



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

By phone: 1-301-715-8592 • Meeting ID: 927 0816 2641

BOARD OF TRUSTEES

May 18, 2020

6:30 p.m.

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

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda..... Procedural
4. Comments Period Procedural
5. Approval of Minutes Action
 - A. April 20, 2020 Closed Session
 - B. April 20, 2020 Public Meeting
6. Reports..... Information and Discussion
 - A. President’s Report (Dr. DeRionne P. Pollard)
 - B. Chair’s Report (Ms. Gloria Aparicio Blackwell)
 - C. Strategic Plan Assessment Committee Report (Ms. Gloria Aparicio Blackwell)
 - D. FY20 Constituent Conversation Summary Report (Mr. Marcus Peanort, Ms. Christine Tracey)
7. Consent Agenda Action
 - A. Personnel Actions Confirmation Report
 - B. Board Support of Temporary Authority for the President to Respond to the COVID-19 Emergency
8. Awards of Contract (Competitive) Action
 - A. Award of Contract, Mannakee Center for Training Excellence, Second Floor Renovation, Rockville Campus, Bid 620-009
 - B. Award of Contract, Repairs to the Physical Education Center Exterior Stair, Paul Peck Art Building Structural Deck, and Gordon and Marilyn Macklin Tower Concrete, Rockville Campus, Bid 620-010
 - C. Award of Contract, Macklin Business Institute Finance Lab 100 in the Gordon and Marilyn Macklin Tower, Rockville Campus, Bid 620-011
9. Award of Contract (Sole Source) Action

Sole Source Award of Contract, Continuation of Interim Information Technology Leadership Services

- 10. Policy Matter Action
 New Policy 11006–Presidential Transition and Succession
- 11. Collective Bargaining Matter Action
 Collective Bargaining Agreement between Montgomery College and Service Employees International Union, Local 500, CtW
- 12. Budget Matter..... Action
 Supplemental Appropriation Request for FY20 Current Fund Budget
- 13. New Business
- 14. Trustee Comments
- 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.

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.

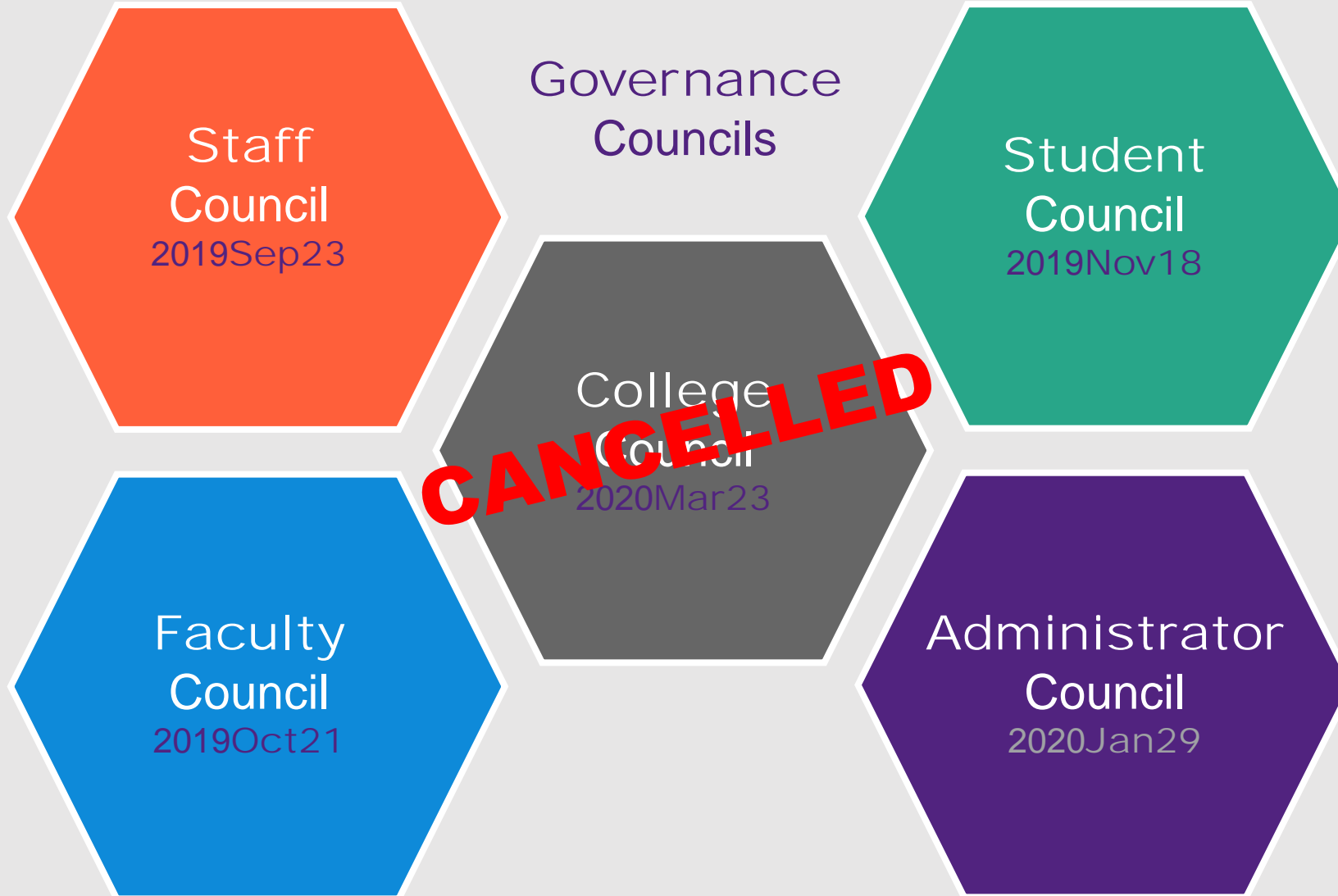
COMMUNICATIONS ACCOMMODATIONS. For special accommodations in communicating with the board, contact 240-567-5272 or trustees@montgomerycollege.edu.

BOARD OF TRUSTEES
CONSTITUENT CONVERSATIONS

“The
FUTURE
of Work”

Presented by
Marcus E. Peanort & Christine K. Tracey
2020May18 | Zoom – Virtual Meeting

CONSTITUENT GROUPS



DISCUSSION READING MATERIALS

How Higher Education Leaders Are Demystifying the Future of Work

By [Razan Roberts](#) | January 11, 2019 | [Education](#), [Education Cloud](#), [Higher Education](#), [Workforce Development](#)



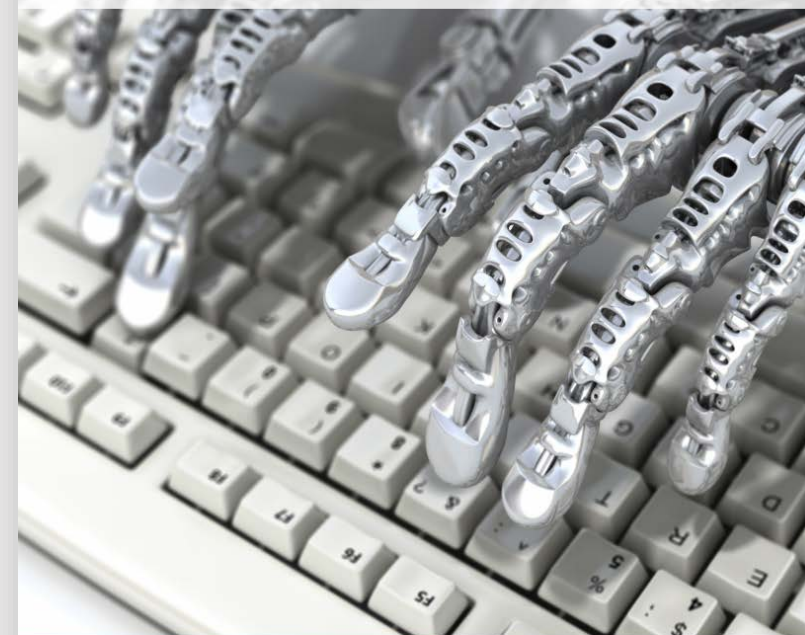
"The mission of higher education now is to help students become robot-proof," said Joseph Aoun, President of Northeastern University, and author of [Robot-Proof: Higher Education in the Age of Artificial Intelligence](#). "Every learner now has to be able to interact with machines, learn how to grasp data, and do things that machines can't, such as be empathetic, creative, and entrepreneurial."

Why address this now? The [World Economic Forum](#) has reported that 65% of students entering college this year will ultimately be working in jobs that don't currently exist. To be prepared for these opportunities and challenges, over 80 University Presidents, Provosts and other higher education leaders and influencers attended the [New England Innovation Leadership Forum](#) on November 13 with Salesforce.org, co-hosted by Dr. Paul Leblanc, President at Southern New Hampshire University and Dr. Joseph Aoun, President at Northeastern University.

The following is a summary of four ways that colleges and universities should respond and prepare students for the ever-changing work landscape, which is being driven by data automation, machine learning, and artificial intelligence amidst [the fourth industrial revolution](#).

THE FUTURE OF WORK AND WHAT IT MEANS FOR HIGHER EDUCATION

A THREE-PART SERIES



PART ONE:
The changing workplace and the dual threats of automation and a gig economy.

PART TWO:
How higher education can better meet the demands of the 21st workforce.

PART THREE:
The colleges and universities already filling the needs of the next economy.

"FUTURE OF WORK" OVERVIEW PRESENTATION

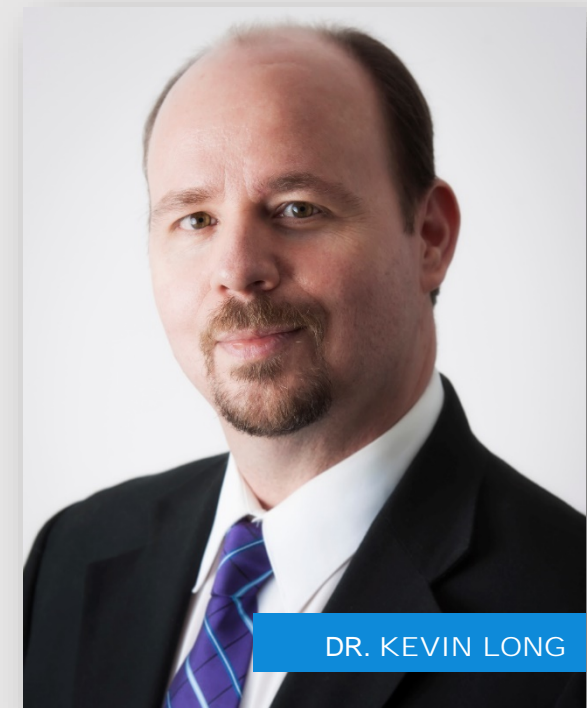
- **Common Reactions to the Future of Work**
 - *Emotional & Pessimistic*
- **Obsolete Jobs Due to Technology**
- **Regional Upward Trends**
 - *Artificial Intelligence, Machine Learning, Automation, & Robotics*
- **Impact on Higher Education**
- **Major Trends for the Future of Work**
 - *Transformation, New Work Models, & Transferable Skills*
- **What Institutions Can Do**
 - *Act, Enable, & Influence*



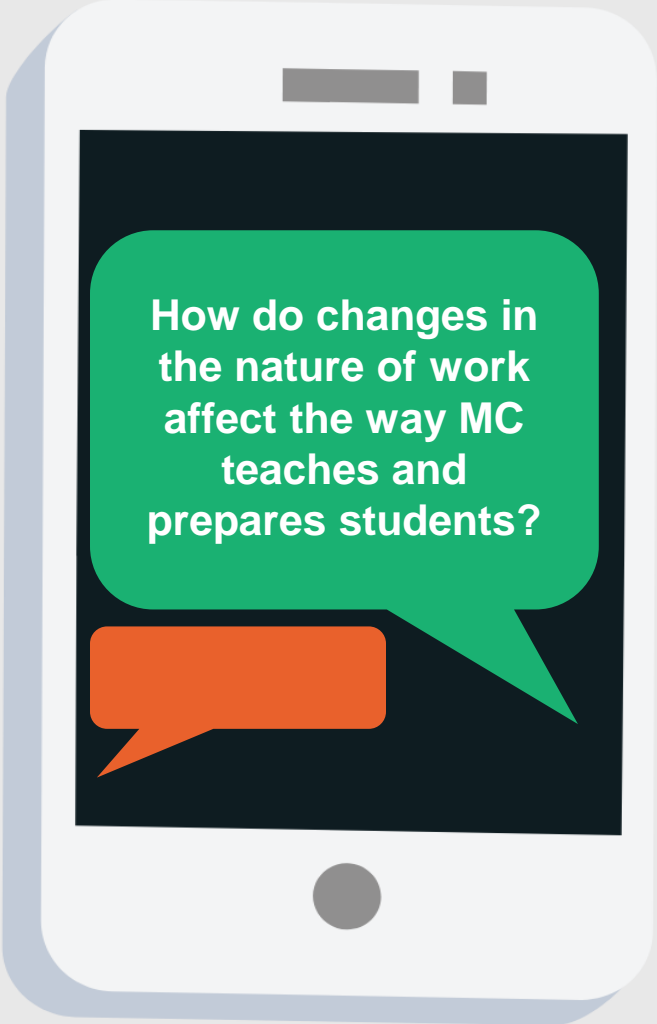
DR. KEVIN LONG

"FUTURE OF WORK" OVERVIEW PRESENTATION


Lastly, we all learned what is on Kevin's wish list...



DISCUSSION QUESTIONS



How do changes in the nature of work affect the way MC teaches and prepares students?



How can we take full advantage of technologies that can support student success?



How can we take advantage of new work methodologies to improve productivity of faculty, staff, and administrator roles at MC?

ONE WORD REACTIONS TO THE FUTURE OF WORK



THEME 1

PREPARING STUDENTS FOR THEIR FUTURE



THEME 1: PREPARING STUDENTS FOR THEIR FUTURE



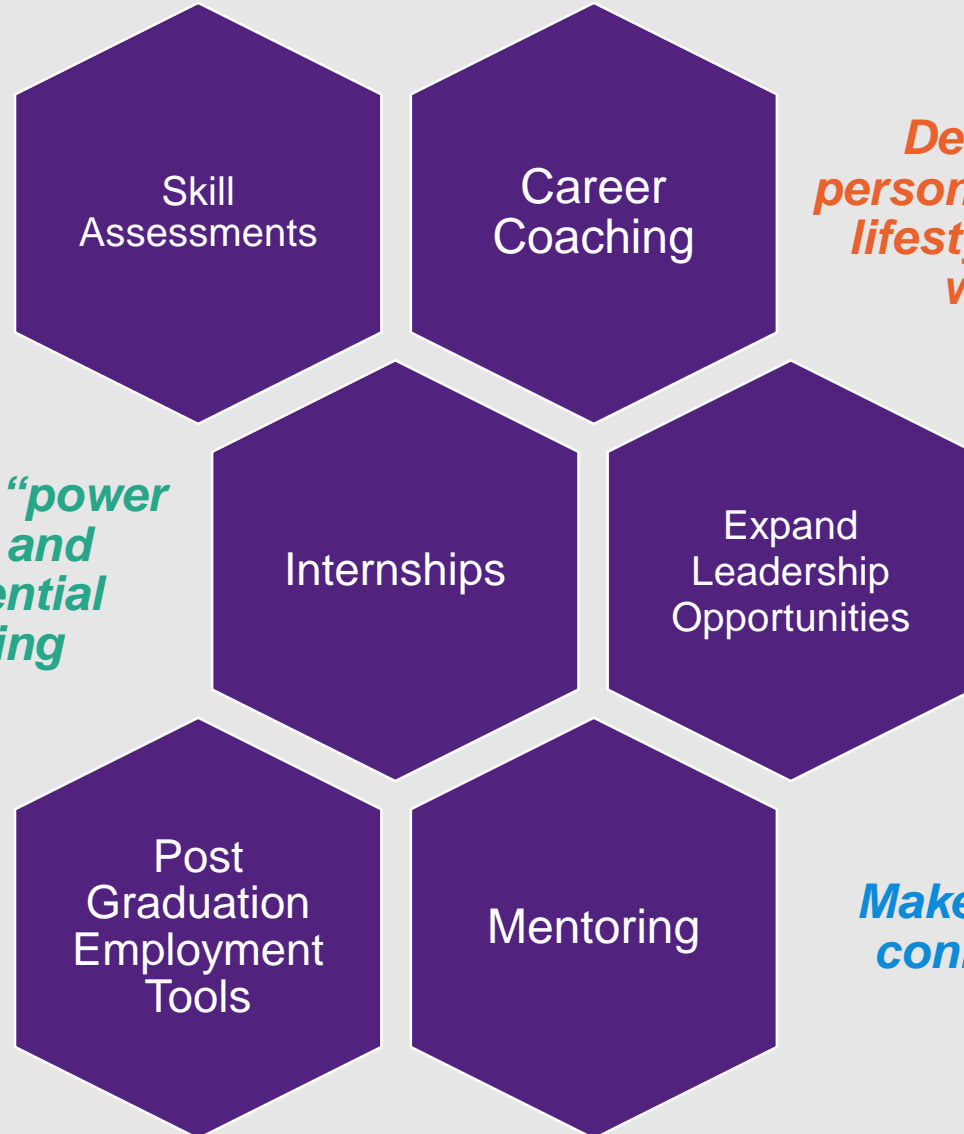
Focus on “power skills” and experiential learning

Develop the person, ask “What lifestyle do you want?”

Make personal connections!



THEME 1: PREPARING STUDENTS FOR THEIR FUTURE



Develop the person, ask “What lifestyle do you want?”

Focus on “power skills” and experiential learning

Make personal connections!

Practical Suggestions

Streamline repetitive processes

Remove courses that are obsolete

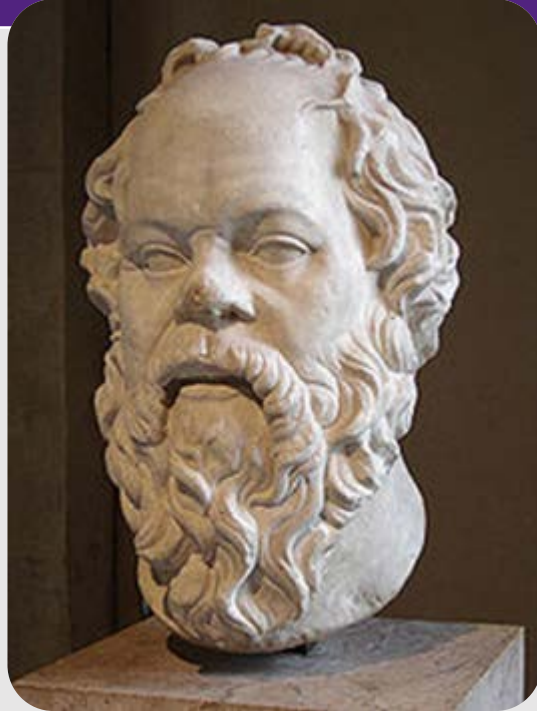
Update course materials

When possible, teach both theory and application

Be mindful of external life constraints of students

Know the individual student

400 BCE
Writing



CC
SOME RIGHTS RESERVED
Attribution: [Sting](#)

Socrates, as written by Plato, had issues with the invention of writing. In fact, he never wrote anything down and believed writing would introduce forgetfulness.



1812
Textile Machinery



Luddites feared that machines would replace their role in the industry. Over time, the term has come to mean one opposed to industrialization, automation, computerization, or new technologies in general.



2020
Modern flat
Earth societies



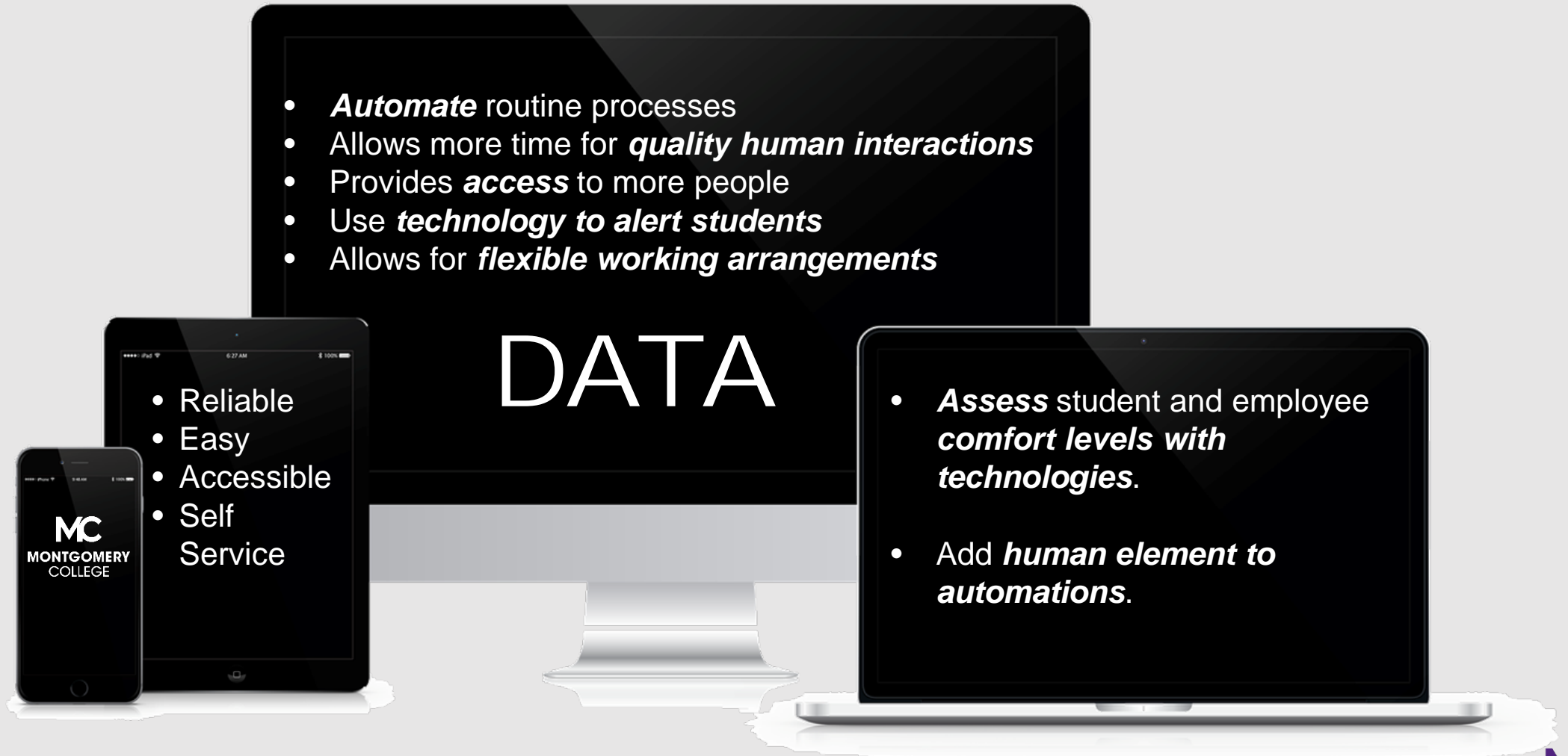
Modern flat Earth societies are organizations that promote the belief that the Earth is flat while disputing the Earth's sphericity. Such groups date from the middle of the 20th century and social media has contributed to a resurgence.

THEME 2

TECHNOLOGY



THEME 2: TECHNOLOGY

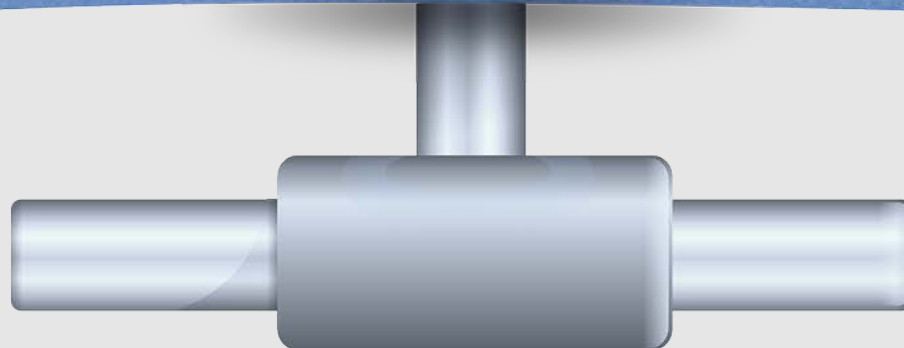


Future Suggestions

- Develop a Smart Campus.
- Stabilize Internet access by forging partnerships with the public and government.
- Be mindful that technology can actually slow things down, it is not always the most efficient way to get things done.
- Create a group of stakeholders to keep an eye toward the future.

What technologies will students need in the workplace?

What new technologies should MC invest in time and resources?



A close-up photograph of a human hand holding a prosthetic hand. The prosthetic is a complex, grey, mechanical device with visible joints and sensors. The human hand is positioned to support the prosthetic from below. The background is a blurred, modern interior space with white walls and ceiling lights.

Humans and Machines:
The Future Blended Workforce

PEOPLE INDUSTRIES AND MACHINE INDUSTRIES

Human Brain

Solve complex problems

Experiential learning

Creative

Innovative

Emotion

Thinker

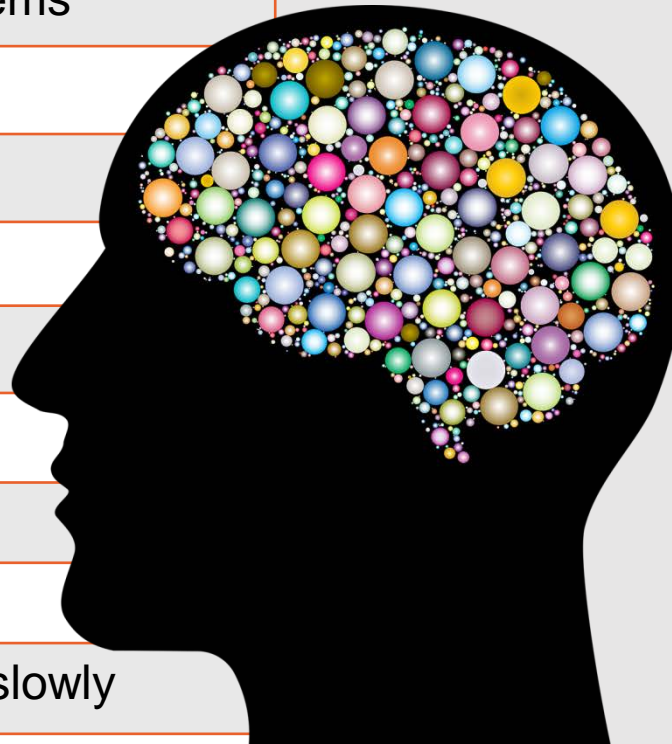
Focus on why & how

Limited memory

Process information slowly

Can coach

Finds meaning from information



Artificial Intelligence

Identify problems

Rote learning

Linear & repetitive

Improvisation

Reason

Expert

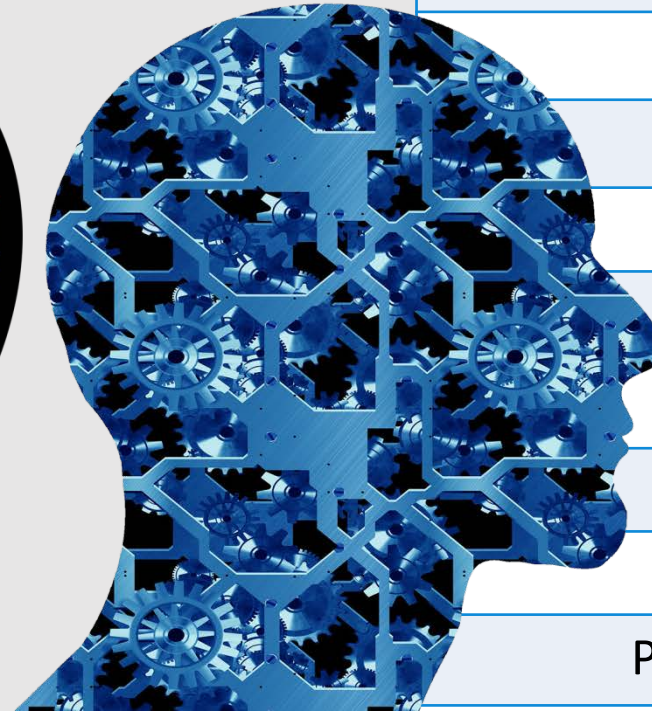
Focus on what & how

Unlimited memory

Process information fast

Can instruct

Provides information/content



THEME 3

DEVELOP NEW SKILLS & WORKPLACE HABITS



THEME 3: DEVELOP NEW SKILLS & WORKPLACE HABITS

Promote teamwork and collaboration

Professional Development

- Keep investing in MC's internal offerings
- Incentivize continuous learning
- Promote lifelong learning
- More online trainings

To Do



Cross Training

- Employee mentorships
- Shadow programs

Focus on Change Management and changing attitudes toward change!

Supervisors encourage employees to pursue new opportunities.

OER development and incentives.

Online meetings to increase productivity.

Build Effective Learning Habits



The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn and relearn!

Alvin Toffler

KEY TAKEAWAYS

MC 2025

THEME 1:
PREPARING STUDENTS FOR THEIR FUTURE

LOCAL
GOVERNMENT

PROFESSIONAL
DEVELOPMENT

ACADEMIC
EXCELLENCE

EQUITY

THEME 2:
TECHNOLOGY

BUSINESS
PRACTICES

SUSTAINABILITY

THEME 3:
DEVELOP NEW SKILLS & WORKPLACE HABITS

STUDENT
EXPERIENCE

NEW CONSIDERATIONS

THE FUTURE OF...

ECONOMY

WORK

IN THE AGE OF COVID-19

EDUCATION

THANK YOU...*FROM YOUR FACILITATORS*



MR. MARCUS PEANORT



MS. CHRISTINE TRACEY

MC

**MONTGOMERY
COLLEGE**

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

Agenda Item Number: 7A
May 18, 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
May 18, 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 March 1, 2020, through March 31, 2020; and

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

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From March 1, 2020, through March 31, 2020

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
03/23/2020	Bonilla, Santiago E	Financial Aid Assistant	21	Financial Aid
03/23/2020	Converse, John N	Campus Police Officer	19	Facilities Security – RV
03/23/2020	Felder, Tanesha I	Financial Aid Assistant	21	Financial Aid
03/23/2020	Fishbein, Justin M	Public Safety Dispatcher Lead	17	Facilities Security – RV
03/09/2020	French, Andrew B	Grounds Maintenance Worker	15	Facilities Operations - RV
03/23/2020	Hoang, Thi M	Financial Aid Assistant	21	Financial Aid
03/23/2020	Holland, Wanda	Administrative Aide I	15	Facilities Security - TP/SS

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
03/11/2020	Bare, Jeffrey N	Constr Trades Worker	25	9	Facilities Operations - CT
03/20/2020	Brazil, Nicolle R	Admission & Reg Asst	23	6	Admission Services
03/13/2020	Coveney-Smith, Jennifer M	Fin Aid Outreach Cnslr	27	0	Financial Aid
03/16/2020	Crosby-Black, Nykolle M	Executive Associate I	25	7	Facilities Operations - GT
03/02/2020	Dowery, Aaron	Grounds Maint. Wrkr	15	0	Facilities Operations - GT
03/20/2020	Pan, Dansui ¹	Research Analyst	29	18	Institutional Research & Analysis
03/30/2020	Serrano-Solano, Antonio ¹	Building Services Wrkr	11	17	Facilities - Central Admin

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
 From March 1, 2020, through March 31, 2020

FACULTY

FACULTY EMPLOYMENTS:

Effective

Date	Name	Position Title	Grade	Department
03/07/2020	Crist, Brenda M	Associate Professor - N/T	T	CW Dean Stu Access-GT Stu Svs

FACULTY EMPLOYMENTS: Ethnicity and Gender

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

FACULTY SEPARATIONS - NONE

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

Agenda Item Number: 7B
May 18, 2020

**BOARD SUPPORT OF TEMPORARY AUTHORITY FOR THE PRESIDENT TO
RESPOND TO THE COVID-19 EMERGENCY**

BACKGROUND

The world is in the midst of a declared global pandemic virus, COVID-19. A state of emergency was declared by the Governor of Maryland on March 5, 2020, and emergency actions were subsequently taken by the Montgomery County Government. In response, Montgomery College, through its president, and with strong support of the Board, has been taking steps to protect students and employees from the spread of the virus, while maintaining the continuity of educational services while under the new conditions required by the pandemic.

Pursuant to College Policy 11005–Formulation and Issuance of College Policies and Procedures, the Board of Trustees, in consultation with the president of the College, develops and establishes policies that serve as the general principles for operations and decision-making, and, where appropriate, for delegating authority to the president. However, neither Policy 11005 nor any other College policy specifically address policy and procedural issues that arise when educational services are intended to continue during a declared emergency. In addition, due to the quickly evolving nature of the emergency, guidance from federal, state, and local officials changes almost daily.

With frequent updates, as summarized in this month’s President’s Report, there has been an extensive and timely response from Montgomery College’s leadership to transform and continue educational and support operations in support of our students, teaching faculty, and support staff, consistent with the College’s mission, vision and values. In this process, the president and senior leadership have found that the Board’s current policies and supporting College procedures have created unnecessary barriers that would have interfered with continuity of operations and educational support needed by our students, teaching faculty, and support staff. Critical problems have been identified related to educational and non-educational barriers that must be addressed and supported within current and revised policy and procedures that will support our educational mission, vision, and values. Within this time, it has become clear that current policies need to be re-evaluated and updated to support the ability of the College to react quickly to educational changes meeting student needs, addressing student barriers to learning, support service needs, and the ongoing educational needs of a skilled and educated workforce.

RECOMMENDATION

It is recommended that the Board of Trustees approve the resolution to grant the president the authority to respond to the COVID-19 emergency and to identify current policies and procedures that should be deleted, revised, or created.

BACKUP INFORMATION

Board Resolution

Policy 11005–Formulation and Issuance of College Policies and Procedures

RESPONSIBLE SENIOR ADMINSTRATOR

Mr. Dietz

RESOURCE PERSON

Dr. Cain

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

Resolution Number:
Adopted on:

Agenda Item Number: 7B
May 18, 2020

Subject: Board Support of Temporary Authority for the President To Respond To The Covid-19 Emergency

WHEREAS, On January 30, 2020, the coronavirus outbreak was declared a Public Health Emergency of International Concern by the World Health Organization; and

WHEREAS, On March 5, 2020, Governor Larry Hogan announced a Declaration of State Emergency and Existence of Catastrophic Health Emergency—COVID-19; and

WHEREAS, The Montgomery County Government and the County Public Health Department have taken specific action to reduce the spread of the virus, identify individuals possibly infected by the virus, and treat individuals who have become ill, with identifiable risk to individuals who support the essential infrastructure needed by the community, which has led the College to the rapid conversion to remote teaching, learning, and working; and

WHEREAS, Dr. Pollard and College faculty and staff are making extraordinary efforts to prevent and mitigate the effects of COVID-19 in the College community, while at the same time maintaining the continuity of operations and educational services during this health emergency; and

WHEREAS, The Board of Trustees believes that strict compliance with various existing College policies and procedures could prevent, hinder, or delay these efforts; and

WHEREAS, Pursuant to Policy 11005–Formulation and Issuance of College Policies and Procedures, the Board of Trustees, in consultation with the president of the College, develops and establishes policies that serve as the general principles for operations and decision-making, and, where appropriate, for delegating authority to the president; and

WHEREAS, The Board recognizes that flexibility is imperative in adapting to this public health emergency and therefore wishes to temporarily delegate to the president or designee during this declared state of emergency, broad authority to take any and all actions necessary to help ensure the continuation of operations and educational services, and the health and safety of students and employees, even if such actions contradict currently established policies and procedures as set forth in the Collegewide Policy and Procedures manual; now therefore be it

Resolved, That the President or designee has the authority to evaluate and to place into immediate effect, on a temporary basis, any lawful policies, procedures, or other measures, which are deemed necessary and appropriate to meet restrictions placed on students, teaching faculty, and support staff by the public health emergency in order to maintain the continuity of College operations and educational services, and safeguard persons and property; and be it further

Resolved, That the president or designee is authorized to apply to the Maryland Higher Education Commission, the United States Department of Education, the Middle States Commission on Higher Education, or any other regulatory body for waivers of regulations or requirements, the compliance of which is impacted by COVID-19; and be it further

Resolved, That the president or designee, with the agreement of the Board Chair, is authorized to cancel and to reschedule regular Board meetings, to convene Special Meetings of the Board, and to develop the agendas for Board meetings; and be it further

Resolved, That the president or designee is directed to inform the Board of Trustees within two weeks of any actions taken under this emergency authority; and be it further

Resolved, That the authorizations reflected in this resolution remain in effect until rescinded by majority vote of the Board of Trustees, or until the termination of all applicable national, state, or local emergency declarations regarding COVID-19; whichever is first.

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

Agenda Item Number: 8A
May 18, 2020

**AWARD OF CONTRACT,
MANNAKEE CENTER FOR TRAINING EXCELLENCE, SECOND FLOOR RENOVATION,
ROCKVILLE CAMPUS, BID 620-009**

BACKGROUND

Request:	Contract award for the second-floor renovation of the Mannakee Center for Training Excellence on the Rockville Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	620-009
Explanation of Request:	The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the renovation of a portion of the second floor of the Mannakee Center for Training Excellence. This renovation project will include a new certified nursing assistant lab, a new clinical medical assistant lab, along with two corresponding classrooms for each lab, for a total of four classrooms dedicated to the Workforce Development and Continuing Education Health Sciences Institute. Included within this project is the creation of an office for the department chair, a staff workroom, and upgrade of the existing HVAC system for the south side of the Mannakee building. It will also include replacing one roof top air handling unit, which is undersized.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned expenditures are available in the FY20 capital budget.
Dollar Amount:	\$1,670,740
Vendor Name:	Oakmont Contracting LLC
Vendor Address:	Baltimore, Maryland
Minority Status	Yes
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Oakmont Contracting LLC, of Baltimore, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the second-floor renovation of the Mannakee Center for Training Excellence project on the Rockville Campus, for a one-time purchase in the amount of \$1,670,740.

BACKUP INFORMATION

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

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: 8A
May 18, 2020

Subject: Award of Contract, Mannakee Center for Training Excellence, Second Floor Renovation, Rockville Campus, Bid 620-009

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the second floor renovation of the Mannakee Center for Training Excellence on the Rockville Campus; and

WHEREAS, This renovation project will include a new certified nursing assistant lab, a new clinical medical assistant lab, along with two corresponding classrooms for each lab, for a total of four classrooms dedicated to the Workforce Development and Continuing Education Health Sciences Institute; and

WHEREAS, Included within this project is the creation of an office for the department chair, a staff workroom, and upgrade of the existing HVAC system for the south side of the Mannakee building, which includes replacing one roof top air handling unit; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on February 19, 2020, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 93 companies downloaded the solicitation from the Procurement website; and on April 30, 2020, eight responses were received at the Montgomery College Central Receiving warehouse by 2:00 p.m. local time, including one vendor who was deemed as non-responsive because they did not submit the Revised Price Proposal required, and submitted an incomplete base price included in the Price Exclusion and Clarifications; and

WHEREAS, An evaluation committee comprised of Office of Facilities staff completed the review and evaluation of all technical proposal submissions, and all eight contractors submitting proposals were deemed qualified in Part A–Contractor Qualification process, and had their Part B–Price Proposals opened; and

WHEREAS, Following the evaluation of Part B–Price Proposals, it was determined that Oakmont Contracting LLC, of Baltimore, Maryland, submitted the lowest base-bid price of \$1,670,740, and met all College specifications; and

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

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

Resolved, That the Board of Trustees approve an award of contract to Oakmont Contracting LLC, of Baltimore, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the second-floor renovation of the Mannakee Center for Training Excellence on the Rockville Campus, for a one-time purchase in the amount of \$1,670,740; 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: 8B
May 18, 2020

**AWARD OF CONTRACT,
REPAIRS TO THE PHYSICAL EDUCATION CENTER EXTERIOR STAIR,
PAUL PECK ART BUILDING STRUCTURAL DECK, AND
GORDON AND MARILYN MACKLIN TOWER CONCRETE,
ROCKVILLE CAMPUS, BID 620-010**

BACKGROUND

Request:	Contract award for repairs to the Physical Education Center exterior stair, Paul Peck Art Building structural deck, and Gordon and Marilyn Macklin Tower concrete on the Rockville Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	620-010
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for repairs to the Physical Education Center exterior stair, Paul Peck Art Building structural deck, and Gordon and Marilyn Macklin Tower concrete on the Rockville Campus.</p> <p>These repairs are requested because critical structural elements of the Physical Education Center exterior exit stair, Paul Peck Art Building structural decking, and Gordon and Marilyn Macklin Tower concrete foundation wall, plaza decking, and stairs have all deteriorated.</p> <p>Repairs must be made in order to maintain the structural integrity of these sites. If the work is not completed, deterioration will accelerate and result in further damage and collapse. Repairs will ensure safe occupancy for students, faculty, and staff and reduce the College's liability in the event of structural failure.</p> <p>The repairs are considered routine maintenance upkeep of existing facilities, for continued use under the current Facilities Master Plan, and will be funded out of the Planned Lifecycle Asset Replacement (PLAR) budget.</p>
Reason Being Brought to Board:	Board approval is required for bid 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 planned expenditures are available in the Planned Lifecycle Asset Replacement FY20 capital budget.
Total Dollar Amount:	\$364,273
Vendor Name:	Eastern Waterproofing & Restoration of Virginia, LLC
Vendor Address	Toano, Virginia
Minority Status:	NA
Term of Current Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Eastern Waterproofing & Restoration of Virginia, LLC of Toano, Virginia, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the Physical Education Center exterior stair, Paul Peck Art Building structural deck, and Gordon and Marilyn Macklin Tower concrete repairs on the Rockville Campus, for a one-time purchase in the amount of \$364,273.

BACKUP INFORMATION

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

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: 8B
May 18, 2020

Subject: Award of Contract, Physical Education Exterior Stair, Paul Peck Art Building Structural Deck Repair, and Gordon and Marilyn Macklin Tower Concrete Repair, Rockville Campus, Bid 620-010

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for repairs to the Physical Education Center exterior stair, Paul Peck Art Building structural deck, and Gordon and Marilyn Macklin Tower concrete on the Rockville Campus; and

WHEREAS, Repairs are being requested because critical structural elements of the Physical Education Center exterior exit stair, Paul Peck Art Building structural decking, and Gordon and Marilyn Macklin Tower concrete foundation wall, plaza decking, and stairs have all deteriorated; and

WHEREAS, Repairs must be made in order to maintain the structural integrity of these sites; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the chief business/financial strategy officer certifies that planned lifecycle asset replacement expenditures are available in the FY20 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal, Part A—Contractor Qualifications and Part B—Price Proposals, were publicly advertised on March 5, 2020, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 47 companies downloaded the solicitation from the Procurement website; and on April 30, 2020, four responses were received in the Montgomery College Central Receiving warehouse by 2:00 p.m. local time; and

WHEREAS, An evaluation committee comprised of Office of Facilities staff completed the review and evaluation of all technical proposal submissions; three contractors submitting proposals were deemed qualified in Part A—Contractor Qualification process, and had their Part B—Price Proposals opened; and

WHEREAS, Following the evaluation of Part B—Price Proposals, it was determined that Eastern Waterproofing & Restoration of Virginia, LLC of Toano, Virginia, submitted the lowest base-bid price of \$364,273, and met all College specifications; and

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

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

Resolved, That the Board of Trustees approves an award of contract to Eastern Waterproofing & Restoration of Virginia, LLC of Toano, Virginia, including all necessary materials, labor, equipment, supervision, bonds and insurance, for the Physical Education Center exterior stair repair, Paul Peck Art Building structural deck repair, and Gordon and Marilyn Macklin Tower concrete repair on the Rockville Campus, for a one-time purchase in the amount of \$364,273; 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: 8C
May 18, 2020

**AWARD OF CONTRACT,
MACKLIN BUSINESS INSTITUTE FINANCE LAB 100 IN THE
GORDON AND MARILYN MACKLIN TOWER,
ROCKVILLE CAMPUS, BID 620-011**

BACKGROUND

Request:	Contract award for the conversion of the existing Rockville Campus Gordon and Marilyn Macklin Tower vice President and provost suite, to the Macklin Business Institute Finance Lab 100
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	620-011
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract to convert the existing Rockville Campus Gordon and Marilyn Macklin Tower vice president and provost suite, to the Macklin Business Institute Finance Lab 100, for use as a new finance lab classroom with associated administrative offices.</p> <p>The project scope includes the installation of a stock market ticker board around two exterior sides of the building and the replacement of an existing air handling unit with a more efficient unit. The new finance lab classroom will seat 30 students, and include specialized equipment, and displays, providing instruction and hands-on experience in finance and trading. In addition, the new administrative suite will house the dean of business, an administrative assistant, the Macklin Business Institute's director, and a hoteling station for the business faculty.</p> <p>Affected staff will be relocated to the new Long Nguyen and Kimmy Duong Student Services Center.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief

	business/financial strategy officer certifies that planned expenditures are available in the FY20 capital budget.
Dollar Amount:	\$1,079,000
Vendor Name:	Baltimore Contractors, Inc.
Vendor Address:	Glen Burnie, Maryland
Minority Status	NA
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Baltimore Contractors, Inc. of Glen Burnie, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, to convert the existing Rockville Campus Macklin Tower vice president and provost suite to the Macklin Business Institute Finance Lab 100, for a one-time purchase in the amount of \$1,079,000.

BACKUP INFORMATION

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

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: 8C
May 18, 2020

**Subject: Award of Contract, Macklin Business Institute Finance Lab 100 In The
Gordon and Marilyn Macklin Tower, Rockville Campus, Bid 620-011**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract to convert the existing Rockville Campus Macklin Tower vice president and provost suite to the Macklin Business Institute Finance Lab 100; and

WHEREAS, The project scope includes the installation of a stock market ticker board around two exterior sides of the building, and the replacement of an existing air handling unit with a more efficient unit; and

WHEREAS, The new finance lab classroom will seat 30 students, and include specialized equipment, and displays, providing instruction and hands-on experience in finance and trading; and

WHEREAS, The new administrative suite will house the dean of business, an administrative assistant, the Macklin Business Institute's director, and a hoteling station for the business faculty; and

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

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16—311 (c), a Request for Proposal, Part A—Contractor Qualifications and Part B—Price Proposals, were publicly advertised on March 6, 2020, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 63 companies downloaded the solicitation from the Procurement website; and on April 30, 2020, three responses were received in the Central Receiving warehouse by 2:00 p.m. local time; and

WHEREAS, An evaluation committee comprised of Office of Facilities staff completed the review and evaluation of all technical proposal submissions, and all three contractors submitting proposals were deemed qualified in Part A—Contractor Qualification process, and had their Part B—Price Proposals opened; and

WHEREAS, Following the evaluation of Part B—Price Proposals, it was determined that Baltimore Contractors, Inc. of Glen Burnie, Maryland, submitted the lowest base-bid price of \$1,079,000 and met all College specifications; and

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

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

Resolved, That the Board of Trustees approve an award of contract to Baltimore Contractors, Inc. of Glen Burnie, Maryland, including all necessary materials, labor, equipment, supervision, bonds and insurance, to convert the existing Rockville Campus Gordon and Marilyn Macklin Tower vice president and provost suite to the Macklin Business Institute Finance Lab 100, for a one-time purchase in the amount of \$1,079,000; 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: 9
May 18, 2020

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF INTERIM INFORMATION TECHNOLOGY LEADERSHIP SERVICES**

BACKGROUND

Request:	Continuation for interim information technology leadership services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	<p>In February of 2018, the Board of Trustees approved an 18-month sole source purchase for interim information technology leadership services to CampusWorks, Inc. of Bradenton, Florida, under resolution 18-02-016. Due to the re-launch of the Workday ERP implementation project, interim information technology leadership consultant services were extended through June 30, 2020, under resolution 19-06-084. This service was needed to continue progress and completion of mission-critical projects and address organizational issues that will enable the office to perform at its best going forward.</p> <p>The pandemic has imposed several unforeseeable challenges into the work environment, slowing down the forward progress of several projects, including the Workday ERP system implementation. Furthermore, it has hindered the ability to conduct a robust national recruitment for a new chief information officer.</p> <p>It is requested that the current contract remain in place through June 30, 2021.</p>
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	CampusWorks, Inc. has provided leadership within the Office of Information Technology for the past 26 months and is knowledgeable of the College's information technology environment. The director of procurement affirms that this company is best suited to continue in this capacity, and the chief business/financial strategy officer certifies that funds are available in the FY20 capital and operating budgets.

Total Dollar Amount:	\$487,560
Vendor Name:	CampusWorks, Inc.
Vendor Address:	Bradenton, Florida
Minority Status:	Not applicable
Term of Contract:	July 1, 2020 through June 30, 2021

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of interim information technology leadership services to CampusWorks, Inc., of Bradenton, Florida, through June 30, 2021, for a not-to-exceed total amount of \$487,560.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 9
May 18, 2020

Subject: Sole Source Award of Contract for the Continuation of Interim Information Technology Leadership Services

WHEREAS, The senior vice president for administrative and fiscal services is requesting the continuation of interim information technology leadership services; and

WHEREAS, On February 28, 2018, the Board of Trustees approved an 18-month sole source award of contract to CampusWorks, Inc., of Bradenton, Florida, for interim information technology leadership services, under resolution 18-02-016, and due to the re-launch of the Workday ERP implementation project, interim information technology leadership consultant services were extended through June 30, 2020, under resolution 19-06-084; and

WHEREAS, The College has a need for continued leadership to administer the Office of Information Technology, continue progress and completion of mission-critical projects, and address organizational issues that will enable the office to perform efficiently and effectively; and

WHEREAS, In light of CampusWorks, Inc. knowledge of the College's information technology environment over the past 26 months, the director of procurement affirms that this company is best suited to continue in this capacity, and the chief business/financial strategy officer certifies that funds are available in the FY20 capital and operating budgets; 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 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 sole source award of contract for the continuation of interim information technology leadership services to CampusWorks, Inc., of Bradenton, Florida, through June 30, 2021, for a total not-to-exceed amount of \$487,560; 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
May 18, 2020

NEW POLICY 11006–PRESIDENTIAL TRANSITION AND SUCCESSION

General Information

Policy Number:	11006
Contained in Chapter:	Chapter One
Policy Title:	Presidential Transition and Succession
Policy Creation Date:	April 20, 2020

Reason for Policy

This proposed policy articulates the processes that will be utilized by the Board of Trustees to facilitate the continuity of operations due in the event of the planned or unplanned departure or temporary unavailability of the president. The potential loss of a chief executive is inevitable in any organization. Good stewardship requires that the Board of Trustees have a transition or succession plan in place to mitigate against this risk. This policy will ensure the seamless transition of executive power and continuity of operations should the president be unable to exercise the duties and functions as required by law and as noted in College Policy 24101–President.

Purpose of Each Policy Element

Section	Purpose
I.	College’s commitment to ensuring the continuity of operations and recognition that executive leadership is critical to the College’s mission.
II.	Statement of legal authority that establishes the Board of Trustees and authorizes the Board to select and appoint the president.
III.	Statement that the purpose of the policy is to ensure continued stability and accountability through developing a clear plan for presidential transition and succession.
IV.	Articulates the process the Board will utilize to hire or replace the president when the departure of the president is planned and known in advance.
V.	Articulates the process the Board will utilize when there is an unplanned departure of the president or the president is temporarily unavailable and duties need to be transitioned to ensure continuity of operations.

Section	Purpose
VI.	Authorizes the president to appoint an individual or individuals to act on the president's behalf during any short-term absence of the president that does not exceed thirty-one (31) days.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 11006–Presidential Transition and Succession.

BACKUP INFORMATION

Resolution
Policy 11006–Presidential Transition and Succession

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Pollard

RESOURCE PERSON

Mr. Dietz

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

Resolution Number:
Adopted on:

Agenda Item Number: 10
May 18, 2020

Subject: New Policy 11006–Presidential Transition and Succession

WHEREAS, The Board of Trustees and the president have identified the need for a policy to articulate and establish clear guidelines on presidential transition and succession to ensure the continuity of College operations; and

WHEREAS, The issues related to presidential transition and succession processes and the continuity of operations 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 11006–Presidential Transition and Succession be adopted as indicated in the attachment; and be it further

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

Chapter: Board of Trustees

Modification No. 001

Subject: **Presidential Transition and Succession**

- 1 I. The Board of Trustees is committed to ensuring continuity and high quality of operations
2 and services at the College. The Board also recognizes that a change in executive
3 leadership is inevitable and that providing continuous coverage of leadership duties is
4 critical to the mission of the College and its commitment to its students, employees, and
5 the county.
6
- 7 II. The Education Article of the Annotated Code of Maryland (the "Education Code")
8 establishes the Board of Trustees of Montgomery College and authorizes the operation of
9 Montgomery College, including the selection and appointment of the president by the
10 Board of Trustees.
11
- 12 III. The purpose of this policy is to ensure the continued stability and accountability of
13 College operations and to ensure a clear plan for delegation of management authority in
14 an efficient and legally responsible manner until such time that the president can
15 reassume duties or new permanent leadership is identified.
16
- 17 IV. Planned Departure of the President
18
- 19 A. To ensure an orderly transition of leadership, the president's contract shall
20 contain a provision requiring notice of no less than 60 days prior to departure, not
21 to include the use of any accumulated leave.
22
- 23 B. A presidential search may be conducted using the services of a firm or
24 professional organization specializing in presidential searches. These services
25 would include advertising, screening, verifying credentials, reference checks,
26 conducting preliminary interviews and narrowing the list to a group of finalists.
27 The finalists will then be interviewed by the Board and other members of the
28 College community, as determined by the Board.
29
- 30 C. In the event that the presidential search is not completed prior to the departure of
31 the current president, the Board of Trustees may grant a temporary contract
32 extension to the current president or may appoint interim leadership who will
33 serve until the search and selection of a new president is completed or until
34 further action of the Board.
35
- 36 D. In all cases, the selection of a new or interim president will be done in a closed
37 session of the Board and require a majority vote.
38
- 39 V. Temporary Unavailability or Unplanned Departure of the President
40
- 41 A. The Board will be notified immediately when the president is unexpectedly
42 unavailable or absent (ex., illness, sudden disability, emergency leave, death)
43 and the Board chair will affirm that section VI, B should be put into effect.
44
- 45 B. Duties of the president devolve automatically to an acting president selected by
46 the Board.
47

- 48 C. Within a set period of time (e.g., two weeks), if the current president has not
- 49 returned to duty, the Board chair in consultation with the acting president will
- 50 determine whether to plan for the extended or permanent absence of the current
- 51 president (i.e., decide whether to put section VI, D into effect).
- 52
- 53 D. If it is determined that the current president's absence will exceed 31 days from
- 54 its onset, or that the president cannot return, the Board will then name an interim
- 55 president.
- 56

57 VI. Short-Term Absence of the President

58
59 The current president is authorized to appoint an individual(s) to act on behalf of the
60 president or to appoint an acting president from senior staff for shorter periods of leave
61 (ex., sick, personal, bereavement, or other leave) not to exceed thirty-one (31) days.
62

63 _____
64 Board Approval: _____, 2020