



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
March 20, 2017**

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

Resolution Number: **17-03-024**
Adopted on: **3/20/2017**

Agenda Item Number: 6
March 20, 2017

Subject: Tribute to Mr. Stephen G. Chlan

WHEREAS, Mr. Stephen G. Chlan served Montgomery College with enthusiasm and dedication as a full time staff member for more than 16 years until his untimely death on November 29, 2016, which deeply saddened the College community; and

WHEREAS, Mr. Chlan, affectionately known as “Steve” began his career as a receiving clerk in the Bookstore on the Takoma Park/Silver Spring Campus and was later promoted to facilities materials specialist in the Facilities Office on the Rockville Campus; and

WHEREAS, Mr. Chlan utilized his organizational skills in the Bookstore to ably support and perform store operations during peak business hours capably handling maintenance and repairs, and in the absence of the operations manager, he supervised students; and

WHEREAS, Throughout his career at Montgomery College he provided optimal customer service to College staff, faculty, and students by providing accurate responses and assistance to customers by phone, e-mail, and in person, and he readily learned new applications that enhanced the quality of service to the College community; and

WHEREAS, Mr. Chlan was a highly effective employee producing excellent results with a can-do attitude that made him an exemplary and valued team player; and

WHEREAS, He provided dedicated service with the highest level of commitment and professionalism, and was known for his exemplary work ethic, attention to detail, positive attitude, and sense of humor; and

WHEREAS, His colleagues will miss him and his focus on helping everyone accomplish their tasks with the highest standards of customer service and on enabling the Facilities Department to better serve the campus community; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this posthumous public recognition of Mr. Stephen G. Chlan; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Stephen G. Chlan 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 Mr. Stephen G. Chlan.

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

Agenda Item Number: 8A
March 20, 2017

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

Mr. Roop

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

Resolution Number: **17-03-025**
Adopted on: **3/20/2017**

Agenda Item Number: 8A
March 20, 2017

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, 2017, through January 31, 2017; 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.

Attachment

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From January 1, 2017, through January 31, 2017

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
01/04/2017	Ahonsi, Mojisola A	Library Assistant	E	Library - RV
01/17/2017	Benicio, Casiano	Building Services Worker	B	Facilities Operations - TP/SS
01/30/2017	Bivins, Tyrell D	Building Services Worker	B	Facilities Operations - TP/SS
01/30/2017	Boyd, Nicholas A	Recruitment & College Access Coor	I	CW Recruitment
01/30/2017	Boyer, Rebecca J	Student Support Svcs Advisor	I	Financial Aid
01/30/2017	Copeland, Reginald T	Building Services Worker	B	Facilities Operations - RV
01/17/2017	DeSousa, Robert F	Building Services Worker	B	Facilities Operations - RV
01/30/2017	Fletcher, Karlos J	Building Services Worker	B	Facilities Operations - RV
01/17/2017	Glenn, Donzell J	Building Services Worker	B	Facilities Operations - TP/SS
01/30/2017	Gonzalez, Nicandro	Building Services Worker	B	Facilities Operations - RV
01/04/2017	Grey-Coker, Sharon S	Academic Coach	K	ACES-Achiev College Excellence & Success
01/30/2017	Hough, Martha F	Nursing Lab and Clinical Associate	J	Health Sciences Dean
01/17/2017	Johnson, Traci	Academic Coach	K	ACES-Achiev College Excellence & Success
01/30/2017	Liu, Qingyang	Master Tutor	I	Math & Science Center
01/17/2017	Marshall, Joseph A	Info. Technol. Campus Manager	M	OIT Academic Services
01/04/2017	Mehl, Rachel	Placement & Learning Advisor	J	Community Based Grants - WDCE
01/04/2017	Njie, Binta	Library Assistant	E	Library - Central
01/30/2017	Patel, Narendrabhai R	Building Services Worker	B	Facilities Operations - GT
01/04/2017	Phipps, Aristides A	Building Equipment Mechanic	H	Facilities Operations - TP/SS
01/30/2017	Reed, Tykesha K	Administrative IT Train. Coordinator	L	OIT Central Administration
01/30/2017	Saini, Amardeep S	HVAC Mechanic	H	Facilities Operations - RV
01/04/2017	Stevenson, Nathaniel J	Network Engineer	L	OIT Engineering Services
01/04/2017	Strickland, La Toria	Tech Hire Program Manager	M	Community Based Grants - WDCE
01/04/2017	Tekpor, Komla N	Instructional Associate	H	Mathematics Dean
01/30/2017	Zaffar, Bushra A	Building Services Worker	B	Facilities Operations - GT

STAFF SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
01/03/2017	Babcock, Ashley L	Learning Center Assistant Mgr	2	English and Reading Dean
01/31/2017	Boyce, Kit-Wah P ¹	Equity & Diversity Specialist	22	HR and Strategic Talent Management
01/13/2017	Falola, Oluwaseun O	Instructional Associate	1	Mathematics Dean
01/13/2017	Feely-Kohl, Maureen F ¹	Learning Center Manager	17	Fine Perform Visual Arts Dean
01/31/2017	Grossman, Bernice G ¹	Alumni Assistant	18	Advancement/Community Engagement
01/31/2017	Merinsky, Melinda R	Instructional Lab Coordinator	4	Engineering/Computer Science Dean
01/03/2017	Philbin, Richard	IT Support Specialist	3	OIT Academic Services
01/20/2017	Popvitch Fernandez, Boris	Administrative Aide II	4	CW Dean Stu Success-RV Stu Services

¹ Retirement

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	7	0	2	0	11
Male	1	8	2	3	0	14
TOTAL	3	15	2	5	0	25

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From January 1, 2017, through January 31, 2017

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	1	0	1	0	6
Male	1	0	1	0	0	2
TOTAL	5	1	1	1	0	8

FACULTY

FACULTY EMPLOYMENTS

Effective

Date	Name	Position Title	Department
01/14/2017	Bowman, Kevin P	Associate Professor	Fine Perform Visual Arts Dean
01/14/2017	Enriquez Arana, Eddy M	Professor	Humanities Dean
01/23/2017	Galbraith, Isabel E	Assistant Professor	English and Reading Dean
01/14/2017	Guthro, Kara T.	Assistant Professor	GITE-Gudelsky Inst. Tech
01/14/2017	Kastanou, Evdokia K	Professor	Biology and Chemistry Dean
01/14/2017	Kirby, Elizabeth F.B.	Assistant Professor	CW Dean Student Success/RV
01/14/2017	Mason, Chrismond A	Assistant Professor	Health Sciences Dean
01/14/2017	Newtoff, Kiersten N	Assistant Professor	Biology and Chemistry Dean
01/14/2017	Snyder, Kathleen E	Assistant Professor	Health Sciences Dean

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
01/27/2017	Kimball, Raymond J ¹	Associate Professor	15	BITS Dean WDCE
01/16/2017	Newman, Lisa M ¹	Professor	23	English and Reading Dean
01/13/2017	Payne, Betty H ¹	Professor	29	AELP, Linguistics and Speech Dean

FACULTY EMPLOYMENT: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	6	1	0	0	0	7
Male	1	0	1	0	0	2
TOTAL	7	1	1	0	0	9

FACULTY SEPARATION: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	1	0	0	0	2
Male	1	0	0	0	0	1
TOTAL	2	1	0	0	0	3

¹ Retirement

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

Agenda Item Number: 8B
March 20, 2017

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FISCAL YEAR 2018

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) public business 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, 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, and place 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 2018.

BACKUP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2018 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Lee

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

Resolution Number: **17-03-026**
Adopted on: **3/20/2017**

Agenda Item Number: 8B
March 20, 2017

Subject: Board of Trustees Schedule of Meetings for Fiscal Year 2018

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) public business 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, and place 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 2018, 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 2018 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 2018.

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

Agenda Item Number: 9
March 20, 2017

APPROVAL OF THE DATA SCIENCE CERTIFICATE

BACKGROUND

The Maryland State Plan for Postsecondary Education states that “Maryland will enhance its array of postsecondary education institutions and programs, which are recognized nationally and internationally for academic excellence, and more effectively fulfill the evolving educational needs of its students, the state, and the nation.” Montgomery College echoes that goal in its vision statement by affirming that, “With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.”

The field of data science is a new field now being offered by some of the nation’s best colleges in response to the needs of the workforce and because they are mindful of the transformative power of thoughtful data collection, analysis, and management. The benefits and need of our proposed data science certificate are supported by market data, input from potential local employers and partners, and endorsement from leading national academic organizations in the field. The exposure that students of all ages and backgrounds will receive through our certificate program will improve their chances of employability, the quality of their current and future employment and compensation, and society at large.

While some business and government entities offer training for employees in an attempt to keep current, there is a growing call for education in the field so that aspiring data scientists and those interested in learning more about data can become critical thinkers, practitioners, communicators, and collaborators. There is also a desire by many in the data science community to engage students early in their college careers. Montgomery College’s data science certificate will meet these demands by providing students with skills and fundamental knowledge necessary to meet the increasing needs of employers as well as a strong foundation in the discipline.

Students completing this certificate will gain a foundational understanding of effective communication with data and learn related competencies in the field of data science. These 21st century skills of transforming large amounts of data into usable information are now central to medical research, business, academia, meteorology, social justice, and many other fields. This certificate will attract new students to the College, accommodate current students who are curious about the field, and assist existing data analysts and other bachelor’s degree holders who wish to modernize their knowledge base and employability. Moreover, this certificate will attract and accommodate Workforce Development & Continuing Education students—particularly those enrolled in our Information Technology Institute classes—who are seeking a credit-based educational experience in the field.

No additional resources are needed for the implementation of this program. All courses are currently being offered or have recently been approved.

Upon the Board's approval, as described in the Education Article of the Annotated Code of Maryland, section 16-103, an application will be submitted for state approval to the Maryland Higher Education Commission upon the Board's action.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the data science certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Data Science Program Curriculum
Section 16-103 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Ms. Latimer
Mr. Hamman

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

Resolution Number: **17-03-027**
Adopted on: **3/20/2017**

Agenda Item Number: 9
March 20, 2017

Subject: Approval of the Data Science Certificate

WHEREAS, The Maryland State Plan for Postsecondary Education states that “Maryland will enhance its array of postsecondary education institutions and programs, which are recognized nationally and internationally for academic excellence, and more effectively fulfill the evolving educational needs of its students, the state, and the nation;” and

WHEREAS, Montgomery College affirms that, “With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community;” and

WHEREAS, Data science is a growing, interdisciplinary field of science; and

WHEREAS, Montgomery College’s data science certificate will provide students with skills and fundamental knowledge necessary to meet the increasing need of employers in this growing industry as well as provide students a strong foundation in the discipline; and

WHEREAS, The College’s certificate program is intended to improve students’ chances of employability, the quality of their current and future employment and compensation, and society at large; and

WHEREAS, No additional resources are needed for the implementation of this certificate program; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the data science certificate; and be it further

Resolved, That the Board authorizes the president to submit the data science certificate to the Maryland Higher Education Commission for its approval.

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

Agenda Item Number: 10
March 20, 2017

**AWARD OF CONTRACT,
MEDIA BUYING SERVICE PROVIDER, BID 917-008**

BACKGROUND

Request:	Media Buying Service Provider
Office/SVP Originating Request:	Senior Vice President for Advancement and Community Engagement and the Vice President of Communications
Award Type:	Competitive
Bid Number:	917-008
Explanation of Request:	In an effort to streamline the College's media buying needs and take advantage of media buying industry cost savings practices, the institution has elected to contract with a media buying service provider. Media buying firms have the tools and experience to provide the College with data and analysis that is essential for understanding the return on investment of the marketing buy. Without this streamlined approach, the College would have to assume the planning, negotiating, management of invoices, and tracking of analytics, which would require considerable staff hours each month. Given the negotiation power of media buying firms, the College would also pay more for media buying purchased directly from media companies, if this approach is not embraced. The Office of Communications' annual marketing budget is \$750,000, and a majority of that amount is spent on media.
<i><u>Reason Being Brought to Board:</u></i>	<u>Board approval is required for bid awards valued over \$250,000.</u>
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that funds are available in the FY17 operating budget.
Annual Estimated Amount:	\$700,000
Vendor Name:	EFK Group LLC
Vendor Address:	1027 S. Clinton Avenue Trenton, New Jersey 08611
Minority:	Yes
Contract Term:	One year with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract to EFK Group, LLC, of Trenton, New Jersey, for media buying services for an annual estimated not-to-

exceed amount of \$700,000. The awarded contractor's media buying commission fee will be eight percent of all media buyings.

It is further recommended that the contract be renewed for four additional one-year renewals as long as service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year contract award shall not exceed \$3,500,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Gilmer

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

Resolution Number: **17-03-028**
Adopted on: **3/20/2017**

Agenda Item Number: 10
March 20, 2017

Subject: Award of Contract, Media Buying Service Provider, Bid 917-008

WHEREAS, The senior vice president for advancement and community engagement and the vice president of communications have requested a contract for media buying services to streamline the College's media buying needs; and

WHEREAS, Without this contract, the College would have to continue to assume the planning, negotiating, management of invoices, and tracking of analytics, which are tasks requiring considerable staff hours each month; and

WHEREAS, Media buying companies have experience and resources for developing the best strategies for the College's marketing goals; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies that funds are available in the FY17 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec.16-311, a request for proposal was publically advertised in a local Montgomery County newspaper on January 12, 2017, and posted on the Montgomery College procurement website and eMaryland Marketplace; and

WHEREAS, Sixty-six companies downloaded the solicitation from the procurement website; and

WHEREAS, Thirteen responses were received and recorded on February 3, 2107, in the Office of Procurement; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, one proposal was deemed non-responsive because the company did not meet specification requirements, and it was determined that the proposal submitted by EFK Group, LLC, of Trenton, New Jersey, was the highest ranked, meeting all College requirements; and

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

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

Resolved, That the Board of Trustees approve an award of contract to EFK Group, LLC, of Trenton, New Jersey, for media buying services for a total annual estimated amount of \$700,000. The awarded contractor's media buying commission fee will be eight percent of all media buyings; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as service is satisfactory, funds are available, and it is in the best interest of the College, with the total five-year contract award not exceeding \$3,500,000.

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

Agenda Item Number: 11
March 20, 2017

**SOLE SOURCE AWARD OF CONTRACT,
MICROSOFT PREMIER SUPPORT SERVICES**

BACKGROUND

Request:	Continuation of Microsoft Premier Support services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President of Instructional and Information Technology/Chief Information Officer
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	In March 2010, the Board of Trustees approved an initial purchase of Microsoft Premier Support services under resolution 10-03-019, followed by resolution 14-05-037 in May 2014 to continue services. Microsoft is the only vendor that can provide unique critical fixes for Microsoft products in the College's environment when necessary and also ensure product warranty. The Microsoft suite of products is integral to conducting day-to-day operations at the College. Given the Microsoft enterprise level of products and services in place at the College, Microsoft Premier level support services are necessary as they protect critical College systems by providing 24/7 support, first response prioritization, immediate access to higher level engineering support, and a dedicated single point of contact at Microsoft. This level of support is essential to ensure high-availability and critical support required for College business operations. The current agreement expires on April 11, 2017.
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that Microsoft is the only company that can provide unique critical fixes for Microsoft products in the College's environment when necessary and also ensure product warranty, and the vice president of finance/chief finance officer certifies that funds are available in the FY17 and FY18 information technology capital budget.
Annual Dollar Amount:	\$99,980 for year one, \$105,084 for year two, and \$108,100 for year three. The total three-year not-to-exceed amount is \$313,164.
Vendor Name:	Microsoft Corporation
Vendor Address:	Charlotte, North Carolina
Minority Status:	Not applicable
Term of Contract:	April 12, 2017 through April 11, 2020

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of Microsoft Premier Support services to Microsoft Corporation, of Charlotte, North Carolina, for a three-year term beginning April 12, 2017, with the first year amount of \$99,980 and a three-year not-to-exceed total amount of \$313,164.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Whitman

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

Resolution Number: **17-03-029**
Adopted on: **3/20/2017**

Agenda Item Number: 11
March 20, 2017

Subject: Sole Source Award of Contract, Microsoft Premier Support Services

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of instructional and information technology/chief information officer are requesting the continuation of Microsoft Premier support services; and

WHEREAS, The Board of Trustees approved an initial three-year sole source award of contract to Microsoft Corporation, Charlotte, North Carolina, for Premier Support services under resolution 10-03-019, followed by the approved continuation of services under resolution 14-05-037; and

WHEREAS, The College's Microsoft environment remains an integral part of the College's ability to operate, and ongoing Microsoft Premier Support will ensure that related issues are addressed and resolved in a timely manner; and

WHEREAS, The director of procurement affirms that Microsoft is the only company that can provide unique critical fixes for Microsoft products in the College's environment when necessary and also ensure product warranty, and the vice president of finance/chief financial officer certifies that funds are available in the FY17 and FY18 information technology capital budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

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

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

Resolved, That a sole source award of contract for Microsoft Premier Support services be awarded to Microsoft Corporation, of Charlotte, North Carolina, for a three-year term beginning April 12, 2017, with the first year amount of \$99,980, and the three-year not-to-exceed amount of \$313,164.