



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

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

BOARD OF TRUSTEES

Gloria Aparicio Blackwell
Chair
TERM ENDS JUNE 30, 2020

Leslie S. Levine, PhD
First Vice Chair
TERM ENDS JUNE 30, 2021

Michael A. Brintnall, PhD
Second Vice Chair
TERM ENDS JUNE 30, 2023

Sarah Haj Hamad
Student Trustee
TERM ENDS JUNE 30, 2020

Kenneth J. Hoffman, MD
TERM ENDS JUNE 30, 2023

Michael J. Knapp
TERM ENDS JUNE 30, 2024

Frieda K. Lacey, EdD
TERM ENDS JUNE 30, 2024

Robert F. Levey
TERM ENDS JUNE 30, 2025

Maricé Morales
TERM ENDS JUNE 30, 2025

Marsha Suggs Smith
TERM ENDS JUNE 30, 2022

**PRESIDENT AND
SECRETARY-TREASURER**

DeRionne P. Pollard, PhD

February 24, 2020

SNOW DATE: March 2, 2020

8:00 p.m.

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda..... Procedural
4. Comments Period Procedural
5. Approval of Minutes Action
 - A. January 29, 2020 Closed Session
 - B. January 29, 2020 Public Meeting
6. Reports..... Information
 - A. Student Spotlight
 - B. President’s Report (Dr. DeRionne P. Pollard)
 - C. Chair’s Report (Ms. Gloria Aparicio Blackwell)
 - D. Education and Culture Committee Report (Dr. Frieda K. Lacey)
7. Consent Agenda Action
 - A. Personnel Actions Confirmation Report
 - B. Retirement Recognitions
 - i. Ms. Jane H. Abraham
 - ii. Mr. Robert E. Hatfield
 - iii. Ms. Maria D. Lazo
 - iv. Ms. Sarahy Pena
 - C. Award of Bronze Medallion to Mr. Mark N. Miller
8. Recognition and Facilities Matter..... Action

Naming of the Part-time Faculty Fellowship Program in Honor of Dr. Robert Shoenberg
9. Award of Contract (Competitive)..... Action

Award of Contract, Commencement Event Services, Bid 520-018
10. Award of Contract (Sole Source) Action

Sole Source Award of Contract, Computerized Maintenance Management System License

11. Board Matter Information

Schedule of Board Meetings for Fiscal Year 2021

12. New Business

13. Trustee Comments

14. 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.

PUBLIC COMMENTS. The board welcomes public comments, which can be sent to trustees@montgomerycollege.edu or to Board of Trustees, 9221 Corporate Blvd, Rockville, Maryland 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. An electronic file or a hard copy of the testimony must be provided to the Board of Trustees by 5:00 p.m. on the day 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 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.

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

Agenda Item Number: 7A
February 24, 2020

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

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number:
Adopted on:

Agenda Item Number: 7A
February 24, 2020

Subject: Personnel Actions Confirmation

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period December 1, 2019, through December 31, 2019; 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 December 1, 2019, through December 31, 2019

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
12/02/2019	Milheo, Yannick K	Senior Instructional Assistant	25	Biology and Chemistry Dean
12/02/2019	Revilla, Hydaliza M	Digital Learning Center Spec	23	CW Learning Centers
12/02/2019	Shupe, Suzanne	Administrative Aide I	15	CW Dean Stu Access-GT Stu Serv
12/02/2019	St-Fleur, Reginald	Building Equipment Mechanic II	25	Facilities Operations-RV
12/02/2019	Trimuel, Carla	Job Opportunity & Dev Spec	27	Community Based Grants WDCE

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
12/11/2019	Aroni Caceres, Claudio Y	Building Services Worker	11	0	Facilities-Central Admin
12/11/2019	Barron, Francisco M	IT Support Specialist	25	0	OIT Academic Services
12/13/2019	Lineman, Nancy C	Director 1	35	4	Humanities Dean
12/13/2019	Weber, Julie S	Ombuds	33	3	President's Office
12/31//2019	Filippi, Sandra ¹	Planning & Design Director	35	15	Facilities
12/31/2019	Tong, Loc V ¹	IT Support Specialist	25	26	OIT Academic Services
12/31/2019	Venkatech, Usha ¹	Dean of Instruction	37	7	ELAP, Linguistics & Comm Studies

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	1	1	0	1	0	0	3
Male	0	2	0	0	0	0	2
TOTAL	1	3	0	1	0	0	5

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	3	0	0	1	0	0	4
Male	0	0	2	1	0	0	3
TOTAL	3	0	2	2	0	0	7

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From December 1, 2019, through December 31, 2019

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS: NONE

Effective

<u>Date</u>	<u>Name</u>	<u>Position Title</u>	<u>Grade</u>	<u>YOS</u>	<u>Department</u>
12/31/2019	Ciapetta, Robert ¹	Professor		50	ELAP, Linguistics & Comm Studies
12/27/2019	DeMellier, Mary F	Professor		7	Health Sciences Dean
12/03/2019	Edwards, Kamala ²	Professor		30	English and Reading Dean

¹ Retirement

² Deceased

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Bi
February 24, 2020

Subject: Retirement of Ms. Jane H. Abraham

WHEREAS, Ms. Jane H. Abraham served Montgomery College with enthusiasm and dedication for more than 20 years as a part-time staff member and retired from the College as of July 1, 2019; and

WHEREAS, Ms. Abraham began her career as a temporary employee and held many positions within the Office of Advancement and Community Engagement including office assistant, records and computer support technician, information coordinator, and later progressed to communications coordinator; and

WHEREAS, She led MC Voices, a first-person blog and vlog series that follows and documents students for the school year and gives a glimpse into life at the College; and

WHEREAS, She launched the new student vlog portion of MC Voices, which grew to be a successful student blog program; and

WHEREAS, The blogs/vlogs are featured on the Montgomery College website, in various marketing materials, and on MCTV; and

WHEREAS, Through Ms. Abraham's leadership, MC Voices continues to positively impact the College in many ways and serves as a resource to recruit new students, as well as a tool to publicize many outstanding opportunities for current students; and

WHEREAS, The senior vice president for advancement and community engagement and the president of the College recommend this public recognition of Ms. Abraham on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Jane H. Abraham for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Jane H. Abraham.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Bii
February 24, 2020

Subject: Retirement of Mr. Robert E. Hatfield

WHEREAS, Mr. Robert E. Hatfield served Montgomery College with enthusiasm and dedication for more than 31 years as a full-time staff member and retired from the College on September 1, 2019; and

WHEREAS, He began his employment at Montgomery College as a general maintenance worker on the Rockville Campus, and later progressed to a ground's maintenance lead on the Germantown Campus; and

WHEREAS, During his career, Mr. Hatfield graduated from the 20th Leadership Development Institute and received recognition and appreciation for his time and effort; and

WHEREAS, Mr. Hatfield maintained a positive attitude and sense of humor, and displayed an ongoing commitment to teamwork and excellence throughout his career; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Robert E. Hatfield on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Robert E. Hatfield for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and that a copy of this resolution be presented to Mr. Robert E. Hatfield.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Biii
February 24, 2020

Subject: Retirement of Ms. Maria D. Lazo

WHEREAS, Ms. Maria D. Lazo served Montgomery College with enthusiasm and dedication for more than 19 years as a full-time staff member in the Facilities Office and retired from the College as of October 1, 2019; and

WHEREAS, She began her employment at the College as a custodial worker; and

WHEREAS, During her career, Ms. Lazo completed all College and departmental training and goals; and

WHEREAS, She was an outstanding member of the Rockville Campus Facilities department and over her years of service she received a number of certificates of appreciation for a job well done; and

WHEREAS, Ms. Lazo helped maintain a clean and healthy environment for students and staff at the College while showing enthusiasm and dedication for her job; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Maria D. Lazo on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Maria D. Lazo for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Maria D. Lazo.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7Biv
February 24, 2020

Subject: Retirement of Ms. Sarahy Pena

WHEREAS, Ms. Sarahy Pena served Montgomery College with enthusiasm and dedication for more than 28 years as a full-time staff member and retired from the College as of July 1, 2019; and

WHEREAS, Ms. Pena began her employment at the College in 1986 and served proficiently as a temporary office assistant in the following offices: Department of Job Training Partnership Act (JTPA); Department of Continuing Education; Performing and Visual Arts; Audio Visual Services; Office of the Vice President for Planning and Advancement; Admissions and Records; and

WHEREAS, She transitioned to a full-time position in 1990 in the Office of Budget and Audits as an administrative aide to the director and later joined the Office of Central Facilities in 2013; and

WHEREAS, She received a recognition award in 2001 for outstanding efforts for preparing the FY03 operating budget, received two recognition awards from the director of budget and finance in 2011 for her excellent customer service, and in 2012 for her work with the new chart of accounts; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Sarahy Pena on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Sarahy Pena on her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Sarahy Pena.

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

Resolution Number:
Adopted on:

Agenda Item Number: 7C
February 24, 2020

Subject: Retirement and Award of Bronze Medallion to Mr. Mark N. Miller

WHEREAS, Mr. Mark N. Miller served Montgomery College with enthusiasm and dedication for more than 18 years as a full-time staff member and retired from the College as of November 1, 2019; and

WHEREAS, He began his employment in 2000; coordinated the Library's collection development on the Takoma Park/Silver Spring Campus for eight years; diligently tracked spending and ensured that collection met the needs of the students; coordinated Library reference services for the past 15 years; built information literacy skills of students by teaching well over one hundred bibliographic instruction sessions; and

WHEREAS, He made important contributions to the Digital Resource Policy Committee, Electronic Resources Committee, Archives Committee, and Library Best Practices Committee; he also served as part-time faculty, co-teaching for many semesters a learning community; Library Research 110, English 102, and Philosophy 101; and

WHEREAS, Mr. Miller served for three years as the Library representative to the Collegewide Curriculum Committee and, as an attorney-at-law, he gave numerous public presentations at Montgomery College on legal dimensions of human rights issues, visiting classrooms to discuss with students the illegality of the use of military force under the United Nations Charter and the Kellogg-Briand Pact; and

WHEREAS, He spent six months in the People's Republic of China on professional development leave; visited academic libraries and studied Chinese language at Beijing Language and Culture University; and in 2015 he wrote and co-produced an award-winning video, "Human Rights in Many Languages," featuring Montgomery College students and faculty reading the text of the Universal Declaration of Human Rights; and

WHEREAS, He organized the first five years of the Confluence Translation Conference at MC, a translation and interpretation initiative now in its sixth year featuring an annual all-day Professional Confluence Conference, and "Translatable," an annual open-mic event celebrating International Translation Day, as well as a series of student-focused translation-themed events throughout the academic year; and

WHEREAS, He mentored students and organized a series of Library-sponsored Writers Coffee House literary evenings on the Takoma Park/Silver Spring Campus; organized the Peace and Justice Studies initiatives at the College, supported new curriculum development and helped plan and implement peace-themed events on all three campuses, including annual celebrations of International Peace Day and Human Rights Day; and

WHEREAS, His commitment and dedication to the mission of the College, his resolute professionalism and deep caring for his work on peace and social justice, and his willingness to support colleagues and students alike will be missed; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Mr. Mark N. Miller on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Mark N. Miller for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Mr. Mark N. Miller is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Mr. Mark N. Miller.

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

Agenda Item Number: 8
February 24, 2020

**NAMING OF THE PART-TIME FACULTY FELLOWS PROGRAM
IN HONOR OF DR. ROBERT SHOENBERG**

BACKGROUND

In January of 2020, the Montgomery College Foundation received a gift commitment of \$600,000 from Dr. Robert Shoenberg. Dr. Shoenberg has served on the College's Board of Trustees and as a member of the Montgomery College Foundation Board of Directors. He has also taught courses at Montgomery College as a part-time faculty member.

The aim of the part-time faculty fellowships is to provide a yearlong professional development program that will provide research opportunities in the faculty member's home discipline and will include access to labs and supplies. The fellowship provides part-time faculty members with complete release from teaching and additional funds for professional development. In addition, the fellowships will provide for mentoring from deans and full-time faculty, financial support for participation in conferences, and extended participation in the discipline as a part-time faculty member.

Over the years, Dr. Shoenberg has donated more than \$663,000 to the Montgomery College Foundation. These gifts have supported a wide variety of needs, including emergency assistance, scholarships, transfer scholarships, and the Achieving Collegiate Excellence and Success (ACES) program.

In recognition of the generous gifts made by Dr. Robert Shoenberg, it is proposed to name this part-time faculty fellowship program as the Dr. Robert Shoenberg Part-Time Faculty Fellowship Program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed resolution to name the part-time faculty fellowship program as the Dr. Robert Shoenberg Part-Time Faculty Fellowship Program.

BACKUP INFORMATION

Board Resolution
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Rai
Mr. Sears

RESOURCE PERSONS

Ms. Gordon
Ms. Matthews
Dr. Terry
Mr. Thomas

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

Resolution Number:
Adopted on:

Agenda Item Number: 8
February 24, 2020

**Subject: Naming of The Part-Time Faculty Fellowship Program in Honor of
Dr. Robert Shoenberg**

WHEREAS, Montgomery College wishes to recognize and honor a long-time donor, Dr. Robert Shoenberg, for his extraordinary philanthropy; and

WHEREAS, Dr. Shoenberg has provided and will continue to provide support for the future of Montgomery College; and

WHEREAS, Dr. Shoenberg has been the lead donor to the part-time faculty fellowship program and a long-time generous supporter of a variety of scholarships and programs through gifts to the Montgomery College Foundation; and

WHEREAS, Dr. Shoenberg has served with distinction as a member of the College's Board of Trustees from 1995 to 2007 and as a member of the Board of Directors of the Montgomery College Foundation from 2007 to 2013; and

WHEREAS, Montgomery College determines that naming the Part-Time Faculty Fellowship program in recognition of Dr. Shoenberg's generosity is an appropriate recognition for a major gift of this level; and

WHEREAS, Dr. Shoenberg has an extraordinary history of supporting Montgomery College programs and its students as a donor, faculty member, advocate, and volunteer leader; and

WHEREAS, The president recommends this action; now therefore be it

Resolved, That the Board of Trustees approve the naming of the part-time faculty fellowship program as the Dr. Robert Shoenberg Part-Time Faculty Fellowship Program in recognition of his generous support of the College's mission.

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

Agenda Item Number: 9
February 24, 2020

**AWARD OF CONTRACT
COMMENCEMENT EVENT SERVICES, BID 520-018**

BACKGROUND

Request:	Purchase of commencement event services
Office/SVP Originating Request:	Senior Vice President for Advancement and Community Engagement
Award Type:	Competitive
Bid Number:	520-018
Explanation of Request:	<p>Each year, Montgomery College celebrates the success of its students with a special graduation ceremony. This collegewide ceremony highlights the achievements of our students, their faculty, as well as staff and several deserving honorary degree recipients. It is held on the Rockville Campus, and attended by roughly 6,000 students, faculty, and staff, and televised on the College's cable television station. In addition, an active social media campaign is employed to generate excitement and involve participants who are unable to attend in person.</p> <p>The location and number of guests and participants necessitates the need for tent and equipment rentals, and associated services, which all help to assure guest comfort and safety while allowing for maximum accessibility and adherence to industry standards and government regulations, and permitting requirements.</p> <p>The current contracts for commencement tent and equipment rentals, along with associated services expired at the conclusion of the 2019 College commencement event.</p>
Reason Being Brought to Board:	Board approval is required for all contract awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY20 operating budget.
Dollar Amount:	\$399,504

Vendor Name:	Event EQ, LLC
Vendor Address:	7079 Oakland Mills Road Columbia, Maryland 21046
Term of Contract:	One year
Minority Status	N/A

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the purchase of commencement event services to Event EQ, LLC of Columbia, Maryland, for a not-to-exceed amount of \$399,504.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Sears

RESOURCE PERSONS

Ms. Matheny
Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 9
February 24, 2020

Subject: Award of Contract, Commencement Event Services, Bid 520-018

WHEREAS, The senior vice president for advancement and community engagement is requesting an award of contract for the purchase of commencement event services; and

WHEREAS, The current contracts for commencement tent and equipment rentals, along with associated services expired at the conclusion of the 2019 College commencement event; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY20 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on November 27, 2019, on the Montgomery College Procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 52 firms downloaded the request for proposal, and three responses were received, read aloud, and recorded, beginning 3:00pm on January 16, 2020; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that the proposal submitted by Event EQ, LLC of Columbia, Maryland, was the highest ranked, meeting all College requirements; and

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

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

Resolved, That the Board of Trustees approve an award of contract for the purchase of commencement event services to Event EQ, LLC of Columbia, Maryland, for a not-to-exceed amount of \$399,504; 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: 10
February 24, 2020

**SOLE SOURCE AWARD OF CONTRACT FOR THE
CONTINUATION OF COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM
SOFTWARE LICENSE**

BACKGROUND

Request:	Continuation of TMA Systems computerized maintenance management system software license
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>In 2014, the College awarded a five-year contract to TMA Systems of Tulsa, Oklahoma, under solicitation 514-008 for the purchase of a computerized maintenance management system (CMMS) to serve as the Department of Facilities primary work management system for the unit's operating and capital work areas.</p> <p>The CMMS software solution utilized by employees in the departments of Plant and Building Maintenance, Building Services, Grounds Maintenance, Fleet/Motor Pool, Capital Projects, Environmental Safety, as well as Public Safety, allows them to provide mission critical maintenance, repairs and renovation services to the College community. Associated applications include online service requests, work order generation, work planning, task scheduling, materials management, labor/time tracking, asset management, project management, preventive maintenance, access control fleet management, general inspections, and mobile/remote reporting. The current software license expires on March 31, 2020.</p> <p>If usage of the CMMS software license is not continued, the College would incur the cost of a new software solution as well as fees associated with the set-up of new software, data mapping, data transfer, system configuration, and training of roughly 400 users. The system re-programming efforts to better tailor system features to specific College needs will be lost, if different software is used. This would present a possible challenge associated with transferring all accumulated data to a new software system.</p>

Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that the CMMS software can only be obtained from TMA Systems of Tulsa, Oklahoma, due to its proprietary nature, and the chief business/ financial strategy officer has certified that funds are planned for and available in the FY20 facilities operating budget.
Total Dollar Amount:	\$63,230 (Annual license fee)
Vendor Name:	TMA Systems
Vendor Address:	5100 E. Skelly Drive, Suite 900 Tulsa, Oklahoma 74125
Minority Status:	N/A
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of the current computerized maintenance management system software license to TMA Systems of Tulsa, Oklahoma, for one year, at a total not-to-exceed annual amount of \$63,230.

It is further recommended that the license may be renewed for up to 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 renewals are in the best interest of the College. The total five-year not-to-exceed amount is \$326,150.

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
February 24, 2020

Subject: Sole Source Award of Contract for the Continuation of the Computerized Maintenance Management System Software License

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting the continuation of the current computerized maintenance management system software license; and

WHEREAS, In 2014, the College purchased a computerized maintenance management system software solution under solicitation 514-008; and

WHEREAS, The CMMS software solution utilized by employees in the departments of Plant and Building Maintenance, Building Services, Grounds Maintenance, Fleet/Motor Pool, Capital Projects, Environmental Safety, as well as Public Safety, allows them to provide mission critical maintenance, repairs, and renovation services to the College community; and

WHEREAS, If usage of the CMMS software license is not continued, (a) the College would incur the cost a new software solution as well as fees associated with the set-up of new software, data mapping, data transfer, system configuration, and training of roughly 400 users, (b) system re-programming efforts to better tailor system features to specific College needs will be lost, and (c) a transition would present a possible challenge associated with transferring all accumulated data to a new software system; and

WHEREAS, The current software license will expire on March 31, 2020; and

WHEREAS, The director of procurement re-affirms that the current computerized maintenance management system software can only be obtained from TMA Systems of Tulsa, Oklahoma, due to its proprietary nature, and the chief business/financial strategy officer has certified that funds are planned for and available in the FY20 Facilities operating budget; and

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

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

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

Resolved, That the Board of Trustees approve a one-year sole source award of contract to TMA Systems of Tulsa, Oklahoma, for the continuation of the current computerized maintenance management software license, for a total not-to-exceed annual amount of \$63,230.

Resolved That the license may be renewed for up to 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 renewals are in the best interest of the College.

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

FOR INFORMATION ONLY

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

Agenda Item Number:
March 23, 2020

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FISCAL YEAR 2021

BACKGROUND

The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves. In addition, the Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, place, and agenda of the meeting, and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice.

RECOMMENDATION

It is recommended that the Board adopt the attached schedule of meetings for Fiscal Year 2021.

BACKUP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2021 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Lee

FOR INFORMATION ONLY

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

Resolution Number:
Adopted on:

Agenda Item Number:
March 23, 2020

Subject: Board of Trustees Schedule of Meetings for Fiscal Year 2021

WHEREAS, The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, The notice shall be in writing and shall include the date, time, place, and agenda of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice; and

WHEREAS, Attached to this resolution is a schedule of meetings for Fiscal Year 2021, and, while intended to be held as planned, those meetings may be changed based on circumstance according to the Board's bylaws, the Maryland Open Meetings Act, and availability; and

WHEREAS, The public will be notified of the Fiscal Year 2021 schedule as well as any change in meeting dates in accordance with the Board of Trustees bylaws and the Maryland Open Meetings Act; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, That the Board of Trustees adopts the attached Schedule of Meetings for Fiscal Year 2021.

DRAFT

BOARD OF TRUSTEES
Montgomery College
Proposed Fiscal Year 2021 Schedule of Meetings

DRAFT

	BOARD MEETINGS (Mondays, 7 pm closed, 8 pm public, unless noted)	CONSTITUENT CONVERSATIONS (CC), ANNUAL INTERBOARD MEETINGS (AIM), AND CONFERENCE SESSIONS (Mondays, 5:45 pm, unless noted)	BOARD RETREATS	PERIODIC REPORTS TO THE BOARD	OTHER ACTIVITIES AND EVENTS (RSVP NEEDED FOR MOST)	
					BOARD DEVELOPMENT AND CONFERENCES	SPECIAL EVENTS AND OTHER BOARD DATES
JUL						
AUG					6-8: ACCT Governance Leadership Institute 14: Board Officers Kickoff Meeting 28: New Trustee Orientation (MC)	
SEP	21	21: [CC] Staff	11-12 (Fri-Sat): Overnight Retreat	15: 1st Q Facilities Updates	30-3: ACCT Leadership Congress (Chicago)	
OCT	19	19: [CC] Faculty		15: 1st Q Budget Report		TBD: MCF Golf and Tennis Classic (Lakewood Country Club)
NOV	16	16: [CC] Students				TBD: Legislative Reception
DEC	14			15: 2nd Q Facilities Updates		14: Board's Audit Committee Meeting ¹
JAN	Wed., 27 SNOW DATE: WED., FEB. 3	27: [CC] Admin Council		15: 2nd Q Budget Report	11: Meeting for New Trustees (MC)	
FEB	22 SNOW DATE: MAR. 1	22: [CC] College Council TBD: [AIM] Joint Boards, morning SNOW DATE: TBD			TBD: MACC Conference (Annapolis) 7-10: ACCT Legislative Summit (DC)	
MAR	22 SNOW DATE: MAR 29			15: 3rd Q Facilities Updates		
APR	19			15: 3rd Q Budget Report	11-13: AGB National Conference on Trusteeship (San Diego.)	12: Trustee Information Day
MAY	17	TBD: [AIM] Board of Education	7 (Fri): Retreat 7: Recognition Reception–Board and Supporting Organizations			TBD: Employee Recognition Event TBD: Harry Harden Awards 21: Commencement
JUN	21			15: 4th Q Facilities Updates NOTE: 4th Q Budget ²		21: Board's Annual Meeting ³

Current as of February 12, 2020

¹ Based on Bylaws section I.G.2. The Audit Committee, a standing committee of the Board, is a committee of the whole and is chaired by the First Vice Chair.

² The fourth quarter (end of fiscal year) report will be posted in Boardbooks in August or September of 2021.

³ The annual meeting is defined in the Board's Bylaws, section I.H.1, which states, "The annual meeting of the Board is normally held in June at which time Officers are elected for the year beginning on July 1."