



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# PUBLIC BOARD MEETING AGENDA

Zoom Webinar

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**BOARD OF TRUSTEES**

**September 19, 2022**

**6:30 p.m.**

Michael A. Brintnall, Ph.D.  
*Chair*  
TERM ENDS JUNE 30, 2023

Frieda K. Lacey, Ed.D.  
*First Vice Chair*  
TERM ENDS JUNE 30, 2024

Gloria Aparicio Blackwell  
*Second Vice Chair*  
TERM ENDS JUNE 30, 2026

Annice Cody  
TERM ENDS JUNE 30, 2028

Kenneth J. Hoffman, M.D.  
TERM ENDS JUNE 30, 2023

Michael J. Knapp  
TERM ENDS JUNE 30, 2024

Omar A. Lazo  
TERM ENDS JUNE 30, 2027

Robert F. Levey  
TERM ENDS JUNE 30, 2025

Maricé I. Morales  
TERM ENDS JUNE 30, 2025

Deepica Premaratne  
*Student Trustee*  
TERM ENDS JUNE 30, 2023

**PRESIDENT AND  
SECRETARY-TREASURER**

Dr. Jermaine F. Williams

1. Call to Order ..... Procedural
2. Roll Call..... Procedural
3. Approval of Agenda..... Procedural
4. Oath of Office ..... Procedural
5. Tributes ..... Action
  - A. Tribute to Professor Eva C. Brown
  - B. Tribute to Mr. Jean Desire Deutcheu
  - C. Tribute to Mr. Steven E. Taylor
6. Reports..... Information
  - A. President’s Report
  - B. FY22 Fourth Quarter Financial Summary Report
  - C. Chair’s Report
7. Consent Agenda ..... Action
  - A. Minutes
    - i. June 22, 2022 Public Vote and Closed Session Minutes
    - ii. June 22, 2022 Public Meeting Minutes
  - B. Personnel Actions Confirmation Report
  - C. Graduates Receiving Associate’s Degrees and Program Certificates in Summer 2022
8. Awards of Contract (Competitive)..... Action
  - A. Award of Contract, Custodial Services for Central Services and Central Receiving Buildings, Bid e422-003
  - B. Award of Contract, Construction Manager at Risk for Paul Peck Art Building HVAC Upgrades on the Rockville Campus, Bid 623-002

- 9. Budget Matter..... Action  
    Supplemental Appropriation Request for the FY23 Current Fund Budget
- 10. Regulatory Matter ..... Action  
    The 2022 Performance Accountability Report
- 11. Facilities Matter ..... Action  
    Authorization for Lease of Space for the East County Education Center  
    at 2221 Broadbirch Drive, Silver Spring, Maryland
- 12. New Business ..... 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).

WRITTEN COMMENTS. The Board of Trustees welcomes written comments, which can be sent to [trustees@montgomerycollege.edu](mailto:trustees@montgomerycollege.edu) or to Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, ATTN: Board of Trustees.

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: 5A  
September 19, 2022

**Subject: Tribute to Professor Eva C. Brown**

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WHEREAS, Professor Eva C. Brown served Montgomery College with enthusiasm and dedication for more than four years as a full-time faculty member in the Applied Geography Program, in the Department of Applied Technologies and the Gudelsky Institute for Technical Education until her untimely death on June 2, 2022, which deeply saddened the College community; and

WHEREAS, Professor Brown served on Montgomery College's Curriculum Committee, participated in professional development seminars and conferences, and taught at numerous two- and four-year institutions of higher education; and

WHEREAS, Professor Brown's love for academia and geography lead to a career in higher education that spanned over 40 years; she enjoyed conversing and engaging with students and solving problems with her colleagues; and

WHEREAS, Professor Brown had an infectious laugh, a wonderful sense of humor, and a spirit of care and generosity that will be greatly missed; and

WHEREAS, Professor Brown supported various welfare groups and children's organizations and missions for those in need, and supported animal rescues throughout the years; and

WHEREAS, Professor Brown was proud of her family background; she was a first-generation college graduate, and understood the barriers that students from various walks of life faced; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this posthumous public recognition of Professor Eva C. Brown; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Professor Eva C. Brown for her 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 Professor Eva C. Brown.

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

Resolution Number:  
Adopted on:

Agenda Item Number: 5B  
September 19, 2022

**Subject: Tribute to Mr. Jean Desire Deutcheu**

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WHEREAS, Mr. Jean Desire Deutcheu served Montgomery College with enthusiasm and dedication for 12 years as a full-time staff member, and served as community scheduler for the Rockville Campus until his untimely death on August 24, 2022, which deeply saddened the College community; and

WHEREAS, Mr. Deutcheu began working in Public Safety as an office assistant on the Takoma Park/Silver Spring Campus from November 2010 through February 2013; transferred to the Rockville Campus as community scheduler from March 2013 to August 2022, and briefly served as the mail room supervisor from July 2019 through November 2019; and

WHEREAS, Mr. Deutcheu represented the College in a number of state and county organizations; he was the face of facilities scheduling and special events to many in Montgomery County and had a significant impact on each year's commencement ceremonies for the College; and

WHEREAS, Mr. Deutcheu always exemplified leadership and exhibited Montgomery College's mission, vision, and values every day, and had a generous nature that will be deeply missed; and

WHEREAS, Mr. Deutcheu graduated from several cohorts at the College, including the 21st class of the Leadership Development Institute from 2013 through 2014; the Developing a Skillful Supervisor workshop in 2018, and served on the Student Services and Success Council from 2017 to 2018; and

WHEREAS, Mr. Deutcheu was well respected in the College and surrounding community, and conveyed a clear message that people were important; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this posthumous public recognition of Mr. Jean D. Deutcheu; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Jean Desire Deutcheu 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 Mr. Jean Desire Deutcheu.

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

Resolution Number:  
Adopted on:

Agenda Item Number: 5C  
September 19, 2022

**Subject: Tribute to Mr. Steven E. Taylor Sr.**

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WHEREAS, Mr. Steven E. Taylor Sr. served Montgomery College with enthusiasm and dedication for 35 years as a coordinator of building services, building services manager, and buildings and grounds maintenance manager until his untimely death on June 26, 2022, which deeply saddened the College Community; and

WHEREAS, Mr. Taylor led the Building Services, and subsequently the Buildings and Grounds Maintenance Teams on the Rockville Campus from December of 1986 until September 2020 and transitioned to the Germantown Campus from September 2020 to June 2022; and

WHEREAS, Mr. Taylor successfully led his staff to improve the appearance and condition of Montgomery College's Rockville and Germantown Campuses, received numerous letters of recognition for the setup of special events such as: Length of Service Award Luncheons, College Transfer days, the President's Planning Council Retreat, and Summer Dinner Theaters to name a few; and

WHEREAS, Mr. Taylor was first recognized for his excellent customer service in 1990 as Rockville Facilities Employee of the Month, later receiving Outstanding Service Awards for exemplary service to the College in 1994 and 1998; and

WHEREAS, Mr. Taylor was a champion for his staff and the students they supported; he motivated staff to believe in themselves and encouraged them to strive to do their best in good and challenging times and sought to ensure fair and unbiased treatment for all; and

WHEREAS, During his tenure, Mr. Taylor was a recipient of the Staff Distinguished Service Award and received a Certificate of Appreciation from the Student Life department; and

WHEREAS, Mr. Taylor was a long-term participant in College Governance; he served as chair of the Rockville Campus Staff Senate and most recently served as chair of the Rockville Campus Council from 2018 through 2019; and

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

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Steven E. Taylor Sr. 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 Mr. Steven E. Taylor Sr.

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

Agenda Item Number:  
September 19, 2022

**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**

Mr. Collette

**RESOURCE PERSON**

Ms. Leitch Walker

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

Resolution Number:  
Adopted on:

Agenda Item Number:  
September 19, 2022

**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 May 1, 2022, through July 31, 2022; 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 May 1, 2022, through May 31, 2022**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
05/02/2022	Cooper, Elizabeth	Data Entry Assistant	21	Appl Tech, GITE & WDCE
05/02/2022	Horton, Margaret	Executive Associate I	25	President's Office
05/02/2022	Nouri, Azita	Instructional Lab Coordinator	27	Biology and Chemistry Dean
05/02/2022	Singleton, Monique	Enrollment Services VA Specialist	23	Admission Services
05/02/2022	Stanley, Terri	Financial Aid Counselor	27	Financial Aid
05/16/2022	Reyes, Eric	Administrative Aide II	19	Disability Support Services-RV
05/16/2022	Zambrano, Vanessa	Strategic Content Producer	31	Advancement-Media/Public Relations
05/31/2022	Eguizabal, Roberto	Automotive Technician	21	Facilities Operations-GT
05/31/2022	Nikita, Fnu	Recruit and College Access Spec	23	Student Recruitment & Outreach

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
05/02/2022	Cummings, Denise	Functional Systems Analyst	29	8	HRSTM
05/02/2022	Howard, Phillip	Accountant II	27	15	Advancement/Community Engage
05/03/2022	Yu, Qing Hua	Instructional Designer	31	9	Distance Learning
05/04/2022	Glenn, Donzell	Building Services Worker	11	5	Facilities Operations – TP/SS
05/06/2022	Fana-Grullon, Simon	Building Services Worker	11	10	Facilities Operations – RV
05/06/2022	Grocki, Kathryn	Campus Registrar	33	12	Admission Services
05/06/2022	Soe, Sunny	Building Equip Mechanic I	23	6	Facilities Operations – TP/SS
05/10/2022	Aultman, Amber	Library Access Serv Spec I	17	0	Library-Central Services
05/11/2022	Rojas, Jeanette	Equity & Inclusion Prog Mgr	31	7	President Office
05/13/2022	Bekele, Tsion	Payroll Specialist II	27	0	HRSTM
05/16/2022	Amanpene, Rita	Cyber Risk & Compl analyst	33	0	OIT Priv & Cyber Compliance
05/20/2022	Ellison, Kimilie	Building Services Worker	11	0	Facilities Operations – RV
05/20/2022	Parsons, Yvonne	Instructional Associate	25	3	Mathematics Dean
05/21/2022	Payne, George <sup>2</sup>	VP and Provost WDCE	41	37	Sr VP for Academic Affairs
05/25/2022	Karambiri, Grace	Community Engag Spec II	25	3	Advancement/Community Engage
05/27/2022	Archer, Laura <sup>1</sup>	Campus Cashier	17	34	Business Services – GT
05/27/2022	Ndong-Mace, Eunice	Campus Registrar	33	20	Admission Services
05/27/2022	Paige, Judith <sup>1</sup>	Library Access Serv Spec I	17	23	Library – TP/SS
05/28/2022	Ekweonu, Obiora	IT Support Spec – NB	25	3	OIT Academic Serv – GT
05/30/2022	Bah, Alhaji	Public Safety Officer II (CPL)	15	3	Public Safety, Health & Emerg Mgmt-TP/SS
05/31/2022	Glowacki, Mary <sup>1</sup>	IT Info Serv Operations Mgr	33	22	OIT Application Services
05/31/2022	Pollard, Melanie Nichole	Campus Stud Financial Aid Dir	33	2	Financial Aid

**STAFF EMPLOYMENTS: Ethnicity and Gender**

White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
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Female	1	4	1	1	0	0	7
Male	0	0	2	0	0	0	2
<b>TOTAL</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>9</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	<b>TOTAL</b>
Female	3	9	1	1	0	1	<b>15</b>
Male	2	3	1	1	0	0	<b>7</b>
<b>TOTAL</b>	<b>5</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>22</b>

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<sup>1</sup> Retirement

<sup>2</sup> Death

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From May 1, 2022, through May 31, 2022

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS**

Effective Date	Name	Position Title	YOS	Department
05/27/2022	Marciano, Joseph <sup>1</sup>	Professor	23	CW Dean-Student Engag-TP/SS
05/27/2022	Martinovic-Zic, Aida <sup>1</sup>	Professor	20	ELAP-Linguistics & Comm Studies Dean
05/27/2022	Parcan-Onderko, Marian <sup>1</sup>	Professor	32	GITE-Gudelsky Inst Tech Educ
05/27/2022	Rowley, Claudinna <sup>1</sup>	Professor	17	Mathematics Dean
05/27/2022	Rudin, Kelly <sup>1</sup>	Professor	14	Humanities Dean
05/27/2022	Waters, Kate <sup>1</sup>	Professor	10	ELAP-Linguistics & Comm Studies Dean
05/27/2022	Williamson, Gerald <sup>1</sup>	Professor	13	GITE-Gudelsky Inst Tech Educ

**Faculty SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	1	0	0	0	0	4
Male	3	0	0	0	0	0	3
<b>TOTAL</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

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<sup>1</sup> Retirement

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From June 1, 2022, through June 30, 2022

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
06/13/2022	Hemmings, Daunett	Human Resources Specialist II	29	HRSTM
06/13/2022	Mata Portillo, Luis	Instructional Assistant	23	English and Reading Dean
06/13/2022	McNair, Patrick	IT Support Specialist –	25	OIT Academic Services-GT
06/13/2022	Meynard, Dejubeh	Administrative Aide I	15	ELAP, Linguistics and Comm Studies
06/13/2022	Thomas, Elizabeth	Special Events Director	33	Advancement-Development
06/27/2022	Harris, Clarissa	Campus Police Officer	19	Public Safety, Health & Emerg Mgmt-TP/SS
06/27/2022	Rudolph, Stacey	Instructional Lab Coord	27	Engineering/Computer Science Dean
06/27/2022	Vo, Nha	Administrative Aide II	19	Biology and Chemistry Dean

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
06/01/2022	Scott, Richard	Achv the Promise Program Coord	29	8	Sr VP for Academic Affairs
06/01/2022	Shamim, Mohammed	Architect	29	0	Facilities-Central Admin
06/03/2022	Appiah, Samuel	IT Support Specialist	25	7	OIT Academic Services
06/03/2022	Fana, Romana <sup>1</sup>	Building Services Worker	11	14	Facilities Operations-RV
06/06/2022	Black, Samuel	Video Engineer	31	20	MCTV10-MCTV
06/09/2022	Cusic, Gabriella	Multimedia Comm Spec	27	5	HRSTM
06/16/2022	Villatoro, Ney Esperanza	Building Services Worker	11	0	Facilities Operations-GT
06/21/2022	Lees, Victoria <sup>1</sup>	Purchasing Agent II	27	14	Procurement
06/26/2022	Taylor, Steven <sup>2</sup>	Building & Grounds Main Mgr	29	35	Facilities Operations-GT
06/30/2022	Behme, Mary Ann <sup>1</sup>	Program Coordinator	23	23	BITS Dean WDCE
06/30/2022	Bollinger, David <sup>1</sup>	Library Access Serv Spec I	17	9	Library-GT
06/30/2022	Fyodorov, Debra <sup>1</sup>	Arts Center Manager	29	37	Performing Arts Center-RV
06/30/2022	Grant, Val <sup>1</sup>	Building Services Supervisor	23	7	Facilities Operations-TP/SS
06/30/2022	Gray, Geneva <sup>1</sup>	Administrative Aide I	15	23	Sr VP for Academic Affairs
06/30/2022	Harried, Charles <sup>1</sup>	Learning Center Asst Mgr	29	32	Assoc VP Academic Affairs
06/30/2022	Jones, Stanley <sup>1</sup>	MCTV Producer Director I	25	44	MCTV1--MCTV
06/30/2022	Wells, Wendy <sup>1</sup>	Program Manger II	31	14	Health Sciences Dean

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/ <sup>2</sup> or More	<b>TOTAL</b>
Female	1	3	1	1	0	0	<b>6</b>
Male	0	1	1	0	0	0	<b>2</b>
<b>TOTAL</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>8</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/ <sup>2</sup> or More	<b>TOTAL</b>
Female	3	2	3	0	0	0	<b>8</b>
Male	3	5	0	1	0	0	<b>9</b>
<b>TOTAL</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>17</b>

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<sup>1</sup> Retirement

<sup>2</sup> Death

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From June 1, 2022, through June 30, 2022**

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS**

Effective Date	Name	Position Title	YOS	Department
06/02/2022	Brown, Eva <sup>2</sup>	Professor	3	GITE-Gudelsky Inst Tech Educ

**Faculty SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	<b>TOTAL</b>
Female	1	0	0	0	0	0	<b>1</b>
Male	0	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

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<sup>2</sup>Death

**From July 1, 2022, through July 31, 2022**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
07/11/2022	Anderson, Andre	MCTV Social Media Manager	29	MCTV10-RV
07/11/2022	Summers Jr., Robert	Ground Maintenance Sup	25	Facilities Operations – TP/SS
07/25/2022	Asembi, Mawuse	Campus Cashier	17	Business Services – GT
07/25/2022	Bailey, Quincy	Building Services Worker	11	Facilities Operations – RV
07/25/2022	Benhaim, Brian	Project Manager II	35	Facilities Central Admin
07/25/2022	DePalatis, Michael	Master Tutor	27	Math & Science Center
07/25/2022	Elliott, Brandy	Grounds Maintenance Worker	15	Facilities Operations – RV
07/25/2022	Garcia Cruz, Rosa	Building Services Worker	11	Facilities Operations – RV
07/25/2022	Harting, Michael	Emerg. Mgmt. & Outreach Coord.	29	Public Safety, Health & Emerg Mgmt-TP/SS
07/25/2022	Payne, Josephine	Building Services Worker	11	Facilities Operations – RV
07/25/2022	Woods, Brittny	Utility Analyst	31	Facilities Central Admin

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
07/06/2022	Wilson, William <sup>1</sup>	Sr Compliance Spec/Investigator	33	22	Compliance
07/08/2022	Matthews, Erin	Early College Program Coord	27	3	Sr VP for Academic Affairs
07/08/2022	McCullagh, Robert	Mgr, Public Safety & Emerg.	31	5	Public Safety, Health & Emerg Mgmt-TP/SS
07/09/2022	Flores, Nelson	Grounds Maintenance Worker	15	8	Facilities Operations-TP/SS
07/11/2022	Hodges, Quiana	Campus Student Financial Aid Dir	33	2	Financial Aid-TP/SS
07/12/2022	Noyes, Matthew	Grounds Maintenance Worker	15	0	Facilities Operations-RV
07/15/2022	Veneruso, Samantha	Department Chair	35	19	Humanities Dean
07/20/2022	Porras, Javier	HVAC Mechanic III	25	13	Facilities Operations-TP/SS
07/21/2022	Simpore, Asseto <sup>1</sup>	Building Services Worker	11	15	Facilities Operations-TP/SS
07/22/2022	Duggan, Victoria <sup>1</sup>	Chief Compliance Officer	39	23	Compliance
07/29/2022	Park, Haesung Chung <sup>1</sup>	Info Systems Architect	31	21	Admission Services

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	1	3	1	0	0	0	5
Male	4	2	0	0	0	0	6
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	2	3	0	1	0	0	6
Male	2	1	2	0	0	0	5

<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>11</b>
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<sup>1</sup> Retirement

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
From July 1, 2022, through July 31, 2022

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS**

Effective Date	Name	Position Title	YOS	Department
07/05/2022	Greenawald, Nancy <sup>1</sup>	Professor	15	Health Sciences Dean
07/29/2022	Holy, Connie <sup>1</sup>	Associate Professor	16	ELAP, Linguistics & Comm Studies Dean

**Faculty SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/ 2 or More	<b>TOTAL</b>
Female	2	0	0	0	0	0	<b>2</b>
Male	0	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

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<sup>1</sup> Retirement



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

Agenda Item Number: 7C  
September 19, 2022

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND  
THE PROGRAM CERTIFICATE IN SUMMER, 2022**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the college registrar, each semester. In the event that the ratification by the Board of Trustees takes place after the date of conferral of the degrees and certificates to the graduates, the Board of Trustees must ratify, confirm and authorize the conferral retroactively (“nunc pro tunc”) to the past date of conferral.

RECOMMENDATION

The Board of Trustees is asked to ratify, confirm and authorize the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the college registrar, nunc pro tunc to the date of such conferral action.

BACKUP INFORMATION

Board Resolution  
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown  
Dr. Rai

RESOURCE PERSONS

Mr. Cartledge  
Mr. Dietz

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

Agenda Item Number: 7C  
September 19,2022

**Subject: Graduates Receiving the Associate Degree and the Program Certificate in Summer, 2022**

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WHEREAS, it is necessary that the Board ratify, confirm and authorize the past conferral of degrees and certificates on the list of certified candidates attached herewith; and

WHEREAS, The college registrar (“the Registrar”) has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the summer 2022 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

WHEREAS, the faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate’s degrees and certificates, subject to certification by the Registrar that such students have met all applicable requirements; and

WHEREAS, the president recommends that the Board approve the following resolution; now therefore be it

Resolved, That the Board of Trustees ratifies, confirms and authorizes the faculty’s conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate’s degrees and certificates, subject to certification by the Registrar that such students have met all applicable requirements, nunc pro tunc to the past date on which such conferral took place.

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

Agenda Item Number: 8A  
September 19, 2022

**AWARD OF CONTRACT,  
CUSTODIAL SERVICES FOR CENTRAL SERVICES AND CENTRAL RECEIVING  
BUILDINGS, BID e422-003**

**BACKGROUND**

Request:	Purchase of custodial services for Central Services and Central Receiving buildings
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	E422-003
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting custodial services for the Central Services and Central Receiving buildings. The Central Services building is comprised of approximately 126,800 gross square feet of office space, and the existing in-house College custodial staffing levels are insufficient to provide these needed services.</p> <p>Currently, the College's cleaning services are being provided by CJ Maintenance Inc., under a Howard County Government contract to allow for adequate time for the College to issue its own solicitation for a contract.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY23 operating budget.
Annual Dollar Amount:	\$250,000
Vendor Name:	Associated Building Maintenance Company, Inc.
Vendor Address:	2140 Priest Bridge Court, Suite 3 Crofton, Maryland 21114

Minority Status:	Non-minority
Term of Contract:	One-year, with four one-year renewal options.

### RECOMMENDATION

It is recommended that an award of contract for the purchase of custodial services for the Central Services and Central Receiving buildings be awarded to Associated Building Maintenance Company, Inc. of Crofton, Maryland, for a one-year term, for an estimated not-to-exceed total amount of \$250,000.

It is further recommended that this contract be renewed for four additional one-year periods under the same terms and conditions, provided service is satisfactory, funding is available, and renewals are in the best interest of the College. The five-year estimated not-to-exceed total contract amount is \$1,000,000.

### BACKUP INFORMATION

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

### RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

### RESOURCE PERSONS

Mr. Mills  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8A  
September 19, 2022

**Subject: Award of Contract, Custodial Services for Central Services and Central Receiving Buildings, Bid e422-003**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for the purchase of custodial services for the Central Services and Central Receiving buildings; and

WHEREAS, Existing in-house College custodial staffing levels are insufficient to provide needed cleaning services at the Central Services and Central Receiving buildings; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on April 13, 2022, on the Montgomery College Procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for in the FY23 operating budget; and

WHEREAS, 66 firms downloaded the request for proposal, and 19 vendor responses, including 13 proposals that did not achieve the minimum technical score to be considered for the award of contract, were received, read aloud, and recorded, in the procurement office beginning 3:00 p.m. on May 3, 2022; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that the proposal submitted by Associated Building Maintenance Company, Inc. of Crofton, Maryland, was the highest ranked, meeting all College requirements; and

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

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

Resolved, That the Board of Trustees approves a one-year award of contract, for the purchase of custodial services at the Central Services and Central Receiving buildings to Associated Building Maintenance Company, Inc. of Crofton, Maryland, for an estimated not-to-exceed total amount of \$250,000; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College, where the total five-year contract estimated not-to-exceed amount is \$1,000,000; 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

Resolution Number:  
Adopted on:

Agenda Item Number: 8B  
September 19, 2022

**AWARD OF CONTRACT,  
CONSTRUCTION MANAGER AT RISK FOR PAUL PECK ART BUILDING  
HVAC UPGRADES ON THE ROCKVILLE CAMPUS,  
BID 623-002**

BACKGROUND

Request:	Construction manager at risk (CMAR) for Paul Peck Art building (AR) HVAC upgrades
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President of Facilities
Award Type:	Competitive
Bid Number:	623-002
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president for facilities are requesting an award of contract for HVAC upgrades for the Paul Peck Art building, located on the Rockville Campus. This award will engage the CMAR to review designs provided by the architectural/ engineering firm contracted by the College, evaluate possible value engineering solutions, develop cost estimates, solicit bids once designs are finalized, award the contract, and manage the project from start to completion.</p> <p>The associated contract will be awarded in two parts: (1) appointment of the CMAR, along with an award of contract for pre-construction services, and (2) approval of a guaranteed maximum price (GMP) submitted by the CMAR for all associated construction costs including the CMAR fee.</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 Higher Education Emergency Relief Fund (HEERF) grant funds are available.
Dollar Amount:	\$24,375
Vendor Name:	Brawner Builders, Inc.

Vendor Address:	11011 McCormick Road, Suite 300 Hunt Valley, Maryland
Minority Status:	Non-minority
Term of Contract:	One-time purchase

### RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Brawner Builders, Inc. of Hunt Valley, Maryland, as the CMAR for HVAC upgrades for the Paul Peck Art building located on the Rockville Campus.

It is further recommended that a contract for pre-construction services associated with this project be awarded to Brawner Builders, Inc. of Hunt Valley, Maryland, for a one-time purchase of \$24,375.

This recommendation will be followed up by the submittal of the GMP submitted by Brawner Builders, Inc. of Hunt Valley, Maryland, for all associated project costs, including the CMAR fee, for Board of Trustees approval

### BACKUP INFORMATION

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

### RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

### RESOURCE PERSONS

Mr. Mills  
Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8B  
September 19, 2022

**Subject: Award of Contract, Construction Manager at Risk (CMAR) for Paul Peck Art Building (AR) HVAC Upgrades on the Rockville Campus, Bid 623-002**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president for facilities are requesting an award of contract for HVAC upgrades for the Paul Peck Art building located on the Rockville Campus; and

WHEREAS, The College continues to utilize the CMAR procurement method because it allows for the selection of the most qualified construction manager for the project, and provides an opportunity for contractor and architect coordination during the construction project design process; and

WHEREAS, The CMAR procurement method also allows for transparency of the overall bidding and construction process, including the costs incurred by the construction manager, and also requires the use of pre-qualified subcontractors; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal was publicly advertised on August 5, 2022, on the Montgomery College Procurement and eMaryland Marketplace websites; 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 HEERF grant funds are available for all pre-construction services; and

WHEREAS, 36 companies downloaded the solicitation from the Procurement website; and on August 26, 2022, three responses were received by the Montgomery College Procurement department by 2:00 p.m. local time; and

WHEREAS, Following the evaluation of technical and price proposals of all qualified offerors, it was determined that Brawner Builders, Inc. of Hunt Valley, Maryland, was the highest ranked and met all College requirements; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

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

Resolved, That Brawner Builders, Inc. of Hunt Valley, Maryland, be appointed CMAR for HVAC upgrades for the Paul Peck Art building located on the Rockville Campus; and be it further

Resolved, That a contract for pre-construction services associated with this project, be awarded to Brawner Builders, Inc. of Hunt Valley, Maryland, for a one-time purchase in the amount of \$24,375.

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  
September 19, 2022

**SUPPLEMENTAL APPROPRIATION TO THE FY23 CURRENT FUND BUDGET**

BACKGROUND

On July 7, 2022, the County Executive of Montgomery County recommended a supplemental appropriation to the FY23 Operating Budget of Montgomery College in the amount of \$260,000 for the innovative growth in next generation IT Empowerment (ignITE) Hub to advance the work of the Hub by expanding summer activities, adding student and teacher fellowships, career pathway coaching, and information technology training. The Montgomery County Council approved this request and appropriated the funds on July 26, 2022. The FY23 appropriation builds on the initial FY22 \$500,000 appropriation, which provided funding for basic operations including the expansion of Montgomery Can Code (MCC) and three staff people. This funding will help the College meet goals as defined below:

- *Student Fellows*: Training and internship stipends for select students to receive a year of intensive coding activities and an opportunity to intern as lab assistants.
- *Teacher Fellows*: Training for Montgomery County Public School (MCPS) teachers who teach or integrate computer science in the classroom.
- *Career Pathways*: Career coaching on IT and entrepreneurship career pathways.
- *IT Training Funds*: Training opportunities in information technology and entrepreneurship certificates.

The ignITE Hub is an outgrowth of the successful Montgomery Can Code (MCC) program, a partnership with Montgomery County Public School (MCPS), Montgomery County Economic Development Corporation (MCEDC), Montgomery College, and private sector firms. The goals of the ignITE Hub working with an equity lens, are to expand access to education in the Science Technology Engineering and Mathematics (STEM) fields, technology, careers in technology, and to spur community-based problem solving, entrepreneurship, innovation, and collaboration. Students, educators, emerging businesses, nonprofits, and community leaders/residents have access to the space and its resident technology.

RECOMMENDATION

It is recommended that the Board of Trustees approve this appropriation increase in the amount of \$260,000 for the FY23 current fund. This action will increase the FY23 current fund total appropriation to \$274,769,984 and the FY23 county appropriation to the current fund to \$148,409,696.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

Dr. Rai

RESOURCE PERSONS

Mr. Greenfield

Ms. Madden

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9  
September 19, 2022

**Subject: Supplemental Appropriation to the FY23 Current Fund Budget**

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WHEREAS, On July 7, 2022 the County Executive of Montgomery County recommended a supplemental appropriation to the FY23 Operating Budget of Montgomery College in the amount of \$260,000 for the ignITE Hub to advance the work of the Hub by expanding summer activities, adding student and teacher fellowships, career pathway coaching, and information technology training; and

WHEREAS, The FY23 appropriation builds on the FY22 \$500,000 appropriation which provided funding for basic operations and three staff people; and

WHEREAS, This funding will help the College meet goals as more broadly defined below:

- *Student Fellows*: Training and internship stipends for select students to receive a year of intensive coding activities and an opportunity to intern as lab assistants,
- *Teacher Fellows*: Training for Montgomery County Public School (MCPS) teachers who teach or integrate computer science in the classroom,
- *Career Pathways*: Career coaching on IT and entrepreneurship career pathways,
- *IT Training Funds*: Training opportunities in information technology and entrepreneurship certificates; now therefore be it

Resolved, That the Board of Trustees approve and support this supplemental appropriation in the amount of \$260,000 for the FY23 current fund. This action will increase the FY23 current fund appropriation to \$274,769,984 and the FY23 county appropriation to the current fund to \$148,409,696.

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

Agenda Item Number: 10  
September 19, 2022

**THE 2022 PERFORMANCE ACCOUNTABILITY REPORT**

**BACKGROUND**

The Performance Accountability Report (PAR) is the College's annual report on progress toward reaching benchmarks in key indicators of operations. The report is submitted to the Maryland Higher Education Commission (MHEC) each year. PAR indicators have universal statewide definitions.

This accountability reporting system has been in place since 1996, when it was implemented by MHEC. The reporting structure is based on requirements in the Maryland Higher Education Reorganization Act of 1988. At Montgomery College, the Office of Institutional Research and Effectiveness (OIRE) assumes the primary role for providing the quantitative content of the PAR and coordinating the contributions from administrative offices, individual campuses, and Workforce Development & Continuing Education (WDCE). OIRE also assumes the primary role for providing the narrative and coordinating contributions from WDCE.

In addition to a narrative reporting on significant student characteristics and performance metrics and community outreach efforts, the report contains recent trend data on a number of specific quantitative indicators that reflect progress towards benchmarks set by the Board of Trustees on each indicator that requires a benchmark. MHEC considers the College's performance on these indicators as the primary component of assessing the institution's effectiveness, and, at the College, the president incorporates the PAR results in monitoring and assessing institutional performance on relevant internal dimensions, the *Montgomery College Student Success Score Card*.

Upon acceptance of the report by the Board of Trustees, the Performance Accountability Report will be submitted to the Maryland Higher Education Commission.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2022 Montgomery College Performance Accountability Report, and that the president be authorized to submit the report to the Maryland Higher Education Commission.

**BACKUP INFORMATION**

2022 Performance Accountability Report (Trustees only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Hamman

**RESOURCE PERSON**

Dr. Blaylock

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

Resolution Number:  
Adopted on:

Agenda Item Number: 10  
September 19, 2022

**Subject: The 2022 Performance Accountability Report**

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WHEREAS, The Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the state's public colleges and universities; and

WHEREAS, The 2022 Montgomery College Performance Accountability Report contains the most recent data on the quantitative performance indicators as well as a written discussion of the trends in the narrative portion of the report; and

WHEREAS, The College uses data in the Performance Accountability Report to assess progress on collegewide student success and to contemplate actions where appropriate; and

WHEREAS, The president recommends acceptance of the College's 2022 Performance Accountability Report; now therefore be it

Resolved, That the Board of Trustees accepts the 2022 Montgomery College Performance Accountability Report; and be it further

Resolved, That the president is authorized to submit the report to the Maryland Higher Education Commission.

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

Agenda Item Number: 11  
September 19, 2022

**AUTHORIZATION FOR LEASE OF SPACE FOR  
THE EAST COUNTY EDUCATION CENTER  
AT 2221 BROADBIRCH DRIVE, SILVER SPRING, MARYLAND**

BACKGROUND

The College delivered an exploratory report on the potential of a Montgomery College presence in the East County to the county executive and the county council in February 2020. As a result of the exploratory work, the College recommended a complete feasibility study to determine community needs, real estate options, and budget requirements. County government leaders concurred with the recommendation and provided financial support for the study.

The feasibility study, known as the East County Presence Feasibility Study, commenced in October 2020. Preliminary information from the study established that the residents of the East County will benefit from the presence of a Montgomery College academic operation. The study was completed in September 2021 and recommended that the College establish an education center in East County in the short term, and continue planning for a fourth campus, including obtaining approvals from appropriate agencies and developing programmatic offerings to serve community and market needs. It also recommended that the College explore long-term real estate opportunities that maximize potential catchment areas by maintaining appropriate distance from existing College campuses, connect to multi-modal transportation networks, and integrate with planned development.

At the Board of Trustees' April 19, 2021, public meeting, based upon initial information developed as part of the feasibility study, the Board approved Resolution 21-04-043, which authorized the president or designees to move forward with development of an East County Education Center, namely, to locate a site, plan programs and services, develop a budget, and seek revenue sources as appropriate, and to execute documents necessary or appropriate to carrying out such authorized actions.

The feasibility study identified a number of site evaluation criteria for a suitable site, including proximity to public transportation such as Ride On and/or a Flash bus rapid transit stop; visibility to a major thoroughfare; adequate parking; proximity to food and shopping options; distance from other MC campuses; proximity to anchor institutions, recreation centers, parks, libraries, high schools, etc.; whether the site is on the market; walkability; and bikeability.

Following a procurement process, the College entered into a real estate broker agreement on February 10, 2022, with Jones Lang LaSalle Americas, Inc. (JLL), to assist the College in finding a location for an education center in the East County.

A letter of intent dated April 11, 2022, was signed by the College and DSC Partners LLC for an approximately 55,193 rentable square foot building located at 2221 Broadbirch Drive, Silver Spring, Maryland, for use as an education center. Pursuant to the letter of intent, a lease has been negotiated for 2221 Broadbirch Drive for a 15-year term at an annual triple net rent of \$22.50 per rentable square foot with an annual escalation of 2.5 percent. Over the 15-year lease, the total base rent to be paid is \$22,268,629. JLL has reviewed the East County office rental market and advises that the proposed rent and terms are consistent with what is available on the market.

The landlord is responsible for the turnkey delivery of the building in accordance with the College's program of requirements for the building, and per space plans to be approved by the College and the landlord. The landlord will provide an allowance for tenant improvements of \$100 per rentable square foot, plus a rental abatement equal to the first-year rent. A range of buildout costs has been preliminarily estimated and will be refined as design advances. If any unforeseen circumstance arises during design, the College must decide its disposition by January 1, 2023. In the unlikely event that an opt-out option is exercised, the College will pay the landlord only for actual incurred costs. Both the allowance and the abatement will be applied to the costs of completing the turnkey delivery of the building. The College will pay the balance of the renovation costs.

The lease term commences upon substantial completion of the construction of the space and includes two options to renew for five years each at market rent. The rent includes 192 surface parking spaces, free of charge for the primary and subsequent renewal options. The College will occupy the entire building and will be responsible for the costs of services to, and ordinary maintenance of, the building. The lease is subject to annual appropriation of the College's budget.

The proposed site is served by public transportation with a Ride On stop at its front entrance and is approximately one third of a mile from the Flash bus rapid transit Tech Road stop on Route MD-29. It is near ample community serving restaurants and retail, close to Adventist HealthCare White Oak Medical Center, FDA, the planned Viva White Oak with related amenities, and existing and planned multi-family communities, and convenient to many public resources.

The College will offer both credit and noncredit classes at the location in fields of interest to residents as we learned when conducting the feasibility study—as well as targeting skill gaps in key industry sectors such as health care (nursing) and IT. These include small business/entrepreneurship, cybersecurity/IT, allied health, early childhood education, English for speakers of other languages, career starter series, and general education.

Board approval is required for lease actions over \$25,000 and/or for a term of more than one year. Sufficient funds are available in the FY23 operating budget for the lease payments and obligations including, as preliminarily estimated, any excess costs for completion of buildout for the College.

### RECOMMENDATION

It is recommended that the Board of Trustees authorize the president to execute a lease agreement for a 15-year term with a total base rent of \$22,268,629 and two optional five-year renewals with DSC Partners LLC, their successors and assigns, and to negotiate and execute such additional documents as may be required to implement the authorization herein provided and to perform and exercise rights conferred under the lease agreement.

### BACKUP INFORMATION

College Policy 73001  
Board Resolution 21-04-043  
East County Presence Feasibility Study

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Cain  
Mr. Collette

RESOURCE PERSONS

Mr. Dietz  
Ms. Greaney  
Ms. Jones  
Mr. Mills  
Ms. Mei



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

Resolution Number:  
Adopted on:

Agenda Item Number: 11  
September 19, 2022

**Subject: Authorization for Lease of Space for the East County Education Center at 2221 Broadbirch Drive, Silver Spring, Maryland**

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WHEREAS, In its April 19, 2021, Resolution 21-04-043, the Board of Trustees authorized the opening of a Montgomery College Education Center in the East County and authorized the College president or the president's designees to locate a site, plan programs and services, develop a budget, and seek revenue sources as appropriate, and to execute documents necessary or appropriate to carrying out such authorized actions; and

WHEREAS, Approximately 55,193 rentable square feet of available space in a building located in the East County at 2221 Broadbirch Drive, Silver Spring, Maryland, with 192 parking spaces is available for lease; and

WHEREAS, Pursuant to an April 11, 2022, letter of intent, a lease has been negotiated for a 15-year term at an annual triple net rent of \$22.50 per rentable square foot with an annual escalation of 2.5 percent, and over the 15-year lease, the total base rent to be paid is \$22,268,629; and

WHEREAS, The landlord is responsible for the turnkey delivery of the building in accordance with the College's program of requirements for the building, and per space plans to be approved by the College and the landlord; and

WHEREAS, The landlord will provide an allowance for tenant improvements of \$100 per rentable square foot, plus a rental abatement equal to the first-year rent, and both the allowance and the abatement will be applied to the costs of completing the turnkey delivery of the building, where the College will pay the balance of the renovation costs; and

WHEREAS, A range of buildout costs has been preliminarily estimated and will be refined as design advances, and if any unforeseen circumstance arises during design, the College must decide its disposition by January 1, 2023, and, in the unlikely event that an opt-out option is exercised, the College will pay the landlord only for actual incurred costs; and

WHEREAS, The lease term commences upon substantial completion and includes two options to renew for five years each at market rent; and

WHEREAS, The chief business/financial strategy officer affirms that funds are available in the College's FY23 operating budget to enable the College to proceed with the lease agreement as recommended; and

WHEREAS, The vice president of facilities affirms that this location meets the College's needs for location, timetable, and criteria identified in the East County Presence Feasibility Study, and, subject to design, can meet the College's program of requirements for the building; and

WHEREAS, Board of Trustees approval is required for lease actions over \$25,000 and/or for a term of more than one year; and

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

Resolved, That the president is authorized to complete negotiations for and execute a 15-year lease with DSC Partners LLC, its successors or assigns for the 55,193 rentable square foot building at 2221 Broadbirch Drive, Silver Spring, Maryland, at an annual triple-net rent of \$22.50 per rentable square feet with an annual escalation of 2.5 percent, for a total base rent of \$22,268,629 over 15 years, and that the lease is subject to annual appropriation of the College's budget; and be it further

Resolved, That the president, or his designee ("Authorized Officer"), shall have the authority to authorize, execute, and deliver the lease and related transaction documents, as applicable, with such changes, as may be approved by the Authorized Officer, in consultation with the College's general counsel, together with any additional documents, certificates, agreements, or other instruments as the Authorized Officer, in consultation with the College's general counsel, may deem necessary or appropriate in connection therewith, and to authorize the Authorized Officer and employees of the College to do and cause to be done any and all acts and things necessary, proper, appropriate, advisable, or desirable to perform and exercise rights conferred under the lease agreement, and to satisfy obligations of the College; and the execution of any such documents, or carrying out any acts, in connection with the matters, which are set forth in this resolution, shall constitute evidence of the College's and the Authorized Officer's authorization, approval, and ratification of such documents, certificates, and instruments, so executed and the actions so taken.