



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S108 • 9221 Corporate Blvd, Rockville, MD 20850

February 26, 2018 • 8:00 p.m.

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

Agenda Item Number: 7A
February 26, 2018

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

Dr. Wormack

RESOURCE PERSON

Mr. Roop

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

Resolution Number: **18-02-008**
Adopted on: **2/26/2018**

Agenda Item Number: 7A
February 26, 2018

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 December 1, 2017, through December 31, 2017; 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 December 1, 2017, through December 31, 2017

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
12/04/2017	McCain, Stevie L	Building Equipment Mechanic	H	Facilities Operations - TP/SS
12/04/2017	Phung, Christopher T	Safety and Security Officer	F	Facilities Security - GT
12/04/2017	Trump, Goli A	Internal Audit and Adv Svcs Dir	N	Compliance

STAFF SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
12/15/2017	Buscher, Tonya	Executive Associate I	3	Compliance
12/29/2017	Chiriaco, Anthony P ¹	Electrician	30	Facilities - Central Admin
12/29/2017	Denham, Rima A ¹	Recruitment & Enrollment Spec.	20	Admission Services
12/29/2017	Fanning, Lisa R ¹	Marriott Hospitality Coordinator	11	Business/Computer Applications Dean
12/29/2017	Kelly, Kimberly J ¹	Instructional Lab Coordinator	19	Engineering/Computer Science Dean
12/08/2017	Morales-Bermudez, Sandra	Program Coordinator	4	BITS Dean WDCE
12/04/2017	Varron, Michael A	Safety & Security Officer	<1	Facilities Security - RV
12/07/2017	White, Euriel J ¹	Building Services Supervisor	27	Facilities - Central Admin

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	0	0	0	0	1
Male	0	1	0	1	0	2
TOTAL	1	1	0	1	0	3

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	0	1	0	0	5
Male	2	1	0	0	0	3
TOTAL	6	1	1	0	0	8

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From December 1, 2017, through December 31, 2017

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
12/11/2017	Albagli, Louise M	Professor	5	Social Science Dean
12/29/2017	Coleman, Roger J ¹	Professor	12	Fine Perform Visual Arts Dean
12/29/2017	Gardner, Laura D ¹	Professor	39	CW Dean-Student Engag -TP/SS Student Services
12/29/2017	Schleicher, Anne D ¹	Professor	17	CW Dean Stu Access - GT Student Services
12/29/2017	Staley, Mary J ¹	Professor	36	Fine Perform Visual Arts Dean

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	1	0	0	0	4
Male	1	0	0	0	0	1
TOTAL	4	1	0	0	0	5

¹ Retirement

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

Resolution Number: **18-02-009**
Adopted on: **2/26/2018**

Agenda Item Number: 7Bi
February 26, 2018

Subject: Retirement of Ms. Karen R. Ambrose

WHEREAS, Ms. Karen R. Ambrose served Montgomery College with enthusiasm and dedication for more than 45 years as a full-time staff member and retired from the College as of July 1, 2017; and

WHEREAS, She began her career as a transcript clerk in the Registration Office, and in 1975 was promoted to international student coordinator; in 1980 she was promoted to senior administrative aide to the provost and dean of extended learning services in the Department of Continuing Education; and in 1995 was promoted to program director for Workforce Development & Continuing Education, a position she held for 22 years; and

WHEREAS, Ms. Ambrose was responsible for many milestones and landmark accomplishments throughout her career at the College as she was responsible for the first electronic transcript processed to the University of Maryland; in 1977 she was responsible for bringing the first electronic registration system to the College so staff no longer had to use IBM cards for classes; and was the first staff member in Continuing Education to work on a new program in the 1990s called Assessment of Prior Learning: coordinated offerings at the Department of Health and Human Services, the Detention Center, and various Montgomery County Public Schools locations; and

WHEREAS, She co-chaired the Staff Senate, the Benefits Review Committee, the Staff Enrichment Day committee; served on the American Federation of State, County, and Municipal Employees election committee; and served two terms on the Workforce Development & Continuing Education governance council; and

WHEREAS, Ms. Ambrose was certified in Entrepreneurship Educational Leadership by the Kauffman Foundation; was the chair of the Statewide Professional Licensure Affinity Group for two years; was the vice president of the Maryland Real Estate Educators Association, as well as holding office as treasurer and communications chair of that organization; and became a Learning Resources Network Certified Program Planner; and

WHEREAS, Ms. Ambrose received an Outstanding Service award from the National Institute for Staff and Organizational Development award for excellence and a special recognition award while a member of Extended Learning Services; in 1991 she received the Peggy Beebe Staff Distinguished Service Award and received several certificates of accomplishments from Workforce Development & Continuing Education; and

WHEREAS, She was known for her service to the College community and was especially treasured by her Workforce Development & Continuing Education colleagues for always lending a supporting hand to programs outside of her own, whether it was assisting customers during peak times, working on labor-intensive projects to help others succeed, or working closely with and nurturing faculty; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Karen R. Ambrose on the occasion of her retirement; now therefore be it

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Karen R. Ambrose.

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

Resolution Number: **18-02-010**
Adopted on: **2/26/2018**

Agenda Item Number: 7Bii
February 26, 2018

Subject: Retirement of Ms. Sherri F. Bokor

WHEREAS, Ms. Sherri F. Bokor served Montgomery College with dedication and distinction for more than 31 years and retired from the College as of July 1, 2017; and

WHEREAS, She began her employment in 1986 as a clerk typist II in the Facilities Department on the Germantown Campus and then spent 28 years at the College in the Offices of Human Resources, later named the Office of Human Resources, Development, and Engagement, and then renamed the Office of Human Resources and Strategic Talent Management; and

WHEREAS, She ably supported many initiatives, including drafting revisions to the College policies and procedures on addressing special recognition rewards, team effort awards, retirement recognitions and tributes; and

WHEREAS, Ms. Bokor prepared and assisted in the preparation of Board resolutions for numerous human resources actions, including monthly personnel actions, salary schedules, salary improvements, awards and contracts and resolutions stemming from collective bargaining agreements; and

WHEREAS, She served as the College telework coordinator overseeing collegewide training for supervisors and employees interested in teleworking opportunities; and

WHEREAS, Ms. Bokor received an Outstanding Service Award in 1989; a Special Recognition Award in 1990, 1992, and 1995; Employee of the Month Award in 1991; and a Team Effort Award in 1994; and

WHEREAS, Ms. Bokor participated in several campus and collegewide committees and governance groups and served on the Staff Council in 2012 and the MC Green Team; and

WHEREAS, She received the designation of International Public Management Association for Human Resources Certified Professional (IPMA-CP) and became certified as a human resources professional through the Human Resources Certification Institute of the Society for Human Resources Management; and

WHEREAS, Ms. Bokor was primarily responsible for the compilation and completion of the application that resulted in the College being named a Workplace Excellence Award Winner through the Maryland Work-Life Alliance for the years 2005–2013 and the Health & Wellness Trailblazer Award for the years 2006–2013; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Sherri F. Bokor on the occasion of her retirement; now therefore be it

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Sherri F. Bokor.

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

Resolution Number: **18-02-011**
Adopted on: **2/26/2018**

Agenda Item Number: 7Biii
February 26, 2018

Subject: Retirement and Award of Emeritus Status to Professor Charles M. Holland

WHEREAS, Professor Charles M. Holland served Montgomery College with enthusiasm and dedication as a full-time faculty member for 29 years and retired from the College as of September 1, 2017; and

WHEREAS, Professor Holland consistently provided wisdom and guidance as chair of the Business Department; co-chair of Business, Management, and Information Sciences; and coordinator of Business, Management, and Paralegal Studies at the Takoma Park/Silver Spring Campus, where he mentored and supported full and part-time faculty; and

WHEREAS, He taught courses in accounting, business, management, and paralegal studies, among them Accounting I and II, Introduction to Business, Business Law, Management, and Supervision; and

WHEREAS, He served as the Takoma Park/Silver Spring Campus representative for the Business, Management, and Paralegal discipline committees and represented these disciplines to College Area Review and Outcomes Assessment committees; and

WHEREAS, He provided leadership to the College as a member of the Council of Chairs, as a mentor in the Boys to Men program at the Takoma Park/Silver Spring Campus, and as a participant in Montgomery College's partnership with Accenture, a global management consulting, technology services, and outsourcing company that enhanced educational offerings in the College's business program; and

WHEREAS, He developed professionally through technical courses in Elluminate, Blackboard, and creating videos; through supervisory courses on workplace discrimination, collective bargaining procedures for managing staff, and recognizing and appreciating employees; and through disability training and diversity workshops; and

WHEREAS, He is a member of the Bar Associations in Maryland and the District of Columbia, and has completed workshops in ethics, agency law, and contract law and participated in civic and neighborhood associations; and

WHEREAS, Professor Holland is esteemed by colleagues and students as an excellent professor who effectively organized his classes to meet course objectives, clearly illustrated course content, demonstrated outstanding command of his subject matter, encouraged student participation, promoted active learning, treated students and faculty members with respect, and supported faculty in all educational endeavors; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be

designated faculty emeritus/a with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Charles M. Holland on the occasion of his retirement; now therefore be it

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

Resolved, That Professor Charles M. Holland is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Charles M. Holland.

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

Resolution Number: **18-02-012**
Adopted on: **2/26/2018**

Agenda Item Number: 7iv
February 26, 2018

Subject: Retirement of Ms. Linda Y. McMillan

WHEREAS, Ms. Linda Y. McMillan served Montgomery College with enthusiasm and dedication for more than 18 years as a full-time staff member and retired from the College as of September 1, 2017; and

WHEREAS, Ms. McMillan served her entire tenure providing oversight as the Rockville Campus assessment center manager; and

WHEREAS, She provided students a welcoming and positive testing environment, free of distraction and barriers and worked with faculty and staff to support various academic efforts, conducted testing, compiled data, and administered additional assessment instruments as needed; and

WHEREAS, Ms. McMillan stayed abreast of current practices and assessment theories in the field of educational measurement and made sure the Assessment Center complied with all federal and state regulations governing the effective and efficient management of a testing center; and

WHEREAS, She enthusiastically supported the mantra of “students are the center of our universe,” and received accolades on her persistence to ensure equity for all students; and

WHEREAS, Ms. McMillan completed several professional development courses, including customer service, diversity, management, and leadership; and

WHEREAS, She participated in several internal and external committees including Collegewide Assessment, Placement and Developmental Issues, Rockville Enrollment, Maryland College Testing Association, and the National College Testing Association; and

WHEREAS, Ms. McMillan assisted with the creation of policies and procedures for Assessment Centers and was instrumental in advocating for the hiring of a collegewide director of assessment centers; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Linda Y. McMillan on the occasion of her retirement; now therefore be it

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Linda Y. McMillan.

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

Resolution Number: **18-02-013**
Adopted on: **2/26/2018**

Agenda Item Number: 7Bv
February 26, 2018

Subject: Retirement of Ms. Viola Sellman

WHEREAS, Ms. Viola Sellman served Montgomery College with enthusiasm and dedication for more than 10 years as a full-time staff member and retired from the College as of November 1, 2017; and

WHEREAS, Ms. Sellman served as the senior administrative aide to the College's interim vice president, as the senior administrative aide to the deputy chief information officer, and, for the last four years, as the administrative aide to the chief technology officer; and

WHEREAS, She managed everyday office routines in a timely manner, providing guidance and assistance to fellow team members, and she improved her knowledge and skills through professional development activities, College courses, multicultural seminars, and training on the requisition process; and

WHEREAS, Ms. Sellman was the recipient of many Office of Information Technology service and recognition awards such as the Outstanding Building and Events Manager award; and

WHEREAS, Ms. Sellman was an active participant on the College's Outreach Committee under the leadership of the dean of student services on the Takoma Park/Spring Campus, and she actively participated in campus and collegewide governance, serving as a staff representative on the Staff Council committee for two years researching questions, ideas, and concerns raised by staff; and

WHEREAS, Ms. Sellman actively assisted in two Office of Information Technology moves during her 10-year tenure; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Viola Sellman on the occasion of her retirement; now therefore be it

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

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

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

Resolution Number: **18-02-014**
Adopted on: **2/26/2018**

Agenda Item Number: 7Bvi
February 26, 2018

Subject: Retirement of Mr. Lloyd A. White

WHEREAS, Mr. Lloyd A. White served Montgomery College with enthusiasm and dedication for more than 11 years as a full-time information technology support specialist and retired from the College as of July 1, 2017; and

WHEREAS, Mr. White utilized his outstanding technical support skills to serve the Workforce Development & Continuing Education faculty, staff, and students and mentored information technology interns and helped them find jobs following the internship; and

WHEREAS, Mr. White was the recipient of an employee recognition award in 2017 for exemplary service to the Office of Information Technology, Workforce Development & Continuing Education, and the College; and

WHEREAS, He served as the interim information technology campus manager from August 2016 through January 2017 for Workforce Development & Continuing Education and attended the Maryland Education Enterprise Consortium conferences and events; and

WHEREAS, He actively participated in College governance meetings representing Workforce Development & Continuing Education employees; and

WHEREAS, Mr. White served the greater community as the information technology point-of-contact for the Community Engagement Centers at the East County Regional Center and the Gaithersburg Library; and

WHEREAS, Mr. White was dedicated in making sure the Workforce Development & Continuing Education information technology needs at the Clarksburg Correctional Facility were addressed in a timely manner; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Lloyd A. White on the occasion of his retirement; now therefore be it

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Lloyd A. White.

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

Resolution Number: **18-02-015**
Adopted on: **2/26/2018**

Agenda Item Number: 7Bvii
February 26, 2018

**Subject: Retirement and Award of Emerita Status and Bronze Medallion to
Professor Randy A. Steiner**

WHEREAS, Professor Randy A. Steiner served Montgomery College with dedication and distinction as a full time faculty member for more than 27 years and retired from the College as of July 1, 2017; and

WHEREAS, Professor Steiner has been a leader in her department, where she served as a chairperson for six years; and

WHEREAS, Professor Steiner will be recognized by students and her peers for having made a significant contribution to the quality of the architecture program; and

WHEREAS, Professor Steiner was consistently praised by students for her well-prepared lectures and her overall approach to teaching architecture courses, and has been recognized for adding visibility and value to the architecture program at the College, including course-specific web projects; and

WHEREAS, Professor Steiner regularly engaged students in field trips to architectural landmarks, organized a student competition with a local architectural firm, and provided students with practical experiences; and

WHEREAS, She was the faculty adviser to the Architectural Students Club, which participated in Rebuilding Together; visited Fallingwater; attended lectures at the National Building Museum; toured the Pope Leigh House and the Kreeger Museum; visited five architectural firms; invited speakers from Metro, BP Solarex, Pella Windows, Tishman Construction; and had hands-on experience with Potomac Valley Brick; and

WHEREAS, Under Professor Steiner's leadership, the Architectural Students Club raised money and toured Chicago in 2002; and

WHEREAS, Professor Steiner facilitated the development of an opportunity for students from the architecture program to participate in the design competition for a student-built house at Montgomery County Public Schools; and

WHEREAS, Professor Steiner was a strong advocate of the College and her department, Applied Technologies, which encompassed five career programs, and as chair provided leadership to the fire science program and worked with the applied geography coordinator to generate support for a laboratory; and

WHEREAS, Professor Steiner assured that the display in the Technical Center Gallery to include examples of student work in the architectural technology program; and

WHEREAS, She worked with adjunct faculty to monitor new courses, track student surveys, test results, and the quality of courses and possible adjustments to text, syllabi, and curriculum; and

WHEREAS, Professor Steiner served as a chairperson of the campus Chairs Committee and was a member of the College's Faculty Council; and

WHEREAS, She developed an articulation agreement with Morgan State University that afforded Montgomery College students the opportunity to continue their studies and pursue a bachelor's degree; and

WHEREAS, She received the Outstanding Faculty Service Award in 2016; and

WHEREAS, Professor Steiner authored an article about architect Frank Gehry, which was published by the Urban Land Institute in 2004; and

WHEREAS, Professor Steiner served as president of the American Institute of Architects Potomac Valley Chapter, was a conference presenter and attended a number of workshops, and was a member of the Programming Committee of the American Institute of Architects Potomac Valley, DC and Northern Virginia for the Design DC Conference in February 2005 and organized speakers for "Current Trends in Architectural Education," and was recognized by the American Institute of Architects for her outstanding contributions; and

WHEREAS, Professor Randy Steiner developed and implemented a consortium of community college architectural schools, The Coalition of Community College Architecture Programs, providing transferability and recognition of the architecture program, and giving national voice and visibility to community college architecture programs; and

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

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Randy A. Steiner on the occasion of her retirement; now therefore be it

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

Resolved, That Professor Randy A. Steiner is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Professor Randy A. Steiner is awarded the Bronze Medallion in recognition of her service to the College and the community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Randy A. Steiner.

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

Agenda Item Number: 7C
February 26, 2018

**SOLE SOURCE AWARD OF CONTRACT,
INTERIM INFORMATION TECHNOLOGY LEADERSHIP SERVICES**

BACKGROUND

Request:	Interim information technology leadership services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	Montgomery College has a need for interim information technology leadership services to administer the Office of Information Technology, continue progress and completion of mission-critical projects, and address organizational issues that will enable the office to perform at its best going into the future.
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms that CampusWorks, Inc., is a qualified provider with special expertise to provide information technology leadership, and certifies that the conditions for sole source services are appropriate and funds are available in the FY18 capital budget.
Annual Dollar Amount:	The total amount of the contract, to be paid during the period FY18–FY20, is \$823,440.
Vendor Name:	CampusWorks, Inc.
Vendor Address:	1767 Lakewood Ranch Blvd, #305 Bradenton, Florida 34211
Minority Status:	N/A
Term of Contract:	Eighteen months, March 12, 2018 through September 11, 2019

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for interim information technology services to CampusWorks, Inc., of Bradenton, Florida, for 18 months, beginning March 12, 2018, in the amount is \$823,440.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

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

Resolution Number: **18-02-016**
Adopted on: **2/26/2018**

Agenda Item Number: 7C
February 26, 2018

Subject: Sole Source Award of Contract, Interim Information Technology Leadership Services

WHEREAS, The senior vice president for administrative and fiscal services has requested interim information technology leadership services; and

WHEREAS, The College has a need for leadership to administer the Office of Information Technology, continue progress and completion of mission-critical projects, and address organizational issues that will enable the office to perform at its best going into the future; and

WHEREAS, The director of procurement affirms that CampusWorks, Inc., is a qualified provider with special expertise to provide information technology leadership, and certifies that the conditions for sole source services are appropriate and funds are available in the FY18 capital budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 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 sole source award of contract for interim information technology services be awarded to CampusWorks, Inc., of Bradenton, Florida, for 18 months, beginning March 12, 2018, in the amount is \$823,440; and be it further

Resolved, That the Board of Trustees authorizes the president to assign and administer the contract.

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

Agenda Item Number: 8
February 26, 2018

**AUTHORIZATION OF EXECUTION OF SUBLEASE AGREEMENT,
15400 CALHOUN PLACE, ROCKVILLE, MARYLAND**

BACKGROUND

On January 22, 2008, the Board of Trustees approved a resolution authorizing the president to negotiate and execute a 10-year lease agreement with Metro Park III, LLC for approximately 43,500 square feet of office space at 15400 Calhoun Place, Rockville. The leased space at 15400 Calhoun Place was used for the College's Office of Information Technology. All Office of Information Technology staff have now been relocated to the College's new Central Services Building. Efforts by the College to negotiate an early termination of the lease, which expires on June 30, 2018, with Metro Park III were unsuccessful. Recently, the College was contacted by Intelligent Automation, Inc., who expressed an interest in subleasing a portion of the College's space totaling 5,030 square feet on the first floor of 15400 Calhoun Place, Rockville, Maryland. Intelligent Automation, Inc. would pay the College approximately \$6,706.67 per month for this space.

RECOMMENDATION

It is recommended that the Board of Trustees approve the execution of a sublease agreement with Intelligent Automation, Inc., of Rockville, Maryland, for 5,030 square feet on the first floor of the space originally occupied by the College. Intelligent Automation, Inc. agrees to pay the College approximately \$6,706.67 per month for use of this space until June 30, 2018.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Mills

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

Resolution Number: **18-02-017**
Adopted on: **2/26/2018**

Agenda Item Number: 8
February 26, 2018

Subject: Authorization of Execution of Sublease Agreement, 15400 Calhoun Place, Rockville, Maryland

WHEREAS, On January 22, 2008, the Board of Trustees approved a resolution authorizing the president to negotiate and execute a 10- year lease agreement with Metro Park II, LLC for approximately 43,500 square feet of office space at 15400 Calhoun Place, Rockville, which expires June 30, 2018; and

WHEREAS, The College has been approached by another tenant in the building, Intelligent Automation, Inc. of Rockville Maryland, requesting to sublease approximately 5,030 square feet on the first floor of 15400 Calhoun Place, Rockville, Maryland; and

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities and security are requesting authorization for execution of a sublease agreement for 15400 Calhoun Place, Rockville, to continue until the end of the College's lease term of June 30, 2018; and

WHEREAS, Board approval is required for all leases (and sub-leases) of real property; and

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

Resolved, That the Board of Trustees approves the execution of a sublease agreement with Intelligent Automation, Inc., of Rockville, Maryland, for 5,030 square feet on the first floor of the space originally occupied by the College. Intelligent Automation, Inc. agrees to pay the College approximately \$6,706.67 per month for use of this space until June 30 2018, and be it further

Resolved, That the president or senior vice president for administrative and fiscal services is authorized to sign the sublease agreement and any other necessary documents on behalf of the Board of Trustees.

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

Agenda Item Number: 9
February 26, 2018

**AWARD OF CONTRACT FOR
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR NEW MATH AND SCIENCE BUILDING
ON THE TAKOMA PARK/SILVER SPRING CAMPUS, BID 618-003**

BACKGROUND

Request:	Award architectural and engineering design services for the new Math and Science building on the Takoma Park/Silver Spring Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and the Vice President of Facilities and Public Safety
Award Type:	Competitive Award of Contract
Bid Number:	618-003
Explanation of Request:	<p>This award of contract is for architectural and engineering design services for the new math and science building on the Takoma Park/Silver Spring Campus. The 2013 to 2023 Facilities Master Plan (FMP), which was approved and adopted under resolution number 16-01-003, called for the removal of the 38-year-old Falcon Hall Building and the 56-year-old Science South Building, whose systems are far beyond their useful lives. On May 2, 2016, the new math and science center facility program was submitted to state agencies for review. The new math and science building will have 13 classroom/recitation rooms and 28 class laboratories, including two instrumentation labs and an engineering shop. The building will house biology, chemistry, cybersecurity, physics, and physical science, a new planetarium and greenhouse, as well as a combined math and science learning center. Negotiations with the project architect resulted in a final fee of \$9,586,907, which includes fees for construction administration services, and reimbursable expenses for local travel, document reproduction, and other associated expenses.</p>

Reason Being Brought to Board:	Board approval is required for competitive sealed proposals valued above \$250,000.
Certifications:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business and financial strategy officer certifies, and that funds are planned and budgeted in the FY18 capital budget.
Contract Award:	Contingent upon Maryland Department of General Services approval, a contract to provide architectural and engineering design services for the new math and science building on the Takoma Park/Silver Spring Campus is set at a total fee of \$9,586,907
Vendor Name:	SmithGroupJJR, Inc.
Vendor Address:	1700 New York Avenue, NW Suite 100 Washington, DC 20006
Minority Status:	N/A
Term of Contract:	Duration and completion of the architectural and engineering design services for the new math and science building on the Takoma park/Silver Spring Campus.

RECOMMENDATION

It is recommended that, contingent upon Maryland Department of General Services approval, SmithGroupJJR, Inc., of Washington, DC, be appointed project architect to provide architectural and engineering design services for the new math and science building on the Takoma Park/Silver Spring Campus, for a total fee of \$9,586,907.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Mills
 Mr. Johnson

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

Resolution Number: **18-02-018**
Adopted on: **2/26/2018**

Agenda Item Number: 9
February 26, 2018

Subject: Award of Contract for Architectural and Engineering Design Services for the New Math and Science Building on the Takoma Park/Silver Spring Campus, Bid 618-003

WHEREAS, In accordance with the approved and adopted Facilities Master Plan for the Takoma Park/Silver Spring Campus, the senior vice president for administrative and fiscal services and the vice president of facilities and public safety, are requesting the appointment of an architectural and engineering services consultant for the new math and science building on the Takoma Park/Silver Spring Campus; and

WHEREAS, The 2013 to 2023 Facilities Master Plan (FMP), which was approved and adopted under resolution number 16-01-003, called for the removal of the 38-year-old Falcon Hall Building and the 56-year-old Science South Building whose systems are far beyond their useful lives; and

WHEREAS, The new math and science building will have 13 classroom/recitation rooms and 28 class laboratories, including two instrumentation labs and an engineering shop, for biology, chemistry, cybersecurity, physics, and physical science, a new planetarium and greenhouse, as well as a combined math and science learning center; and

WHEREAS, The director of procurement certifies that project specifications were developed by appropriate College staff, and the chief business and financial strategy officer certifies that funds are planned and budgeted in the FY18 capital budget to award design services for the new math and science building as recommended; and

WHEREAS, In accordance with College policy and state Law, a request for proposal for architectural and engineering services was publicly advertised on October 25, 2017, on the Montgomery College Procurement and eMaryland Marketplace websites, and downloaded by 264 verified vendors; and

WHEREAS, 109 participants attended a pre-proposal conference at 2:30 p.m. on November 1, 2017, at The Morris & Gwendolyn Cafritz Foundation Arts Center on the Takoma Park/Silver Spring Campus for the purpose of a face-to-face opportunity to explain the procurement requirements, provide site visit opportunity and networking opportunities both for the prime consultants and sub-consultants; and

WHEREAS, On November 16, 2017, 14 responses were received in the Office of Procurement by 3:00 p.m., and a selection committee comprised of Facilities and Academic Affairs staff completed a thorough review and evaluation of all proposal submissions and short-listed six highly qualified firms for interviews; and

WHEREAS, Following the interview process with the six short-listed firms, the committee recommended that SmithGroupJJR, Inc., of Washington, DC, be named project architect for

the new math and science building on the Takoma Park/Silver Spring Campus, based on receiving the highest combined technical and interview score; and

WHEREAS, Following this recommendation, the Department of Facilities and Security requested a fee proposal from SmithGroupJJR, Inc., and subsequently negotiated a final fee for architectural and engineering design services for the new math and science building; and

WHEREAS, Awards resulting from competitive sealed procurements valued over \$250,000 require approval by the Board of Trustees; and

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

Resolved, That, contingent upon Maryland Department of General Services approval, a contract be awarded to SmithGroupJJR, Inc., of Washington, DC, for architectural and engineering design services for the new math and science building on the Takoma Park/Silver Spring Campus at a fee of \$9,586,907 including construction administration costs and estimated reimbursable expenses; and be it further

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