



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# PUBLIC BOARD MEETING AGENDA

[Zoom Webinar](#) • Or by phone: 301-715-8592 • Webinar ID: 957-2867-6509

**BOARD OF TRUSTEES**

**Monday, November 16, 2020  
6:30 p.m.**

Michael J. Knapp  
*Chair*  
TERM ENDS JUNE 30, 2024

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

Frieda K. Lacey, EdD  
*Second Vice Chair*  
TERM ENDS JUNE 30, 2024

Richelle E. Adu  
*Student Trustee*  
TERM ENDS JUNE 30, 2021

Gloria Aparicio Blackwell  
TERM ENDS JUNE 30, 2026

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

Robert F. Levey  
TERM ENDS JUNE 30, 2025

Leslie S. Levine, PhD  
TERM ENDS JUNE 30, 2021

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. Approval of Minutes ..... Action
  - A. October 19, 2020 Closed Session
  - B. October 19, 2020 Public Meeting
5. Reports ..... Information
  - A. Conversations with Constituents
  - B. President’s Report (Dr. DeRionne P. Pollard)
  - C. Chair’s Report (Mr. Michael J. Knapp)
  - D. Workday Implementation Update (Ms. Jane-Ellen Miller)
  - E. Committee and Liaison Reports
    - i. Student Success
    - ii. Succession Planning
    - iii. PIC MC Foundation
6. Consent Agenda ..... Action
  - A. Personnel Actions Confirmation Report
  - B. National and State Designated Awareness Days and Months for 2021
7. Recognition ..... Action
 

Naming of The Provost Professor Dr. Bob Brown and Family Classroom in Honor of Dr. O. Robert Brown, Jr.

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- 8. Award of Contract (Competitive)..... Action  
Award of Contract, Catherine and Isiah Leggett Math and Science Building  
Guaranteed Maximum Price Number 4—Main Bid Package Takoma  
Park/Silver Spring Campus, Bid e619-001
  - 9. Budget Matter..... Action  
FY22 Biennial Capital Budget
  - 10. New Business ..... Procedural
  - 11. Public Comments ..... Procedural
  - 12. Trustee Comments..... Procedural
  - 13. Adjournment..... 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, 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](mailto: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](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: 6A  
November 16, 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: 6A  
November 16, 2020

**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 September 1, 2020, through September 30, 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 September 1, 2020, through September 30, 2020**

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Department
09/21/2020	Kefelegn, Metassebia	Nursing Lab & Clinical Assoc	29	Health Sciences Dean
09/21/2020	Riordan, Marc	Campus Police Officer	19	Facilities Security-RV
09/21/2020	Williams, Natasha	Assessment Center Manager	29	CW Assessment Centers

**STAFF SEPARATIONS**

Effective Date	Name	Position Title	Grade	YOS	Department
09/18/2020	Bailey, Quincy R	Building Services Worker	11	4	Facilities Operations-RV
09/23/2020	Holdsworth, Leslie D	HVAC Mechanic I	21	15	Facilities Operations-RV
09/04/2020	King, Ann H	Library Access Services Spec I	17	4	Library-TP/SS

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

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



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

Agenda Item Number: 6B  
November 16, 2020

**NATIONAL AND STATE OF MARYLAND DESIGNATED  
AWARENESS DAYS AND MONTHS FOR 2021**

BACKGROUND

Federal and state laws have designated specific days and months throughout the year to recognize and celebrate America's diversity. These designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and people of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage.

Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities. The designated national and state awareness days and months create unique opportunities at Montgomery College to acknowledge and celebrate these contributions with our local, regional, and national communities.

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution to reaffirm its support of the programs and activities at Montgomery College to commemorate and celebrate the federal and state of Maryland awareness days and months. It is also recommended that the Board encourage the College community to participate in such campus- and community-based activities.

BACKUP INFORMATION

Board Resolution  
Attachment

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Bland

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

Resolution Number:  
Adopted on:

Agenda Item Number: 6B  
November 16, 2020

**Subject: National and State of Maryland Designated Awareness Days and Months for 2021**

WHEREAS, Federal and state laws have designated and proclaimed specific days and months throughout the year to acknowledge and celebrate diversity and ethnic and cultural heritages; and

WHEREAS, The designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with a disability; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American and Polish American heritage; and

WHEREAS, Montgomery College is a diverse, multi-ethnic, multi-cultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees and communities; and

WHEREAS, Montgomery College supports programs and activities that acknowledge, commemorate, and celebrate the contributions of its diverse students, faculty, staff, and members of its diverse surrounding communities; and

WHEREAS, The College will plan various events and host speakers for a designated federal or state awareness day or month celebration; and

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

Resolved, That the Board of Trustees hereby endorses and supports observances and activities of designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourages all members of the Montgomery College community to participate in planning programs and activities and attending observances for designated federal and state awareness days and months.

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

Agenda Item Number: 7  
November 16, 2020

**NAMING OF THE PROVOST PROFESSOR DR. BOB BROWN AND FAMILY CLASSROOM  
IN HONOR OF DR. O. ROBERT BROWN JR.**

**BACKGROUND**

As a former provost of the Takoma Park/Silver Spring Campus and former professor, Dr. Bob Brown taught mathematics at Montgomery College (MC) from 1972 until his retirement in 2008. During his thirty-five-year career at MC, he was more than a witness to enormous change; he directly contributed to it. In January 1975, Dr. Brown became the first faculty member at the Germantown Campus, and in 1977, he became the dean of instruction. Dr. Brown moved to the Takoma Park/Silver Spring Campus in 1982 to become provost, where he spent the next 11 years. During his tenure, the campus became a “minority-majority” campus as a major accomplishment of the times.

Dr. Brown’s commitment to students, especially to undocumented students, has continued many years after his retirement. He has helped fund scholarships for tuition and textbook assistance.

In September 2020, Montgomery College Foundation received a gift commitment of \$50,000 from Dr. Bob Brown. The gift will provide need-based scholarships to undocumented Montgomery College students. This student population often has a larger financial burden than other students and the gift speaks to the social justice and personal commitment Dr. Brown holds.

In recognition of the generous gift made by Dr. Brown, it is proposed that the College name a classroom in The Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus as the Provost Professor Dr. Bob Brown and Family Classroom.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed resolution to name a classroom in The Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus as the Provost Professor Dr. Bob Brown and Family Classroom.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATORS**

Dr. Rai  
Mr. Sears

## RESOURCE PERSONS

Dr. Kelley  
Ms. Matthews  
Mr. Mills  
Mr. Saposnik  
Ms. Schena  
Dr. Stewart

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

Resolution Number:  
Adopted on:

Agenda Item Number: 7  
November 16, 2020

**Subject: Naming of the Provost Professor Dr. Bob Brown and Family Classroom  
In Honor of Dr. O. Robert Brown Jr.**

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WHEREAS, Dr. Bob Brown served Montgomery College with distinction and integrity in his 35-year career as a professor, dean, and provost; and

WHEREAS, Montgomery College wishes to recognize and honor a transformative donor, Dr. Brown, for his philanthropy, which will directly support undocumented students with financial aid need; and

WHEREAS, Dr. Brown is a philanthropist with a great passion and interest in supporting students to reach their higher educational goals; and

WHEREAS, Montgomery College determines that naming a classroom in The Catherine and Isiah Leggett Math and Science Building in recognition of the generosity of Dr. Brown is an appropriate recognition for a leadership gift of this level; and

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

Resolved, That the Board of Trustees approves the naming of a classroom in The Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus as the Provost Professor Dr. Bob Brown and Family Classroom in recognition of the generous support of the College's mission by Dr. Bob Brown.

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

Agenda Item Number: 8  
November 16, 2020

**AWARD OF CONTRACT,  
CATHERINE AND ISIAH LEGGETT MATH AND SCIENCE BUILDING GUARANTEED MAXIMUM  
PRICE NUMBER 4–MAIN BID PACKAGE,  
TAKOMA PARK/SILVER SPRING CAMPUS, BID 619-001**

BACKGROUND

<b>Request:</b>	Contract to complete the building envelope, including exterior finishes, windows, and roofing, and to complete the interior finishes and install all mechanical, plumbing, electrical, fire alarm, fire sprinkler systems, and landscaping, identified as guaranteed maximum price number 4 (GMP 4), for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.
<b>Office/SVP Originating Request:</b>	The senior vice president for administrative and fiscal services and the vice president of facilities
<b>Award Type:</b>	Competitive
<b>Bid Number:</b>	619-001
<b>Explanation of Request:</b>	<p>In accordance with the 2004 College Facilities Master Plan, the senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract, identified as GMP 4, for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.</p> <p>The Board of Trustees approved this award of contract during its January 2019 meeting under resolution 19-01-003.</p> <p>This award provides for the completion of the building envelope, including exterior finishes, windows, and roofing, and to complete the interior finishes and install all mechanical, plumbing, electrical, fire alarm, fire sprinkler systems, and landscaping for the construction of the Catherine and Isiah Leggett Math and Science Building.</p> <p>The subcontractor estimated costs associated with this work submitted by the construction manager at risk (CMAR), was \$47,425,300. The subcontractor costs included in GMP 4 is \$47,292,390.</p>

	<p>This is the fourth and final GMP proposal to be awarded using those funds. The submitted GMP of \$52,822,222, which includes the subcontractor bids, owner and construction manager allowances, general conditions, construction manager phase fee, accepted bid alternates, bonds, and insurance, is within the allotted budget for this work and still provides for a five percent construction contingency.</p> <p>The use of the existing planetarium equipment in the Catherine and Isiah Leggett Math and Science Building will simplify and streamline the coordination and construction process, which will result in a monetary savings to the College.</p> <p>The College will use existing planetarium equipment purchased from and installed by Spitz, Inc., under bid 916-003, and corresponding resolution 15-10-094. This equipment will be supplemented with other equipment from Spitz Inc., to improve pedagogy. The planetarium equipment was removed by Spitz and stored at the company's warehouse, until it is placed back in service.</p> <p>Due to Spitz's familiarity with the existing planetarium equipment, which it has maintained throughout its existence at Montgomery College, it is recommended that this company coordinate with the CMAR to re-install the planetarium equipment at the new Catherine and Isiah Leggett Math and Science Building. The CMAR will install the planetarium dome, which must be coordinated with the installation of the equipment to ensure full functionality of the planetarium.</p>
<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 CMAR; and the chief business/ financial strategy officer certifies that funds are available in the FY21 capital budget.
<b>Total Dollar Amount:</b>	\$52,822,222
<b>Vendor Name:</b>	Barton Malow Company
<b>Vendor Address:</b>	300 W. Pratt Street, Suite 301 Baltimore, Maryland 21201
<b>Minority Status:</b>	No
<b>Contract Expiration:</b>	One-time purchase

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for GMP 4 for the completion of the building envelope, including exterior finishes, windows, and roofing, and to complete the interior finishes and install all mechanical, plumbing, electrical, fire alarm, fire sprinkler systems, and landscaping associated with the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, to Barton Malow Company, of Baltimore, Maryland, for a one-time purchase, in the amount of \$52,822,222.

## BACKUP INFORMATION

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

## RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

## RESOURCE PERSONS

Mr. Johnson  
Mr. Mills

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8  
November 16, 2020

**Subject: Award of Contract, Catherine and Isiah Leggett Math and Science Building  
Guaranteed Maximum Price Number 4—Main Bid Package, Takoma  
Park/Silver Spring Campus, Bid 619-001**

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WHEREAS, The senior vice president of administrative and fiscal services and the vice president of facilities are requesting an award of contract for a guaranteed maximum price number four (GMP 4), for the construction of the Catherine and Isiah Leggett Math and Science Building, on the Takoma Park/Silver Spring Campus; and

WHEREAS, The Board of Trustees approved this award of contract during its January 2019 meeting under resolution 19-01-003; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and the construction manager at risk (CMAR); and the chief business/financial strategy officer certifies that funds are available in the FY21 capital budget to enable the College to award the contract as recommended; and

WHEREAS, The CMAR solicited bids for bid package number 4 on June 18, 2020; and

WHEREAS, Bid package number 4 was publicly advertised on June 18, 2020, on the Montgomery College Procurement, and eMaryland Marketplace Advantage websites; and

WHEREAS, 343 companies downloaded the solicitation from the CMAR web site; and on July 31, 2020 and August 3, 2020, 76 responses were received in response to the twenty-four of the twenty-eight bid sub-packages, including nine non-responsive, two non-qualified, and two withdrawing bidders; and

WHEREAS, All responses were recorded on Building Connected, the CMAR web site, at 2:00 p.m. local time; and

WHEREAS, The four sub-packages that did not receive any bids were resolicited on August 3, 2020; and

WHEREAS, Nine companies downloaded the four resolicited sub-packages from the CMAR web site, and at 2:00 p.m. on August 25, 2020, nine responses were received in response to the four resolicited sub-bid packages, and were opened and recorded on the Building Connected web site, at 4:00 p.m. local time; and

WHEREAS, After evaluation of all submitted bids, 74 contractors were interviewed to have their scope of work reviewed and evaluated; and

WHEREAS, Following the evaluation of bids that were submitted, the CMAR submitted a GMP number 4, in the amount of \$52,822,222, in accordance with the terms and conditions of this request for proposal; and

WHEREAS, The College will be using existing planetarium equipment purchased from and installed by, Spitz, Inc., under Bid 916-003, resolution 15-10-094; and

WHEREAS, It is recommended that Spitz, Inc., coordinate with the CMAR to re-install the planetarium equipment at the new Catherine and Isiah Leggett Math and Science Building, on a sole-source basis; 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 a contract for providing all necessary materials, labor, equipment, supervision, bonds and insurance for completion of the building envelope, including exterior finishes, windows, and roofing, and to complete the interior finishes and install all mechanical, plumbing, electrical, fire alarm, fire sprinkler systems, and landscaping associated with the construction of the Catherine and Isiah Leggett Building on the Takoma Park/Silver Spring Campus be awarded to Barton Malow Company, of Baltimore, Maryland, at the submitted GMP 4, for a one-time purchase, in the amount of \$52,822,222; 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  
November 16, 2020

**ADOPTION OF THE FY22 CAPITAL BUDGET**

**BACKGROUND**

The proposed FY22 capital budget and six-year FY21–26 capital improvement program were presented and discussed at the October 19, 2020, Board of Trustees meeting. The capital improvement program supports and implements the College's Facilities Master Plan. The request for FY22 is the second half of the FY21–22 biennial capital budget and totals \$32,467,000. A copy of the proposed capital budget was distributed to the Board at its October meeting where no changes to the budget were requested. The Board's adoption of the proposed FY22 capital budget is necessary for the county executive's consideration of these requests in the county's capital improvement program. Attached is a summary table that shows the proposed FY22 request by project, along with the actual FY20 and FY21 appropriation for each project.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the FY22 capital budget, which requests a total of \$32,467,000 and authorizes the transmittal of the budget to the county.

**BACKUP INFORMATION**

Board Resolution  
FY22 Capital Budget Summary

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Mr. Mills

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9  
November 16, 2020

**Subject: Adoption of the FY22 Capital Budget**

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WHEREAS, On the basis of the College's Facilities Master Plan and future enrollment projections, the proposed FY22 capital budget and six-year FY21–26 capital improvement program have been developed by appropriate College personnel; and

WHEREAS, The proposed FY22 biennial capital budget and six-year FY21–26 capital improvement program must be transmitted to the Montgomery county government for inclusion in the county executive's recommended capital improvements program; and

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

Resolved, That the Board of Trustees adopts the proposed FY22 capital budget and six-year FY21–26 capital improvement program and authorizes the president of the College to transmit the project description forms to the county executive for review and recommendation in the county's capital improvement program.