



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
May 14, 2012**

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

Agenda Item Number: 7
May 14, 2012

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, Development, and Engagement on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACK-UP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001, Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Ms. Espinosa

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

Resolution Number: **12-05-033**
Adopted on: **5/14/2012**

Agenda Item Number: 7
May 14, 2012

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 from and including April 1, 2012, to and including April 30, 2012; 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 report and confirms the action of the president.

DPP:abg

Attachment

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including April 1, 2012, to and Including April 30, 2012

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
04/23/2012	Burke, Paul J	Asst Retail Operations Manager	G	Aux Services Bookstore - RV
04/23/2012	Hernandez, Marvin S	Automotive Tech	F	Facilities Operations - GT
04/09/2012	Pearl, Donald M	Sr VP for Academic Affairs	S	VP Academic & Student Svcs
04/23/2012	Roundy, Kalen R	Asset Management Specialist	I	Office of Info Tech
04/23/2012	Schiaffino, James A	Computer Support Specialist	I	Information Technology RV
04/23/2012	Schweitzer, Jane M	Child Care Teacher	F	Aux Services Child Care -TP/SS
04/23/2012	Vetula-Hyman, Mary Ann	Financial Records Assistant	F	WD & CE

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	Location
04/13/2012	Allison, Gregory W	Merchandise Buyer	F	Aux Services Bookstore - Centr
04/26/2012	La Martina, Kathie G ¹	IT Client Services Manager	M	Office of Info Tech

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	0	0	0	0	2
Male	4	0	1	0	0	5
TOTAL	6	0	1	0	0	7

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	0	0	0	0	1
Male	1	0	0	0	0	1
TOTAL	2	0	0	0	0	2

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

¹ Retirement

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

Agenda Item Number: 8A
May 14, 2012

**EXTENSION OF CONTRACT AND AWARD OF CONTRACT
PURCHASING AND TRAVEL CARD PROGRAM,
BID NO. 512-031**

BACKGROUND

The College maintains a purchasing card program as a cost effective method of handling small dollar value purchases. The acting vice president of procurement is seeking: (1) a 30-day retroactive extension of the purchasing and travel card program contract effective from April 17, 2012; and (2) an award of contract of a new purchasing and travel card program service provider to be effective May 14, 2012. The current purchasing and travel card program contract expired on April 16, 2012. Additional time was needed to complete the bid process for the new purchasing and travel program contract award. The bidding process was not completed in time for submittal of a contract award recommendation to the April 16, 2012 Board of Trustees meeting. The 30-day extension does not financially obligate the College.

The College's purchasing card program eliminates low-value repetitive purchases; reduces transaction costs; improves procurement efficiency; and saves time on orders for instructional and administrative items. Additionally with the use of the online web-based purchasing card system, a purchasing card reduces the cost of doing business; offers immediate access for cardholders; uses a paperless expense program tracking system; provides an electronic bulletin board; offers rebates and more relevant reporting program enhancements. Established internal control protocols for the purchasing and travel card program are as follows:

- Mandatory purchasing card training is required for all cardholders.
- An annual review and signature of all cardholder's adherence to guidelines listed in the cardholder agreement are obtained. All cardholders and their account managers are required to confirm their compliance with the guidelines.
- Multiple approval levels for obtaining a card and monthly account manager approval of purchases ensure budgetary control.
- Monthly review of cardholder transactions ensure transactions are: (a) within the acceptable use limits described in the purchasing card guidelines, and (b) in compliance with requirements of the College's policy on travel.
- Regular desk audits are completed of cardholder transaction.
- Purchasing cards are issued only to permanent employees.
- The purchasing card and travel program are a part of the internal audit's schedule of reviews.

Currently, the purchasing card program has 325 active accounts with annual purchases valued at approximately \$3.6 million, and nine active corporate travel card accounts with annual purchases valued at \$37,000. The average per transaction expenditure is \$200. The College does not incur charges beyond the actual purchase amounts, because there are no user fees assessed with this program. The College does not generate additional revenue other than rebates based on purchase levels. Revenue from these rebates is returned to the College.

On March 2, 2012, a request for proposal was issued for a purchasing and travel card program service provider. Eight responses including five no bids were received on March 22, 2012. The five no bids

responded that they could not meet the College's requirements and, therefore, chose not to bid. An evaluation committee consisting of procurement, finance, and other appropriate College staff reviewed, evaluated, and ranked all responses based on established criteria. M&T Bank, Baltimore, Maryland, was declared the highest ranked responsible vendor. This new contract is expected to generate annual program rebates of \$37,000 to \$47,000. This represents a 61 percent rebate increase from the current purchasing card program, due to higher rebates associated with spending levels. References for M&T Bank were checked and deemed satisfactory. Board of Trustees approval is required for competitive sealed proposals valued above \$25,000. This is a planned and budgeted expenditure in the annual operating budget of the College.

RECOMMENDATION

It is recommended that the Board of Trustees approve a 30-day retroactive extension of the current contract effective from April 17, 2012, to M&T Bank of Baltimore, Maryland, for the purchasing and travel card program contract. It is further recommended that the Board of Trustees award a contract for a new purchasing and travel card program to M&T Bank of Baltimore, Maryland, for a one-year contract term, beginning May 14, 2012. Further, it is recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Board Policy 63001
Bidders List (Board Members Only)
Bid Summary (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Johnson
Ms. Sherman

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

Resolution Number: **12-05-034**
Adopted on: **5/14/2012**

Agenda Item Number: 8A
May 14, 2012

Subject: Award of Contract, Purchasing and Travel Card Program, Bid Number 512-031

WHEREAS, the senior vice president for administrative and fiscal services has requested a 30-day retroactive extension of the purchasing and travel card program contract from April 16, 2012, and an award of contract for a new purchasing and travel card program beginning on May 14, 2012; and

WHEREAS, the current program contract with M&T Bank expired on April 16, 2012; and therefore, a 30 day extension of the contract is warranted to maintain the program until the new contract is in effect; and

WHEREAS, the purchasing and travel card programs eliminate low-value repetitive purchases; reduce transaction costs; improve procurement efficiency; and save time on orders for instructional and administrative items; and

WHEREAS, the acting vice president of procurement certifies that specifications were developed by appropriate College staff, and the interim vice president of finance/chief financial officer certifies that planned expenditures for this program are available in the FY12 operating budget and have been requested in the FY13 operating budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a county newspaper on March 2, 2012; posted on the College procurement, Montgomery County, and state of Maryland websites; and downloaded by 29 vendors; eight responses including five no bids, were received and recorded, beginning at 3 p.m. on March 22, 2012; and

WHEREAS, an evaluation committee reviewed, evaluated, and ranked all responses based on established criteria and declared M&T Bank of Baltimore, Maryland, to be the highest ranked responsible vendor whose annual program rebates are estimated to be \$37,000 to \$47,000, depending on card expenditures; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That the purchasing and travel card program contract to M&T Bank of Baltimore, Maryland, be extended retroactively for 30 days effective from April 17, 2012; and be it further

Resolved, That an award of contract for a new purchasing and travel cards program be awarded to M&T Bank of Baltimore, Maryland, for a one-year contract term, beginning May 14, 2012, and be it further

Resolved, that the contract may be renewed for four additional one-year terms under the same terms and conditions, provided service and contributions to the College are satisfactory, and renewal is in the best interest of the College.

DPP:abg

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

Agenda Item Number: 8B
May 14, 2012

**AWARD OF CONTRACT,
INTEGRATED PEST MANAGEMENT PROGRAM SERVICES,
BID NO. 412-009**

BACKGROUND

The vice president of facilities and security maintains an integrated pest management (IPM) program to comply with the pest control management plan adopted by all three campuses. The IPM program monitors the application of pesticides and the structural and procedural modifications that establish physical barriers to pests in reducing food, water, and harborage to them. The current contract expires on May 31, 2012.

On March 2, 2012, a request for proposal was issued for IPM program services. Six responses, including one nonresponsive bid were received on March 23, 2012. All responses were reviewed, evaluated, and ranked based on established criteria. Home Paramount Pest Services of Forest Hill, Maryland, was declared the highest ranked responsive and responsible bidder, meeting College requirements. References of the highest ranked bidder were satisfactory. The total estimated annual amount for all services for the initial contract term is \$39,619. Board approval is required for competitive sealed proposals valued above \$25,000. These services are planned and budgeted for in the FY12 operating budget and have been requested in the FY13 operating budget.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the purchase of integrated pest management program services to Home Paramount Pest Services of Forest Hill, Maryland, for an initial 13-month term, beginning June 1, 2012, for an estimated annual amount of \$39,619. It is further recommended that the contract be renewed for three additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Board Policy 63001
Bid Summary (Board members only)
Bidders List (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp
Ms. Sherman
Mr. Johnson

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

Resolution Number: **12-05-035**
Adopted on: **5/14/2012**

Agenda Item Number: 8B
May 14, 2012

Subject: Award of Contract, Integrated Pest Management Services, Bid Number 412-009

WHEREAS, the senior vice president for administrative and fiscal services has requested a contract award for the purchase of an integrated pest management program service provider since the current contract expires May 31, 2012; and

WHEREAS, the acting vice president of procurement certifies that specifications were developed by appropriate College staff; and the interim vice president of finance/chief financial officer certifies that planned expenditures are available in the FY12 operating budget and will be requested in the FY13 operating budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a county newspaper on March 2, 2012, and posted on the College procurement, and state of Maryland website, downloaded by 20 vendors; six responses including one vendor who was deemed nonresponsive, were received and recorded, beginning at 3 p.m. on March 23, 2012; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Home Paramount Pest Services of Forest Hill, Maryland, was declared the highest ranked responsible bidder, and meets College requirements; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That a contract to purchase integrated pest management program services be awarded to Home Paramount Pest Control of Forest Hill, Maryland for an initial 13-month term beginning June 1, 2012, for an estimated annual amount of \$39,619; and be it further

Resolved, That the contract be renewed for three additional one-year terms under the same terms and conditions at the sole discretion of the College, provided that services are satisfactory, funding is available, and renewal is in the best interest of the College.

DPP:abg

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

Agenda Item Number: 8C
May 14, 2012

**AWARD OF CONTRACT,
INFORMATION TECHNOLOGY ASSET DISPOSAL SERVICES, BID NO. 512-028**

BACKGROUND

The vice president of instructional and information technology/chief information officer is seeking disposal services to remove retired and obsolete information technology equipment from the College and College financial obligations. The College has more than 8,000 desktop computers across three campuses and off-site locations.

Therefore, information asset disposal services are sought. After College IT assets are taken by the provider, they are sold to the public or disposed of in an EPA-compliant manner. The College receives 70 percent of the profit for all assets that are remarketed and sold. Such IT asset disposal providers must ensure that: (1) College proprietary information is removed from equipment; (2) environmental conditions are satisfied in the removal and surplus process; (3) industry standards certifications are met; and (4) the College is indemnified fully from any privacy or legislative compliance risk.

At its meeting in May 2007, the Board of Trustees approved the purchase of information technology asset disposal services (resolution number 07-05-054). The current contract expires on May 31, 2012.

On February 17, 2012, a request for proposals was issued for the purchase of IT asset disposal services. Two responses were received, including one no bid. The sole response submitted by Arrow-Intechra LLC of Ridgeland, Mississippi, was evaluated by IT staff in accordance with established criteria. The proposal has been declared responsive, responsible, and reference checks proved satisfactory. The annual estimated cost is \$100,000 depending upon actual usage. Competitive sealed proposals valued above \$25,000 require Board approval. This expenditure is planned and budgeted in both the FY12 and FY13 operating budgets.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the purchase of IT asset disposal services to Arrow-Intechra LLC of Ridgeland, Mississippi, beginning June 1, 2012, for a one-year term, for an annual estimated cost of \$100,000, depending upon actual usage. It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Board Policy 63001
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Dr. Russell
Mr. Johnson

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

Resolution Number: **12-05-036**
Adopted on: **5/14/2012**

Agenda Item Number: 8C
May 14, 2012

Subject: Award of Contract, Computer Disposal Services, Bid Number 512-028

WHEREAS, the senior vice president for administrative and fiscal services has requested a contract award for the purchase of IT asset disposal services because the current contract expires May 31, 2012; and

WHEREAS, the Office of Information Technology is charged with operating and providing support for more than 8,000 desktop computers across three campuses and off-site locations, and these services include removing retired and obsolete information technology equipment from campus buildings and facilities on an ongoing basis; and

WHEREAS, the acting vice president of procurement certifies that specifications were developed by appropriate College staff; and the interim vice president of finance/chief financial officer certifies that planned expenditures are available in the FY12 operating budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), invitations to bid were publicly advertised in a county newspaper on February 17, 2012, and posted on the College procurement, Montgomery County, and state of Maryland websites, e-mailed to 13 vendors, downloaded by 47 vendors, and two responses including one no bid were received and recorded, beginning at 3 p.m. on March 6, 2012; and

WHEREAS, upon evaluation it was determined that the sole proposal submitted by Arrow-Intechra LLC of Ridgeland, Mississippi, meets College requirements; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That a contract to purchase information technology asset disposal services be awarded to Arrow-Intechra LLC of Ridgeland, Mississippi, beginning June 1, 2012, for a one-year term, for an annual estimated amount of \$100,000, depending upon usage; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available, and renewal is in the best interest of the College

DPP:abg

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

Agenda Item Number: 8D
May 14, 2012

**MULTIPLE AWARDS OF CONTRACT,
PROFESSIONAL DEVELOPMENT TRAINING SERVICES,
BID NO. 512-016**

BACKGROUND

The Office of Human Resources, Development and Engagement, (HRDE) through its Center for Professional and Organizational Development (CPOD) is responsible for providing innovative training and development programs and services to enhance the knowledge, skills, and abilities of College employees. Course offerings range from communication skills development, diversity training, and personal and career development to leadership and management training. On average, during any given academic year, over 200 different training and development classes are offered to faculty and staff. The previous contract for these services expired in January 2012; however, courses that were booked prior to the expiration of the contract ran through April 2012. CPOD foresees expanded growth of faculty and staff professional development opportunities and has determined that there remains a need to retain a cadre of external instructors, trainers, consultants, and subject matter experts who offer services addressing a wide range of topics.

On November 2, 2011, a request for proposal was issued and 45 responses were received on November 17, 2011. An evaluation committee consisting of CPOD staff reviewed and ranked the proposals based on established criteria. Awards are being made to 22 vendors in the following four broad categories: (1) leadership/management, supervision, communication and interpersonal relations, performance management, personal and career development; (2) multiculturalism and diversity; (3) human resources legal responsibilities and employment practices; (4) organizational development consulting (see attached listing of awardees). Awards were based on a combination of technical merit and price. The annual estimated expenditure for these contracts is \$85,000, depending upon need and funding availability. Board of Trustees approval is required for competitive sealed proposals valued above \$25,000. This is a planned expenditure in the FY12 and FY13 proposed operating budgets.

RECOMMENDATION

It is recommended that the Board of Trustees approve multiple awards of contract for professional development training services to 22 vendors (see attached list of awardees), for a one year term, beginning June 1, 2012, for an annual estimated amount of \$85,000, dependent upon actual need. It is further recommended that the contracts be renewed for four additional one-year terms, under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Board Policy 63001
Bid Summary (Board Members Only)
List of Awardees (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Ms. Espinosa

Mr. Johnson

Ms. Sherman

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

Resolution Number: **12-05-037**
Adopted on: **5/14/2012**

Agenda Item Number: 8D
May 14, 2012

Subject: Multiple Awards of Contract, Professional Development Training Services, Bid No. 512-016

WHEREAS, the senior vice president of administrative and fiscal services has requested multiple awards of contract for the purchase of professional development training services; and

WHEREAS, the Office of Human Resources, Development and Engagement, Center for Professional and Organizational Development (CPOD) is responsible for providing innovative training and development programs and services to enhance the knowledge, skills, and abilities of College employees ; and

WHEREAS, in 2007, the Board of Trustees approved multiple awards of contract for providing innovative training and development opportunities; the current contracts expired in January 2012; and

WHEREAS, the acting vice president of procurement certifies that specifications were developed by appropriate College staff, and the interim vice president of finance/chief financial officer certifies that planned expenditures are available in the FY12 and have been requested in the FY13 operating budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on November 2, 2011; and posted on the College procurement websites, downloaded by 242 vendors; 45 responses including one no bid and one bid deemed non-responsive were received, and recorded beginning at 3:00 p.m. on November 17, 2011; and

WHEREAS, after evaluation of the proposals received, it was determined that the proposals submitted by companies listed on attached list of awardees were the highest ranked bidders meeting College requirements; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That multiple awards of contract for professional development training services be awarded to the 22 vendors on the attached list of awardees, for a one-year term, beginning June 1, 2012, for an annual estimated amount of \$85,000 dependent upon actual need. It is further recommended that the contract be renewed for four additional one-year terms, under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

DPP:abg

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

Agenda Item Number: 9
May 14, 2012

**SOLE SOURCE AWARD OF CONTRACT,
THERMAL STORAGE UNIT REPAIR, ROCKVILLE CAMPUS**

BACKGROUND

Repair of two thermal storage units located on the Rockville Campus is necessary due to the age of the equipment and the failure of internal structural components, which may be a result of the shifting of the units during last year's earthquake. These units were originally purchased in 1993 and 1995, and are used to produce ice, which chills water used to cool buildings during the warm season. These units supplement the two main chillers on the Rockville Campus that provide cooling to all buildings. Failure to address this repair need would result in the reduction of cooling from the central plant to campus buildings, causing uncomfortably high temperatures in classrooms, office areas, and higher electricity costs. A sole source procurement is justified since repair services are available from only one regional source, CT HX, LLC of Columbia, Maryland, and no other vendor is authorized to repair the manufacturer's (Baltimore Aircoil Company) equipment. The total price of the repair is \$33,248. Funding for the repair of these units is available in the FY12 operating budget. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract award for the repair of two thermal storage units to CT HX, LLC of Columbia, Maryland, on a sole source basis, for a total not-to-exceed amount of \$33,248.

BACK-UP INFORMATION

Board Resolution
Board Policy 63001

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp
Ms. Sherman
Mr. Johnson

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

Resolution Number: **12-05-038**
Adopted on: **5/14/2012**

Agenda Item Number: 9
May 14, 2012

**Subject: Emergency Sole Source Award of Contract, Thermal Storage Unit Repair,
Rockville Campus**

WHEREAS, the senior vice president for administrative and fiscal services has requested a contract award for the repair of two thermal storage units on the Rockville Campus; and

WHEREAS, repairs of these storage units are necessary due to age of the equipment and the failure of the internal structural components, likely caused by shifting of the units during last year's earthquake; and

WHEREAS, these units were originally purchased in 1993 and 1995, and are used to produce ice, which subsequently chills water used to cool buildings during the warm season; and

WHEREAS, the acting vice president of procurement affirms that the sole source request is justified since only one regional authorized service provider is authorized to provide these repair services; and the interim vice president of finance/chief financial officer certifies that funds are available in the FY12 operating budget; and

WHEREAS, sole source procurement contracts valued above \$25,000 require Board approval; and

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

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

Resolved, That a contract be awarded to CT HX, LLC of Columbia, Maryland, on a sole source basis for the purchase of repair services of two thermal storage units located on the Rockville Campus, for a total not-to-exceed amount of \$33,248.

DPP:abg

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

Agenda Item Number: 10
May 14, 2012

**DESIGNATED FUND BALANCE—
WORKFORCE DEVELOPMENT & CONTINUING EDUCATION FUND**

BACKGROUND

Fund balance is the difference between a fund's assets and liabilities. Fund balance is not the cash balance, nor is it the difference between revenues and expenditures in a given year. Sufficient levels of fund balance are necessary to: (1) ensure continuity of operations in the event of unfavorable economic circumstances; (2) guarantee debt service payments; and (3) cover unfunded or unanticipated capital expenditures. An adequate level of fund balance also indicates fiscal stability, which is an important factor considered by credit rating agencies in the evaluation of the credit worthiness of institutions.

The College has a fund balance policy, which was developed at the request of Montgomery County's Office of Management and Budget and the Board of Trustees in FY01. It was developed in order to protect the financial stability and integrity of the College and to provide sufficient liquidity for daily operations. The policy for the Workforce Development & Continuing Education (WD&CE) fund states that the WD&CE fund shall maintain an unreserved fund balance of 25 percent of operating expenditures. Furthermore, any use or appropriation of the fund balance reserves will require approval of the Montgomery College Board of Trustees. In addition, the use of the fund balance reserve shall also require "adherence to the Montgomery County Council's appropriation authority."

In order to appropriately manage the WD&CE fund balance, the president is asking the Board to designate reserves for future initiatives such as, but not limited to: scholarships, furniture and equipment, technology upgrades, and leasing initiatives, and other initiatives as authorized in the Board policy. The priority of funding and the exact amount of funding for each item will be determined later in the year, and as resources become available.

RECOMMENDATION

The president recommends that the Board designate fund balance for the purposes set forth above, the amounts of which will be determined later in the year, but will not take the WD&CE fund reserves below 25 percent of its operating expenditures per College policy 67001.

BACK-UP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Payne

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

Resolution Number: **12-05-039**
Adopted on: **5/14/2012**

Agenda Item Number: 10
May 14, 2012

Subject: Designated Fund Balance—Workforce Development & Continuing Education Fund

WHEREAS, in order to better ensure the financial integrity of the College, the Board of Trustees has determined that it is necessary to manage and plan for the accumulation of fund balance; and

WHEREAS, the maintenance of adequate fund balances will enable the College to manage revenue shortfalls and cash flows to assure continued operations; and

WHEREAS, the establishment of a Board designated fund balance will allow planning for important initiatives to assure the level and quality of services needed to respond to our students and community; and

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

Resolved, that the Board of Trustees hereby designates fund balance to be used for critical initiatives deemed appropriate by the president; and be it further

Resolved, that the initiative and amounts will be determined later in the year, but will not take the Workforce Development & Continuing Education fund reserves below 25 percent of the WD&CE operating expenditures per College policy 67001; and be it further

Resolved, that the president (or designee) is authorized to establish and implement operating procedures to administer the reserves.

DPP:abg

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

Agenda Item Number: 11A
May 14, 2012

**APPROVAL OF MEMORANDUM OF AGREEMENT –
COLLECTIVE BARGAINING AGREEMENT BETWEEN MONTGOMERY COLLEGE AND
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS,
MONTGOMERY COLLEGE CHAPTER**

BACKGROUND

Representatives of the Board of Trustees and the American Association of University Professors (AAUP), Montgomery College Chapter, reached an agreement as a result of re-opener negotiations that produced amendments to the full-time faculty collective bargaining agreement. The amendments to the agreement include an understanding that there shall be no salary or merit adjustments in FY12 and FY13 with the exception of the one-time payment equal to one-half percent (0.5%) of base salary paid to each bargaining unit member in FY12 in December 2011. Additionally, there shall be a one-time payment equal to \$2,000 minus the one-half percent (0.5%) of base salary payment made in December 2011 and referenced above for each member of the bargaining unit. This additional one-time payment shall be made to bargaining unit members no later than June 30, 2012. There shall be no adjustment to base salary. Amendments to the agreement also include a re-opener concerning Article 6, Wages, should the financial situation or other specified conditions occur during FY12 or FY13 and a re-opener in FY14.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the collective bargaining agreement; authorize the Board Chair to execute the Memorandum of Agreement; and delegate to the president the authority and responsibility to implement and administer the agreement.

BACK-UP INFORMATION

Board Resolution
Tentative Agreement May 14, 2012 (Board members only via portal)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Ms. Espinosa

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

Resolution Number: **12-05-040**
Adopted on: **5/14/2012**

Agenda Item Number: 11A
May 14, 2012

**Subject: Approval of Memorandum of Agreement - Collective Bargaining Agreement
Between Montgomery College and American Association of University Professors,
Montgomery College Chapter**

WHEREAS, the American Association of University Professors (AAUP), Montgomery College Chapter, is the exclusive representative authorized to negotiate on behalf of full-time faculty members at Montgomery College; and

WHEREAS, a tentative agreement with amendments to the collective bargaining agreement has been negotiated by teams representing the Board of Trustees and AAUP; and

WHEREAS, on May 4, 2012, the members of AAUP ratified the tentative agreement; and

WHEREAS, the Board negotiating team recommends approval of the tentative agreement by the Board; and

WHEREAS, the president recommends that the Board take the following action; now therefore be it

Resolved, That the Board of Trustees approves the amendments to the collective bargaining agreement set forth in the attached tentative agreement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the tentative agreement between the Board of Trustees of Montgomery College and American Association of University Professors, Montgomery College Chapter; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the collective bargaining agreement and to further delegate responsibility for the implementation and administration of the agreement to appropriate College staff.

DPP:abg

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

Agenda Item Number: 11B
May 14, 2012

**APPROVAL OF MEMORANDUM OF AGREEMENT – COLLECTIVE BARGAINING AGREEMENT
BETWEEN MONTGOMERY COLLEGE AND COUNCIL 67, LOCAL 2380
OF THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES,
AMERICAN FEDERATION OF LABOR AND
CONGRESS OF INDUSTRIAL ORGANIZATIONS**

BACKGROUND

Representatives of the Board of Trustees and Council 67, Local 2380 of the American Federation of State, County, and Municipal Employees, American Federation of Labor and Congress of Industrial Organizations, reached an agreement as a result of re-opener negotiations resulting in amendments to the staff collective bargaining agreement. The amendments to the agreement include an understanding that there shall be no salary or merit adjustments in FY12 and FY13 with the exception of the one-time payment equal to one-half percent (0.5%) of base salary paid to each bargaining unit member in FY12 on December 30, 2011. Additionally, there shall be a one-time payment equal to \$2,000 minus the one-half percent (0.5%) of base salary payment made in December 2011 and referenced above for each full-time member of the bargaining unit. Payments shall be prorated for part-time employees. This additional one-time payment shall be made to bargaining unit members no later than June 30, 2012. There shall be no adjustment to base salary. Amendments to the agreement also include a re-opener concerning Article 6, Wages, should the financial situation or other specified conditions occur during FY13.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the collective bargaining agreement; authorize the Board Chair to execute the Memorandum of Agreement; and delegate to the president the authority and responsibility to implement and administer the agreement.

BACK-UP INFORMATION

Resolution
Tentative Agreement, May 4, 2012 (Board members only via portal)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Ms. Espinosa

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

Resolution Number: **12-05-041**
Adopted on: **5/14/2012**

Agenda Item Number: 11B
May 14, 2012

Subject: Approval of Memorandum of Agreement – Collective Bargaining Agreement between Montgomery College and Council 67, Local 2380 of the American Federation of State, County, and Municipal Employees, American Federation of Labor and Congress of Industrial Organizations

WHEREAS, the Council 67, Local 2380 of the American Federation of State, County, and Municipal Employees, American Federation of Labor and Congress of Industrial Organizations (AFSCME Local 2380) is the exclusive representative authorized to negotiate on behalf of certain staff members at Montgomery College; and

WHEREAS, a tentative agreement with amendments to the collective bargaining agreement has been negotiated by teams representing the Board of Trustees and the AFSCME Local 2380; and

WHEREAS, on May 4, 2012, the members of the AFSCME Local 2380 ratified the tentative agreement; and

WHEREAS, the Board negotiating team recommends approval of the tentative agreement by the Board; and

WHEREAS, the president recommends that the Board take the following action; now therefore be it

Resolved, That the Board of Trustees approves the amendments to the collective bargaining agreement set forth in the attached tentative agreement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the tentative agreement between the Board of Trustees of Montgomery College and Council 67, Local 2380 of the American Federation of State, County, and Municipal Employees, American Federation of Labor and Congress of Industrial Organizations; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the collective bargaining agreement and to further delegate responsibility for the implementation and administration of the agreement to appropriate College staff.

DPP:abg

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

Agenda Item Number: 11C
May 14, 2011

**AUTHORIZATION OF ONE-TIME PAYMENTS FOR
NON-BARGAINING ADMINISTRATIVE, ASSOCIATE, AND SUPPORT STAFF**

BACKGROUND

Each year, typically during the spring, the Board acts on salary for administrative, associate, and support staff. Salaries for bargaining unit staff are negotiated with the American Federation of State, County, and Municipal Employees representative. To provide parity for certain non-bargaining staff and administrators in accordance with the recently negotiated tentative agreements, Board action is necessary at this time for non-bargaining administrative, associate, and support staff.

RECOMMENDATION

The president recommends approval of the following: authorization of one-time payments for non-bargaining administrative, associate, and support staff. With the understanding that there shall be no salary or merit adjustments in FY12 and FY13, the Board of Trustees previously authorized eligible non-bargaining administrative, associate, and support staff an exceptional one-time payment equal to one-half percent (0.5%) of base salary paid in December 2011. There was no adjustment to base salary. Additionally, there shall be a one-time payment equal to the greater of either one and one-half percent (1.5%) of base salary or \$2,000 minus the one-half percent (0.5%) of base salary paid in December 2011, paid to each eligible non-bargaining administrative, associate, and support staff member no later than June 30, 2012. There shall be no adjustment to base salary.

BACK-UP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON

Ms. Espinosa

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

Resolution Number: **12-05-042**
Adopted on: **5/14/2012**

Agenda Item Number: 11C
May 14, 2012

Subject: Authorization of One-time Payments for Non-bargaining Administrative, Associate, and Support Staff

WHEREAS, there shall be no additional salary or merit adjustments in FY12 or FY13 with the exception of the previously authorized one-time payment equal to one and one-half percent (1.5%) of base salary or, if a greater amount for the employee, \$2,000 minus one-half percent (0.5%) paid in December 2011, paid to each eligible non-bargaining administrative, associate and support staff member;

WHEREAS, there shall be no adjustment to base salary; and

WHEREAS, the president recommends that the Board take the following action; now therefore be it

Resolved, That there shall be a one-time payment equal to the greater of one and one-half percent (1.5%) of base salary or \$2,000 minus the one-half percent (0.5%) paid in December 2011, paid to each eligible non-bargaining administrative, associate and support staff member no later than June 30, 2012, and there shall be no adjustment to base salary; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement this resolution and to further delegate responsibility for the implementation and administration of the agreement to appropriate College staff.

DPP:abg

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

Agenda Item Number: 11D
May 14, 2012

**COMPENSATION IN FY13 FOR
ADMINISTRATIVE, ASSOCIATE, AND SUPPORT STAFF**

BACKGROUND

Each year, during the spring, the Board acts on salary for administrative, associate, and support staff. Salaries for bargaining unit employees belonging to the American Association of University Professors; the American Federation of State, County, and Municipal Employees; and the Service Employees International Union are negotiated with union representatives. Board action is necessary to establish the FY13 salary schedules and for authorizing funds in support of recognition awards for all eligible employees.

Since cost of living adjustments and merit increases are not being recommended for FY13, the College will maintain its current salary schedules.

RECOMMENDATION

The president recommends approval of the following resolutions:

1. Salary Schedule for Administrative, Associate and Support Staff for FY13. This resolution outlines the pay schedule for all staff and administrative employees, effective July 1, 2012.
2. Salary Schedule for Full-time Faculty for the FY13 Academic Year. This resolution outlines the academic year salary and overload pay rates for full-time faculty for FY13.
3. Salary Schedule for Part-time Faculty for the FY13 Academic Year. This resolution outlines the academic year salary for part-time faculty for FY13.
4. Special Recognition and Outstanding Service Awards for FY13. This resolution authorizes one-time, lump sum awards of up to \$2,000 for special recognition and outstanding service for all eligible employees.
5. Non-Bargaining Associate and Support Staff Shift Differential for FY13. This resolution authorizes the continuation of a shift differential of \$0.98 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work more than 25 hours in a work week between the hours of 10 p.m. and 6:30 a.m.

BACK-UP INFORMATION

Board Resolutions (5)
Policy 35001, Compensation Programs
Procedure 38001CP, Recognition Awards

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Ms. Espinosa

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

Resolution Number: **12-05-043**
Adopted on: **5/14/2012**

Agenda Item Number: 11D
May 14, 2012

Subject: Salary Schedule for Administrative, Associate, and Support Staff for FY13

WHEREAS, the College strives to maintain a competitive salary schedule for its highly qualified administrative, associate, and support staff; and

WHEREAS, in light of the ongoing fiscal climate, cost of living adjustments and merit increases are not being recommended for employees during FY13, the College will retain its current grade structure and salary schedule for administrative, associate and support staff; and

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

Resolved, That the salary schedule for administrative, associate and support staff be approved for FY13 as shown on the attachment.

DPP:abg

**Proposed
Salary Schedule for
Administrative, Associate, and Support Staff
Montgomery College
FY13
(Effective 7/1/12)**

Grade	HOURLY RATE		ANNUAL RATE*	
	Min	Max	Min	Max
A	\$ 12.47	\$ 21.33	\$ 25,937.60	\$ 44,366.40
B	\$ 13.22	\$ 22.60	\$ 27,140.60	\$ 47,008.00
C	\$ 14.01	\$ 23.95	\$ 29,140.80	\$ 49,816.00
D	\$ 14.86	\$ 25.38	\$ 30,908.80	\$ 52,790.40
E	\$ 16.04	\$ 27.40	\$ 33,363.20	\$ 56,992.00
F	\$ 17.33	\$ 29.57	\$ 36,046.40	\$ 61,505.60
G	\$ 18.72	\$ 31.94	\$ 38,937.60	\$ 66,435.20
H	\$ 20.21	\$ 34.49	\$ 42,036.80	\$ 71,739.20
I	\$ 22.24	\$ 37.92	\$ 46,259.20	\$ 78,873.60
J	\$ 24.46	\$ 41.70	\$ 50,876.80	\$ 86,736.00
K	\$ 26.90	\$ 45.86	\$ 55,952.00	\$ 95,388.80
L	\$ 29.59	\$ 50.43	\$ 61,547.20	\$ 104,894.40
M	\$ 31.96	\$ 54.46	\$ 66,476.80	\$ 113,276.80
N	\$ 34.52	\$ 58.80	\$ 71,801.60	\$ 122,304.00
O	\$ 37.28	\$ 63.59	\$ 77,542.40	\$ 132,080.00
P	\$ 40.26	\$ 68.56	\$ 83,740.80	\$ 142,604.80
Q	\$ 42.67	\$ 72.67	\$ 88,753.60	\$ 151,153.60
R	\$ 45.24	\$ 77.02	\$ 94,099.20	\$ 160,201.60
S	\$ 47.95	\$ 81.63	\$ 99,736.00	\$ 169,790.40

*ANNUAL EQUIVALENT RATE FOR FULL-TIME, 12-MONTH EMPLOYEES

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

Resolution Number: **12-05-043**
Adopted on: **5/14/2012**

Agenda Item Number: 11D
May 14, 2012

Subject: Salary Schedule for Full-time Faculty for the FY13 Academic Year

WHEREAS, the College strives to maintain a competitive salary schedule for its highly qualified faculty;
and

WHEREAS, in light of the ongoing fiscal climate, cost of living adjustments and merit increases are not being recommended for employees during FY13, the College will retain its current full-time faculty salary schedule; and

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

Resolved, That the salary schedule for full-time faculty for the FY13 academic year be approved for FY13 as shown on the attachment.

DPP:abg

Salary Schedule for Full-time Faculty for the FY13 Academic Year

<u>Minimum</u>	<u>Maximum</u>
\$46,521	\$95,850

Academic Year Overload Pay Rates for Full-time Faculty

In accordance with the agreement between the College and AAUP, academic year overload pay rates for full-time faculty effective the first day of the FY13 academic year, the FY12 and FY13 Overload Pay Rates are equal to:

<u>Consecutive years of Service</u>	<u>Salary per ESH*</u>
Less than 6 years	\$1,096
6 years or more	\$1,212

*Equivalent Semester Hour

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

Resolution Number: **12-05-043**
Adopted on: **5/14/2012**

Agenda Item Number: 11D
May 14, 2012

Subject: Salary Schedule for Part-time Faculty for the FY13 Academic Year

WHEREAS, the College strives to maintain a competitive salary schedule for its highly qualified faculty;
and

WHEREAS, in light of the ongoing fiscal climate, cost of living adjustments and merit increases are not being recommended for employees during FY13, the College will retain its current salary schedules;
and

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

Resolved, That the salary schedule for part-time faculty for the FY13 academic year be approved for FY13 as shown on the attachment.

DPP:abg

Salary Schedule for Part-time Faculty for the FY13 Academic Year

**On the first day of the 2012-2013 Academic year, the ESH rate
for Part-Time Faculty is equal to:**

Lecturer	\$870.83
Adjunct I	\$911.81
Adjunct II	\$947.66

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

Resolution Number: **12-05-043**
Adopted on: **5/14/2012**

Agenda Item Number: 11D
May 14, 2012

Subject: Special Recognition and Outstanding Service Awards for FY13

Resolved, That the Board of Trustees authorizes up to \$2,000 as the lump sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY13.

DPP:abg

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

Resolution Number: **12-05-043**
Adopted on: **5/14/2012**

Agenda Item Number: 11D
May 14, 2012

Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY13

Resolved, That the Board of Trustees authorizes the continuation of a shift differential of \$0.98 in FY13 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work more than 25 hours in a work week between the hours of 10 p.m. and 6:30 a.m.

DPP:abg