



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# OPEN BOARD MEETING AGENDA

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

## BOARD OF TRUSTEES

Michael J. Knapp  
*Chair*

Gloria Aparicio Blackwell  
*First Vice Chair*

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*Student Trustee*

Robert F. Levey

Marsha Suggs Smith

Benjamin Wu

## PRESIDENT AND SECRETARY-TREASURER

DeRionne P. Pollard, PhD

**Monday, December 11, 2017 • 8:15 p.m.**

1. Call to Order ..... Procedural
2. Roll Call ..... Procedural
3. Approval of Agenda ..... Procedural
4. Comments Period ..... Information
5. Approval of Minutes ..... Procedural
  - A. November 13, 2017 Closed Session
  - B. November 13, 2017 Open Meeting
6. Reports ..... Information
  - A. President's Report (Dr. DeRionne P. Pollard)
  - B. FY18 First Quarter Financial Report (Dr. Janet E. Wormack)
  - C. Chair's Report (Mr. Michael J. Knapp)
  - D. Committee Chairs' and Liaisons' Reports
    - i. Educational Excellence Committee (Mr. Robert F. Levey)
    - ii. Financial Sustainability Committee (Ms. Marsha Suggs Smith)
7. Consent Calendar ..... Action
  - A. Personnel Actions Confirmation
  - B. Graduates Receiving the Associate Degree and Program Certificate in Fall 2017
  - C. Amendment to Award of Contract for the Continuation of Food and Vending Services, Bid 513-024
8. Compensation Matter ..... Action  
Amendment to FY18 Salary Structure to a Market-based Framework
9. Budget Matters
  - A. Designated Fund Balance – Operating Fund ..... Action
  - B. Presentation of the FY19 Operating Budget ..... Information
10. Award of Contract ..... Action  
Course and Room Scheduling Software, Bid 918-004

11. Policy Matter ..... Action  
Adoption of Policy 31005–Medical Examinations and Fitness for Duty
12. Regulatory Matter ..... Action  
Acceptance of the Montgomery College Audited Financial Statements for  
June 30, 2017, and 2016
13. New Business ..... Information
14. Adjourn ..... Procedural

#### 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: 7A  
December 11, 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:  
Adopted on:

Agenda Item Number: 7A  
December 11, 2017

**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 October 1, 2017, through October 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.

Attachments

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Department
10/23/2017	Burdette, William	Grounds Maintenance Worker	C	Facilities Operations - GT
10/09/2017	Chantry, Kathryn H	Chief Bus-Fin Strategy Officer	Q	Business Services
10/23/2017	Fuentes, Steven	Grounds Maintenance Worker	C	Facilities Operations - GT
10/23/2017	Gallo Krasnoff, Stephanie	Marketing Specialist	J	Advancement - Student Services
10/23/2017	Kish, Alice U	Admission & Registration Asst	F	Admission Services
10/23/2017	Lee, Neil	Broadcast Engineer	K	MCTV10 - Montgomery College TV
10/23/2017	Maldonado, Migdalia R	Academic Coach	K	ACES-Achieve College Excell & Success
10/23/2017	Strickland, Nakiella	Graduation Technician	G	Admission Services
10/23/2017	Telahun, Tadelech T	Building Services Worker	B	Facilities Operations – TP/SS
10/23/2017	Wright, Maryam	Financial Aid Assistant	F	Financial Aid
10/23/2017	Zambrano, Vanessa	Strategic Content Producer	K	Advancement-Media/Public Relation
10/23/2017	Zelt, Jessica A	Quality Assurance Analyst	L	OIT Application Services

**STAFF SEPARATIONS**

Effective Date	Name	Position Title	YOS	Department
10/16/2017	Bannerman, Samuel	Organizational Develop Spec II	>1	HR Strategic Talent Management
10/18/2017	Graham, Arlean B	Board Relations Coordinator	20	Board of Trustees
10/30/2017	James, Alphonso	Building Services Worker	>1	Facilities Operations - GT
10/06/2017	Kumar, Hemanth D	Network Engineer	8	OIT Engineering Services
10/06/2017	Nelson, Tara D	Clery Act Comp & Accred Coord	3	Facilities Security - Central
10/06/2017	Sellman, Viola <sup>1</sup>	Administrative Aide II	10	OIT Engineering Services

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	5	1	0	0	9
Male	1	1	1	0	0	3
<b>TOTAL</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>12</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	3	0	0	0	3
Male	0	2	0	1	0	3
<b>TOTAL</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: None**

<sup>1</sup> Retirement

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

Agenda Item Number: 7B  
December 11, 2017

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND  
THE PROGRAM CERTIFICATE IN FALL 2017**

**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 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.

**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: 7B  
December 11, 2017

**Subject: Graduates Receiving the Associate Degree and the Program Certificate in  
Fall 2017**

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WHEREAS, It is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, The College registrar has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the fall 2017 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 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.

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

Agenda Item Number: 7C  
December 11, 2017

**AMENDMENT TO AWARD OF CONTRACT  
FOR THE CONTINUATION OF FOOD AND VENDING SERVICES, BID 513-024**

**BACKGROUND**

<b>Request:</b>	Continuation of Food and Vending Services
<b>Office/SVP Originating Request:</b>	Senior Vice President for Administrative and Fiscal Services and the Associate Senior Vice President for Administrative and Fiscal Services
<b>Award Type:</b>	Amendment to Award of Contract
<b>Bid Number:</b>	513-024
<b>Explanation of Request:</b>	<p>In June of 2013, a five-year contract was awarded to Compass Group USA via Chartwells Division. The award was for a revenue-generating contract to provide food, catering, and vending services on each of the three Montgomery College campuses.</p> <p>An extension to the existing contract is being sought for one year and up to one additional year to create a plan and associated RFP to redesign and renovate the current food services facilities on the Rockville and Germantown campuses.</p> <p>The vendor will create state-of-the-art retail food, catering, and vending facilities and services on each of the three campuses. The Rockville and Germantown campuses' food services facilities are decades old, under-powered, and lack appropriate space for provisioning of food services.</p> <p>The Campus Center Building on the Rockville Campus will be vacated in fall 2019. This provides the opportunity to redesign and renovate the first and basement floors to meet the needs of students on the Rockville Campus. Additionally, it provides the opportunity to create a partnership with the Hospitality Management Program to include student interns and employees. The Germantown Campus food services area will be redesigned and renovated to ensure appropriate design and services for the campus. Additionally, vending services for the three campuses will be assessed for quality of service, locations of services and different</p>



	vending options. The redesign of the vending program will be part of the future RFP.
<b>Reason Being Brought to Board:</b>	Board approval is required for contract extensions valued over \$100,000.
<b>Certification:</b>	The director of procurement certifies that the current contractor has agreed to the continuation of the services as outlined in the contract for an additional year and up to one more additional year.
<b>Dollar Amount:</b>	
<b>Vendor Name:</b>	Compass Group USA via Chartwells Division
<b>Vendor Address:</b>	Rye Brook, New York
<b>Minority Status:</b>	N/A
<b>Contract Expiration:</b>	June 30, 2019 with a one-year renewal option

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the award of contract for the continuation of food and vending services to Compass USA via Chartwells Division for one year and up to one additional year. The total annual financial commitment to the College is \$65,000.

#### BACKUP INFORMATION

Board Resolution

#### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

#### RESOURCE PERSON

Ms. Schena

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

Resolution Number:  
Adopted on:

Agenda Item Number: 7C  
December 11, 2017

**Subject: Amendment to Award of Contract for the Continuation Food and Vending Services, Bid 513-024**

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WHEREAS, The senior vice president for administrative and fiscal services is requesting the continuation of the food and vending services contract for one year with a one-year renewal option; and

WHEREAS, A five-year competitive contract was awarded to Compass USA via Chartwells Division for food and vending services in June 2013, which expires on June 30, 2018; and

WHEREAS, A one-year extension with a one-year renewal option of the current food and vending services contract is being requested due to the need to redesign and renovate the existing facilities and services at the Rockville and Germantown campuses; and

WHEREAS, Board approval is required for extensions of contracts valued over \$100,000; and

WHEREAS, The director of procurement certifies that the current contractor has agreed to continue to provide food and vending services as specified in the current contract for one additional year and up to one additional year, and the chief business/financial strategy officer certifies that the revenue projections for the additional years are reasonable and in line with current performance; and

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

Resolved, That the amendment to the award of contract for the continuation of food and vending services be awarded to Compass USA via Chartwells Division of Rye Brook, New York, for one year with a one-year renewal option, at an annual estimated revenue amount of \$65,000; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 8  
December 11, 2017

**AMENDMENT OF COMPENSATION TO A MARKET BASED PAY STRUCTURE IN FY18**

**BACKGROUND**

In 2014, the Administrative and Fiscal Services leadership reviewed compensation program changes implemented in 2012. More than \$2 million was invested to support staff and administrators through program changes providing equity review, new hire equity review, and individual classification review requests. In reviewing this investment and associated total compensation costs, it was determined that the compensation program was not sustainable for the long-term. As a result of this examination, the equity and new hire reviews, and the individual classification review requests of the College's compensation program were suspended and continue to be suspended in light of budgetary challenges.

Long-term alignment of the compensation structure with the College's strategic goals and objectives will strengthen and support student success and ensure both internal and external validity through the use of market data. In order to accomplish this, the Office of Human Resources and Strategic Talent Management partnered with Aon Hewitt, a global human resources and compensation consulting firm, to review and assess the College's compensation program. Aon completed its assessment and presented the following recommendations to the College: develop a formal compensation philosophy to guide and inform pay practices; develop a formal pay structure using market pay data for over 180 College "benchmark" jobs; and redesign the current salary schedule to align with the market.

After review by College leadership and feedback from the College community, a formal compensation study was undertaken and a compensation philosophy was developed. The resulting new compensation program and salary structure are market-based and provide a sustainable plan consistent with the College's compensation philosophy. The market-based pay structure consists of numeric grades with a minimum, midpoint, and maximum pay amounts for each grade for non-bargaining staff and administrators.

The Board of Trustees is asked to replace the salary structure that it adopted at its June 2017 meeting with this new salary structure. The salary structure will be implemented in two phases. In Phase I, positions identified with salaries below the minimum of grade in the new structure will be increased as appropriate. In addition, new hires made on or after January 1, 2018, will be placed within the new structure. In Phase II, all non-bargaining staff and administrators will be placed within the new structure with an effective date of July 1, 2018.

The new salary structure will provide control over base pay costs, while accurately reflecting the competitive market ranges of jobs in each grade. Further, it establishes a standard guideline for managing pay within Montgomery College in a market-based structure in which salaries are based on national, occupational, geographic, and labor competitiveness benchmarks of similar occupations performed across the country. Several colleges and universities have adopted similar market-based compensation programs, among them Anne Arundel Community College, Allegheny Community College, University of Maryland, and Bowie State University.

## RECOMMENDATION

The president recommends approval of the market-based salary structure for non-bargaining staff and administrators in FY18. It is further recommended that changes in salary be made in two phases. In Phase I, the new scale will be applied to those positions identified as falling below the minimum in their grades and to new hires as of January 1, 2018. It is further recommended that Phase II be effective July 1, 2018, when all non-bargaining staff and administrators will be placed within the new compensation plan and salary structure.

## BACKUP INFORMATION

Board Resolution

Policy 33001–Staff Classification Systems and Position Descriptions

Policy 35001–Compensation Programs

Market Based Salary Schedule

## RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

## RESOURCE PERSON

Mr. Roop

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8  
December 11, 2017

**Subject: Amendment of Compensation to a Market-based Pay Structure in FY18**

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WHEREAS, The College strives to maintain a competitive market-based salary schedule for its highly qualified employees; and

WHEREAS, The College suspended components of its compensation program in 2014 and enlisted the services of national experts to conduct a review of the compensation program and salary structure; and

WHEREAS, The review led to a recommendation to adopt a market-based salary structure that is based on national, occupational, geographic, and labor competitiveness benchmarks of similar occupations performed across the country; and

WHEREAS, The salary structure will contribute to the College's efforts to achieve long-term fiscal sustainability; and

WHEREAS, The president recommends adoption of the following resolution; now therefore be it

Resolved, That the market-based salary schedule for non-bargaining staff and administrators be approved for FY18, as shown on the attachment; and be it further

Resolved, That effective January 1, 2018, positions identified as below the minimum of the salary structure will be adjusted, and new employees hired after January 1, 2018, will be compensated within the new salary structure; and be it further

Resolved, That beginning in Fiscal Year 2019, effective on July 1, 2018, the new salary structure will be applied to all non-bargaining staff and administrators.

Montgomery College  
Market-based Salary Schedule  
Effective January 1, 2018  
Annual Rates

Grade	Minimum	Midpoint	Maximum
41	\$131,300	\$180,600	\$229,800
39	\$114,300	\$157,100	\$200,000
37	\$99,300	\$136,600	\$173,800
35	\$86,400	\$118,800	\$151,200
33	\$75,200	\$103,400	\$131,600
31	\$69,200	\$89,900	\$110,700
29	\$62,800	\$81,700	\$100,500
27	\$57,200	\$74,300	\$91,500
25	\$51,900	\$67,500	\$83,000
23	\$47,200	\$61,400	\$75,500
21	\$42,900	\$55,800	\$68,600
19	\$40,600	\$50,700	\$60,900
17	\$37,600	\$47,000	\$56,400
15	\$34,800	\$43,500	\$52,200
13	\$32,200	\$40,300	\$48,300
11	\$29,800	\$37,300	\$44,700
9	\$27,700	\$34,600	\$41,600
7	\$25,600	\$32,000	\$38,400
5	\$23,800	\$29,700	\$35,700

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

Agenda Item Number: 9A  
December 11, 2017

**DESIGNATED FUND BALANCE – OPERATING FUND**

**BACKGROUND**

In order to protect the financial stability and integrity of Montgomery College, to provide sufficient liquidity required for daily operations, and to address unplanned needs, the College has an undesignated reserve fund balance policy (Policy 67001). The College's undesignated fund balance policy calls for the College to maintain operating reserves between three and five percent of budgeted resources, minus the annual contribution from the county. Funds in excess of this reserve are deemed fund balance and, in most cases, provide resources to fund the budget and/or county saving plan requests.

During the FY17 budget cycle, the College made the decision to close its early learning centers on the Rockville and Takoma Park/Silver Spring campuses by the end of calendar year 2017. The property that formerly housed the Takoma Park/Silver Spring Campus' early learning center was sold on September 21, 2017, and the Rockville Campus property is now in use as campus office space.

During the FY18 budget cycle, the College disclosed the intent to sell the Takoma Park/Silver Spring Campus early learning center and that it would designate \$250,000 of the proceeds to be used to fund \$150,000 in education scholarships and \$100,000 to match a grant to develop open educational resources. Now that the property is sold, the Board is asked to designate \$495,000 and any remaining proceeds, to the fund balance for the purposes of providing educational scholarships. Once this amount is determined, funds will be allocated by fiscal year for no more than seven fiscal years.

**RECOMMENDATION**

The president recommends that the Board designate \$495,000, plus any remaining proceeds, from the sale of the property that formerly housed the Takoma Park/Silver Spring early learning center to the fund balance for the purposes of granting educational scholarships for up to seven fiscal years.

**BACKUP INFORMATION**

Board Resolution

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSON**

Ms. Chantry

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9A  
December 11, 2017

**Subject: Designated Fund Balance – Operating Fund**

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WHEREAS, The College has an undesignated fund balance policy whereby reserves are maintained between three and five percent of budgeted resources, minus the annual contribution from the county; and

WHEREAS, Funds in excess of the reserve are deemed fund balance and have been used to fund the current fund budget and/or county savings plans; and

WHEREAS, During the FY17 budget cycle, the College made the decision to close the early learning centers on the Rockville and Takoma Park/Silver Spring campuses; and

WHEREAS, During the FY18 budget cycle, \$250,000 of the proceeds from the sale of the property that formerly housed the Takoma Park/Silver Spring early learning center has been designated to be used for education scholarships and for open educational resources; and

WHEREAS, To appropriately manage the remaining proceeds from the sale, the College will create a Board-designated fund balance that allows these proceeds to be used for the intended use of providing educational scholarships; and

WHEREAS, The president recommends the following action to be taken; now therefore be it

Resolved, That the Board of Trustees hereby designates a fund balance originating from the proceeds from the sale of the property that formerly housed the Takoma Park/Silver Spring early learning center; and be it further

Resolved, That the Board of Trustees hereby designates \$495,000 plus any additional remaining balance of the proceeds of the sale to the fund balance for use in funding educational scholarships for up to seven fiscal years; and be it further

Resolved, That the president is authorized to take such actions as necessary to implement this resolution.



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

Agenda Item Number: 10  
December 11, 2017

**AWARD OF CONTRACT,  
COURSE AND ROOM SCHEDULING SOFTWARE, BID 918-004**

**BACKGROUND**

<b>Request:</b>	Course and Room Scheduling Software
<b>Office/SVP Originating Request:</b>	Senior Vice President for Administrative and Fiscal Services and the Vice President of Instructional and Information Technology
<b>Award Type:</b>	Competitive
<b>Bid Number:</b>	918-004
<b>Explanation of Request:</b>	The purchase of course and room scheduling software is included in the College's Academic Master Plan to promotes student success and ensures academic excellence. Purchasing this software will allow students to schedule courses that meet academic program requirements and align closely with their personal schedules. This purchase also allows the utilization of classroom space to be more effective and efficient while decreasing course cancellations and bottlenecks such as seat availability in high demand courses. Without the software, current course and room scheduling processes will remain inefficient, and significantly hamper the goals of student success that have been outlined in the Academic Master Plan.
<b>Reason Being Brought to Board:</b>	Board approval is required for bid awards valued over \$250,000.
<b>Certification:</b>	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business and financial strategy officer certifies that funds are available and planned for in the FY18 operating budget.
<b>Year One Dollar Amount:</b>	\$185,000
<b>Vendor Name:</b>	Ad Astra Information Systems, LLC
<b>Vendor Address:</b>	6900 W. 80th Street Overland Park, KS 66204
<b>Minority Status:</b>	N/A
<b>Contract Term:</b>	One year from software implementation and go-live date, with four one-year renewal options

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Ad Astra Information Systems, LLC, of Overland Park, Kansas, for course and room scheduling software for a year-one total amount of \$185,000. It is further recommended that the contract be renewed for four additional one-year renewals, at \$150,000 per year, 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 \$785,000.

## BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

## RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

## RESOURCE PERSONS

Mr. Johnson

Mr. Whitman

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
December 11, 2017

**Subject: Award of Contract, Course and Room Scheduling Software, Bid 918-004**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of instructional and information technology are requesting an award of contract for the purchase of course and room scheduling software; and

WHEREAS, Without the software, current course and room scheduling processes will remain inefficient, and significantly hamper the goals of student success that have been outlined in the Academic Master Plan; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec.16-311, a request for proposal was posted on the Montgomery College procurement and eMaryland Marketplace websites on September 29, 2017; and

WHEREAS, 50 companies downloaded the solicitation from the College's procurement website; and

WHEREAS, On October 17, 2017, two responses were received and recorded in the Office of Procurement by 3:00 p.m. local time; and

WHEREAS, Upon evaluation of submitted proposals and oral presentations by appropriate College staff, it was determined that the proposal submitted by Ad Astra Information Systems, LLC, of Overland Park, Kansas, 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 approves an award of contract to Ad Astra Information Systems, LLC, of Overland Park, Kansas, for the purchase of course and room scheduling software for a one-year period for a total amount of \$185,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms at \$150,000 per year, as long as service is satisfactory, funds are available, and it is in the best interest of the College, where the total five-year contract award amount shall not exceed \$785,000; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 11  
December 11, 2017

**ADOPTION OF POLICY: 31105–Medical Examinations and Fitness for Duty**

**General Information**

<b>Policy Number:</b>	31105
<b>Contained in Chapter:</b>	Chapter Three
<b>Policy Title:</b>	Medical Examinations and Fitness for Duty
<b>Policy Creation Date:</b>	December 11, 2017

**Reason for Policy**

It is paramount that the College provide an environment where employees are able to perform their duties in a safe, secure, and effective manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety risk to themselves and to others. This new policy, modeled on the County's current language and similar policies from other colleges and universities, emphasizes the importance of maintaining a safe working environment for all employees and authorizes the administration of medical examinations under limited circumstances related to health and safety.

**Purpose of Each Policy Element**

<b>Section</b>	<b>Purpose</b>
I.	Recognition of the College's commitment to providing a safe workplace for the benefit of the College community.
II.	Policy statement that the College may require current employees to undergo medical examinations under limited circumstances to determine fitness for duty and to ensure the safety of the employee, other employees, students, the College, and the public. The policy requires that such examinations be conducted in compliance with applicable law and that medical examinations not be used as a substitute for disciplinary action.
III.	Statement of continued adherence to related Policy 32106 – Employment of Individuals with Disabilities and Policy 35004 – Leave Program.
IV.	Authorization for the President to develop procedures to implement the Board policy.

### RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 31105–Medical Examinations and Fitness for Duty.

### BACKUP INFORMATION

Resolution  
Policy 31105–Medical Examinations and Fitness for Duty

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

### RESOURCE PERSON

Mr. Roop

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

Resolution Number:  
Adopted on:

Agenda Item Number: 11  
December 11, 2017

**Subject: Adoption of Policy: 31105–Medical Examinations and Fitness for Duty**

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WHEREAS, The president has identified the need for a policy to articulate and establish clear requirements for applicant and employee medical examinations to ensure the safety of the College community while protecting the rights and dignity of the individual; and

WHEREAS, The issues related to establishing protocols for medical examinations and fitness for duty assessments have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

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

Resolved, That Policy 31105–Medical Examinations and Fitness for Duty be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

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Chapter: Personnel

Modification No. 001

Subject: **Medical Examinations and Fitness for Duty**

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- 1 I. Montgomery College is committed to providing a safe workplace for the benefit of the  
2 College community. In order to provide a safe work environment, employees must be  
3 able to perform their job duties in a safe, secure, productive, and effective manner.  
4 Employees who are not fit for duty may present a safety hazard to the employee, other  
5 employees, students, and others.  
6  
7 II. It is the policy of Montgomery College that the College may require current employees to  
8 undergo a medical examination to determine the employee's fitness for duty under limited  
9 circumstances to ensure the safety of the employee, other employees, students, the  
10 College, or the public. Any such medical examinations must be conducted in full  
11 compliance with applicable law, including the American with Disabilities Act. Medical  
12 examinations shall not be used as a substitute for disciplinary action.  
13  
14 III. Nothing in this policy supersedes or alters the policies set forth in 32106-Employment of  
15 Individuals with Disabilities or 35004-Leave Program.  
16  
17 IV. The President is authorized and directed to establish procedures necessary to implement  
18 this policy.  
19  
20

21 Board Approval: \_\_\_\_\_, 2017

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

Agenda Item Number: 12  
December 11, 2017

**ACCEPTANCE OF THE MONTGOMERY COLLEGE AUDITED FINANCIAL  
STATEMENTS FOR JUNE 30, 2017, AND 2016**

**BACKGROUND**

Montgomery College is required to conduct an annual audit of the College's financial statements.

The audit of financial statements for June 30, 2017, and 2016 was conducted by CliftonLarsonAllen, LLC, Certified Public Accountants and Consultants, and certified by the senior vice president for administrative and fiscal services and by the president.

The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the audited financial statements for June 30, 2017 and 2016.

**BACKUP INFORMATION**

Board Resolution  
Audited Financial Statements for June 30, 2017, and 2016 (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSON**

Ms. Chantry



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

Resolution Number:  
Adopted on:

Agenda Item Number: 12  
December 11, 2017

**Subject: Acceptance of the Montgomery College Audited Financial Statements for June 30, 2017, and 2016**

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WHEREAS, Montgomery College is required to conduct an annual audit of the College's financial statements; and

WHEREAS, The audit of financial statements for June 30, 2017, and 2016, was conducted by CliftonLarsonAllen, LLP, Certified Public Accountants and Consultants, and certified by senior vice president for administrative and fiscal services and by the president; and

WHEREAS, The audit report was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the comptroller general of the United States; and

WHEREAS, The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment; and

WHEREAS, The Board of Trustees was informed that the College's financial statements are free of material misstatement and that a material weakness in internal controls was identified during the audit process which was corrected by management; and

WHEREAS, The president of the College and the Audit Committee recommends that the Board of Trustees accept the following resolution; now therefore be it

Resolved, That the Board of Trustees accepts the audited financial statements for June 30, 2017, and 2016.