



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

RECORD OF RESOLUTIONS

~~January 25, 2016~~

February 1, 2016

<u>Board Resolution#</u>		<u>Pages</u>
16-01-001	Personnel Actions Confirmation	2-4
16-01-002	Operation and Management of Montgomery College Bookstores, Bid 916-002	5-7
16-01-003	Approval of the 2013-2023 Facilities Master Plan	8-10
16-01-004	Updating the Name of the Hercules Pinkney Life Sciences Park at the Germantown Campus	11-13
16-01-005	Adoption of the FY17 Current Fund, Enterprise, and Other Funds Budget	14-16

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

Agenda Item Number: 8
January 25, 2016

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

Dr. Wormack

RESOURCE PERSON

Ms. Porter

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

Resolution Number: **16-01-001**
Adopted on: **2/1/2016**

Agenda Item Number: 8
January 25, 2016

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 November 1, 2015, through November 30, 2015; 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 November 1, 2015, through November 30, 2015

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
11/23/2015	Appiah, Amma K	Administrative Aide I	F	Humanities Dean
11/23/2015	Dalle, Jean-Yves M	Community Engagement Spec II	I	Advancement/Community Engage
11/23/2015	Persse, Kopporn M	Placement & Learning Advisor	J	Community Based Grants - WDCE
11/09/2015	Smith, Carlos S	Transcript Eval Tech-Trainee	F	Admission Services
11/23/2015	Tesfa, Hamrawit	Community Engagement Spec II	I	Advancement/Community Engage
11/09/2015	Ucanay, Susan S	Community Engagement Manager	J	Advancement/Community Engage

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
11/02/2015	George, Stephanie	Program Assistant	G	9	Health Sciences Institute - WDCE

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	2	1	1	0	4
Male	0	2	0	0	0	2
TOTAL	0	4	1	1	0	6

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	1	0	0	0	1
Male	0	0	0	0	0	0
TOTAL	0	1	0	0	0	1

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
11/21/2015	Kim, Grace S	Associate Professor	5	AELP, Linguistics and Speech Dean

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	0	0	1	0	1
Male	0	0	0	0	0	0
TOTAL	0	0	0	1	0	1

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

Agenda Item Number: 9
January 25, 2016

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

BACKGROUND

Request:	Operation and management of the Montgomery College Bookstores
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	916-002
Explanation of Request:	Changing fiscal realities, increased competition in textbook sales, the impact of technology on customer behavior in accessing and using learning materials, and increasing price sensitivity on the part of students have created significant pressures on bookstore operations at Montgomery College. In an effort to address these challenges and to support our commitment to excellent customer service to our students, faculty, and staff with a laser focus on textbook affordability, the College issued a request for proposal (RFP) for vendor-managed services of bookstores operations on each campus.
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff.
Annual Estimated Revenue to the College:	Year 1: \$1,541,233 Year 2: \$1,569,259 Year 3: \$1,598,136 Year 4: \$1,629,763 Year 5: \$1,661,643
Vendor Name:	Follett Higher Education Group, Inc.
Vendor Address:	3 Westbrook Corporate Center Suite 200 Westchester, Illinois 60154
Minority Status:	NA
Term of Contract:	April 1, 2016, to March 31, 2021

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Follett Higher Education Group, Inc., of Westchester, Illinois, for the operation and management of the

Montgomery College bookstores for one five-year term beginning April 1, 2016, and lasting to March 31, 2021.

It is further recommended that at the end of the five-year term and subject to Board approval, the College shall have the option to renew the contract for one-year renewal terms by providing the contractor with 120 days written notice of renewal prior to the expiration of the term, as long as service is needed, service is satisfactory, and it is in the best interest of the College.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidder's List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **16-01-002**
Adopted on: **2/1/2016**

Agenda Item Number: 9
January 25, 2016

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

WHEREAS, The senior vice president for administrative and fiscal services is requesting a contract for the operation and management of the Montgomery College bookstores; and

WHEREAS, Several realities impose increasingly significant challenges for the College to self-operate bookstores, including managing textbook affordability and increasing competition and options for purchasing textbooks and learning materials; and

WHEREAS, In order to address the bookstores' financial challenges, the College elected to seek the services of a vendor, via a request for proposal, to operate and manage its bookstore operations; and

WHEREAS, The director of procurement certifies that RFP specifications were developed by appropriate College staff; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal was publicly advertised on October 1, 2105, in a local county newspaper and posted on the Montgomery College Procurement and eMaryland Marketplace websites, and downloaded by 22 firms; and

WHEREAS, Four responses were received, including one "no-bid", and were publicly opened, read aloud and recorded, beginning at 3:00 pm on November 10, 2015; and

WHEREAS, Upon evaluation by appropriate College staff, it was determined that the proposal submitted by Follett Higher Education, Inc., of Westchester, Illinois, was the highest ranked, meeting all College requirements; and

WHEREAS, Board approval is required for contracts 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 Follett Higher Education Group, Inc., of Westchester, Illinois, for the operation and management of the Montgomery College bookstores for one five-year term from April 1, 2016, to March 31, 2021, with annual estimated revenue to the College in the amount of \$1,541,233 for the first year, \$1,569,259 for the second year, \$1,598,136 for the third, \$1,629,763 for the fourth, and \$1,661,643 for the fifth, for a total estimated five-year return in the amount of \$8,000,034; and be it further

Resolved, That it is further recommended that at the end of the five-year term and subject to Board approval, the College shall have the option to renew the contract for one-year renewal terms by providing the contractor with 120 days written notice of renewal prior to the expiration of the term, as long as service is needed, service is satisfactory, and it is in the best interest of the College.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Agenda Item Number: 10A
January 25, 2016

APPROVAL OF 2013–2023 COLLEGEWIDE FACILITIES MASTER PLAN

BACKGROUND

The 2013–2023 Collegewide Facilities Master Plan (FMP) was presented and discussed at the December 14, 2015, Board of Trustees meeting. The Code of Maryland Regulations (COMAR) requires that each “community College shall develop and submit by February 1 of each year a facilities master plan or addendum which supports the College’s role and mission. The plan shall be updated every five years or whenever major changes occur in the role and mission statements or in other plan components which have significant facilities implications.”

The current comprehensive Facilities Master Plan covers the period of 2006 to 2016. This FMP was approved by the Board of Trustees on September 27, 2010, under Resolution No. 10-09-072 and endorsed by the Maryland Higher Education Commission (MHEC) thereafter. Annual FMP updates were submitted to MHEC on February 1 of 2012 and 2013. The updates report on the College’s progress in renovating existing and constructing new facilities per the 2006 to 2016 FMP. In the letter of transmittal for the 2011 to 2021 FMP update (January 25, 2013), the College requested an extension for the next comprehensive FMP update in order to align with strategic planning initiatives, restructuring of academic affairs, and the Academic Master Plan (AMP) processes. MHEC granted the extension.

With new opportunities and challenges facing the College on all fronts, the president directed staff to prepare a comprehensive update of the 2006–2016 Collegewide FMP to support the increasing enrollment growth of the College, define facilities needs, and justify major new facilities initiatives anticipated as a result of this effort. The College awarded a consultant contract to Cho Benn Holback + Associates for the preparation of an update of the 2006–2016 College FMP. The effort involved numerous meetings, planning sessions, and reviews with representatives from the campuses, Workforce Development & Continuing Education, and Central Services. Public meetings were held at the Rockville Campus on September 8 and December 8, 2015, at the Germantown Campus on September 9 and December 9, 2015, and at the Takoma Park/Silver Spring Campus on September 10 and December 10, 2015.

The master planning process revealed and reinforced the anecdotal impression that insufficient space constrains the College’s academic programs and services across all campuses and units. The study also revealed that the College’s enrollment growth is outstripping the current plan for new buildings on all three campuses. For example, even with the opening of the final approved building (Bioscience Education Center) on the Germantown Campus in September 2014, and two planned projects authorized by the Board to include the Germantown Science and Applied Studies Building Renovation and the Rockville Student Services Center, the College will still have a projected space deficit of approximately 830,472 net square feet in 2023 without the construction of additional facilities, or 39 percent of the projected College space inventory need for the same year.

The proposed 10-year Collegewide FMP provides a detailed response that addresses all of the

capacity needs of the College. In addition to a 10-year facilities master plan for new buildings, renovations, and various site improvements, this planning effort includes a 20-year land use plan that identifies future development opportunities at each campus. In response to the fiscal realities confronting the state and county, the 2013–2023 Collegewide FMP proposes a project phasing plan that identifies the desired sequence and responses to the College’s needs. Detailed cost estimates for all of the projects included in the 10-year plan are in progress and will be included in a separate appendix. The Board is being asked to act on the final plan and approve its transmittal prior to February 1, 2016, to MHEC for its consideration and endorsement.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2013–2023 Collegewide Facilities Master Plan and approve its transmittal to MHEC.

BACKUP INFORMATION

Board Resolution
2013–2023 Collegewide Facilities Master Plan with Executive
Summary

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Dr. Yeatts

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

Resolution Number: **16-01-003**
Adopted on: **2/1/2016**

Agenda Item Number: 10A
January 25, 2016

Subject: Approval of 2013–2023 Collegewide Facilities Master Plan

WHEREAS, The Code of Maryland Regulations requires that each “community College shall develop and submit by February 1 of each year a Facilities Master Plan (FMP) or addendum which supports the College’s role and mission” and that “the plan shall be updated every five years or whenever major changes occur in the role and mission statements or in other plan components which have significant facilities implications;” and

WHEREAS, The current comprehensive FMP for the period of 2006 to 2016 was approved by the Board of Trustees on September 27, 2010, under Resolution No. 10-09-072, and endorsed by the Maryland Higher Education Commission thereafter; and

WHEREAS, The president directed staff to prepare a comprehensive update of the 2006–2016 Collegewide Facilities Master Plan, and on August 17, 2015, the College awarded a contract to Cho Benn Holback + Associates for the preparation of an update of the 2006–2016 Facilities Master Plan; and

WHEREAS, The College’s Facilities Master Plan process has followed the state of Maryland guidelines; included an extensive data collection effort that has resulted in a defensible planning framework; and involved numerous meetings, planning sessions and reviews with representatives from the campuses, Workforce Development & Continuing Education, and Central Services in the preparation of the resultant document; and

WHEREAS, The Facilities Master Plan effort included public meetings with the community and were held at the Rockville Campus on September 8 and December 8, 2015, the Germantown Campus on September 9 and December 9, 2015, and at the Takoma Park/Silver Spring Campus on September 10 and December 10, 2015; and

WHEREAS, The master planning process revealed and reinforced the anecdotal impression that insufficient space constrains the College’s academic programs and services across all campuses and units, and also revealed that the College’s enrollment growth is outstripping the current plan for new buildings on all three campuses; and

WHEREAS, The vice president of facilities and security requests approval of the 2013–2023 Collegewide Facilities Master Plan; and

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

Resolved, That the Board of Trustees approves the 2013–2023 Collegewide Facilities Master Plan for the Germantown Campus, the Rockville Campus, the Takoma Park/Silver Spring Campus, the Office of Workforce Development & Continuing Education, and Central Services; and be it further

Resolved, That the president is authorized to transmit the 2013–2023 Collegewide Facilities Master Plan to the Maryland Higher Education Commission.

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

Agenda Item Number: 10B
January 25, 2016

**UPDATING THE NAME OF THE HERCULES PINKNEY LIFE SCIENCES PARK
AT THE GERMANTOWN CAMPUS**

BACKGROUND

On October 22, 2012, the Board of Trustees approved naming the park at the Germantown Campus as The Hercules Pinkney Life Sciences Park in honor of Dr. Hercules Pinkney's service to the College, the community, and the state, and to signify the purpose of the park. To fully realize the potential of this park, Eva Klein & Associates was hired to create a strategic business plan, which was adopted and approved by the Life Sciences Park Foundation Board in October 2014 and presented to the Board of Trustees at its November 2014 meeting. One of the elements included in the plan was a recommendation to re-examine the phrase "Life Sciences Park" in order to make the name more relevant in today's economic environment. Also, a re-examination of the phrase was needed to ensure that the phrasing fully represents the Campus's programs such as biotechnology, cybersecurity, information technology, and engineering. And lastly, the name should resonate with the business sectors the College is trying to attract to locate on Campus to create and expand academic partnerships for our students. The targeted business sectors will reflect the curricular programs of the Germantown Campus.

During the summer and fall of 2015, three focus groups were convened by an outside facilitator to understand what terminology resonates with various industry sectors, faculty, young professionals, our resident partner, and economic developers. A fourth focus group session was facilitated with the Life Sciences Park Foundation board at its October 2015 meeting. Armed with the summary of the focus groups and direction of the Life Sciences Park Foundation board, a small task force of Life Science Park Foundation board members selected the name, Pinkney Innovation Complex for Science and Technology at Montgomery College ("PIC MC"), to replace the current name, The Hercules Pinkney Life Sciences Park.

The new name was chosen based on the following rationale developed through the focus groups and task force:

- The history of the College and connection with Hercules Pinkney is important.
- The name should reflect a clear identifier of the program/purpose.
- The word "Park" should be replaced with a term that represents the integrated academic, business, and research campus.

A meeting was held with Dr. Pinkney to review the proposed name change and secure his support.

The name Pinkney Innovation Complex for Science and Technology at Montgomery College was then submitted for final recommendation to the Life Sciences Park Foundation board, which voted to approve the name.

RECOMMENDATION

It is recommended that the Board of Trustees approve the renaming of the Hercules Pinkney Life Sciences Park as the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC) in continued recognition of Dr. Hercules Pinkney's contributions to the College and the Germantown Campus and to better reflect the broader array of life sciences and technology companies that could be attracted to locate on the Campus and the scope of services the integrated academic, business, and research campus is designed to offer in support of our student enrichment and learning.

BACKUP INFORMATION

Resolution 12-10-086 The Renaming of The Hercules Pinkney Park at the Germantown Campus

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai
Ms. Nuell
Mr. Sears

RESOURCE PERSONS

Ms. Latimer
Ms. Schoonmaker
Mr. Wrenn, Chair, Life Sciences Park Foundation Board
Mr. Kaufman, Chair, Real Estate Committee of the Life Sciences Park Foundation Board

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

Resolution Number: **16-01-004**
Adopted on: **2/1/2016**

Agenda Item Number: 10B
January 25, 2016

**Subject: Updating the Name of the Hercules Pinkney Life Sciences Park
at the Germantown Campus**

WHEREAS, On October 22, 2012, the Board of Trustees approved the name of the park at the Germantown Campus as The Hercules Pinkney Life Sciences Park in recognition of Dr. Hercules Pinkney's contributions to Montgomery College and the Germantown Campus and to enriching students' educational opportunities and experiences at the College; and

WHEREAS, The Montgomery College Life Sciences Park Foundation board seeks to modify the Life Sciences Park name to make it more relevant in today's economic environment; to ensure it more fully represents programs at the Germantown Campus (such as biotechnology, cybersecurity, information technology, and engineering); and to resonate with certain business sectors that would locate on the Campus and create academic partnerships for students and faculty; and

WHEREAS, The Life Sciences Park Foundation board sought insight about developing a modified name through three focus groups made up of representatives of the College and Park stakeholders, plus a facilitated board discussion for its direction; and

WHEREAS, A task force of Life Sciences Park Foundation board members was appointed by the foundation board chair to select a name based on the direction and insight provided by the focus groups; and

WHEREAS, The Montgomery College Life Sciences Park Foundation board supports the new name of the park; and

WHEREAS, Dr. Hercules Pinkney supports the new name of the park; and

WHEREAS, In accordance with Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes, the Board of Trustees shall approve the naming of rooms, areas within and outside of buildings, institutes, centers, and special programs; and

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

Resolved, That the Board of Trustees approves the renaming of the Hercules Pinkney Life Sciences Park as the Pinkney Innovation Complex for Science and Technology at Montgomery College ("PIC MC") in continued recognition of Dr. Hercules Pinkney's contributions to the College and the Germantown Campus and to better reflect the broader array of life sciences and technology companies that could be attracted to locate on the Campus and the scope of services the integrated academic, business, and research campus is designed to offer in support of our student enrichment and learning.

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

Agenda Item Number: 11
January 25, 2016

ADOPTION OF THE FY17 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

During the December 14, 2015, public meeting of the Board of Trustees, the president presented the proposed FY17 current fund, enterprise, and other funds budgets. The Board understands the fiscal challenges facing county and state decision-makers while developing a budget that is sustainable and affordable within the current fiscal environment. The Board also recognizes the College's need to meet its mission by (a) obtaining funding from external sources for specific purposes in keeping with the mission and goals, (b) protecting and enhancing access, (c) providing a quality education through programs and services, and (d) maintaining reasonable tuition and fee rates. The proposed budget expresses the Board's and president's desire and commitment to student learning, access and completion initiatives and its commitment to support salary improvements as well as associated benefit cost increases. Moreover, this budget allocates resources to those *Montgomery College 2020* strategic priorities, which include educational excellence, student success and completion, and student access and affordability.

The proposed current fund budget is \$263,659,818, which represents an approximately 4.85 percent increase over the FY16 College budget. The current fund budget assumes \$173,690,916 in support from the county and state.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY17 current fund, enterprise, and other funds budgets.

BACKUP INFORMATION

Board Resolutions

Part A: Adoption of the FY17 Current and Enterprise Budgets

Part B: Adoption of the FY17 Other Funds Budgets

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Schena

Mr. Preston

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

Resolution Number: **16-01-005**
Adopted on: **2/1/2016**

Agenda Item Number: 11
January 25, 2016

Subject: Adoption of the FY17 Current and Enterprise Budgets

WHEREAS, During the December 14, 2015, meeting of the Board of Trustees, the president presented the proposed FY17 current fund, enterprise, and other funds budgets; and

WHEREAS, The Board understands the fiscal challenges facing county and state decision- makers while developing a budget that is sustainable and affordable within the current fiscal environment; and

WHEREAS, The Board also recognizes the College's need to meet its mission by (a) obtaining funding from external sources for specific purposes in keeping with the mission and goals, (b) protecting and enhancing access, (c) providing a quality education through programs and services, and (d) maintaining reasonable tuition and fee rates; and

WHEREAS, This budget allocates resources to those *Montgomery College 2020* strategic priorities, which include educational excellence, student success and completion, and student access and affordability; and

WHEREAS, The current fund budget assumes \$173,690,916 in support from the county and state; and

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

Resolved, That the Board of Trustees adopts the FY17 operating budget in the amount of \$263,659,818 for the current fund, \$18,560,870 for the Workforce Development & Continuing Education fund, and \$2,695,000 for the Auxiliary Enterprises fund, and be it further

Resolved, That the budgeted amounts are subject to funding and appropriate action by the Montgomery County Government, and the amounts are subject to further technical refinement before the budget is submitted for recommendation to the county executive and the county council.

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

Agenda Item Number: 11
January 25, 2016

Subject: Adoption of the FY17 Other Funds Budgets

WHEREAS, The College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, The exact funding of special College projects and/or proposals is not certain at this time; and

WHEREAS, Amounts shown in the budget document for student activities and athletics, cable television, emergency plant maintenance and repair fund, major facilities reserve fund, Montgomery College 50th anniversary endowment fund, transportation fund, and federal, state, and private grants and contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, It is essential to the success of these special programs for the president to have flexibility to deal with the changing external circumstances associated with these programs; and

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that these amounts are estimates; and be it further

Resolved, That the president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY17, provided expenditures do not exceed revenues.