



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# PUBLIC BOARD MEETING AGENDA

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

## BOARD OF TRUSTEES

Michael J. Knapp  
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*First Vice Chair*

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*Student Trustee*

Benjamin Wu

## ACTING PRESIDENT AND SECRETARY-TREASURER

Stephen D. Cain, PhD

**September 17, 2018 • 8:00 p.m.**

1. Call to Order .....Procedural
2. Roll Call .....Procedural
3. Approval of Agenda ..... Action
4. Oath of Office (Ms. Barbara H. Meiklejohn, Clerk of the Court) .....Procedural
5. Comments Period .....Procedural
6. Approval of Minutes ..... Action
  - A. June 22, 2018 Closed Session Minutes
  - B. June 25, 2018 Closed Session Minutes
  - C. June 25, 2018 Public Session Minutes
7. Reports ..... Information
  - A. Chair's Report (Mr. Michael Knapp)
  - B. Acting President's Report (Dr. Stephen D. Cain)
  - C. Summary Report for Operating, WDCE, Grants, Contracts, and Auxiliary Services Funds for the Year Ended FY18 (Ms. Donna Schena)
8. Consent Agenda ..... Action
  - A. Personnel Actions Confirmation Report
  - B. Graduates Receiving the Associate Degree and the Program Certificate in Summer 2018
9. Award of Contract (Competitive) ..... Action  
Award of Contract, Employment Services for Legal Refugees/Asylees in Montgomery and Prince George's Counties, Bid 919-001
10. Contract Amendment (Sole Source) ..... Action  
Amendment to Sole Source Award of Contract, Continuation of Inspection and Calibration of Heating, Ventilation and Air Conditioning (HVAC) Control Systems Rockville and Takoma Park/Silver Spring Campuses
11. Regulatory Matter ..... Action  
Acceptance of the 2018 Performance Accountability Report
12. Budget Action  
FY18 Operating Fund Functional Transfer

- 13. Collective Bargaining..... Action
  - A. Approval of Memoranda of Agreement–Collective Bargaining Agreement between Montgomery College and the American Association of University Professors, Montgomery College Chapter
  - B. Approval of Memorandum of Agreement–Collective Bargaining Agreement between Montgomery College and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 67, Local 2380
- 14. New Business.....Procedural
- 15. Adjournment

#### **NOTICES**

**BOARD OF TRUSTEES INFORMATION.** The board's meeting schedule, agendas, meeting minutes, and records of resolutions are available at [www.montgomerycollege.edu/bot](http://www.montgomerycollege.edu/bot).

**PUBLIC COMMENTS.** The board welcomes public comments, which can be sent to [trustees@montgomerycollege.edu](mailto:trustees@montgomerycollege.edu) or to Board of Trustees, 9221 Corporate Blvd, Rockville, MD 20850, ATTN: Public Comments.

**PUBLIC TESTIMONY.** Persons wishing to speak before the board during a public meeting must sign up no less than seven (7) days before the scheduled meeting by calling 240-567-5272 or emailing [trustees@montgomerycollege.edu](mailto:trustees@montgomerycollege.edu). An electronic file or a hard copy of the testimony must be provided to the Board of Trustees no less than 30 minutes prior to the start of the public meeting. Persons speaking before the board are provided four minutes for comments. The board allots 16 minutes for comments during each public meeting, though this time may be extended for an additional specified period by motion of the board chair and agreement by two-thirds of board members present. Additional comment time may be scheduled at the end of the agenda prior to adjournment.

**ALTERNATIVE AGENDA FORMAT.** This agenda is available in an alternative format upon request, in accordance with the Americans with Disabilities Act, by contacting 240-567-5272 or [trustees@montgomerycollege.edu](mailto:trustees@montgomerycollege.edu) at least two weeks prior to the scheduled board meeting.

**COMMUNICATIONS ACCOMMODATIONS.** For special accommodations in communicating with the board, contact 240-567-5272 or [trustees@montgomerycollege.edu](mailto:trustees@montgomerycollege.edu).

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

Agenda Item Number: 8A  
September 17, 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. This item covers actions over three months, May through July of 2018.

**RECOMMENDATION**

It is recommended that the Board adopt the attached report.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Mr. Roop

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8A  
September 17, 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 May 1, 2018, through July 31, 2018; and

WHEREAS, The acting 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 and acting president.

Attachments

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
05/07/2018	Adhikari, Prasanna J	IT Support Specialist	25	OIT Academic Services
05/21/2018	Cruz, Michael E	Information Technology Mgr	37	OIT Engineering Services
05/07/2018	Montano Claros, Lizeth B	Customer Service Rep	17	WDCE Central Administration
05/21/2018	Salinas Gonzalez, Angel	Instructional Associate	25	Humanities Dean
05/07/2018	Will, Stephanie A	Mental Health Serv Program Mgr	31	Sr VP for Student Services
05/21/2018	Wright, Sean M	Job Opportunity & Dev Spec	27	BITS Dean WDCE

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
05/11/2018	Ashourian, Edesa	Human Resources Specialist II	29	4	Human Resources/Strategic Talent
05/04/2018	Chen, Xiaole	Accountant II	27	7	Business Services
05/31/2018	Nguyen-Gia, Hao <sup>1</sup>	Network Engineer	33	17	OIT Engineering Services
05/30/2018	Umberger, Todd M <sup>1</sup>	Building Equipment Mechanic	25	35	Facilities Operations - RV

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

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

<sup>1</sup> Retirement

## FACULTY

**FACULTY EMPLOYMENTS: None**

### FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
05/18/2018	Ahwireng, Lawrence O	Assistant Professor	5	Health Sciences Dean
05/18/2018	Middleton, Jacqueline B <sup>1</sup>	Professor	29	Business/Computer Applications Dean
05/18/2018	Milstein, Susan A	Professor	17	Health Sciences Dean
05/18/2018	Minor-Smith, Gail <sup>1</sup>	Professor	27	Fine Perform Visual Arts Dean
05/18/2018	Stein, Peter B <sup>1</sup>	Professor	35	Business/Computer Applications Dean
05/18/2018	Stevens, Sylvia R <sup>1</sup>	Professor	11	Health Sciences Dean
05/18/2018	Thomas, Karen M <sup>1</sup>	Professor	28	Health Sciences Dean
05/18/2018	Truett, Amanda A <sup>1</sup>	Professor	16	Biology and Chemistry Dean
05/18/2018	Wright, Gail D <sup>1</sup>	Professor – N/T	36	CW Dean Stu Success-RV Stu Services

**FACULTY EMPLOYMENTS: None**

### FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	2	0	0	1	7
Male	2	1	0	0	0	3
<b>TOTAL</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>10</b>

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<sup>1</sup> Retirement

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
**From June 1, 2018, through June 30, 2018**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
06/18/2018	Basilicato, Linda A	Instructional Associate	25	Humanities Dean
06/04/2018	Carroll, Daniel B	Accountant II	27	Business Services
06/18/2018	Nassiri Toossi, Kiarash	Systems Engineer	33	OIT Engineering Services
06/25/2018	Trigo, Rosa A	Executive Associate I	25	Compliance
06/18/2018	Zhelezinskaia, Iadviga	Instructional Lab Coordinator	27	Engineering/Comp Science Dean

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
06/08/2018	Acosta, Kim-Oanh T	Administrative Aide II	19	5	Mathematics Dean
06/22/2018	Belasco, Tara R <sup>2</sup>	Customer Service Rep	17	4	WDCE Central Administration
06/29/2018	Blakley, Michelle R	Human Resources Specialist I	27	<1	Human Resources/Strategic Talent Mgt
06/08/2018	Carson, Timothy	Human Resources Specialist II	29	2	Human Resources/Strategic Talent Mgt
06/30/2018	Chantry, Kathryn H	Chief Bus-Fin Strategy Officer	41	<1	Business Services
06/29/2018	Ersine, Gale A <sup>1</sup>	Assoc Retail Ops Dir	33	30	Sr VP of Admin & Fiscal Serv
06/29/2018	Fellers, David V <sup>1</sup>	Safety & Security Officer	15	15	Facilities Security -RV
06/29/2018	Florence, Marcella L	Acting Dir of Arts Initiative	33	4	School of Art & Design WDCE
06/29/2018	Gnuschke, Bruce R <sup>1</sup>	Digital Learning Center Spec	33	30	Assoc VP Academic Affairs
06/29/2018	Hilburn Maura M <sup>1</sup>	IT Support Specialist	25	30	OIT Academic Services
06/15/2018	Krieger, Martha J <sup>1</sup>	Financial Aid Counselor	25	15	Financial Aid
06/29/2018	Martorana, Juliet A <sup>1</sup>	Compliance Specialist	31	32	Business/Computer Applications Dean
06/28/2018	McCain, Stevie L	Building Equipment Mechanic	25	<1	Facilities Operations – TP/SS
06/29/2018	Mingo, David <sup>1</sup>	Building Services Worker Lead	15	13	Facilities Operations - RV
06/29/2018	O'Meara, Patricia B	Lab Manager	31	10	Health Sciences Dean
06/30/2018	Preston, Robert M	Director III –Dir of Bus Pro In	39	8	OIT Central Administration
06/30/2018	Rognrud, Carol D	Dir if Dev & Exec Dir MC Found	39	5	Advancement - Development
06/15/2018	Sloan, Ellen H <sup>1</sup>	Child Care Lead Teacher	23	8	Child Care -GT
06/29/2018	Sullivan, Dana <sup>1</sup>	Special Events Director	33	29	Advancement/Comm Engage
06/15/2018	Swiss, Cheryl D <sup>1</sup>	Administrative Aide II	19	10	Performing Arts Center RV
06/15/2018	Trent, Monica P	Dean of Comm, AELP, Linguistics	37	17	AELP, Linguistics and Speech Dean
06/30/2018	Whitman, Carl	VP of Instruct & Info Tech – CIO	41	3	OIT Central Administration
06/30/2018	Williams, Brenda C <sup>1</sup>	Director I – Spec Asst. VP-CIO	35	18	OIT Central Administration
06/17/2018	Wilson, Donna M <sup>1</sup>	Office Associate	15	11	CW Dean–Stud Engag–TPSS Stu Svcs
06/29/2018	Wu, Shwuing H <sup>1</sup>	Library Technical Assistant	21	10	Library - RV

<sup>1</sup> Retirement

<sup>2</sup> Deceased



**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	0	1	0	0	3
Male	2	0	0	0	0	2
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	12	4	0	2	0	18
Male	4	3	0	0	0	7
<b>TOTAL</b>	<b>16</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>25</b>

**FACULTY****FACULTY EMPLOYMENTS: None****FACULTY SEPARATIONS**

Effective

Date	Name	Position Title	YOS	Department
06/21/2018	Garcia-Casellas, Ada <sup>1</sup>	Professor	11	CW Dean Stu Access – GT Stu Services
06/29/2018	Sallie, Florence A <sup>1</sup>	Professor	17	AELP, Linguistics and Speech Dean
06/29/2018	Sallie, Jack E <sup>1</sup>	Professor	14	CW Dean Stu Access-GT Stu Services
06/29/2018	Saros, Janet <sup>1</sup>	Professor	35	Business/Computer Applications Dean

**FACULTY EMPLOYMENTS: None****FACULTY SEPARATIONS: Ethnicity and Gender**

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

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<sup>1</sup> Retirement

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
07/31/2018	Enright, Sean	Strategic Website Manager	31	Advancement/Comm Engage
07/02/2018	Granados, Oscar	Recruitment & Coll Access Coor	23	CW Recruitment
07/02/2018	Ismail, Michael	Safety & Security Officer	15	Facilities Security – TP/SS
07/30/2018	Jackson, Natalia	Course Scheduling Assistant	21	Admission Services
07/16/2018	Khan, Azeem A	IT Service Desk Analyst	23	OIT Academic Services
07/30/2018	Ramos, Cherrie	Senior Instructional Assistant	25	Biology and Chemistry Dean
07/02/2018	Thomas, Benjamin	Grants Specialist	27	Grants & Business Development
07/02/2018	Tucker-Snowden, Khya	Safety & Security Officer	15	Facilities Security – TP/SS

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
07/27/2018	Edgar, Valarie M <sup>1</sup>	Administrative Aide II	19	12	Biology and Chemistry Dean
07/13/2018	Jennings, Cedric L	Academic Coach	27	1	ACES-Achiev Colleg Excell & Success
07/13/2018	Johnson, Deborah E	Learning Skills Support Spec	29	4	Health Sciences Dean
07/13/2018	Nitz, Nancy L <sup>1</sup>	Administrative Aide III	23	9	Acad Initiatives & Partnerships
07/13/2018	Reynolds-Taylor, Genell	Accounts Payable Technician	17	16	Business Services
07/06/2018	Riley, Chanel A	Administrative Aide III	23	22	CW Dean Stu Success-RV Stu Services
07/31/2018	Seward, Helena <sup>1</sup>	Campus Access Svcs Sprv	23	47	Library – TP/SS
07/13/2018	Shrewsbury, Mary R	Executive Associate I	25	18	Sr VP for Academic Affairs
07/27/2018	Sierra, Mary G	Student Life Manager	29	5	CW Dean Stu Success-RV Stu Services
07/20/2018	Valenzuela, Curtis K	Safety & Security Officer	15	6	Facilities Security - GT

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw/PI	TOTAL
Female	0	2	0	1	0	0	3
Male	1	1	1	2	0	0	5
<b>TOTAL</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>8</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw/PI	TOTAL
Female	4	4	0	0	0	0	8
Male	1	1	0	0	0	0	2
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: None**

<sup>1</sup> Retirement

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

Agenda Item Number: 8B  
September 17, 2018

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND  
THE PROGRAM CERTIFICATE IN SUMMER, 2018**

**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. In the event that the ratification by the Board of Trustees takes place after the date of conferral of the degrees and certificates to the graduates, the Board of Trustees must ratify, confirm and authorize the conferral retroactively ("nunc pro tunc") to the past date of conferral.

**RECOMMENDATION**

The Board of Trustees is asked to ratify, confirm, and authorize the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the college registrar, nunc pro tunc to the date of such conferral action.

**BACKUP INFORMATION**

Board Resolution  
List of Graduates (Board members only)

**RESPONSIBLE SENIOR ADMINISTRATORS**

Dr. Brown  
Dr. Rai

**RESOURCE PERSONS**

Mr. Cartledge  
Mr. Dietz

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

Agenda Item Number: 8B  
September 17, 2018

**Subject:   Graduates Receiving the Associate Degree and the Program Certificate in  
              Summer, 2018**

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WHEREAS, it is necessary that the Board ratify, confirm, and authorize the past conferral of degrees and certificates on the list of certified candidates attached herewith; and

WHEREAS, The College registrar ("the Registrar") has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the summer 2018 semester the courses and curriculum prescribed by the faculty and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

WHEREAS, the faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate's degrees and certificates, subject to certification by the Registrar that such students have met all applicable requirements; and

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

Resolved, That the Board of Trustees ratifies, confirms, and authorizes the faculty's conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate's degrees and certificates, subject to certification by the Registrar that such students have met all applicable requirements, nunc pro tunc to the past date on which such conferral took place.

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

Agenda Item Number: 9  
September 17, 2018

**AWARD OF CONTRACT,  
EMPLOYMENT SERVICES FOR LEGAL REFUGEES/ASYLEES IN MONTGOMERY AND  
PRINCE GEORGE'S COUNTIES, BID 919-001**

**BACKGROUND**

Request:	Employment Services for Legal Refugees/Asylees in Montgomery and Prince George's Counties
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and the Vice President and Provost of Applied Technologies, the Gudelsky Institute for Technical Education and Workforce Development & Continuing Education
Award Type:	Competitive
Bid Number:	919-001
Explanation of Request:	According to the Maryland Office of Refugees and Asylees (MORA), more than 3,000 refugees/asylees, victims of trafficking, and special immigrant visa holders settle in the state of Maryland every year, with many taking up residence in Montgomery and Prince George's counties. MORA is committed to helping this population of individuals achieve social and economic self-sufficiency. As a partner of MORA, Montgomery College will help further this goal by providing vocational training and associated employment services. Failure to provide these much-needed services will result in a population of Maryland residents not being able to obtain the basic tools essential to becoming gainfully employed and contributing to the state of Maryland.
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 interim chief business/financial strategy officer certifies that funds are planned for and available in the FY19 grant-funded budget.
Annual Dollar Amount:	\$197,634
Vendor Name:	International Rescue Committee
Vendor Address:	8719 Colesville Road, 3 <sup>rd</sup> Floor Silver Spring, Maryland 20910
Minority Status	NA
Term of Contract:	One year (October 1, 2018 – September 30, 2019), with four one-year renewal options

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for employment services for refugees/asylees located in Montgomery and Prince George's counties to International Rescue Committee (IRC) of Silver Spring, Maryland, for a one-year term, starting on October 1, 2018, for an annual not-to-exceed amount of \$197,634.

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 in the best interest of the College. The total five-year contract award shall not exceed \$988,170.

## BACKUP INFORMATION

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

## RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Rai  
Ms. Schena

## RESOURCE PERSONS

Mr. Payne  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9  
September 17, 2018

**Subject: Award of Contract, Employment Services for Refugees/Asylees in Montgomery and Prince George's Counties, Bid 919-001**

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WHEREAS, The senior vice president for academic affairs and the vice president and provost of applied technologies, the Gudelsky institute for technical education and workforce development & continuing education have requested an award of contract for employment services for refugees/asylees in Montgomery and Prince George's counties; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on July 12, 2018, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 50 firms downloaded the request for proposal, and two responses were received, read aloud, and recorded, beginning at 3:00pm on August 1, 2018; and

WHEREAS, Upon evaluation of all submitted proposals by Montgomery College staff, it was determined that the proposal submitted by International Rescue Committee of Silver Spring, Maryland, was the highest evaluated bidder, meeting all Montgomery College requirements; and

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

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

Resolved, That an award of contract for employment services for refugees/asylees in Montgomery and Prince George's counties be awarded to International Rescue Committee (IRC) of Silver Spring, Maryland, for one year beginning October 1, 2018, for an annual not-to-exceed amount of \$197,634; 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 is in the best interest of the College, and be it further

Resolved, That the total five-year contract award shall not exceed \$988,170.

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

Agenda Item Number: 10  
September 17, 2018

**AMENDMENT TO SOLE SOURCE AWARD OF CONTRACT,  
CONTINUATION OF INSPECTION AND CALIBRATION OF HEATING, VENTILATION AND  
AIR CONDITIONING (HVAC) CONTROL SYSTEMS  
CENTRAL SERVICES, GERMANTOWN, ROCKVILLE AND  
TAKOMA PARK/SILVER SPRING CAMPUSES**

**BACKGROUND**

Request:	Additional services for inspection and calibration of College HVAC control systems
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>In September 2011, the Board of Trustees approved a sole source award of contract for inspection and calibration services of Reliable brand HVAC controls for the Rockville and Takoma Park/Silver Spring campuses under resolution 11-09-114, and in June 2016, the board approved a five-year sole source award for the continuation of these services under resolution 16-06-098, for a total amount of \$406,690. Since June 2016, Science Center East and Science Center West on the Rockville Campus, Pavilion 3 on the Takoma Park/Silver Spring Campus, and Central Services are being controlled by Reliable brand controls. Future buildings being added to the system are the Student Affairs and Science buildings on the Germantown Campus and Student Services building on the Rockville Campus. The continuation of inspection and calibration of heating, ventilation, and air conditioning (HVAC) controls are required in order to maintain dependable and operable building heating and cooling systems. Although the existing Board resolution does not expire until June 30, 2021, it is requested that the current approved annual amounts be increased for FY19–FY21 to cover these additional services. Pritchett Controls Inc. remains the manufacturer's (Reliable) sole authorized service provider for the State of Maryland.</p>
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.



Certification:	The director of procurement certifies that Pritchett Controls is the only local firm authorized by the manufacturer to serve their equipment, and the interim chief business/financial strategy officer certifies funds are available in the FY19 operating budget.
Annual Dollar Amount	FY19: \$125,000 FY20: \$145,000 FY21: \$160,000 Total Three-Year Not to Exceed: \$430,000
Vendor Name:	Pritchett Controls
Vendor Address:	6800 Muirkirk Meadows Drive Beltsville, Maryland 20705
Minority Status:	Not Applicable
Term of Contract:	One year, with two one-year renewal options

### RECOMMENDATION

It is recommended that the Board of Trustees approve an increase to the existing sole source award of contract to Pritchett Controls of Beltsville, Maryland, to cover additional HVAC inspection and calibration services at Central Services, and the Germantown, Rockville and Takoma Park/Silver Spring campuses, for an annual not-to-exceed amount of \$125,000 in FY19.

It is further recommended that the contract be renewed for two additional one-year periods for an annual not-to-exceed amount of \$145,000 in FY20 and \$160,000 in FY21, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College. The total not-to-exceed three-year amount is \$430,000.

### BACKUP INFORMATION

Board Resolution

### RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

### RESOURCE PERSONS

Mr. Mills  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 10  
September 17, 2018

**Subject: Amendment To Sole Source Award of Contract, Continuation of Inspection and Calibration of HVAC Control Systems for the Central Services, Germantown, Rockville and Takoma Park/Silver Spring Campuses**

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WHEREAS, The interim senior vice president for administrative and fiscal services and the vice president of facilities and public safety have requested additional services for inspection and calibration of HVAC control systems; and

WHEREAS, The Reliable brand Building Automation Controls provides control and monitoring for the heating, ventilation, and air conditioning (HVAC) controls, central plant systems, supervisory monitoring of fire alarm systems, and standby power; and

WHEREAS, The director of procurement affirms that Pritchett Controls, Inc., is the manufacturer's sole authorized service provider for the State of Maryland, and the interim chief business/financial strategy officer certifies that planned and budgeted expenditures are available in the FY19–FY21 operating budgets; 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 acting president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approve an increase to the existing sole source award of contract to Pritchett Controls of Beltsville, Maryland, to cover additional HVAC inspection and calibration service needs at Central Services, and the Germantown, Rockville, and Takoma Park campuses, for an annual not-to-exceed amount of \$125,000 in FY19; and be it further

Resolved, That the contract be renewed for two additional one-year renewal periods for the total three-year not-to-exceed amount of \$430,000, at the sole option of the College, under the same terms and conditions, provided that funds are available, service is satisfactory, and it is in the best interest of the College.

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

Agenda Item Number: 11  
September 17, 2018

**ACCEPTANCE OF  
THE 2018 PERFORMANCE ACCOUNTABILITY REPORT**

**BACKGROUND**

The Performance Accountability Report (PAR) is the College's annual report on progress toward reaching benchmarks in key indicators of operations. The report is submitted to the Maryland Higher Education Commission (MHEC) each year. PAR indicators have universal statewide definitions.

This accountability reporting system has been in place since 1996, when it was implemented by MHEC. The reporting structure is based on requirements in the Maryland Higher Education Reorganization Act of 1988. At Montgomery College, the Office of Institutional Research and Effectiveness (OIRE) assumes the primary role for providing the quantitative content of the PAR and coordinating the contributions from administrative offices, individual campuses, and Workforce Development & Continuing Education.

In addition to narrative reporting on significant student characteristics and performance issues, community outreach efforts, use of public funding, and cost containment efforts, the report contains recent trend data on a number of specific quantitative indicators that reflect progress towards benchmarks set by the Board of Trustees on each indicator. MHEC considers the College's performance on these indicators as the primary component of assessing the institution's effectiveness, and, at the College, the president incorporates the PAR results in monitoring and assessing institutional performance on relevant internal dimensions, such as in the *Montgomery College 2020* "Performance Canvas."

Upon acceptance of the report by the Board of Trustees, the Performance Accountability Report will be submitted to the Maryland Higher Education Commission.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2018 Montgomery College Performance Accountability Report, and that the president be authorized to submit the report to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

2018 Performance Accountability Report (Trustees only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

**RESOURCE PERSONS**

Dr. Lynch  
Dr. Blaylock

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

Resolution Number:  
Adopted on:

Agenda Item Number: 11  
September 17, 2018

**Subject: Acceptance of the 2018 Performance Accountability Report**

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WHEREAS, The Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the state's public colleges and universities; and

WHEREAS, The 2018 Montgomery College Performance Accountability Report contains the most recent data on the quantitative performance indicators, as well as a written discussion of the trends in the narrative portion of the report; and

WHEREAS, The College uses data in the Performance Accountability Report to assess progress on collegewide student success and to contemplate actions where appropriate; and

WHEREAS, The acting president recommends acceptance of the College's 2018 Performance Accountability Report; now therefore be it

Resolved, That the Board of Trustees accepts the 2018 Montgomery College Performance Accountability Report; and be it further

Resolved, That the acting president is authorized to submit the report to the Maryland Higher Education Commission.

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

Agenda Item Number: 12  
September 17, 2018

**FY18 OPERATING FUND FUNCTIONAL TRANSFER**

**BACKGROUND**

The operating budget of the College is prepared and approved by major functions established by the Maryland Higher Education Commission. State law requires that transfer of funds between the major functions of the current operating fund be submitted in writing and approved by the county governing body. If the county governing body fails to act on a request for a transfer within 30 days, the request is automatically approved as requested.

It is common for actual expenditures to be different from planned expenditures. Therefore, at the conclusion of a fiscal year, institutions transfer funds from category to category to align actual expenditures to budget. This action is an annual action brought to the Board of Trustees at its first meeting each year to address the previous fiscal year's budget.

A functional transfer is necessary to assure that the College's expenditures do not exceed the functional appropriation approved by the county council. The Education Article of the Annotated Code of Maryland provides guidance on how this transfer is to be accomplished.

During FY18, the College reallocated additional resources to continue faculty opportunities for open education resources and e-learning, the purchase of computer hardware for classroom use and for the contribution to the College's defined pension plan. Since the College has sufficient expenditure authority in other functions, it is only necessary to request that the county council approve a transfer between functions.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the attached operating fund functional transfer resolution for submission to the county council for approval.

**BACKUP INFORMATION**

Resolution  
Policy 61001–Fiscal Control  
Section 16-304 of the Education Article of the Annotated Code of Maryland

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Ms. Greaney

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

Resolution Number:  
Adopted on:

Agenda Item Number: 12  
September 17, 2018

**Subject:     FY18 Operating Fund Functional Transfer**

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WHEREAS, Section 16-304(c)(1) of the Education Article of the Annotated Code of Maryland, provides that a community college may not spend more on any major function than the amount appropriated for it; and

WHEREAS, Section 16-304(c)(2)(i) states that transfers of appropriations between major functions shall be submitted in writing and approved by the county governing body before they are made; and

WHEREAS, Section 16-304(c)(2)(i) further states that if the county governing body fails to act on a request for a transfer within 30 days, then the request is automatically approved as requested; and

WHEREAS, The College has made concerted efforts to reallocate resources to support high priority institutional and instructional initiatives; and

WHEREAS, During FY18 the College reallocated resources to support faculty in open education and other e-learning initiatives; and

WHEREAS, During FY18 the College reallocated resources to support the purchase of computer hardware for classroom use; and

WHEREAS, During FY18 the College reallocated resources to provide for the contribution to the College's defined pension plan; and

WHEREAS, The College will exceed the county's approved functional appropriations if proper action is not taken; and

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

Resolved, That the Board of Trustees hereby authorizes, subject to county council approval, a functional budget transfer as listed in the table below; and be it further

<b>Functional Category</b>	<b>Approved FY18 Budget</b>	<b>Transfer from (-) or to (+)</b>	<b>Amended FY18 Budget</b>
Instruction	\$89,711,109	\$(1,969,861)	\$87,741,248
Academic Support	\$43,002,765	\$1,241,243	\$44,244,008
Student Services	\$33,105,457	\$(1,241,243)	\$31,864,214
Operation/Maintenance	\$43,765,655		\$43,765,655
Institutional Support	\$46,816,992	\$1,969,861	\$48,786,853
Scholarships & Fellowships	\$5,607,398		\$5,607,398
<b>Total</b>	<b>\$262,009,376</b>	<b>\$0</b>	<b>\$262,009,376</b>

Resolved, That a copy of the resolution be transmitted to the county executive and county council for approval.

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

Agenda Item Number: 13A  
September 17, 2018

**APPROVAL OF MEMORANDA OF AGREEMENT—COLLECTIVE BARGAINING  
AGREEMENT BETWEEN MONTGOMERY COLLEGE AND THE MONTGOMERY COLLEGE  
CHAPTER OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

**BACKGROUND**

Representatives of the Board of Trustees and the Montgomery College Chapter of the American Association of University Professors (“AAUP”) reached an agreement on or about August 31, 2018, through reopener negotiations, resulting in proposed amendments to the faculty collective bargaining agreement (“CBA”). The proposed amendments reflect the items agreed to by the two negotiating teams. There are four proposed amendments in the below-noted Articles of the CBA, as well as Appendix I.

1. Article 7: Chapter Rights
2. Article 8: Salaries
3. Article 9: Insurance and Related Benefits
4. Appendix I: Overload Pay

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached resolution the proposed amendments to the CBA that were agreed to on or about August 31, 2018; authorizing the chief human resources officer to execute the memoranda of agreement (“Memoranda”) as it has been ratified by AAUP; and delegating to the president the authority and responsibility to implement and administer the Memoranda.

**BACKUP INFORMATION**

Resolution  
Memoranda (Board Members Only)  
Collective Bargaining Agreement (as defined above)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSONS**

Mr. Roop  
Ms. Pratt



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

Resolution Number:  
Adopted on:

Agenda Item Number: 13A  
September 17, 2018

**Subject: Approval of Memoranda of Agreement—Collective Bargaining Agreement  
between Montgomery College and the Montgomery College Chapter of the  
American Association of University Professors**

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WHEREAS, The Montgomery College Chapter of the American Association of University Professors (“AAUP”) is the exclusive representative authorized to negotiate on behalf of certain faculty members at Montgomery College; and

WHEREAS, Memoranda of agreement (“Memoranda”), with proposed amendments to the collective bargaining agreement (“CBA”), have been negotiated by teams representing the Board of Trustees and AAUP; and

WHEREAS, The Memoranda contain a total of four amendments articulated in Article 7: Chapter Rights; Article 8: Salaries; Article 9: Insurance and Related Benefits; and Appendix I; and

WHEREAS, The Board of Trustees’ negotiating team recommends approval of the Memoranda by the Board; and

WHEREAS, The acting president recommends that the Board of Trustees take the following action; now therefore be it

Resolved, That the Board of Trustees approve the Memoranda ratified by AAUP, and be it further

Resolved, That the Board of Trustees authorize the chief human resources officer to execute the Memoranda between the Board of Trustees of Montgomery College and the Montgomery College Chapter of the American Association of University Professors; and be it further

Resolved, That the Board of Trustees delegate to the acting president the responsibility and authority to implement and administer the Memoranda.

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

Agenda Item Number: 13B  
September 17, 2018

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

**BACKGROUND**

Representatives of the Board of Trustees and the Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO, reached an agreement on or about August 31, 2018, through reopener negotiations, resulting in three (3) proposed amendments to the staff collective bargaining agreement (“CBA”). The proposed modifications to the CBA are contained in the following three (3) articles:

1. Article 7: Wages
2. Article 11: Union Privileges
3. Article 12: Insurance and Other Benefits

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached resolution, approving the amendments to the CBA that were agreed to on August 31, 2018 authorize the chief human resources officer to execute the memorandum of agreement, as it has been ratified by the Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO; and delegate to the acting president the authority and responsibility to implement and administer such agreement.

**BACKUP INFORMATION**

Resolution  
Memorandum of Agreement, (Board Members Only)  
AFSCME Collective Bargaining Update (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSONS**

Mr. Roop  
Ms. Pratt

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

Resolution Number:  
Adopted on:

Agenda Item Number: 13B  
September 17, 2018

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

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

WHEREAS, A memorandum of agreement with proposed amendments to the collective bargaining agreement ("CBA"), has been negotiated by teams representing the Board of Trustees and Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO; and

WHEREAS, Such memorandum of agreement contains three (3) proposed amendments to the CBA, articulated in Article 7: Wages; Article 11: Union Privileges; and Article 12: Insurance and Other Benefits; and

WHEREAS, The Board's negotiating team recommends approval of the memorandum of agreement by the Board; and

WHEREAS, The acting president recommends that the Board take the following action; now therefore be it

Resolved, That the Board of Trustees approve the proposed amendments to the CBA set forth in the attached memorandum of agreement, ratified by Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO; and be it further

Resolved, That the Board of Trustees authorize the chief human resources officer to execute the memorandum of agreement between the Board of Trustees of Montgomery College and Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees, AFL-CIO; and be it further

Resolved, That the Board of Trustees delegate to the acting president the responsibility and authority to implement and administer the memorandum of agreement.