



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING  
REVISED AGENDA

[Zoom Webinar](#) • Or by phone: 301-715-8592 • Webinar ID: 943-7632-8643

**BOARD OF TRUSTEES**

**March 22, 2021**

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

**6:30 p.m.**

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. February 22, 2021 Closed Session
  - B. February 22, 2021 Public Meeting
- 5. Tribute to Dr. Mohibullah Durrani
- 6. Reports..... Information
  - A. Conversation with Constituents
  - B. President’s Report
  - C. Chair’s Report
  - D. Committee and Liaison Reports
    - i. Succession Planning Committee
    - ii. PIC-MC Foundation Liaison
    - iii. Montgomery College Foundation Liaison
    - iv. Policy and Governance Committee
  - E. IT Update Report for Workday
- 7. Consent Agenda ..... Action
  - A. Personnel Actions Confirmation Report
  - B. Schedule of Board Meetings for Fiscal Year 2022

- 
- 8. Award of Contract ..... Action
    - Renewal of Award of Contract, Operation and Management of  
Montgomery College Bookstores, Bid 916-002
  
  - 9. Awards of Contract (Sole Source) ..... Action
    - A. Continuation of Workday Enterprise Resource Planning Solution  
Subscription
  
    - B. Continuation of Cloud-Based Hosting Services for Asset Management  
Software License
  
  - 10. ~~Budget Matter~~ ..... ~~Action~~
    - ~~Supplemental Appropriation Request for FY21 Capital Budget – Capital  
Renewal Project~~
  
  - 11. New Business ..... Procedural
  
  - 12. Public Comments ..... Procedural
  
  - 13. Trustee Comments..... Procedural
  
  - 14. 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

Resolution Number:  
Adopted on:

Agenda Item Number: 5  
March 22, 2021

**Subject: Tribute to Dr. Mohibullah Durrani**

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WHEREAS, Dr. Mohibullah Durrani served Montgomery College with enthusiasm and dedication for more than nine years as a part-time faculty member and a full-time staff member until his untimely death on December 9, 2020, which deeply saddened the College community; and

WHEREAS, Dr. Durrani affectionately known as “Mohib,” earned his PhD in bioengineering, as well as two professional engineering degrees in mechanical and civil engineering from Columbia University; and

WHEREAS, Dr. Durrani began his service as part-time faculty in the engineering, physical, and computer sciences department, and continued his career at the College as an academic coach in the Achieving the Promise Academy on both the Rockville and Germantown Campuses; and

WHEREAS, Dr. Durrani was known for his dedication to student success as a coach and knowledgeable teacher and for his warm disposition and positive attitude; and

WHEREAS, Dr. Durrani provided instruction and coaching to students in statics, dynamics, introduction to design, and physics classes, and taught engineering classes at Northwest High School for Middle College, where he was the first faculty member to do so; and

WHEREAS, Dr. Durrani received the Outstanding Faculty Award for Part-Time Faculty: Excellence in Teaching/Counseling in 2017, which recognized his exceptional contributions to the College; and

WHEREAS, Dr. Durrani served enthusiastically as a faculty mentor for the Aerospace Engineering Club and the Muslim Student Association, and as a member of the President’s Advisory Committee on Equity and Inclusion; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this posthumous public recognition of Dr. Mohibullah Durrani; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Dr. Mohibullah Durrani for his outstanding service to the College and extend to them profound sympathy for the loss of their loved one; 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 the family of Dr. Mohibullah Durrani.

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

Agenda Item Number: 7A  
March 22, 2021

**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  
March 22, 2021

**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 January 1, 2021, through January 31, 2021; 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 January 1, 2021, through January 31, 2021

**STAFF**

**STAFF EMPLOYMENTS**

Effective

| Date       | Name             | Position Title                      | Grade | Department                     |
|------------|------------------|-------------------------------------|-------|--------------------------------|
| 01/11/2021 | Herman, Andrea J | Achieving the Promise Program Coord | 29    | Achieving the Promise-ATP Acad |
| 01/11/2021 | Jones, Diane R   | Assistant General Counsel           | 37    | General Counsel                |

**STAFF SEPARATIONS**

Effective

| Date       | Name                              | Position Title                 | Grade | YOS | Department                        |
|------------|-----------------------------------|--------------------------------|-------|-----|-----------------------------------|
| 01/05/2021 | Harvey, Robert N                  | Public Safety Officer II (Cpl) | 15    | 18  | Facilities Security – RV          |
| 01/07/2021 | Jones, Terrance L                 | Building Services Worker       | 11    | <1  | Facilities Operations - RV        |
| 01/22/2021 | Lefever, Joan L                   | Event Coordinator              | 23    | 7   | CW Dean Stu Access-GT Stu Affairs |
| 01/05/2021 | Morris, Deborah M                 | Senior Research Analyst        | 31    | 26  | Institutional Research & Analysis |
| 01/15/2021 | Roberts, Ashley N                 | HR Internal Consultant         | 29    | 3   | HRSTM                             |
| 01/07/2021 | Sarfarazi, Katrina W <sup>1</sup> | Enrollment & Stud Access Spec  | 23    | 14  | CW Raptor Central                 |
| 01/04/2021 | Thomas, Rhonda M                  | Nursing Lab & Clinical Assoc   | 29    | 1   | Health Sciences Dean              |
| 01/29/2021 | Wilcox, Joyce E <sup>1</sup>      | Financial Systems Manager      | 35    | 32  | Business Services                 |
| 01/29/2021 | Wilkins, Raven A                  | Student Intake & Outreach Spec | 25    | 1   | Community Based Grants WDCE       |

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

|              | White    | Black    | Hispanic | Asian    | American Indian | Haw-PI   | TOTAL    |
|--------------|----------|----------|----------|----------|-----------------|----------|----------|
| Female       | 4        | 2        | 0        | 0        | 0               | 0        | 6        |
| Male         | 0        | 3        | 0        | 0        | 0               | 0        | 3        |
| <b>TOTAL</b> | <b>4</b> | <b>5</b> | <b>0</b> | <b>0</b> | <b>0</b>        | <b>0</b> | <b>9</b> |

<sup>1</sup> Retirement

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From January 1, 2021, through January 31, 2021

**FACULTY**

| Effective Date | Name            | Position Title      | Department           |
|----------------|-----------------|---------------------|----------------------|
| 01/09/2021     | Hayden, Michael | Assistant Professor | Health Sciences Dean |

**FACULTY SEPARATIONS**

| Effective Date | Name                             | Position Title      | YOS | Department                          |
|----------------|----------------------------------|---------------------|-----|-------------------------------------|
| 01/08/2021     | Ganginis Del Pino, Heather       | Associate Professor | 7   | Social Science Dean                 |
| 01/15/2021     | Rogers Julie F                   | Associate Professor | 5   | Mathematics Dean                    |
| 01/08/2021     | Talbot, Stephanie D <sup>1</sup> | Professor           | 19  | Mathematics Dean                    |
| 01/08/2021     | Talbot, William <sup>1</sup>     | Professor           | 18  | Business/Computer Applications Dean |

**FACULTY EMPLOYMENTS: Ethnicity and Gender**

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

**FACULTY SEPARATIONS: Ethnicity and Gender**

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

<sup>1</sup> Retirement

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

Agenda Item Number: 7B  
March 22, 2021

**BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FISCAL YEAR 2022**

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 2022.

BACKUP INFORMATION

Board Resolution  
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2022 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Scott

RESOURCE PERSON

Ms. Abraham



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

Resolution Number:  
Adopted on:

Agenda Item Number: 7B  
March 22, 2021

**Subject: Board of Trustees Schedule of Meetings for Fiscal Year 2022**

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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 2022, 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 2022 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 2022.

BOARD OF TRUSTEES  
Montgomery College  
Proposed Fiscal Year 2022 Schedule of Meetings

|     |   |   |   |   | <i>OTHER ACTIVITIES AND EVENTS (RSVP NEEDED FOR MOST)</i>  |   |
|-----|---|---|---|---|--|---|
|     | <b>BOARD MEETINGS</b><br><i>(Mondays, 5:30 pm closed, 6:30 pm public, unless noted)</i> | <b>CONSTITUENT CONVERSATIONS (CC), ANNUAL INTERBOARD MEETINGS (AIM), AND CONFERENCE SESSIONS<sup>4</sup></b><br><i>(Mondays, 5:30 pm, unless noted)</i> | <b>BOARD RETREATS</b>   | <b>PERIODIC REPORTS TO THE BOARD<sup>5</sup></b>                | <b>BOARD DEVELOPMENT AND CONFERENCES</b>   | <b>SPECIAL EVENTS AND OTHER BOARD DATES</b>   |
| JUL |   |   |   |   |  |   |
| AUG |   |   |   |   | TBD: ACCT Governance Leadership Institute<br>9: Board Officers Kickoff Meeting (Virtual)<br>16: MC New Trustee Orientation (Virtual)         |   |
| SEP | <b>20</b>   | 20: [CC] Staff  | 9-10 (Thurs-Fri): Virtual Retreat<br>10-11 (Fri-Sat): In-person Retreat         | 15: 1st Q Facilities Updates                                    |  | 17: Chairs' Foundation Chairs Lunch   |
| OCT | <b>18</b>   | 18: [CC] Faculty  |   | 15: 1st Q Budget Report   | 13-16: ACCT Leadership Congress<br><i>(Virtual Event?)</i>   | TBD: MCF Golf and Tennis Classic<br>(Lakewood Country Club)<br>TBD: Legislative Reception |
| NOV | <b>15</b>   | 15: [CC] Students   |   |   |  | TBD: Legislative Reception  |
| DEC | <b>13</b>   |   |   | 15: 2nd Q Facilities Updates                                    |  | 13: Board's Audit Committee Meeting <sup>1</sup>  |
| JAN | <b><u>Wed., 26</u></b>  | 26: [CC] Admin Council  | 20-21 (Thurs-Fri): Mid-Year Retreat   | 15: 2nd Q Budget Report   | 14: Mid-Year Meeting for New Trustees<br>(Virtual)<br>TBD: MACC Conference ( <i>Annapolis</i> )<br>24: ACCT Legislative Summit ( <i>DC</i> ) | 14: Chairs' Foundation Chairs Lunch   |
| FEB | <b>21</b>   | 21: [CC] College Council<br>TBD: [AIM] Joint Boards, morning  |   |   |  |   |
| MAR | <b>21</b>   |   |   | 15: 3rd Q Facilities Updates                                    |  |   |
| APR | <b>18</b>   |   |   | 15: 3rd Q Budget Report   | TBD: AGB National Conference on Trusteeship<br><i>(Virtual Event?)</i>   | 13: Trustee Information Day   |
| MAY | <b>16</b>   | TBD: [AIM] Board of Education   | 6 (Fri): Retreat<br>6: Recognition Reception—Board and Supporting Organizations |   |  | TBD: Employee Recognition Event<br>TBD: Harry Harden Awards<br>20: Commencement           |
| JUN | <b>20</b>   |   |   | 15: 4th Q Facilities Updates<br>NOTE: 4th Q Budget <sup>2</sup> |  | 20: Board's Annual Meeting <sup>3</sup>   |

**Current as of February 22, 2021**

<sup>1</sup> 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.

<sup>2</sup> The fourth quarter (end of fiscal year) report will be posted in Diligent in August or September of 2022.

<sup>3</sup> 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."

<sup>4</sup> During the fall semester, the Constituent Conversation in the traditional meeting format will be suspended. The plan is to resume hosting Constituent Conversations meetings face-to-face during the spring semester (January—May).

<sup>5</sup> This section signify the quarterly due dates of the budget report and facilities update.

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

Agenda Item Number: 8  
March 22, 2021

**RENEWAL OF AWARD OF CONTRACT,  
OPERATION AND MANAGEMENT OF THE MONTGOMERY COLLEGE BOOKSTORES,  
BID 916-002**

BACKGROUND

|                                   |   |
|-----------------------------------|---|
| Request:                          | Renewal of operation and management of Montgomery College bookstores  |
| Office/SVP Originating Request:   | Senior Vice President for Administrative and Fiscal Services and the Chief Business/Financial Strategy Officer  |
| Award Type:                       | Competitive   |
| Bid Number:                       | 916-002   |
| Explanation of Request:           | <p>On January 25, 2016, the Board of Trustees approved an award of contract for the operation and management of the Montgomery College bookstores, under resolution 16-02-002.</p> <p>Due to the significant investments required on behalf of the awarded contractor, and to provide sufficient time for the contractor to recoup those investment costs, the contract includes a single five-year term, in addition to annual contract renewals, at the sole discretion of the College.</p> <p>The College has elected to renew this contract for a one-year term, to cover April 1, 2021–March 31, 2022. All existing contract terms, along with all contract amendments to date, will remain unchanged.</p> |
| Reason Being Brought to Board:    | Board approval is required for renewal of this contract, as stipulated in the contract  |
| Certification:                    | The director of procurement re-certifies that specifications and contract documents were developed by appropriate College staff.  |
| Estimated Revenue to the College: | \$300,000 – \$400,000   |
| Vendor Name:                      | Follett Higher Education Group, Inc.  |
| Vendor Address:                   | Westchester, Illinois   |
| Minority Status:                  | Non-Minority  |
| Term of Contract:                 | April 1, 2021– March 31, 2022   |

## RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year renewal for the award of contract for the operation and management of Montgomery College bookstores, to Follett Higher Group, of Westchester, Illinois.

## BACKUP INFORMATION

Resolution 16-01-002

## RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

## RESOURCE PERSONS

Ms. Greaney

Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8  
March 22, 2021

**Subject: Renewal of Award of Contract, Operation and Management of Montgomery College Bookstores, Bid 916-002**

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WHEREAS, The senior vice president for administrative and fiscal services and the chief business/financial strategy officer are requesting a one-year renewal of award of contract for operation and management of Montgomery College bookstores; and

WHEREAS, On January 25, 2016, the Board of Trustees approved an award of contract for the operation and management of the Montgomery College bookstores, under resolution 16-02-002; and

WHEREAS, Due to the significant investments required on behalf of the awarded contractor, and to provide sufficient time for the contractor to recoup those investment costs, the contract includes a single five-year term, in addition to annual contract renewals, at the sole discretion of the College; and

WHEREAS, The director of procurement re-certifies that specifications and contract documents were developed by appropriate College staff; and

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

Resolved, That the Board of Trustees approves a one-year renewal for the award of contract for the operation and management of Montgomery College bookstores, to Follett Higher Group, of Westchester, Illinois; 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: 9A  
March 22, 2021

**SOLE SOURCE AWARD OF CONTRACT,  
CONTINUATION OF WORKDAY ENTERPRISE RESOURCE  
PLANNING SOLUTION SUBSCRIPTION**

**BACKGROUND**

|                                 |   |
|---------------------------------|---|
| Request:                        | Continuation of Workday enterprise resource planning solution subscription  |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer  |
| Award Type:                     | Sole Source   |
| Bid Number:                     | NA  |
| Explanation of Request:         | <p>The College purchased the Workday enterprise resource planning solution subscription and support services in April 2016, through the Procurement through Other Agency (PTOA) purchase vehicle, under PTOA 16-059 and University of Texas at Austin contract 721-1322.</p> <p>When fully integrated, the Workday solution will replace the College's existing enterprise resource planning solution system Banner, which has been in place for more than 20 years.</p> <p>The current University of Texas at Austin contract will expire on April 16, 2021.</p> |
| Reason Being Brought to Board:  | Board approval is required for all sole source procurements valued over \$100,000.  |
| Certification:                  | The director of procurement certifies that the Workday enterprise resource planning solution subscription can only be procured from Workday, Inc. and the chief business/financial strategy officer certifies that planned expenditures are available in the FY21 capital budget.   |
| Annual Dollar Amount:           | \$933,128–Year 1<br>\$968,539–Year 2<br>\$1,005,438–Year 3<br>\$1,043,886–Year 4<br>\$1,083,949–Year 5  |
| Vendor Name:                    | Workday, Inc.   |
| Vendor Address:                 | Pleasanton, California  |
| Minority Status:                | Non-Minority  |
| Term of Contract:               | One year, with four 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 Workday enterprise resource planning solution subscription, to Workday, Inc. of Pleasanton, California, for an annual not-to-exceed amount of \$933,128.

It is further recommended that the contract be renewed for four additional one-year periods, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$5,034,940.

## BACKUP INFORMATION

PTOA 16-059  
University of Texas at Austin Contract 721-1322

## RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

## RESOURCE PERSONS

Ms. Miller  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9A  
March 22, 2021

**Subject: Sole Source Award of Contract, Continuation of Workday Enterprise Resource Planning Solution Subscription**

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WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting the continuation of the Workday enterprise resource planning solution subscription, on a sole source basis; and

WHEREAS, The College purchased the Workday enterprise resource planning solution subscription in April 2016, through the Procurement through Other Agency (PTOA) purchase vehicle, under PTOA 16-059, and University of Texas at Austin contract 721-1322, which expires on April 16, 2021; and

WHEREAS, When fully integrated, the Workday solution will replace the College's existing enterprise resource planning system Banner, which has been in place for more than 20 years; and

WHEREAS, The director of procurement affirms that the Workday enterprise resource planning solution subscription can only be procured from Workday, Inc., and the chief business/financial strategy officer certifies that planned expenditures are available in the FY21 capital budget, subject to Board of Trustees approval; and

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

WHEREAS, Sole Source procurements valued above \$100,000 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 a sole source award of contract for the continuation of the Workday enterprise resource planning solution subscription, to Workday, Inc., of Pleasanton, California, for an annual not-to-exceed amount of \$933,128; and be it further

Resolved, That the contract be renewed for four additional one-year periods, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$5,034,940; 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: 9B  
March 22, 2021

**SOLE SOURCE AWARD OF CONTRACT,  
CONTINUATION OF CLOUD-BASED HOSTING SERVICES FOR  
ASSET MANAGEMENT SOFTWARE LICENSE**

**BACKGROUND**

|                                 |  |
|---------------------------------|--|
| Request:                        | Continuation of cloud-based hosting services for asset management software license   |
| Office/SVP Originating Request: | Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer   |
| Award Type:                     | Sole Source  |
| Bid Number:                     | NA   |
| Explanation of Request:         | <p>On November 16, 2015, the Board of Trustees approved the purchase of a five-year, cloud-based hosting service, for asset management software license under resolution 15-11-100.</p> <p>This software and associated support, hosted by Stefanini, Inc., manages contracts, asset life cycles, tracks requests, incidents, problems, and provides Information Technology change management.</p> <p>The Office of Business Services will utilize the Workday enterprise resource planning solution to account for and depreciate capitalized fixed assets, and certain grant-sensitive non-capital assets; however, through ongoing Workday testing, it has been determined that the remaining two modules utilized by the Office of Information Technology, (CA Service Desk and CA Service Catalog) will not be available in Workday.</p> <p>It is requested that the existing contract be extended for one year to allow time to research solutions that will meet service desk, service cataloging requirements, and an asset tracking solution for assets not tracked in Workday.</p> |
| Reason Being Brought to Board:  | Board approval is required for all sole source procurements over \$100,000.  |
| Certification:                  | The director of procurement affirms the continuation of this software license for continuity of services from Stefanini, Inc, and the chief business/financial strategy officer certifies that planned expenditures are available in the FY21 operating budget.  |

|                   |                              |
|-------------------|------------------------------|
| Dollar Amount:    | \$195,980                    |
| Vendor Name:      | Stefanini, Inc.              |
| Vendor Address:   | Southfield, Michigan         |
| Minority Status:  | Non-Minority                 |
| Term of Contract: | April 1, 2021–March 31, 2022 |

RECOMMENDATION

It is recommended that the Board of Trustees approve the continuation of a sole source award of contract for cloud-based hosting services for asset management and software license to Stefanini Inc., of Southfield, Michigan, beginning April 1, 2021, for a one-year term, for a total not-to-exceed annual amount of \$195,980.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9B  
March 22, 2021

**Subject: Sole Source Award of Contract, Continuation of Cloud-based Hosting  
Services for Asset Management Software License**

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WHEREAS, The senior vice president for administrative and fiscal services and interim chief information officer are requesting a sole source award of contract for the continuation of cloud-based hosting services for asset management software license; and

WHEREAS, On November 16, 2015, the Board of Trustees approved the purchase of a five-year cloud-based hosting services for asset management software license under resolution 15-11-100; and

WHEREAS, This software and associated support, hosted by Stefanini, Inc., manages contracts, asset life cycles, tracks requests, incidents, problems, and provides Information Technology change management; and

WHEREAS, The Office of Business Services will utilize the Workday enterprise resource planning solution to account for and depreciate capitalized fixed assets and certain grant-sensitive non-capital assets, however, through ongoing Workday testing, it was been determined that the remaining two modules utilized by the Office of Information Technology, (CA Service Desk and CA Service Catalog) will not be available in Workday; and

WHEREAS, The director of procurement affirms the continuation of this software license for continuity of services from Stefanini, Inc., and the chief business/financial strategy officer certifies that planned expenditures are available in the FY21 operating budget; and

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

WHEREAS, Sole Source procurements valued above \$100,000 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 the continuation of a sole source award of contract for cloud-based hosting services for asset management and software license to Stefanini Inc., of Southfield, Michigan, beginning April 1, 2021, for a one-year term, for a total not-to-exceed annual amount of \$195,980; and be it further

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