Council 67, Local 2380, of the American Federation of State, County, and Municipal Employees, AFL-CIO on February 18, 2022; and be it further

Resolved, That the Board of Trustees authorizes the vice president and chief human resources officer to execute the memorandum of agreement between the Board of Trustees of Montgomery College and Council 67, Local 2380, of the American Federation of State, County, and Municipal Employees, AFL-CIO; 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 and associated collective bargaining agreement.