



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# RECORD OF RESOLUTIONS

Central Services Building • Room CT S108 • 9221 Corporate Blvd, Rockville, MD 20850

**May 14, 2018, 8:00 p.m.**

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

Agenda Item Number: 7A  
May 14, 2018

**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: **18-05-035**  
Adopted on: **5/14/2018**

Agenda Item Number: 7A  
May 14, 2018

**Subject: Personnel Actions Confirmation**

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period March 1, 2018, through March 31, 2018; 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 March 1, 2018, through March 31, 2018

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
03/12/2018	Goldsworthy, Scott T	Senior Instructional Assistant	H	GITE-Gudelsky Inst Tech Educ
03/26/2018	Shu, Chang	Marriott Hospitality Ctr Coord	J	Fine Perform Visual Arts Dean
03/19/2018	Weich, William W	Human Resource Specialist II	K	HRSTM/Strategic Talent Mgt

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	YOS	Department
03/30/2018	Amokomowo, Donna C <sup>1</sup>	Library Tech Srvs Asst Supv	42	Library - Central
03/23/2018	Byron, Donna D <sup>1</sup>	Painter Supervisor	34	Facilities Operations -RV
03/20/2018	D'Agostino, Carmen J <sup>1</sup>	Training & Development Coord	24	Distance Learning
03/09/2018	McGreevy, Margaret S <sup>1</sup>	Customer Service Rep	33	Financial Aid
03/30/2018	Phung, Thu T <sup>1</sup>	Building Services Worker	18	Facilities – Central Admin
03/30/2018	Rahman, Amina T <sup>1</sup>	Learning Center Manager	10	Humanities Dean
03/09/2018	Shang, Huijun	Facilities Project Coordinator	2	Facilities – Central Admin
03/13/2018	Young, John C <sup>1</sup>	AP/Payroll Manager	19	Business Services

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	0	0	1	0	1
Male	2	0	0	0	0	2
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	2	0	1	0	6
Male	1	0	0	1	0	2
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>

<sup>1</sup> Retirement

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From March 1, 2018, through March 31, 2018

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS**

Effective

Date	Name	Position Title	YOS	Department
03/30/2018	Palmer, Alycia M	Assistant Professor	3	Biology and Chemistry Dean

**FACULTY SEPARATIONS: Ethnicity and Gender**

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

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

Agenda Item Number: 7B  
May 14, 2018

**AWARD OF CONTRACT,  
IT INFRASTRUCTURE CABLING MATERIALS AND SERVICES, BID 518-008**

**BACKGROUND**

Request:	IT infrastructure cabling material and services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	518-008
Explanation of Request:	In May of 2013, the Board of Trustees awarded a five-year contract for the purchase of data/voice/tv/cabling infrastructure, along with associated maintenance and services to two contractors on a primary and secondary basis. The continuation of the services is needed for planned and unplanned wiring of existing buildings throughout the College, along with telephone systems line maintenance and associated services. The current contract expires on June 30, 2018.
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that funds are planned for and available in the FY19 operating budget.
Dollar Amount:	Annual estimated amount of \$750,000 (depending upon need)
Vendor Name:	1. System, Incorporated (primary) 2. American Systems Corporation (secondary)
Vendor Address:	1. Baltimore, Maryland 2. Chantilly, Virginia
Term of Contract:	One year (July 1, 2018 – June 30, 2019), with four one-year renewal options

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the awards of contract for the purchase of information technology infrastructure cabling material and services to System, Incorporated,

of Baltimore, Maryland, and American Systems Corporation of Chantilly, Virginia, on primary and secondary basis, for a one-year term beginning July 1, 2018.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and renewal is in the best interest of the College. The annual estimated expenditure is \$750,000, depending upon need.

#### BACKUP INFORMATION

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

#### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

#### RESOURCE PERSONS

Mr. Johnson  
Ms. Miller

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

Resolution Number: **18-05-036**  
Adopted on: **5/14/2018**

Agenda Item Number: 7B  
May 14, 2018

**Subject: Award of Contract, IT Infrastructure Cabling Materials and Services, Bid 518-008**

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer have requested an award of contract for the continued purchase of information technology cabling materials and services; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that planned expenditures are available in the FY19 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on February 20, 2018, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 108 firms downloaded the request for proposal, and three responses were received, read aloud, and recorded, beginning at 3:00 p.m. on March 26, 2018; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, it was determined that the proposals submitted by System, Incorporated, of Baltimore, Maryland, and American Systems Corporation of Chantilly, Virginia, were the highest evaluated bidders, meeting all College requirements; 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 awards of contract for information technology cabling materials and services be awarded on primary and secondary basis to System, Incorporated, of Baltimore, Maryland, and American Systems Corporation of Chantilly, Virginia, for one year beginning July 1, 2018; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and renewal is in the best interest of the College.

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

Agenda Item Number: 7C  
May 14, 2018

**AWARD OF CONTRACT,  
TASK ORDER STRUCTURAL DESIGN, ENGINEERING, AND RELATED SERVICES,  
BID 618-005**

BACKGROUND

Request:	Establishment of a contract vendor pool for the purchase of on-call, task order-based collegewide structural engineering design services to prepare drawings, specifications, and other associated activities to implement capital projects, and correct building and site deficiencies collegewide, as well as any leased facilities.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	618-005
Explanation of Request:	The FY18 capital and operating budgets include funds for various architectural and engineering design tasks related to the correction of building sites and deficiencies identified in the facilities condition assessment update conducted on all three campuses by Vanderweil Facility Advisors. Implementing these various projects requires professional structural engineering design activities that will (a) evaluate conditions, (b) prepare plans and specifications, and (c) provide construction administration and building commissioning services. Due to the ongoing nature of the anticipated design, engineering tasks and the process required to correct deficiencies, it has been determined that on-call, task order-based structural engineering design services are the most efficient and cost effective method for providing the full range of necessary design services over the next several years.
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that funds are planned for and available in the FY18 capital and operating budget.

Annual Dollar Amount:	\$2,000,000 in the first year, \$1,000,000 in the second through fifth years (if renewed), up to a total of \$6,000,000 over five years
Vendor Name:	1. A+F Engineers Incorporated ( <b>Minority Firm</b> ) 2. Brudis & Associates Incorporated 3. Holbert Apple Associates Incorporated
Vendor Address:	1. Washington, DC 2. Columbia, Maryland 3. Olney, Maryland
Term of Contract:	One year with four one-year renewal options

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the awards of contract for the purchase of task order structural design, engineering, and related services to A+F Engineers Incorporated of Washington, DC, Brudis & Associates of Columbia, Maryland, and Holbert Apple Associates, Incorporated, of Olney, Maryland, for a one-year term, for a not-to-exceed aggregate amount of \$2,000,000.

It is further recommended that the contracts be renewed for four additional one-year terms, not to exceed an annual aggregated amount of \$1,000,000, under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and renewal is in the best interest of the College. The total five-year not-to-exceed amount is \$6,000,000.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSONS**

- Mr. Johnson
- Mr. Mills

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

Resolution Number: **18-05-037**  
Adopted on: **5/14/2018**

Agenda Item Number: 7C  
May 14, 2018

**Subject: Award of Contract, Task Order Structural Design, Engineering, and Related Services, Bid 618-005**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities and public safety request a contract for the purchase of on-call task order structural design, engineering, and related services to prepare drawings, specifications, and other associated activities to implement capital projects, correct buildings and site deficiencies on all campuses, as well as any leased facilities; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the acting chief business and financial strategy officer certifies that planned expenditures are available in the FY18 capital and operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal for task order structural design, engineering, and related services was publicly posted on January 22, 2018, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 114 firms downloaded the request for proposal, and 15 responses, including one no-bid response, were received in the Office of Procurement and publicly opened beginning at 3:00 p.m. local time on February 12, 2018; and

WHEREAS, Upon evaluation of all submitted vendor proposals by appropriate College staff, it was determined that proposals submitted by A+F Engineers Incorporated of Washington, DC, Brudis & Associates of Columbia, Maryland, and Holbert Apple Associates, Incorporated, of Olney, Maryland, were declared the three highest evaluated, meeting all College requirements; 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 awards of contract for the purchase of task order structural design, engineering, and related services be awarded to A+F Engineers Incorporated of Washington, DC, Brudis & Associates of Columbia, Maryland, and Holbert Apple Associates, Incorporated, of Olney, Maryland, for one year for a not-to-exceed aggregate amount of \$2,000,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, for a not-to-exceed aggregate annual amount of \$1,000,000, provided services are satisfactory, funding is available, and renewal is in the best interest of the College, with a total five-year not-to-exceed aggregate amount of \$6,000,000.

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

Agenda Item Number: 7D  
May 14, 2018

**POSTHUMOUS AWARD OF TRANSFER STUDIES CERTIFICATE TO MR. JAMES DAVERN**

**BACKGROUND**

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the College registrar, each semester.

**RECOMMENDATION**

The Board of Trustees is asked to ratify the posthumous conferral of a certificate of transfer studies to Mr. James Davern, who passed away on April 13, 2018.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATORS**

Dr. Brown  
Dr. Rai

**RESOURCE PERSONS**

Mr. Cartledge  
Mr. Dietz

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **18-05-038**

Adopted on: **5/14/2018**

Agenda Item Number: 7D

May 14, 2018

**Subject: Posthumous Award of Transfer Studies Certificate to Mr. James Davern**

WHEREAS, The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the College registrar, each semester; and

WHEREAS, Montgomery College student, Mr. James Davern passed away tragically on April 13, 2018; and

WHEREAS, The president recommends that the Board approve the following resolution; now therefore be it

Resolved, That the Board of Trustees ratifies the faculty's posthumous conferral upon Mr. James Davern, the certificate of transfer studies.