



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

PUBLIC MEETING AGENDA

[Link to join Zoom Meeting](#) · By phone: 301-715-8592 · Webinar: 916 5076 7340

**BOARD OF TRUSTEES**

**Wednesday, March 22, 2023  
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 ..... Action
  - A. February 20, 2023 Workforce Development Review Committee Minutes
  - B. February 20, 2023 Public Vote and Closed Session Minutes
  - C. February 20, 2023 Public Meeting Minutes
5. Reports..... Information
  - A. Conversation with Constituents
  - B. President's Report
  - C. Policy Governance and Board Succession Planning Committee Report
  - D. Chair's Report
6. Consent Agenda ..... Action
  - A. [Personnel Action Confirmation](#)
  - B. [Awards of Honorary Degrees in 2023](#)
7. Academic Matters ..... Action
  - A. [Deletion of Materials Science and Engineering Area of Concentration A.S. and Nuclear Engineering Area of Concentration A.S.](#)
  - B. [Deletion Of Mental Health Associate A.A.S. and Polysomnography Technology Certificate](#)
8. Awards of Contract ..... Action
  - A. [Multiple Awards of Contract, Sign Language Interpreter Services, Bid e523-007](#)
  - B. [Procurement Through Other Agency, Award of Contract, Banking Services, PTOA 23-047](#)

Board of Trustees  
Montgomery College  
Public Board Meeting Agenda  
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- 9. Contract Change Order ..... Action  

[Contract Change Order, Award of Contract, Audio-Visual Hardware and Services, Bid e520-019](#)
  - 10. Board Matter .....Information and Possible Action  

[Board of Trustees Schedule of Meetings for Fiscal Year 2024](#)
  - 11. New Business .....Procedural
  - 12. Trustee Comments .....Procedural
  - 13. Adjournment .....Procedural

**NOTICES**

BOARD OF TRUSTEES INFORMATION. The Board's meeting schedule, agendas, meeting minutes, and records of resolutions are available at [www.montgomerycollege.edu/bot](http://www.montgomerycollege.edu/bot).

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: 6A  
March 22, 2023

**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: 6A  
March 22, 2023

**Subject: Personnel Actions Confirmation**

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period January 1, 2023, through January 31, 2023; and

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

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

Attachments

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From January 1, 2023, through January 31, 2023**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
01/09/2023	Mueck, Robert Peter	Mgr, Pub Safety & Emerg Mgt	31	Public Safety – Rockville
01/09/2023	Valentin, William	Purchasing Specialist	21	Business Services
01/21/2023	Mueck, Hunter	Public Safety Officer II (Cpl)	15	Public Safety – TP/SS
01/23/2023	Bryant, Nelson	Public Safety Officer II (Cpl)	15	Public Safety – TP/SS
01/23/2023	Cherokee Jr, James	Public Safety Officer II (Cpl)	15	Public Safety – TP/SS
01/23/2023	Ciubal, Rigel	Student Services Coord. I	17	WDCE – Central Admin
01/23/2023	Comstock, Catherine	Financial Aid Assist	21	Financial Aid
01/23/2023	Egbo, Gladys	Student Services Coord I	17	WDCE – Central Admin
01/23/2023	Fletcher, Donell	Public Safety Officer II (Cpl)	15	Public Safety – TP/SS
01/23/2023	Straughn, Clyde	IT Support Spec – NB	25	Computer Support

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
01/20/2023	Appiah, Amma K.	Administrative Aide II	19	7	Biology & Chemistry Dean
01/27/2023	Bunai, Raquel	Administrative Manager	31	17	VP/Provost–Art, Eng, Read, Soc Sc
01/28/2023	Evans, Karla Ivonne	Program Assistant	21	12	CEELS Dean - WDCE
01/31/2023	Powers, Karen K. <sup>1</sup>	Analyst-Programmer	33	24	OIT Application Services
01/31/2023	Tong, Van Thi <sup>1</sup>	Administrative Aide II	19	22	Social Science Dean

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	0	1	1	0	1	3
Male	2	4	1	0	0	0	7
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>10</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

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

<sup>1</sup> Retirement

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From January 1, 2023, through January 31, 2023**

**FACULTY**

**FACULTY EMPLOYMENTS**

Effective Date	Name	Position Title	Department
01/07/2023	Anderson, Mark Thomas	Instructional Faculty	Fine Perform Visual Arts
01/07/2023	Aswad, Jamila	Non-Instructional Faculty	Student Engagement Dean
01/07/2023	Hardikar, Kedar	Instructional Faculty	Engineering/Computer Science Dean
01/07/2023	Hughes, Heather	Non-Instructional Faculty	CW Dean Student Success - RV
01/07/2023	Marroquin, Carlos	Instructional Faculty	Social Sciences Dean
01/07/2023	McGowan, Stephen	Instructional Faculty	Engineering/Computer Science Dean
01/07/2023	Nasvaderani, William	Non-Instructional Faculty	CW Dean Student Success - RV
01/07/2023	Nelson, Etroy	Non-Instructional Faculty	CW Dean Student Engage – TP/SS
01/07/2023	Phillips, Reshma	Instructional Faculty	Business/Computer App Dean
01/07/2023	Sercey, Verhonda	Instructional Faculty	Business/Computer App Dean
01/07/2023	Seward, Al	Non-Instructional Faculty	CW Dean Student Engage – TP/SS
01/07/2023	Tiraphatna, Marcie	Instructional Faculty	Mathematics Dean
01/07/2023	Waters, Tiffany	Non-Instructional Faculty	CW Dean Student Engage – TP/SS

Effective Date	Name	Position Title	YOS	Department
01/06/2023	Beemer, Angela F. <sup>1</sup>	Professor	31	CW Dean Student Engage – TP/SS
01/06/2023	Jurata, Linda W.	Associate Professor	2	Biology and Chemistry Dean
01/06/2023	King, Karen S. <sup>1</sup>	Professor	20	CW Dean Student Success - RV
01/06/2023	Piper, Sharon Leigh <sup>1</sup>	Professor	20	Health Sciences Dean
01/06/2023	Prendergast, Michelle A.	Associate Professor	8	English & Reading Dean
01/06/2023	Sewell, Deborah M. <sup>1</sup>	Professor	15	English & Reading Dean
01/06/2023	Upchurch, Jerome	Associate Professor	3	Health Sciences Dean
01/15/2023	Sagasti, Alessandra <sup>2</sup>	Professor	19	Biology & Chemistry Dean

**FACULTY EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	1	3	0	2	0	0	6
Male	3	2	1	1	0	0	7
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>13</b>

**FACULTY SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	3	1	0	0	0	7
Male	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

<sup>1</sup> Retirement

<sup>2</sup> Death

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

Agenda Item Number: 6B  
March 22, 2023

**HONORARY DEGREE CANDIDATES FOR 2023**

**BACKGROUND**

The Montgomery College Honorary Degree Program was approved and established by the College's Board of Trustees on October 16, 1995. Through this program, the Board has the opportunity to recognize individuals who have risen to a position of eminence; have acquired a national or international reputation in a selected field; hold a distinguished record of public and community service; or have made a notable donation of time, talent, or gift to Montgomery College.

**RECOMMENDATION**

The president recommends the selection of four honorary degree recipients to be awarded at the College's 2023 commencement ceremonies.

**BACKUP INFORMATION**

Policy 38002--Honorary Degrees  
Board Resolution

[Biographies of 2023 Honorary Degree Candidates](#) (Trustees only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Matthews

**RESOURCE PERSON**

Ms. Kumkumian

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

Resolution Number:  
Adopted on:

Agenda Item Number: 6B  
March 22, 2023

**Subject: Honorary Degree Candidates for 2023**

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WHEREAS, The Montgomery College Board of Trustees established an Honorary Degree Program on October 16, 1995, to honor and recognize individuals who have risen to a position of eminence; have acquired a national or international reputation in a selected field; hold a distinguished record of public and community service; or have made a notable donation of time, talent, or gift to Montgomery College; and

WHEREAS, An honorary degree program increases the visibility of Montgomery College and its ability to formally recognize honorary speakers, contributors, philanthropists, and distinguished friends; and

WHEREAS, The Board of Trustees approves each recipient eligible to receive an honorary associate's degree at commencements, convocations, or other appropriate occasions; and

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

Resolved, That the Board of Trustees awards honorary degrees to Kimmy Duong, Suzanne Firstenberg, Richard Mattingly, and Craig Rice be presented at the commencement ceremonies on May 19, 2023.



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

Agenda Item Number: 7A  
March 22, 2023

**DELETION OF MATERIALS SCIENCE AND ENGINEERING AREA OF CONCENTRATION A.S.  
AND NUCLEAR ENGINEERING AREA OF CONCENTRATION A.S.**

BACKGROUND

Montgomery College strives to provide students with relevant programs that offer the greatest opportunities for transfer and employment. In order to maintain cutting-edge curricula, faculty and administrators are encouraged to regularly evaluate their programs.

During the 2016-2017 academic review process, a recommendation came forward to suspend and eventually delete the materials science associate of science (A.S.) and nuclear engineering A.S. due to declining enrollment and low completion rates. The programs were formally suspended fall 2020 to allow enrolled students to complete their program or change their major to another program at the College. During the suspension period, no new students were admitted to the program. The suspension period expires spring 2023 and upon Board approval, both programs will be deleted summer 2023.

Montgomery College is committed to providing all students an opportunity to complete their program of study. Since programs may be discontinued at the discretion of Montgomery College, the administering academic department will provide all students affected by such decisions assistance in choosing appropriate courses and programs for completion. Nine engineering programs remain available for enrollment and newly-enrolled students are referred to the mechanical engineering A.S. or general engineering A.S. Both programs allow students flexibility to select courses that transfer to a four-year university. With nearly 1,400 students majoring in engineering, Montgomery College's program is among the largest and most successful engineering programs at two-year colleges nationwide.

RECOMMENDATION

It is recommended that the Board of Trustees approve the deletion of the materials science engineering A.S. and nuclear engineering A.S., and that notification be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Section 13B.02.03.03.H of the Higher Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Benmouna  
Dr. Kehnemouyi  
Ms. Leonard

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

Resolution Number:  
Adopted on:

Agenda Item Number: 7A  
March 22, 2023

**Subject: Deletion of Materials Science and Engineering Area of Concentration A.S. and Nuclear Engineering Area of Concentration A.S.**

WHEREAS, Montgomery College strives to provide students with relevant programs that offer the greatest opportunities for transfer and employment; and

WHEREAS, In order to maintain cutting-edge curricula, faculty and administrators are encouraged to regularly evaluate their programs; and

WHEREAS, During the 2016-2017 academic review process, a recommendation came forward to suspend and eventually delete the materials science A.S. and nuclear engineering A.S. due to declining enrollment and low completion rates; and

WHEREAS, The programs were formally suspended fall 2020 to allow enrolled students to complete their program or change their major to another program at the College; and

WHEREAS, During the suspension period, no new students were admitted to the program; the suspension period expires spring 2023 and upon Board approval, both programs will be deleted summer 2023; and

WHEREAS, Montgomery College is committed to providing all students an opportunity to complete their program of study; since programs may be discontinued at the discretion of the College, the administering academic department will provide all students affected by such decisions assistance in choosing appropriate courses and programs for completion; and

WHEREAS, Nine engineering programs remain available for enrollment and newly-enrolled students are referred to the mechanical engineering A.S. or general engineering A.S.; both programs allow students flexibility to select courses that transfer to a four-year university; and

WHEREAS, With nearly 1,400 students majoring in engineering, Montgomery College's program is among the largest and most successful engineering programs at two-year colleges nationwide; and

WHEREAS, Program deletions require notification to the Maryland Higher Education Commission; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the deletion of the materials science engineering A.S. and nuclear engineering A.S.; and be it further

Resolved, That notification of the program deletions be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 7B  
March 22, 2023

**DELETION OF MENTAL HEALTH ASSOCIATE A.A.S.  
AND POLYSOMNOGRAPHY (SLEEP MEDICINE) TECHNOLOGY CERTIFICATE**

BACKGROUND

Montgomery College strives to provide students with relevant programs that offer the greatest opportunities for transfer and employment. In order to maintain cutting-edge curricula, faculty and administrators are encouraged to regularly evaluate their programs.

During the academic review process by the health sciences department, a recommendation came forward to suspend and eventually delete the mental health associate of applied science (A.A.S.) The program was outdated, did not transfer well, and exceeded 60 credits. In fall 2021, the mental health program was redesigned and replaced by the behavioral health associate of arts and newly-enrolled students are now referred to this program.

The department's academic review process also recommended the suspension and eventual deletion of the polysomnography certificate. Prior to the coronavirus pandemic, many insurance companies were moving to home sleep studies rather than sleep studies conducted in a sleep center/clinic. Home sleep studies are found to be more cost effective and they eliminate the need for brick and mortar sleep centers and polysomnography technicians. Many sleep centers decreased the number of clients, while others closed their clinics completely. The polysomnography program depends on partnerships with local sleep centers where students can conduct sleep studies on patients overnight. These closures resulted in great difficulty for the College to secure clinical placements for our students. Due to these reasons, the College will eliminate the polysomnography technology program.

The programs were formally suspended fall 2020 to allow enrolled students to complete their program or change their major to another program at the College. During the suspension period, no new students were admitted to the program. The suspension period expires spring 2023 and upon Board approval, both programs will be deleted summer 2023.

Montgomery College is committed to providing all students an opportunity to complete their program of study. Since programs may be discontinued at the discretion of Montgomery College, the administering academic department will provide all students affected by such decisions assistance in choosing appropriate courses and programs for completion.

RECOMMENDATION

It is recommended that the Board of Trustees approve the deletion of the mental health associate A.A.S. and polysomnography (sleep medicine) technology certificate and that notification be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Section 13B.02.03.03.H of the Higher Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Davis

Ms. Leonard

Dr. Stewart

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

Resolution Number:  
Adopted on:

Agenda Item Number: 7B  
March 22, 2023

**Subject: Deletion of Mental Health Associate A.A.S. and Polysomnography (Sleep Medicine) Technology Certificate**

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WHEREAS, Montgomery College strives to provide students with relevant programs that offer the greatest opportunities for transfer and employment; and

WHEREAS, In order to maintain cutting-edge curricula, faculty and administrators are encouraged to regularly evaluate their programs; and

WHEREAS, During the department's academic review process, a recommendation came forward to suspend and eventually delete mental health associate A.A.S.; the program was outdated, did not transfer well, and exceeded 60 credits; and

WHEREAS, In fall 2021, the mental health program was redesigned and replaced by the behavioral health A.A., and newly-enrolled students are now referred to this program; and

WHEREAS, The department's academic review process also recommended the suspension and eventual deletion of the polysomnography (sleep medicine) technology certificate; and

WHEREAS, Prior to the coronavirus pandemic, many insurance companies were moving to home sleep studies rather than sleep studies conducted in a sleep center/clinic, and home sleep studies are found to be more cost effective as they eliminate the need for brick and mortar sleep centers and polysomnography technicians; many sleep centers decreased the number of clients, while others closed their clinics completely; and

WHEREAS, The polysomnography program depends on partnerships with local sleep centers where students can conduct sleep studies on patients overnight and these closures resulted in great difficulty for the College to secure clinical placements for our students; and

WHEREAS, The mental health associate and polysomnography (sleep medicine) technology programs were formally suspended fall 2020 to allow enrolled students to complete their program or change their major to another program at the College; during the suspension period, no new students were admitted to the programs; and

WHEREAS, The suspension period expires spring 2023 and upon Board approval, both programs will be deleted summer 2023; and

WHEREAS, Montgomery College is committed to providing all students an opportunity to complete their program of study; since programs may be discontinued at the discretion of the College, the administering academic department will provide all students affected by such decisions assistance in choosing appropriate courses and programs for completion; and

WHEREAS, Program deletions require notification to the Maryland Higher Education Commission; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the deletion of the mental health associate A.A.S. and the polysomnography (sleep medicine) technology certificate; and be it further

Resolved, That notification of the program deletions be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 8A  
March 22, 2023

**MULTIPLE AWARDS OF CONTRACT,  
SIGN LANGUAGE INTERPRETER SERVICES, BID e523-007**

BACKGROUND

Request:	Sign language interpreting services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	E523-007
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting multiple awards of contract for sign language interpreting services.</p> <p>In July 2018, a five-year contract for sign language interpreting services was awarded to multiple vendors, under bid 518-012. At the time of contract award, an estimated spend did not require Board of Trustees approval. Due to an increased need for sign language interpreter services at the College, the Board of Trustees approved an increase to contract spend authority under resolution 19-09-107.</p> <p>The primary user of the current contract is Disability Support Services. However, several other offices have begun to use these services, including the Office of Human Resources and Strategic Talent Management, and Workforce Development &amp; Continuing Education.</p> <p>The current contract expires on June 30, 2023.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY24 operating budget.
Annual Dollar Amount:	\$450,000 (estimated)
Vendor Name:	Multiple (See Bid Summary/List of Awardees)
Vendor Address:	Multiple (See Bid Summary/List of Awardees)
Vendor Minority Status:	(See Bid Summary/List of Awardees)
Term of Contract:	One year, with four one-year renewal options.

RECOMMENDATION

It is recommended that the Board of Trustees approve multiple awards of contract to the vendors listed in the attached see Bid Summary/List of Awardees, for sign language interpreting services, for a one-year term, for an estimated, not-to-exceed total amount of \$450,000.

It is further recommended that this contract be renewed for four additional one-year terms 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 amount is \$2,250,000

BACKUP INFORMATION

Board Resolution Policy 63001

Resolution 19-09-107

[Bid Summary/List of Awardees](#) (For Board Members Only)

[Bidders List](#) (For Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Johnson



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

Resolution Number:  
Adopted on:

Agenda Item Number: 8A  
March 22, 2023

**Subject: Multiple Awards of Contract, Sign Language Interpreter Services, Bid e523-007**

WHEREAS, The senior vice president for administrative and fiscal services is requesting multiple awards of contract for sign language interpreting services; and

WHEREAS, In July 2018, a five-year contract for sign language interpreting services was awarded to multiple vendors, under bid 518-012, and at the time of contract award, an estimated spend did not require Board of Trustees approval; and

WHEREAS, The current contract for sign language interpreting services expires on June 30, 2023; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on January 18, 2023, 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 FY24 operating budget; and

WHEREAS, 34 firms downloaded the request for bid, and 12 vendor responses were received, read aloud, and recorded in the procurement office beginning at 3:00 p.m. on February 7, 2023; and

WHEREAS, Upon evaluation of submitted proposals by appropriate College staff, it was determined that all bidding firms, met all College requirements and will be awarded a contract to provide sign language interpreting service; 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 approve multiple awards of contracts for sign language interpreting services for a one-year period to the bidding firms listed on the attached bid summary/list of awardees, for an estimated not-to-exceed total amount of \$450,000; 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 estimated not-to-exceed contract amount is \$2,250,000; 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: 8B  
March 22, 2023

**AWARD OF CONTRACT, PROCUREMENT THROUGH OTHER AGENCY,  
CONTINUATION OF BANKING SERVICES, PTOA 23-047**

BACKGROUND

Request:	Continuation of banking services with PNC Bank of Washington, DC
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Procurement Through Other Agency (PTOA)
Bid Number:	NA
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting the continued use of banking services with PNC Bank of Washington, DC, through the Montgomery County Government Contract, Number 7321000110 AC, which is currently providing full banking services for our operating, payroll, student reimbursement, HRSTM flexible benefit, and student loan accounts. The bank also provides 24/7 access to our accounts for daily reporting, image retrieval, monthly statements for account reconciliation, check management, and issue management. PNC Bank provides the College with the electronic capability to receive and send payments via wire and automated clearing house, as well as transfer funds between bank accounts.</p> <p>In February 2008 under resolution 08-02-017, the Board of Trustees approved a PTOA contract for banking and safekeeping services, under the terms and conditions of the Montgomery County Contract. The Board of Trustees also approved the continued use of the county's contract through April 2, 2020, under resolution 15-10-095, and again through April 2, 2023, under resolution 20-03-025.</p> <p>In January 2023, the county started the re-bid process for a new banking services provider. However, that process has not concluded. In order to align with the county's new contract start date of April 2, 2024, it is requested that the Board of Trustees approve the current extension for an additional one-year term.</p> <p>Upon approval by the county for a new contract for banking services in April 2024, the College will seek additional approval from the Board of Trustees to utilize the new contract.</p> <p>Use of the county's contract will result in reduced banking service fees to the College based on volume pricing.</p>

Reason Being Brought to Board:	Per College Policy 61003, the Board of Trustees must approve the bank that will provide the College with primary banking services, and with whom the College will deposit all monies received.
Certification:	The director of procurement affirms that the College is a named participant in the county's banking services contract and that the requirements were bid under substantially the same procedures as required by the Board of Trustees. The director of procurement also affirms that the terms and conditions of the contract meet all College requirements, and the chief business/financial strategy officer certifies that expenditures are available in the FY23 operating budget.
Annual Dollar Amount:	\$50,000 (estimated)
Vendor Name:	PNC Bank
Vendor Address:	Washington, DC
Term of Contract:	April 2, 2023 – April 2, 2024
Minority Status	Non-minority

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a one-year contract award to PNC Bank of Washington, DC, for the continuation of banking services under the same terms and conditions of Montgomery County Government Contract Number 7321000110-AC, for an estimated total amount of \$50,000, dependent on services received, transactional volume, and account balances.

**BACKUP INFORMATION**

Board Policy 61003 – Bank Services  
 Board Resolution 08-02-017  
 Board Resolution 15-10-095  
 Board Resolution 20-03-025

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Ms. Greaney  
 Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 8B  
March 22, 2023

**Subject: Award of Contract, Procurement Through Other Agency (PTOA), Continuation of Banking Services, PTOA 23-047**

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WHEREAS, The senior vice president for administrative and fiscal services is requesting the continued use of banking services with PNC Washington, DC via Montgomery County government contract number 7321000110-AC; and

WHEREAS, In February of 2008 under resolution 08-02-017, the Board of Trustees approved a procurement through other agency contract for banking and safekeeping services, under terms and conditions of the Montgomery County contract to PNC Bank of Washington, DC; and

WHEREAS, PNC Bank provides full banking services for our operating, payroll, student reimbursement, HRSTM flexible benefit, and student loan accounts; 24/7 access to our account for daily reporting, image retrieval, and check and issue management; and electronic capability to receive and send payments either via wire or automatic clearing house and to transfer funds between bank accounts, monthly statements for account reconciliation and check management; and

WHEREAS, The Board approved the continued use of the county's contract through April 2, 2020, under resolution 15-10-095, and again through April 2, 2023, under resolution 20-03-025; and

WHEREAS, The county started the re-bid process for a new banking services provider in January 2023; however, that process has not concluded, and to align with the county's new contract start date of April 2, 2024, it is requested that current Board approval be extended for an additional one-year term; and

WHEREAS, Use of the county's contract will result in reduced banking service fees to the College based on volume pricing; and

WHEREAS, The director of procurement affirms that the College is a named participant in the county's banking services contract, that the requirements were bid under the same procedures as required by the Board of Trustees, and that the terms and conditions of the contract meet all College requirements; and

WHEREAS, The chief business/financial strategy officer certifies that expenditures are planned and available in the FY23 operating budget; and

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

WHEREAS, Per College Policy 61003, the Board of Trustees must approve the bank that provides banking services to the College, and with whom the College will deposit all monies received; and

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

Resolved, That a contract for banking services be awarded to PNC Bank, Washington, DC, under

the same terms and conditions of the Montgomery County Contract Number 7321000110-AC, for a one- year term, beginning April 2, 2023; 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  
March 22, 2023

**CONTRACT CHANGE ORDER,  
AWARD OF CONTRACT, AUDIO-VISUAL HARDWARE AND SERVICES,  
BID e520-019**

BACKGROUND

Request:	Annual spend authority increase for network infrastructure products and services contract
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services/Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	e520-019
Explanation of Request:	<p>The senior vice president for administrative and fiscal services/interim chief information officer is requesting a contract change order to increase the current annual spend authority of the existing award of contract for the purchase of audio-visual hardware and services.</p> <p>On January 29, 2020, the Board of Trustees approved a five-year award of contract for the purchase of audio-visual hardware and services, under resolution 20-01-008. The spend authority for the entire five-year contract term was \$2,000,000.</p> <p>Subsequently, on June 21, 2021, the Board of Trustees approved a contract change order under resolution 21-06-05 for a one-time spend authority increase in the amount of \$2,078,018. This increase was to address the purchase and installation of HyFlex instructional technology equipment along with associated training.</p> <p>A second contract spend authority increase in the amount of \$2,900,000 for fiscal year 2023, and \$500,000 for fiscal year 2024, is being requested to address the purchase of audio-video equipment and associated services related to the Catherine and Isiah</p>

	Leggett Math and Science Building project, along with other pending collegewide audio-video equipment and service needs.
Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25 percent of the original Board approved contract award.
Certification:	The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the capital and operating budgets.
Dollar Amount:	\$2,900,000 (fiscal year 2023) \$500,000 (fiscal year 2024) (Total not-to-exceed amount is \$3,400,000)
Vendor Name:	HITT Holding Corporation dba: Vision Technologies Inc.
Vendor Address:	6704 Curtis Court Glen Burnie, Maryland
Minority Status:	Non-minority
Remaining Term of Contract:	One year, with one-year renewal options

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an increase in the current not-to-exceed annual contract spend authority by \$2,900,000 for fiscal year 2023, and \$500,000 for fiscal year 2024, to address the purchase of audio-video equipment and associated services related to the Catherine and Isiah Leggett Math and Science Building project, along with other pending collegewide audio-video equipment and service needs. The total two-year not-to-exceed amount is \$3,400,000.

**BACKUP INFORMATION**

Board Resolution Policy 63001  
Resolution 20-01-008  
Resolution 21-06-065

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Mr. Johnson

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

Resolution Number:  
Adopted on:

Agenda Item Number: 9  
March 22, 2023

**Subject: Contract Change Order, Award of Contract, Audio-Visual Hardware and Services, Bid e520-019**

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WHEREAS, The senior vice president for administrative and fiscal services/ interim chief information officer is requesting a contract change order to increase the current annual spend authority to the existing award of contract for the purchase of audio-visual hardware and services; and

WHEREAS, On January 29, 2020, the Board of Trustees approved a five-year award of contract for the purchase of audio-visual hardware and services under resolution 20-01-008, for a year-one total amount of \$800,000, followed by \$300,000 for each of the four one-year contract renewal periods; and

WHEREAS, On June 21, 2021, the Board of Trustees approved a one-time spend authority increase to the contract, under resolution 21-06-065, in the amount of \$2,078,018, to address the purchase and installation of HyFlex instructional technology equipment, along with associated training that supports remote and onsite teaching and learning; and

WHEREAS, An additional contract spend authority increase in the total amount of \$2,900,000 for fiscal year 2023 and \$500,000 for fiscal year 2024 is being requested to address the purchase of audio-video equipment and associated services related to the Catherine and Isiah Leggett Math and Science Building project, along with other pending collegewide audio-video equipment and service needs; and

WHEREAS, The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the capital and operating budgets; and

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

Resolved, That the Board of Trustees approve an increase to the current not-to-exceed contract spend authority \$2,900,000 for fiscal year 2023, and \$500,000 for fiscal year 2024, to address the purchase of audio-video equipment and associated services related to the Catherine and Isiah Leggett Math and Science Building project, along with other pending collegewide audio-video equipment and service needs; and be it further

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



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

Agenda Item Number: 10  
March 22, 2023

**BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FISCAL YEAR 2024**

**BACKGROUND**

The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves. In addition, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, place, and agenda of the meeting, and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice.

**RECOMMENDATION**

It is recommended that the Board adopt the attached schedule of meetings for Fiscal Year 2024.

**BACKUP INFORMATION**

Board Resolution  
[Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2024](#) (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Scott

**RESOURCE PERSONS**

Ms. Cordova  
Ms. Lee

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

Resolution Number:  
Adopted on:

Agenda Item Number: 10  
March 22, 2023

**Subject: Board of Trustees Schedule of Meetings for Fiscal Year 2024**

WHEREAS, The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, The notice shall be in writing and shall include the date, time, place, and agenda of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice; and

WHEREAS, Attached to this resolution is a schedule of meetings for Fiscal Year 2024, and while intended to be held as planned, those meetings may be changed based on circumstance according to the Board's bylaws, the Maryland Open Meetings Act, and availability; and

WHEREAS, The public will be notified of the Fiscal Year 2024 schedule as well as any change in meeting dates in accordance with the Board of Trustees bylaws and the Maryland Open Meetings Act; and

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

Resolved, That the Board of Trustees adopts the attached Schedule of Meetings for Fiscal Year 2024.