



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
January 26, 2015**

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

Agenda Item Number: 7
January 26, 2015

ADOPTION OF THE FY16 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

During the December 15, 2014, public meeting of the Board of Trustees, the president presented the proposed FY16 current fund, enterprise, and other fund budgets. The Board understands the fiscal challenges facing county and state decision-makers while developing a budget that is sustainable and affordable within the budget environment. The Board also recognizes the College's need to meet its mission by (a) obtaining funding from external sources for specific purposes in keeping with the mission and goals, (b) protecting and enhancing access, (c) providing a quality education through programs and services, and (d) maintaining reasonable tuition and fee rates. The proposed budget includes support for salary improvement and benefit cost increases as well as supporting *Montgomery College 2020* strategic priorities, which include educational excellence, student success and completion, and community engagement.

The proposed current fund budget is \$253,770,455, which represents an approximately 4.1 percent increase over the FY15 College budget. The current fund budget assumes \$164,782,770 in support from the county and state.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY16 current fund, enterprise, and other funds budgets.

BACKUP INFORMATION

Board Resolutions

Part A: Adoption of the FY16 Current and Enterprise Budgets

Part B: Adoption of the FY16 Other Funds Budgets

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Hickey

Mr. Preston

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

Resolution Number: **15-01-001**
Adopted on: **1/26/2015**

Agenda Item Number: 7
January 26,2015

Subject: Adoption of the FY16 Current and Enterprise Budgets

WHEREAS, During the December 15, 2014, meeting of the Board of Trustees, the president presented the proposed FY16 current fund, enterprise, and other funds budgets; and

WHEREAS, The Board understands the fiscal challenges facing county and state decision-makers while developing a budget that is sustainable and affordable within the budget environment; and

WHEREAS, The current fund budget assumes \$164,782,770 in support from the county and state; and

WHEREAS, This budget includes salary improvement and benefit cost increases; and

WHEREAS, The Board also recognizes the College's need to meet its mission by (a) obtaining funding from external sources for specific purposes in keeping with the mission and goals, (b) protecting and enhancing access, (c) providing a quality education through programs and services, and (d) maintaining reasonable tuition and fee rates; and

Resolved, That the budgeted amounts are subject to funding and appropriate action by the Montgomery County Government, and the amounts are subject to further technical refinement before the budget is submitted for recommendation to the county executive and the county council, and be it further.

Resolved, That the Board of Trustees adopts the FY16 operating budget in the amount of \$253,770,455 for the current fund, \$18,675,686 for the Workforce Development & Continuing Education fund, and \$5,414,054 for the Auxiliary Enterprises fund.

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

Resolution Number: **15-01-001**
Adopted on: **1/26/2015**

Agenda Item Number: 7
January 26, 2015

Subject: Adoption of the FY16 Other Funds Budgets

WHEREAS, The College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, The exact funding of special College projects and/or proposals is not certain at this time; and

WHEREAS, Amounts shown in the budget document for student activities and athletics, cable television, emergency plant maintenance and repair fund, major facilities reserve fund, Montgomery College 50th anniversary endowment fund, transportation fund, and federal, state, and private grants and contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, It is essential to the success of these special programs for the president to have flexibility to deal with the changing external circumstances associated with these programs; and now therefore be it

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that these amounts are estimates; and be it further

Resolved, That the president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY16, provided expenditures do not exceed revenues.

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

Agenda Item Number: 8A
January 26, 2015

**PROCUREMENT THROUGH OTHER AGENCY,
CONTINUATION OF BANKING SERVICES, PTOA 15-036**

BACKGROUND

Request:	Continuation of Banking Services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and Vice President of Finance/Chief Financial Officer
Award Type:	Procurement Through Other Agency
Bid Number:	NA
Explanation of Request:	The senior vice president for administrative and fiscal services and the vice president of finance/chief financial officer request the continuation of banking services with PNC Bank, which is currently providing full banking services for the College's operating account, payroll account, student reimbursement account, flexible benefit account, and student loan accounts. The bank also provides 24/7 access to our accounts for daily reporting, image retrieval, check management, and issue management. PNC Bank provides the College with electronic capability to receive and send payments either via wire or automated clearing house (ACH), and to transfer funds between bank accounts. PNC Bank provides monthly statements for account reconciliation and check management. Recently, Montgomery County extended its contract with PNC Bank for one additional year; it will end in October 2015 while the county rebids the contract. In February 2008, under Resolution 08-02-017, the Board of Trustees approved a procurement-through-other-agency contract for banking services under the same terms and conditions of Montgomery County Contract 7321000110, to PNC Bank of Washington, DC.
Reason Being Brought to Board:	Per College Policy 61003, the Board of Trustees must approve at least once every five years the bank that will provide the College with primary bank services and in which the College will deposit all money received.
Certification:	The director of procurement affirms that the College is a named participant in Montgomery County's banking services contract, and that the requirements were bid under substantially the same procedures as required by the College, and that the terms and conditions of the contract meet all college requirements. The vice president of finance/chief financial officer also certifies

	that funds are available in the FY15 operating budget.
Annual Dollar Amount:	Annual fees are estimated to be \$60,000–65,000; however, the actual amount will depend on service usage.
Vendor Name:	PNC Bank
Vendor Address:	Washington, DC
Minority Status:	Not applicable
Term of Contract:	February 1, 2015 – October 1, 2015

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to PNC Bank of Washington, DC, for the continuation of banking services under the same terms and conditions of Montgomery County Contract 7321000110-AC for an eight month term beginning February 1, 2015.

It is further recommended that the above contract for banking services be extended as long as Montgomery County’s contract is in place until October 15, 2015, while the county rebids the contract, and provided that services are satisfactory, funds are available, and it is in the best interest of the College.

BACKUP INFORMATION

Board Policy 61003–Bank Services
Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Ms. Sherman

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

Resolution Number: **15-01-002**
Adopted on: **1/26/2015**

Agenda Item Number: 8A
January 26, 2015

**Subject: Procurement through Other Agency, Continuation of Banking Services,
PTOA 15-036**

WHEREAS, In February of 2008, the Board of Trustees approved a procurement through other agency contract for banking and safekeeping services, under terms and conditions of Montgomery County Contract 7321000110, to PNC Bank of Washington, DC; and

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

WHEREAS, Montgomery County has extended its contract with PNC Bank by one year; and

WHEREAS, The vice president of finance/chief financial officer, having primary responsibility for banking service operations, has requested to use the county's contract for an additional eight months, and certifies that funds are available in the FY15 operating budgets; 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 substantially the same procedures as required by the College, and that the terms and conditions of the contract meet all College requirements; 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 at least once every five years the bank that will provide the College with primary bank services and in which the College will deposit all money 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 of Washington, DC, under the same terms and conditions of Montgomery County Contract 7321000110-AC, for an eight-month term beginning February 1, 2015; and be it further

Resolved, That the above contract for banking services be extended as long as Montgomery County's contract is in place until October 15, 2015, while the county rebids the contract, and provided that services are satisfactory, funds are available, and it is in the best interest of the College.

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

Agenda Item Number: 8B
January 26, 2015

**CORPORATE AUTHORIZATION RESOLUTION REQUIRED BY BANKS
FOR CERTIFICATE OF DEPOSIT ACCOUNTS**

BACKGROUND

Pursuant to College Policy 61004–College Investment Program, “it is the policy of Montgomery Community College to invest its funds in a manner which will conform to all State of Maryland investment statutes while meeting the daily cash flow demands of the College. The vice president of finance/chief financial officer (or designee) is authorized to invest such funds, until the time they will be needed, in such securities as are indicated in these guidelines.”

Certificates of Deposit or Time Deposits of financial institutions chartered in the State of Maryland are an authorized investment security under the laws of the State of Maryland; a certificate of deposit account at Revere Bank meets these requirements.

Revere Bank is requiring this resolution at this time in order to open an account and establish signature authority for the account; this is a customary business practice when purchasing a certificate of deposit. The signature card enables the signers to make decisions on the deposit including withdrawal or re-investment.

It is also common for commercial banks to require a corporate authorization resolution, signed and executed by someone other than those signers of the signature card, that addresses among other things the authorization of the financial institution to be designated as a depository for the College’s funds, the confirmation that the signers on the signature card have the authority to act on behalf of the College in making such deposits, and that the College will agree to the terms and conditions of the account agreement. These resolutions are required to be adopted by the Board of Trustees, and must be certified by the Secretary of the Corporation. As the Secretary of the Board of Trustees, the president’s signature is required to complete the transaction.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution required by Revere Bank, attached to and incorporated in the resolution of the Board of Trustees, and authorize the president to sign the attached Revere Bank Corporate Authorization Resolution certifying this action.

BACKUP UP INFORMATION

Resolution
Policy 61004–College Investment Program
Revere Bank Corporate Authorization Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Sherman

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

Resolution Number: **15-01-003**
Adopted on: **1/26/2015**

Agenda Item Number: 8B
January 26, 2015

**Subject: Corporate Authorization Resolution Required by Banks for Certificate of
Deposit Accounts**

WHEREAS, It is the policy of Montgomery College to invest its funds in a manner that will conform to all State of Maryland investment statutes while meeting the daily cash flow demands of the College; and

WHEREAS, Certificates of Deposit or Time Deposits of financial institutions chartered in the State of Maryland are deemed to be an authorized investment security; and

WHEREAS, The vice president of finance/chief financial officer (or designee) is authorized to invest such funds; and

WHEREAS, Commercial banks require open account(s) and establishment of signature authority for the account(s) when purchasing a certificate of deposit; and

WHEREAS, Revere Bank is requiring this resolution at this time in order to open an account and establish signature authority for the account which is customary business practice when purchasing a certificate of deposit; and

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

Resolved, That the Board of Trustees hereby approve, adopt and incorporate herein as a part of this resolution, the Revere Bank Corporate Authorization Resolution attached hereto.