



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# PUBLIC BOARD MEETING AGENDA

[Link to join Zoom Meeting](#) · By phone: 301-715-8592 · Webinar ID: 941 5902 5917

---

**BOARD OF TRUSTEES**

**Monday, October 17, 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. Approval of Minutes
  - A. September 19, 2022 Conference Session Minutes
  - B. September 19, 2022 Public Vote and Closed Session Minutes
  - C. September 19, 2022 Public Meeting Minutes
5. Consent Agenda ..... Action
  - A. [Modification of the Name of the Counseling and Advising Building on the Rockville Campus](#)
  - B. [Personnel Actions Confirmation Report](#)
  - C. [Recognition of Retirees](#)
  - D. Awards of Medallions
    - i. [Bronze Medallion to Ms. Victoria A. Duggan](#)
    - ii. [Bronze Medallion to Mr. Stanley C. Jones](#)
    - iii. [Posthumous Bronze Medallion to Mr. Steven E. Taylor Sr.](#)
    - iv. [Posthumous Silver Medallion to Mr. George P. Payne](#)
    - v. [Silver Medallion to Trustee Marsha Suggs Smith](#)
6. Reports..... Information
  - A. President's Report
  - B. Chair's Report
7. Budget Matter..... Information  
[Proposed FY24 Biennial Capital Budget Request](#)

Board of Trustees  
Montgomery College  
Public Board Meeting Agenda  
October 17, 2022  
Page 2

- 
8. Award of Contract (Competitive)..... Action  
[Award of Contract, Autodesk Products and Services, Bid e523-003](#)
9. Facilities Matter ..... Action  
[Declaration of Covenants and Agreement for Montgomery College and PIC MC, Sign for the Germantown Campus on Middlebrook Road](#)
10. New Business ..... Procedural
11. Trustee Comments..... Procedural
12. 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

Agenda Item Number: 5A  
October 17, 2022

**MODIFICATION OF THE NAME OF THE  
COUNSELING AND ADVISING BUILDING ON THE ROCKVILLE CAMPUS**

**BACKGROUND**

The senior vice president for administrative and fiscal services and the senior vice president for academic affairs are recommending that the Counseling and Advising Building, located on the Rockville Campus, be renamed to the Academic Annex Building. During their March 23, 2020 meeting, the Board of Trustees renamed the Student Services Building to the Long Nguyen and Kimmy Duong Student Services Center under resolution 20-03-027. As a result, the counseling and advising programs moved into this new facility and are no longer housed in the Counseling and Advising Building.

However, the old Counseling and Advising Building retained its name and is currently on the facilities list, maps, and other graphic displays. This obsolete designation has caused confusion and does not accurately identify the new location of the counseling and advising programs.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed renaming of the Counseling and Advising Building on the Rockville Campus to the Academic Annex Building.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATORS**

Mr. Collette  
Dr. Rai

**RESOURCE PERSON**

Mr. Mills

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

Resolution Number:  
Adopted on:

Agenda Item Number: 5A  
October 17, 2022

**Subject: Renaming of The Counseling and Advising Building to the Academic Annex Building on the Rockville Campus**

---

WHEREAS, The senior vice president for administrative and fiscal services and the senior vice president for academic affairs are recommending that the Counseling and Advising Building, located on the Rockville Campus, be renamed to the Academic Annex Building; and

WHEREAS, During the March 23, 2020 meeting, the Board of Trustees renamed the Student Services Building to the Long Nguyen and Kimmy Duong Student Services Center under resolution 20-03-027; and

WHEREAS, The Long Nguyen and Kimmy Duong Student Services Center currently houses the counseling and advising programs for the Rockville Campus; and

WHEREAS, The Counseling and Advising Building on the Rockville Campus has retained its name on the facilities list, maps, and other graphic displays and does not accurately identify the new location of the counseling and advising programs; and

WHEREAS, Montgomery College has determined that renaming the Counseling and Advising Building to the Academic Annex Building is appropriate and would minimize confusion regarding the new location of the counseling and advising programs; and

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

Resolved, That the Board of Trustees approves the proposed renaming of the Counseling and Advising Building located on the Rockville Campus to the Academic Annex Building.

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

Agenda Item Number: 5B  
October 17, 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: 5B  
October 17, 2022

**Subject: Personnel Actions Confirmation**

---

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period August 1, 2022, through August 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 August 1, 2022, through August 31, 2022**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
08/08/2022	Chandok, Meena	Program Manager, Biotech	31	Biology, Biotech, Chemistry -GT
08/08/2022	Moya Crawford, Christine	Administrative Aide II	19	CW Dean-Stud Engag – TP/SS
08/22/2022	Camara, Lucien	Building Services Worker	11	Facilities – Central Admin
08/22/2022	Canavan, Alastair	Library Access Serv Spec I	17	Library – Central Admin

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
08/01/2022	Patricia Mason <sup>1</sup>	Human Resources Spec II	29	20	HRSTM
08/03/2022	Leftwich, James	Public Safety Officer II (Cpl)	15	6	Public Safety, Health & Emerg Mgt
08/05/2022	Damirdjian, Elline	Human Resources Spec II	29	5	HRSTM
08/05/2022	Lopez, Angelica	Child Care Teacher Asst	15	2	Child Care – GT
08/05/2022	Rasing, Joyce	Library Access Serv Spec I	17	0*	Library – TP/SS
08/05/2022	Siyoun, Dereje	Public Safety Officer II (Cpl)	15	12	Public Safety, Health & Emerg Mgt
08/05/2022	Trimuel, Carla	Job Opportunity & Dev Spec	27	2	Appl Tech, GITE & WDCE
08/05/2022	Williams, Natasha	Assessment Center Mgr	29	1	Assessment & Testing Centers
08/12/2022	Payne, Josephine	Building Services Worker	11	0*	Facilities – Central Admin
08/12/2022	Stallings, Cathy	Building Services Worker	11	0*	Facilities Operations – RV
08/19/2022	Kirkland, Keith	Academic Coach	27	0*	ACES-Achiev Coll Excell & Success
08/21/2022	Redinger, Kevin <sup>1</sup>	Director II	37	11	Facilities – Central Admin
08/23/2022	Ray, Jennifer	Early College Program Coord	27	2	College Institute
08/24/2022	Deutcheu, Jean Desire <sup>2</sup>	Community Use Scheduler	15	11	Facilities Operations – RV
08/26/2022	Guetatchew, Rebecca	Enroll & Student Access Spec	23	7	Raptor Central
08/26/2022	Kelley, Kimberly	VP and Provost	41	6	Sr. VP for Academic Affairs – RV
08/28/2022	Moundi, Hugues	Public Safety Officer II (Cpl)	15	12	Public Safety, Health & Emerg Mgt
08/31/2022	Burbage, Carol <sup>1</sup>	Learning Center Manager	31	36	Engineering/Comp Science Dean
08/31/2022	Stroud, Amanda <sup>1</sup>	Library Access Serv Spec I	17	21	Library - GT

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	<b>TOTAL</b>
Female	4	7	1	1	0	0	<b>13</b>
Male	1	5	0	0	0	0	<b>6</b>
<b>TOTAL</b>	<b>5</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>19</b>

---

<sup>1</sup> Retirement

<sup>2</sup> Death

\* Employed less than six months



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

**FACULTY**

**FACULTY EMPLOYMENTS**

Effective Date	Name	Position Title	Location
08/20/2022	Oparaoji, Nwamaka	Professor	Health Sciences Dean
08/20/2022	Opata, Jonathan	Professor	Business/Computer Appl Dean
08/20/2022	Pinkard, LaTonya	Professor	English & Reading Dean
08/20/2022	Schwager, Lane	Assistant Professor	ELAP, Ling & Comm Studies Dean
08/20/2022	Shaw, Richard	Associate Professor	Health Sciences Dean

**FACULTY SEPARATIONS**

Effective Date	Name	Position Title	YOS	Department
08/05/2022	Devlin, Christina	Professor	16	English & Reading Dean
08/16/2022	Akmal, Arya	Professor	11	Engineering/Computer Science Dean
08/16/2022	Rogers, KenYatta	Professor	21	Fine Perform Visual Arts Dean
08/19/2022	Kadima-Nzuji, Muswamba <sup>1</sup>	Professor	21	Biology & Chemistry Dean
08/19/2022	Madariaga, Bruce <sup>1</sup>	Professor	20	Business/Computer Appl Dean
08/19/2022	Morrison, Lindsay Ann	Associate Professor	10	Business/Computer Appl Dean
08/19/2022	Nicholson, Benjamin	Department Chair	20	Mathematics Dean
08/19/2022	Silver, Karissa <sup>1</sup>	Professor	17	CW Dean Stu Success - RV

**Faculty EMPLOYMENTS: Ethnicity and Gender**

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

**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	2	1	1	0	0	0	4
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

---

<sup>1</sup> Retirement

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:  
Adopted on:

Agenda Item Number: 5C  
October 17, 2022

**Subject: Retirement Resolution for Full-Time Faculty, Regular Administrative, Associate, and Support Staff**

---

WHEREAS, Full-time faculty, regular administrative, associate, and support staff listed on the attached page(s) have retired from Montgomery College, and are being recognized for their years of service and dedication to the mission of the College; and

WHEREAS, These employees served Montgomery College with enthusiasm and dedication by making a significant contribution in empowering and enriching the lives of our students and the College community; and

WHEREAS, These employees have cumulatively provided 722 years of service and dedication to the College; now therefore be it

Resolved, That the Board of Trustees and the president of the College express their sincere appreciation to these employees for their outstanding service to the College and the community, and extend to them their best wishes that their retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to the employees on the attached list.

**RETIREMENT RESOLUTION FOR FULL-TIME FACULTY, REGULAR  
ADMINISTRATIVE, ASSOCIATE, AND SUPPORT STAFF**

<b>NAME/JOB TITLE/ RETIREMENT DATE</b>	<b>CAMPUS/DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
Ms. Denise Matheny Special Events Director May 1, 2022	Central Services Advancement/Community Engagement	39
Ms. Laura Archer Campus Cashier June 1, 2022	Germantown Business Services	34
Ms. Mary Glowacki IT Information Service Operations Manager June 1, 2022	Central Services OIT Applications Service	22
Mr. Joseph Marciano Professor June 1, 2022	Takoma Park/Silver Spring Student Engagement	23
Ms. Aida Martinovic-Zic Professor June 1, 2022	Rockville ELAP-Linguistics & Communications Studies	20
Ms. Judith Page Library Access Service Specialist June 1, 2022	Takoma Park/Silver Spring Library	23
Ms. Marian Parcan-Onderko Professor June 1, 2022	Rockville Gudelsky Institute for Technical Education	32
Ms. Claudinna Rowley Professor June 1, 2022	Rockville Mathematics	17
Ms. Kelly Rudin Professor June 1, 2022	Germantown Humanities	14
Ms. Kate Waters Professor June 1, 2022	Rockville ELAP-Linguistics & Communications Studies	10
Mr. Gerald Williamson Professor June 1, 2022	Rockville Gudelsky Institute for Technical Education	13

Ms. Mary Ann Behme Program Director July 1, 2022	Takoma Park/Silver Spring Workforce Development and Continuing Education	23
Mr. David Bollinger Library Access Service Specialist July 1, 2022	Germantown Library	9
Ms. Romana Fana Building Services Worker July 1, 2022	Rockville Facilities Operations	14
Mr. Val Grant Building Services Supervisor July 1, 2022	Takoma Park/Silver Spring Facilities Operations	7
Ms. Geneva Gray Administrative Aide I July 1, 2022	Rockville The Institute for Part-Time Faculty Engagement and Support	23
Ms. Debra Fyodorov Arts Center Manager July 1, 2022	Rockville Performing Arts	37
Mr. Charles Harried Learning Center Assistant Manager July 1, 2022	Takoma Park/Silver Spring Student Services Center	32
Mr. Stanley Jones MCTV Producer Director I July 1, 2022	Rockville MCTV	44
Ms. Victoria Lees Purchasing Agent II July 1, 2022	Central Services Procurement	14
Ms. Wendy Wells Program Manager II July 1, 2022	Takoma Park/Silver Spring Health Sciences	14
Ms. Victoria Duggan Chief Compliance Officer August 1, 2022	Central Services Compliance	23
Ms. Nancy Greenawald Professor August 1, 2022	Takoma Park/Silver Spring Health Sciences	15
Ms. Connie Holy Professor August 1, 2022	Rockville ELAP-Linguistics & Communications Studies	16

Ms. Haesung Park Information Systems Architect August 1, 2022	Central Services Admissions Services	21
Ms. Asseto Simpo Building Services Worker August 1, 2022	Takoma Park/Silver Spring Facilities Operations	15
Mr. William Wilson Senior Compliance Specialist August 1, 2022	Central Services Compliance	22
Ms. Carol Burbage Learning Center Manager September 1, 2022	Rockville Math Center	36
Ms. Muswamba Kadima-Nzuji Professor September 1, 2022	Takoma Park/Silver Spring Biology and Chemistry	21
Mr. Bruce Madariaga Professor September 1, 2022	Germantown Humanities and Social Sciences	20
Ms. Patricia Mason Human Resources Specialist II September 1, 2022	Central Services HRSTM	20
Mr. Kevin Redinger Director II September 1, 2022	Central Services Facilities	11
Ms. Karissa Silver Professor September 1, 2022	Rockville Student Services	17
Ms. Amanda Stroud Library Access Service Specialist I September 1, 2022	Germantown Library	21

**BOARD OF TRUSTEES  
MONTGOMERY  
COLLEGE**

Resolution Number:  
Adopted on:

Agenda Item Number: 5Di  
October 17, 2022

**Subject: Award of Bronze Medallion and Administrator Emerita Status to Ms. Victoria A. Duggan**

---

WHEREAS, Ms. Victoria A. Duggan served Montgomery College with enthusiasm, dedication, and distinction for more than 23 years as a full-time faculty member, manager, and administrator and retired from the College as of July 22, 2022; and

WHEREAS, Ms. Duggan served first as an associate professor/project manager with the Information Technology Institute, and developed programs relevant for the Montgomery County employers, including Tech LEAP, and for the local community, including GURL Power; and

WHEREAS, Ms. Duggan then moved into the Office of Information Technology to serve as the director of IT academic services, then deputy chief information officer; and

WHEREAS, During her service in the Office of Information Technology, Ms. Duggan developed an extensive system for campus support and Workforce Development and Continuing Education center support; and

WHEREAS, Ms. Duggan was named the first chief compliance officer in 2012, a title that later evolved to be the chief compliance, risk, and ethics officer to reflect the breadth and depth of the role's responsibilities; and

WHEREAS, Ms. Duggan created and developed the Office of Compliance, Risk, and Ethics leading the collegewide compliance program to ensure that College leaders were aware of pertinent laws and regulations, and that legal and regulatory reporting requirements were met; and

WHEREAS, Ms. Duggan raised the awareness of the risks and was proactive in developing a regular leadership review of risks so that appropriate attention and action could be given to them; and

WHEREAS, Ms. Duggan was responsive to a College Council recommendation on establishing a Code of Ethics, and was a leader in developing and implementing the Code, which now resides in the College's Policies and Procedures; and

WHEREAS, Ms. Duggan represented the College regionally and nationally presenting on a wide range of subjects including Success of Career Transition Programs at the Community College Level, National Institute for Staff and Organizational Development (NISOD) National Conference; Minute Mentoring for Busy IT Professionals, Mid-Atlantic Regional Conference; The Campus Compliance Office: One College's Experience, Legal Issues in Higher Education Conference; Building a Compliance Program from the Ground Up, Gallagher Risk Management Conference; Rethinking Organizational Relationships to Strategically Align Compliance, Audit, Risk, Ethics, and Enterprise Resource

Management Functions, Society of Corporate Compliance and Ethics (SCCE) Higher Education National Conference; and How to Effectively Navigate an Investigation, SCCE Higher Education National Conference; and

WHEREAS, Ms. Duggan was active in professional development activities throughout her career, including the EDUCAUSE Management Institute; the EDUCAUSE Leadership Institute; the Frye Institute for Leadership and Development; and

WHEREAS, Ms. Duggan served in national professional groups, including the EDUCAUSE National Program Committee and the EDUCAUSE Professional Development Committee; and

WHEREAS, Ms. Duggan received numerous awards and recognitions throughout her career at the College including the Microsoft/American Association of Community Colleges' David R. Pierce National Faculty Technology Award for her curriculum development in the Information Technology Institute; the NISOD Excellence Award; and a Montgomery College Presidential Commendation; and

WHEREAS, Ms. Duggan's colleagues appreciate and will miss her professionalism, thoroughness, and wit; and

WHEREAS, College policy provides that administrators who retire with a minimum of 10 years of service with Montgomery College shall be designated administrator emeritus/a with the appropriate rank or title, subject to approval of the Board of Trustees; and

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

WHEREAS, The president of the College recommend this public recognition of Ms. Duggan on the occasion of her retirement; now therefore be it

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

Resolved, That Ms. Victoria A. Duggan is granted the status of Administrator Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Ms. Victoria A. Duggan is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution and the Bronze Medallion be presented to Ms. Victoria A. Duggan.

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

Resolution Number:  
Adopted on:

Agenda Item Number: 5Dii  
October 17, 2022

**Subject: Award of Bronze Medallion to Stanley C. Jones**

---

WHEREAS, Mr. Stanley C. Jones served Montgomery College with enthusiasm and dedication for more than 44 years as a full-time staff member and retired from the College on June 30, 2022; and

WHEREAS, Mr. Jones earned his associate's degree in Criminal Justice from Montgomery College in 1977; served as a student aide in the Rockville Campus Safety and Security Office; became a full-time employee in 1978; was promoted to security shift supervisor in 1980 and to acting security campus supervisor in 1985; and earned his second associate's degree in Communication and Broadcast Journalism from Montgomery College in 1985; and

WHEREAS, Mr. Jones volunteered as a master fire fighter with the Rockville Volunteer Fire Department; serving as the charge emergency medical technician who managed the scene of emergencies and directed emergency crews; and

WHEREAS, Mr. Jones was the sportswriter for the *Montgomery College Spur* newspaper from 1980 to 1981, *The Montgomery County Sentinel* in 1982, *The Montgomery Sport Scene* from 1982 to 1983, and *The Chronicle Express* in 1987; and

WHEREAS, Mr. Jones represented the College as an intern at Channel 9 WUSA, the CBS affiliate in Washington, D.C., as well as at Home Team Sports, a unit of the Fox Networks Group that represents every regional sports network in the country; and

WHEREAS, Mr. Jones was hired by the Instructional Television Unit as a video producer/director I in 1988; developed the popular *Sports Scene* athletics series with Professor Phil Martin; produced one of MCTV's earliest "live" productions from a remote location; and co-produced, coordinated, and directed the first live commencements from all three campuses in the late 1990's; and

WHEREAS, Mr. Jones created an internship program for students at MCTV; initiated a partnership with prominent oncologist, Dr. Ken Miller, and the County's Department of Health and Human Services to fund the production of the College's *Healthier Living* series; and served as the primary producer/director on live, three-camera coverage of campus events such as the Fall Opening Meeting from 1988 to 1999; and

WHEREAS, Mr. Jones is a graduate of the College's Leadership Development Institute; he received the American Legion Award for Meritorious Service in 1979; was recognized by the Board of Governors for the National Capital Chesapeake Bay Chapter of The National Academy of Television Arts and Sciences in 2009 for contributing to the pursuit of excellence in television; and received a Staff Outstanding Service Award in the late 1990's in recognition of exemplary service and performance; and



WHEREAS, Mr. Jones actively participated in College governance, served on the Montgomery College Governance Council and the Employee Services Committee; received a Certificate of Appreciation from the Staff Senate in 2008; was active in the Association of Federal, State, County and Municipal Employees (AFSCME) union, where he served as a shop steward; and was recognized with a Distinguished Service Award from the Executive Board of the College's Staff Union in 2011; and

WHEREAS, Mr. Jones generously donated to the Montgomery College Foundation, having established the Jones Family Endowed Scholarship for students in the Communications and Broadcast Technologies program who have financial needs and are in good academic standing; and

WHEREAS, The interim senior vice president of advancement and community engagement and the president of the College recommend this public recognition of Mr. Jones on the occasion of his retirement; now therefore be it

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

Resolved, That in recognition of his dedicated service to Montgomery College, Mr. Stanley C. Jones is awarded the Bronze Medallion for sustained and exemplary outstanding service; 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 Mr. Stanley C. Jones.

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

Resolution Number:  
Adopted on:

Agenda Item Number: 5Diii  
October 17, 2022

**Subject: Posthumous Award of Bronze Medallion to Mr. Steven E. Taylor Sr.**

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 Team, 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 the 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 receiving a Recognition Award for outstanding job assisting in the coordination of special events in 2013; 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; he 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 MC Governance; he served as chair of the Rockville Campus Staff Senate, and 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 Mr. Steven E. Taylor Sr. for his outstanding service to the College and extend their deepest sympathy to the family of Mr. Taylor for their loss; and be it further

Resolved, That Mr. Steven E. Taylor Sr. is posthumously awarded the Bronze Medallion in recognition of his service to the College and community, and as an expression of the gratitude of the College for his dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the family of Mr. Steven E. Taylor Sr.

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

Resolution Number:  
Adopted on:

Agenda Item Number: 5Div  
October 17, 2022

**Subject: Posthumous Award of Silver Medallion to Mr. George P. Payne**

WHEREAS, Mr. George P. Payne served Montgomery College with enthusiasm and dedication for 46 years as a faculty member and administrator until his untimely death on May 21, 2022; and

WHEREAS, Mr. Payne began his career as an adjunct professor in construction management in 1976, and a full-time faculty member in 1984; and

WHEREAS, Mr. Payne served as a program coordinator of Construction Management from 1984 to 1990; and

WHEREAS, Mr. Payne completed his masters of education in occupational and technical education in 1986 and advanced in rank to associate professor in 1988; and

WHEREAS, Mr. Payne became department chair of Applied Technologies in 1990; and

WHEREAS, Mr. Payne worked tirelessly on the development and programming of the Gudelsky Institute for Technical Education (GITE) and became its founding director in 1994, receiving a special recognition award in 1995; and

WHEREAS, Mr. Payne built lasting relationships with technology and trade organizations throughout Montgomery County and Maryland, establishing apprenticeship programs for students; and

WHEREAS, Mr. Payne was appointed acting provost of continuing education in 2000; and

WHEREAS, Mr. Payne was appointed as the provost for Workforce Development and Continuing Education 2001, becoming vice president and provost in 2012; and

WHEREAS, Mr. Payne represented the College with a number of state and county organizations and was the face of Workforce Development to many in Montgomery County; and

WHEREAS, Mr. Payne expanded the reach of Montgomery College's Workforce Development and Continuing Education unit as cybersecurity, biotechnology and IT industries came to the forefront of the county's economic development; and

WHEREAS, Mr. Payne managed the increase in revenue growth for the Workforce Development and Continuing Education unit to \$2.2 million in FY20; and

WHEREAS, Mr. Payne facilitated the College's receipt of \$25 million in Department of Labor grants to support non-credit and credit curriculum development in these areas; and

WHEREAS, Mr. Payne served as a College representative on the American Council on Education learning evaluations team to award credit and certifications to students in recognition of their prior learning and demonstrated expertise; and

WHEREAS, Mr. Payne developed pathways from non-credit to credit programs in health sciences and building trades; and

WHEREAS, Mr. Payne championed access and knocked on doors on any of the campuses, seeking assistance for students and visitors who needed help;

WHEREAS, Through his many roles Mr. Payne has left an indelible, positive impact on students, colleagues, the institution, and the community; and

WHEREAS, Mr. Payne led the unit with a gentle sense of humor and generosity of spirit that will be greatly missed; and

WHEREAS, In his memory, his family has established the George and Mary Payne Endowed Scholarship; and

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

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Payne for his outstanding service to the College; and be it further

Resolved, That Mr. George P. Payne is posthumously awarded the Silver Medallion in recognition of his outstanding service to the College and the community, and as an expression of gratitude of the College for his dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to the family of Mr. George P. Payne.

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

Resolution Number:  
Adopted on:

Agenda Item Number: 5Dv  
October 17, 2022

**Subject: Recognition and Award of Bronze Medallion to Trustee Marsha Suggs Smith**

WHEREAS, Maryland Governor Martin O'Malley appointed Ms. Marsha Suggs Smith to the Board of Trustees of Montgomery College on July 1, 2009, to serve the remainder of a six-year term; and

WHEREAS, Ms. Suggs Smith was later appointed by Governor Larry Hogan to a full six-year term in 2010 and was reappointed to another full six-year term in 2016; and

WHEREAS, Ms. Suggs Smith has served the Montgomery College community with distinction and dedication, consistently demonstrating her belief in and understanding of the guiding principles of governance, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, Ms. Suggs Smith has a strong belief in the importance of education, being a third-generation educator with over 30 years of experience, and developed a passion for making quality public education available for the nation; and

WHEREAS, Ms. Suggs Smith has been at the forefront of education for students at all levels, and her tireless advocacy on behalf of the College has helped to enhance and stabilize local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, During her 13 years on the Board of Trustees, Ms. Suggs Smith was elected as second vice chair and first vice chair, each for two-year terms, and she served as chair of the Board from 2015 to 2017; and

WHEREAS, Ms. Suggs Smith also participated in presidential searches for three Montgomery College presidents; and

WHEREAS, Ms. Suggs Smith participated in and led activities at several national conferences on trusteeship, including the American Association of Community Colleges' annual convention, the Association of Community College Trustees' Leadership Congress, and the Association of Governing Boards' national conference; and

WHEREAS, Ms. Suggs Smith was elected by her peers to serve on the national board of the Association of Community College Trustees as a Northeast Regional director and served on the Finance and Audit Committee and Member Communications and Education Committee; and

WHEREAS, Ms. Suggs Smith's integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community have immeasurably contributed to the decisions of the Board of Trustees, and these qualities displayed during 13

years of distinctive service will be sorely missed by the Board and the President of the College;  
and

WHEREAS, Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emera status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College policy allows for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the county, the state, or the nation; and

WHEREAS, The members of the Board of Trustees of the College recommend this recognition on the occasion of Ms. Marsha Suggs Smith's retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Ms. Marsha Suggs Smith for her conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, and alumni, its community, and the citizens of Montgomery County, and that the Board extends to her its best wishes for her continued good health, happiness, and prosperity, and invites her continued support of the College in the years ahead; and be it further

Resolved, That Ms. Marsha Suggs Smith is granted the status of Trustee Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That in recognition of her dedicated service and association with Montgomery College and Montgomery County, Ms. Marsha Suggs Smith is awarded the Silver Medallion for sustained and exemplary outstanding service; and be it further

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



## Memorandum

---

**To:** Dr. Jermaine F. Williams, President

**From:** Mr. Sherwin Collette, Senior Vice President for Administrative and Fiscal Services  
Mr. Marvin Mills, Vice President of Facilities

**Subject:** **Proposed FY24 Biennial Capital Budget Request**

**Date:** October 17, 2022

The proposed FY24 biennial capital budget request as part of the six-year FY23–28 capital improvements program (CIP) is presented to the Board of Trustees as an information item at the October meeting and will be recommended as an action item at its November meeting.

The following highlights the College's FY24 request:

- The FY24 request, the second year of the biennial capital budget, includes 21 projects and totals \$53,438,000. Since FY24 is an “off-year” request, the County requires that new (or revised) capital project requests meet certain amendment criteria (such as major cost changes) in order to be considered.
- The state of Maryland has recognized an increase in construction costs by allowing a nine percent escalation factor in FY24, which has resulted in a cost increase for all of the College's state assisted projects. The incremental escalation cost is funded 50/50 between the state and the county, which leverages funding from state sources.
- The Takoma Park/Silver Spring Resource Center Library renovation project has been increased to \$2,000,000 in FY24 for unprecedented escalation in construction materials due to supply chain shortages.
- A new project has been added to the six-year CIP, the Rockville Theatre Arts Building Renovation design is requested in FY27.

Most of the campus-specific projects in the six-year CIP address the instructional space deficits that currently exist and projected to grow over the next 10 years. Attached is a summary table of the adopted FY23 capital budgets, and the FY24 request.



The following is a brief summary of all projects.

### COLLEGEWIDE PROJECTS

ADA Compliance: College (FY24 - \$125,000) – This project provides funding for the College's compliance with the facilities access requirements of the Americans with Disabilities Act (ADA). Project funding is for accessibility modifications for all College-owned property. The ADA Compliance project is an ongoing level-of-effort undertaking with additional funding to be requested in future years.

Capital Renewal (FY24 - \$3,500,000) – This project provides funding for the capital renewal and major renovation of aging College facilities for new and changing academic programs and student support operations. The major focus of this project is to support programmatic changes to College facilities and operations by allowing the College to continue an ongoing building modernization effort where state aid is lacking. With this project, the College is able to selectively focus state aid requests on high cost projects utilizing these county funds to support an ongoing renovation effort on each campus. In conjunction with programmatic improvements and modifications, this project will replace aging building systems, such as heating, air conditioning, electrical, plumbing, etc., and update facilities to current building codes and regulations.

Collegewide Central Plant and Distribution Systems (FY24 - \$1,500,000) – This project provides for the design and construction of new and renovation and expansion of existing central heating and cooling plants on the College's three campuses as recommended in the College's campus Utilities Master Plan (February 2013). The plan for a campus central plant and distribution systems was included in the campus Facilities Master Plan update (June 2018). The project includes installation of boilers and chillers with associated equipment, the provision of natural gas service, and the construction of a hot water and chilled water distribution piping system to new and existing campus buildings. This project includes state funding every other year.

Collegewide Library Renovations (FY24 - \$6,246,000) – This project provides funding for the renovation of the libraries on Montgomery College's Takoma Park/Silver Spring and Rockville campuses. An architecture firm has developed conceptual designs for the two campus libraries and has identified improvements required to support organizational and service changes, and to modernize the libraries. In addition, a Part 1/Part 2 document has been submitted to the Maryland Higher Education Commission for the Rockville Macklin Tower Library Renovation (May 2020), and the Takoma Park/Silver Spring Resource Center Library Renovation (May 2021). The main library floors will be hubs of academic life at MC: dynamic spaces that will be student-centered, technology- and service-driven, and will foster innovation. The upper floors will provide students with comfortable and quiet study spaces and smaller, curated collections to support their academic and career goals.

Collegewide Physical Education Renovations (FY24 - \$1,500,000) – This project provides funding for the renovation of physical education buildings on the College's three campuses, and funding for a baseball field reconfiguration at the Germantown Campus to support the athletic program. Funding for this project is from the major facilities capital projects fund. The College completed a facilities condition assessment of these buildings in December 2013 that evaluated all building systems and related equipment and identified major repair and/or replacement requirements. All three of these buildings are experiencing a progressive deterioration of building systems and major pieces of building equipment.

Elevator Modernization: College (FY24 - \$200,000) – This project funds the modernization of existing elevators and installation of new elevators, where appropriate, on all three campuses. This project has enabled the College to implement a proactive systematic repair/replacement program for its aging elevators.

Energy Conservation: College (FY24 - \$300,000) – Project funding is for planning and design costs, ongoing lighting retrofits, photovoltaic system retrofits, HVAC control modifications, energy conservation/utility planning studies, and similar work. This is an ongoing level-of-effort undertaking with additional funding to be requested in future years. This project currently funds two staff positions.

Facility Planning: College (FY24 - \$270,000) – This project provides funding for facility planning and programming, feasibility studies, preliminary design efforts, and cost estimates for selected new facilities and renovations. The project serves as a transition to submitting a stand-alone funding request in the capital budget. This project is a phased undertaking with additional funding to be requested in future years.

Instructional Furniture and Equipment: College (FY24 - \$270,000) – This project provides funding for new and replacement instructional furniture and equipment (for example, autoclaves and microscopes) that are in poor condition or that should be replaced to improve functionality. This project will also fund additional seating and furniture to meet the requirements of our student population. This project supports the replacement of furniture and equipment in classroom, laboratory, and student-support settings.

Planned Life-Cycle Asset Replacement (PLAR): College (FY24 - \$5,537,000) – This project provides funding for the College's annual program of deferred maintenance work and major building systems replacements, including major mechanical/electrical equipment and life safety systems (fire alarms, emergency lighting, etc.) replacements. The PLAR project is a phased undertaking with additional funding to be requested in future years.

Planning, Design, and Construction (FY24 - \$2,000,000) – This project provides salaries and benefits for 16 positions that plan, design, manage, and implement the projects in the College's capital improvements program.

Roof Replacement: College (FY24 - \$2,662,000) – This project provides funding for collegewide roof replacements as identified by a systematic 10-year survey cycle. The roofing survey has been completed and has provided the College with the next sequence of roof replacements.

Site Improvements: College (FY24 - \$790,000) – This project funds the repair, maintenance, and improvement of the College's site infrastructure, including roadways, parking lots, walkways, signage, site lighting, site communications, storm water management facilities, and outdoor athletic facilities. This is a phased undertaking with additional funding to be requested in future years.

#### INFORMATION TECHNOLOGY PROJECTS

Information Technology: College (FY24 - \$9,250,000) – This biennial request is based on the equipment replacement requirements identified in the Information Technology Strategic Plan. This project also funds the installation/construction of cabling systems, network distribution locations, and related space requirements that support the broad information technology needs of the College. The Information Technology project is a phased undertaking with additional funding to be requested in future years. This project also funds four staff positions.

Network Infrastructure and Server Operations: College (FY24 - \$4,100,000) – This project supports the ongoing installation and maintenance of the information technology (IT) network infrastructure throughout all Montgomery College facilities, as well as on-premise server operations for applications not suitable for cloud computing. The network-related infrastructure includes cable distribution systems

(conduit, fiber optics, wiring); equipment such as routers, switches, wireless access points, firewalls, intrusion detection and prevention devices; network management systems, specialized technology tools, monitoring systems, and diagnostic equipment; and remote access technologies. Also included are telephone systems, emergency notification systems, building management systems, and video security systems. The scope of the project includes the associated electrical, environmental, and backup systems needed to ensure the reliable operation of all equipment. This project also funds six staff positions.

Student Learning Support Systems (FY24 - \$1,700,000) – This project includes the installation, upgrading, and replacement of student tracking, disability support services, student email, e-portfolio, resume software, and other applications used by students and faculty. This request includes funding for both hardware and software and is supported by the Information Technology Strategic Plan. This project is a phased undertaking with additional funding to be requested in future years. This project also funds four staff positions.

### GERMANTOWN CAMPUS PROJECTS

Germantown Science and Applied Studies Phase 1 - Renovation and Addition (FY24 - \$0) – Most of the building's existing programmatic functions on the second floor (chemistry and biology labs and related faculty offices) were relocated to the Bioscience Education Center. The existing space was renovated, and an addition was constructed for the Physical Science, Engineering, and Landscape Technologies Department and the Math Department, as well as the Math Accounting Physics Engineering Learning (MAPEL) Center. During FY18, the building name was changed to the Dr. DeRionne P. Pollard Student Affairs and Science Building. This project is pending closeout for FY24.

Germantown Student Services Center (FY24 - \$10,988,000) – Programming for this building was completed in 2020. This project funds the design of a new student services center (approximately 153,000 gross square feet) to support both academic and student services as outlined in the Germantown Campus Facilities Master Plan, 2013–2023 (February 2016). This project will consolidate student support functions and resources, as well as student activities, which have traditionally been spread throughout the Campus. It will relocate the admissions, registration, and records office and student development and student life offices from the Student Affairs and Science Building and create substantially more space for student interaction to support a growing campus. In addition, the building will house a library, cafeteria, and bookstore.

### ROCKVILLE CAMPUS PROJECT

Rockville Student Services Center (FY24 - \$0) – This project funded the construction of a new Student Services Center (approximately 128,000 gross square feet) to bring together student and administrative services to support the concept of “one-stop” services for students. Specifically, it includes the following functions and activities: admissions and registration, financial aid, cashier, dean of student development, career transfer center, assessment, counseling, disabled student services, and the TRIO program plus support services such as a training facility, storage, resource library, and waiting areas. In addition, this building will house the campus's Office of Safety and Security. The project includes funding for a new central utility plant to be located in the Student Services Center and extensive road and site improvements related to the building. During FY22, the building was renamed the Long Nguyen and Kimmy Duong Student Services Center.

Rockville Theatre Arts Building Renovation (FY24 - \$0) – This project will include the complete renovation and reconfiguration of each floor of the Theatre Arts Building (approximately 35,000 gross square feet) including replacement and/or modernization and upgrades to building systems and equipment serving the building. In addition, the building will be expanded by 16,000 gross square feet, and the expansion will provide multi-story spaces to accommodate a new larger Experimental Theatre, a new Rehearsal Lab, and expansion of the scene shop to house needed fabrication equipment, and code compliant spaces for painting and welding. This project supports applied performance experiences with classroom learning to provide students a solid foundation with the fundamental training and skills they need for a career in the performing arts.

#### TAKOMA PARK/SILVER SPRING CAMPUS PROJECT

Takoma Park/Silver Math and Science Center (FY24 - \$0) – This project provides funding for the design and construction of a new academic building (108,000 gross square feet) supporting the biology, chemistry, physical sciences, and mathematics programs, as described in the Takoma Park/Silver Spring Campus Facilities Master Plan, 2013–2023. During FY18, the building was renamed to the Catherine and Isiah Leggett Math and Science Building.

#### EAST COUNTY PROJECT

East County Campus (FY24 - \$2.5 million) – This project is for initial planning, studies, programming, facilities master plan updates, land acquisition, design and construction of a new fourth campus in the East County. The project will be a full campus and will be an anchor institution for the educational, social, cultural, and economic needs of the growing East County community. It will be the long-term location for the East County Education Center, which will include credit, noncredit, and industry certification preparation courses, business training, workforce development and continuing education services, a Truth, Racial Healing, and Transformation Center, counseling/advising services, a Community Engagement Center, and enrichment courses. This project will proceed in phases and will be a model of sustainability and will provide the full scope of services offered at existing Montgomery College campuses. Land acquisition, design, and construction will be funded after initial planning is completed.

Please let me know if you have any questions or concerns.

cc: Dr. M. Brown  
Dr. S. Cain  
Ms. J. Matthews  
Dr. S. Rai

Attachment: Proposed FY24 Biennial Capital Budget Request

Rev.092822

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

Agenda Item Number: 8  
October 17, 2022

**AWARD OF CONTRACT,  
AUTODESK PRODUCTS AND SERVICES, BID E523-003**

BACKGROUND

Request:	Purchase of Autodesk software products and related services
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	E523-003
Explanation of Request:	The senior vice president for administrative and fiscal services and the vice president of facilities are requesting the purchase of Autodesk software products and services. Autodesk software is used by the facilities department to manage the College's construction projects and design and create related floorplans and drawings. Without the continued use of this software, the facilities department would not be able to effectively manage the administration of capital projects.  Current licenses will expire on December 5, 2022.
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 capital budget.
Annual Dollar Amount:	\$350,000
Vendor Name:	Zones, LLC
Vendor Address:	1102 15th Street S.W. Auburn, Washington 98001
Minority Status:	Minority
Term of Contract:	One-year, with four one-year renewal options.

RECOMMENDATION

It is recommended that a contract for the purchase of Autodesk software products and services be awarded to Zones, LLC of Auburn, Washington, for a one-year term, for a not-to-exceed total amount of \$350,000.

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, not-to-exceed total contract amount is \$1,750,000.

BACKUP INFORMATION

Board Resolution  
Bid Summary (Board Members Only)  
Bidders List (Board Members Only)  
Policy 72001 – Construction Projects

---

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: 8  
October 17, 2022

**Subject: Award of Contract, Autodesk Products and Services, Bid e523-003**

---

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 Autodesk products and services; and

WHEREAS, Autodesk software is used by the facilities department to manage the College's construction projects and design and create related floorplans and drawings; and

WHEREAS, Current licenses will expire on December 5, 2022; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on September 20, 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 capital budget; and

WHEREAS, 26 firms downloaded the request for proposal, and five vendor responses, including one late bid submittal deemed nonresponsive, were received, read aloud, and recorded, in the procurement office beginning 3:00 p.m. on October 3, 2022; and

WHEREAS, Upon evaluation of all submitted pricing by procurement staff, Zones, LLC of Auburn, Washington, has been declared the lowest priced responsive-responsible bidder, meeting all College solicitation 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 Autodesk software and related services, to Zones, LLC of Auburn, Washington, for a not-to-exceed total amount of \$350,000; 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 not-to-exceed amount is \$1,750,000; and be it further

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

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

Agenda Item Number: 9  
October 17,2022

**DECLARATION OF COVENANTS AND AGREEMENT FOR MONTGOMERY COLLEGE  
AND THE PINKNEY INNOVATION COMPLEX FOR SCIENCE AND  
TECHNOLOGY AT MONTGOMERY COLLEGE (PIC MC)  
SIGN FOR THE GERMANTOWN CAMPUS ON MIDDLEBROOK ROAD**

**BACKGROUND**

The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a declaration of covenants and agreement for the College and PIC MC to construct the sign and retaining wall for the Germantown Campus located on Middlebrook Road, Germantown, Maryland. The Montgomery College and PIC MC Sign at Middlebrook Road will be a smaller version of the landmark gateway sign at Germantown Road and Observation Drive. The other difference is that this sign will include identification of the Holy Cross Hospital on the Germantown Campus. As part of the planning for this project, the College met with the Department of Permitting Services to discuss the placement of this sign at Middlebrook Road. The College and the Montgomery County Department of Permitting Services have negotiated a declaration of covenants and agreement to ensure the College can build and maintain this sign within the public right of way at Middlebrook Road and Observation Drive.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a declaration of covenants and agreement for the MC and PIC MC sign for Germantown Campus, requesting permission from Montgomery County Department of Permitting Services to construct the sign and retaining wall at Middlebrook Road and Observation Drive.

**BACKUP INFORMATION**

Board Resolution  
Declaration of Covenants and Agreement for Montgomery College and PIC MC Sign on Middlebrook Road(Trustees only)  
Image of Sign on Middlebrook Road  
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Mr. Mills  
Mr. Collette  
Ms. Jones  
Ms. Norberg



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

Resolution Number:  
Adopted on:

Agenda Item Number: 9  
October 17, 2022

**Subject: Declaration of Covenants and Agreement for Montgomery College and the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC) Sign for the Germantown Campus on Middlebrook Road**

---

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a declaration of covenants and agreement for the College and PIC MC to construct the sign and retaining wall for the Germantown Campus located on Middlebrook Road, Germantown, Maryland; and

WHEREAS, The College plans to construct a sign and retaining wall on the Germantown Campus at Middlebrook Road that will project into the public right of way and requires County permission to be in the right of way; and

WHEREAS, The Montgomery County Department of Permitting Services requires this declaration of covenants and agreement; and

WHEREAS, The sign and retaining wall will be located as designated in the declaration of covenants and agreement approximately as follows:

Being located in within the right of way upon a part of that parcel of land conveyed by Arthur H. Keyes, Jr. and Lucile S. Keyes to Montgomery County by deed dated August 13, 1977, and recorded at Liber/Book 5005 Folio/Page 332 among the Land Records of Montgomery County, Maryland.

Said property will be under Permit No PUBL-388654 dated August 17, 2022.

WHEREAS, These covenants and agreement should be recorded among the Land Records of Montgomery County, Maryland; and

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

Resolved, That the Board of Trustees approves the declaration of covenants and agreement with Montgomery County to allow the placement of the sign and retaining wall within the public right of way; and

Resolved, That the easement shall be recorded among the Land Records of Montgomery County, Maryland, by the College; and be it further

Resolved, That the president is authorized to execute the agreement; and be it further

Resolved, That the chair of the Board of Trustees and the president are authorized to execute any amendments to the declaration of covenant and agreement, and/or other agreement documents necessary to implement the terms of this resolution.





## Monument Sign | Variation - Mixed Case "HCGH"

