



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9221 Corporate Blvd, Rockville, MD 20850

January 23, 2019, 7:30 p.m.

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

Agenda Item Number: 8
January 23, 2019

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

Ms. Schena

RESOURCE PERSON

Mr. Roop

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

Resolution Number: **19-01-001**
Adopted on: **1/23/2019**

Agenda Item Number: 8
January 23, 2019

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 November 1, 2018 through, November 30, 2018; 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 and acting president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From November 1, 2018, through November 30, 2018

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
11/12/2018	Burdette, William	Grounds Maintenance Worker	15	Facilities Operations - GT
11/12/2018	Freitas, Joao Paulo R	Grounds Maintenance Worker	15	Facilities Operations - GT
11/05/2018	Genovese, Mary M	Human Resources Specailist II	29	HR/Strategic Talent Mgt
11/19/2018	Gutema, Bilise	Student Info Systems Spec II	29	Financial Aid
11/05/2018	Matthews, Erin	Early College Program Coord	27	College Institute
11/03/2018	Reyes, Roberto A	Community Use Scheduler	15	Facilities Operations TP/SS
11/19/2018	Say, Vathany	Placement & Learning Advisor	27	WDCE Central Administration
11/19/2018	Wong, Yuk C	Accounts Payable Technician	17	Business Services

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
11/16/2018	Kamen, Seth M	Articula Trans & Aca Svs Mgr	33	3	Sr VP for Academic Affairs

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From November 1, 2018, through November 30, 2018

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS: NONE

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

Agenda Item Number: 9
January 23, 2019

**CREATION OF THE EARLY CHILDHOOD EDUCATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE ONLINE PROGRAM**

BACKGROUND

The Early Childhood Education Technology Associate of Applied Science (AAS) program prepares students to work with individuals from infancy through age eight in a variety of early childhood settings. Under the guidance of outstanding faculty, students fulfill their general education requirements and complete the coursework required for career preparation.

While many students complete the AAS program and successfully progress to the next stage of their careers, some students face particular challenges, including the need for less expensive course materials and more flexible course schedules. With full-time jobs and family responsibilities, these students often find themselves stretched for time and money. As a result, degree attainment is delayed. For some, the delay is indefinite.

Montgomery College is committed to providing students with flexible options that broaden access to programs. The development of a fully online Early Childhood Education Technology AAS program offering online open educational resources and alternative scheduling furthers the College's vision to "...be characterized by agility and relevance as it meets the dynamic challenges facing our students and community." It also aligns with the *Montgomery College Academic Master Plan 2016-2021* initiative to offer alternative scheduling and delivery. Family caregivers and full-time workers will be able to balance their responsibilities while earning their degrees in a friendly, online format. Time and costs to degree completion will decrease while graduation and transfer rates will increase.

The high standard of a Montgomery College education will remain the same. This online program will follow the same curriculum and will be taught by the same expert faculty who teach on-site. All instructors have been trained in online quality assurance, and an assessment of student learning outcomes will be conducted by the Collegewide Assessment Team. Students will enjoy online access to the benefits of the College's superior student support services. No additional resources are needed for implementation of this degree.

A change in program modality notification will be submitted to the Maryland Higher Education Commission upon the Board's approval.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Early Childhood Education Technology Associate of Applied Science online program and that the president be authorized to submit a change in program modality notification to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

Early Childhood Education Technology Associate of Applied Science Curriculum (attached)
Section 13B.02.03.29 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Benjamin

Dr. Mills

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

Resolution Number: **19-01-002**
Adopted on: **1/23/2019**

Agenda Item Number: 9
January 23, 2019

Subject: Creation of the Early Childhood Technology Associate of Applied Science (AAS) Online Program

WHEREAS, The Maryland Higher Education Commission has strongly recommended that campuses offer ongoing programs that encourage fulfilling the educational needs of students and the needs of the state by providing a highly qualified workforce; and

WHEREAS, Montgomery College is committed to meeting the needs of the state, the community, and its students, and holds itself accountable in meeting economic and workforce development needs; and

WHEREAS, The Early Childhood Education Technology Associate of Applied Science online program is consistent with Montgomery College's mission of empowering students to change their lives by meeting the challenges facing our students, including the need for more flexible scheduling and course delivery at lower costs; and

WHEREAS, The Early Childhood Education Technology AAS online program furthers the College's vision to be characterized by agility and relevance, and it aligns with the *Montgomery College Academic Master Plan 2016-2021* initiative to offer alternative scheduling; and

WHEREAS, The online program will lower costs to degree completion by offering online open educational resources, and it will raise graduation and transfer rates by enabling family caregivers and full-time workers to balance their responsibilities while earning their degrees in a friendly online format; and

WHEREAS, The online program will be established and overseen by the same qualified faculty who currently teach on-site and are trained in the use of technology in an online format, including training in the learning management system and pedagogy of online education; and

WHEREAS, Faculty and instructional designers work together to determine what technology is appropriate to meet program learning outcomes; and

WHEREAS, The student learning outcomes are identical as the on-site program and student achievement of learning outcomes will be assessed by the Collegewide Assessment Team; and

WHEREAS, Enrolled students have online access to all student services including academic support services, financial aid resources, and e-learning library resources; and

WHEREAS, Montgomery College already has the resources needed to implement this degree; and

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

Resolved, That the members of the Board of Trustees approve the Early Childhood Education Technology Associate of Applied Science online program; and be it further

Resolved, That a change in program modality notification for the Early Childhood Education Technology Associate of Applied Science online program be forwarded to the Maryland Higher Education Commission.

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

Agenda Item Number: 10
January 23, 2019

**AWARD OF CONTRACT (PART I),
CONSTRUCTION MANAGER AT RISK FOR THE CATHERINE AND ISIAH LEGGETT MATH
AND SCIENCE BUILDING, TAKOMA PARK/SILVER SPRING CAMPUS, BID 619-001**

BACKGROUND

Request:	Construction manager at risk (CMAR) for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	619-001
Explanation of Request:	As outlined in the 2004 College Facilities Master Plan, this project is to construct the new Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus. The new facility will replace existing buildings to provide much needed modern math and science classrooms and laboratories on the Campus, as well as accommodate the expected growth of existing programs and provide opportunities for new offerings to meet demand, such as cybersecurity classes. In particular, it will include laboratories and prep rooms, classrooms, a math and science learning center, faculty and staff offices, a greenhouse, a planetarium, and support space for campus math and science programs. The new 77,390 net assignable square feet/134,600 gross square feet structure will replace the existing Falcon Hall and Science South buildings, which are 38 and 58 years old, respectively. Based on a 2015 facilities condition assessment, both buildings are beyond their useful life. The associated contract will be awarded in two parts: (1) appointment of a construction managed at risk, along with an award of contract for pre-construction services, and (2) approval of a guaranteed maximum price (GMP) submitted by CMAR for all associated construction costs, including the CMAR fee.

Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000. Although this initial award is less than \$250,000, total costs for the completion of the building will far exceed this threshold.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the interim chief business/financial strategy officer certifies that funds are available in the FY19 capital budget for all pre-construction activities.
Total Dollar Amount:	\$211,550.31
Vendor Name:	Barton Malow Company
Vendor Address:	300 W. Pratt Street Baltimore, Maryland 21201
Minority Status:	N/A

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Barton Malow Company of Baltimore, Maryland, as the Construction Manager at Risk for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.

It is further recommended that a contract for pre-construction services associated with the Catherine and Isiah Leggett Building on the Takoma Park/Silver Spring Campus be awarded to Barton Malow Company of Baltimore, Maryland, for a total price \$211,550.31.

These recommendations will be followed up by the submittal of the Guaranteed Maximum Price by Barton Malow Company of Baltimore, Maryland, for all associated construction costs, including the construction manager at risk fee, which is subject to Board of Trustees approval.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
 Mr. Johnson

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

Resolution Number: **19-01-003**
Adopted on: **1/23/2019**

Agenda Item Number: 10
January 23, 2019

Subject: Award of Contract (Part I), Construction Manager at Risk Services for the Construction of the Catherine and Isiah Leggett Math and Science Building, Takoma Park/Silver Spring Campus, Bid 619-001

WHEREAS, The the interim senior vice president of administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for the appointment of the construction manager at risk (CMAR) for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, In accordance with the College's Facilities Master Plan, this project will be completed in one phase to consolidate and support the planned 10-year enrollment and employee growth in the science, technology, engineering, and math academic programs; and

WHEREAS, The College utilized the construction management at risk procurement method, because it allows for the selection of the most qualified construction manager for the project, and provides an opportunity for contractor and architect coordination during the construction project design process; and

WHEREAS, The construction management at risk procurement method allows for transparency of the overall bidding and construction process, including the costs incurred by the construction manager, and also requires use of pre-qualified subcontractors; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a Request for Proposal for construction manager at risk services was publicly posted on the Montgomery College Procurement website and eMaryland Marketplace on September 20, 2018; and

WHEREAS, 83 companies downloaded the solicitation from the Procurement website; and on October 26, 2018, 10 technical proposals were received and recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, After evaluation of the technical proposals, on November 7, 2018, six offerors were deemed technically qualified and were interviewed on November 12, 14, and 15; and

WHEREAS, On November 20, 2018, price proposals were received from six technical qualified offerors: and

WHEREAS, Following the evaluation of the technical proposals, interviews, and price proposals of all qualified offerors, it was determined that Barton Malow Company of Baltimore, Maryland, is the highest ranked construction manager, and met all College specification requirements; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

WHEREAS, The director of procurement certifies that a request for proposal was developed by appropriate College staff and consultants; and

WHEREAS, The interim chief business/financial strategy officer certifies that funds are available in the FY19 capital budget for all pre-construction services; and

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

Resolved, That Barton Malow Company be appointed Construction Manager at Risk for the construction of the Catherine and Isiah Leggett Building on the Takoma Park/Silver Spring Campus; and be it further

Resolved, That a contract for pre-construction services associated with the Catherine and Isiah Leggett Building on the Takoma Park/Silver Spring Campus be awarded to Barton Malow Company of Baltimore, Maryland, for a total price \$211,550.31; and be it further

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

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

Agenda Item Number: 11
January 23, 2019

**CONTRACT CHANGE ORDER NUMBER 2,
MULTIPLE AWARDS OF CONTRACT,
NETWORK INFRASTRUCTURE PRODUCTS & SERVICES, BID 516-013**

BACKGROUND

Request:	Annual spend authority increase for network infrastructure products and services contract
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and Interim Vice President of Instructional and Information Technology/Chief Information Officer
Award Type:	Competitive
Bid Number:	516-013
Explanation of Request:	<p>On June 20, 2016, the Board of Trustees approved multiple awards of contract for the purchase of network and infrastructure products and services to eight firms, including three minority businesses, under resolution 16-06-090 for a total annual estimated amount of \$1,000,000. In addition, on January 23, 2017, the Board approved a contract change order, increasing the annual spend authority to \$2,000,000 under resolution 17-01-005 to support additional identified project needs.</p> <p>Due to ongoing and new infrastructure and data center lifecycle replacements, associated contracted services, building renovation and new construction projects, planned computer hardware and software acquisitions, and other collegewide initiatives, it is requested the current estimated annual contract spend authority for FY19, FY20, and FY21 be increased by \$1,000,000 for each year.</p> <p>This particular contract is awarded to multiple qualified firms, three of which are minority business enterprises. Each time a purchase is made against this contract, associated</p>

	commodity or service pricing is solicited from all contract awardees.
Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25 percent of the originally Board approved contract award.
Certification:	The director of procurement re-certifies that specifications were developed by appropriate College staff, and the interim chief business/financial strategy officer certifies that planned funds are available in the FY19 capital budget. FY20 and FY21 funds are subject to funding appropriation.
Estimated Annual Dollar Amount:	FY19: current base of \$2,000,000 + \$1,000,000 = \$3,000,000 FY20: current base of \$2,000,000 + \$1,000,000 = \$3,000,000 FY21: current base of \$2,000,000 + \$1,000,000 = \$3,000,000
Vendor Name/Status:	Multiple
Minority Status:	Multiple
Term of Current Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the current estimated annual contract award spend authority to \$3,000,000 for FY19, and, pending the availability of funds, \$3,000,000 for FY20, and \$3,000,000 for FY21 to address additional equipment, software, and service needs related to IT network infrastructure lifecycle management, IT Data Center infrastructure lifecycle management, facilities renovation and new building IT infrastructure, essential IT infrastructure contracted consulting services, planned IT security hardware and software solutions, and other collegewide initiatives requiring IT infrastructure hardware, software, and associated services.

BACKUP INFORMATION

Board Resolution Policy 63001
Resolution 16-06-090
Resolution 17-01-005

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

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

Resolution Number: **19-01-004**
Adopted on: **1/23/2019**

Agenda Item Number: 11
January 23, 2019

Subject: Contract Change Order Number 2, Multiple Awards of Contract, Network and Infrastructure Products and Services, Bid 516-013

WHEREAS, The interim senior vice president for administrative and fiscal services and the interim vice president of instructional and information technology/chief information officer are requesting a second contract change order to increase the current estimated annual award spend authority to the existing award of contract for the purchase of network and infrastructure products and services under board resolutions 16-06-090 and 17-01-005; and

WHEREAS, On June 20, 2016, the Board of Trustees approved a five-year contract for the purchase of network and infrastructure products and services to multiple firms under resolution 16-06-090, for an annual estimated amount of \$1,000,000; and

WHEREAS, On January 23, 2017, the Board approved a contract change order under resolution 17-01-005, increasing the estimated the annual award amount to \$2,000,000 to support additional identified project needs; and

WHEREAS, An additional increase to the current annual estimated contract award spend authority is needed to address IT network infrastructure lifecycle management, IT data center infrastructure lifecycle management, facilities renovation and new building IT infrastructure, essential IT infrastructure contracted consulting services, planned IT Security hardware and software solutions, and other collegewide initiatives requiring IT infrastructure hardware; and

WHEREAS, The director of procurement re-certifies that specifications were developed by appropriate College staff, and the interim chief business/financial strategy officer certifies that planned funds are available in the FY19 capital budget, and that FY20 and FY21 funds are subject to funding appropriation; and

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

Resolved, That the Board of Trustees approves an increase of the current annual estimated contract award spend authority to \$3,000,000 for FY19, and, pending the availability of funds, \$3,000,000 for FY20, and \$3,000,000 for FY21 to address additional equipment, software, and service needs related to IT network infrastructure lifecycle management, IT data center infrastructure lifecycle management, facilities renovation and new building IT infrastructure, essential IT infrastructure contracted consulting services, planned IT Security hardware and software solutions, and other collegewide initiatives requiring IT infrastructure hardware, software and associated services.

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

Agenda Item Number: 12B
January 23, 2019

ADOPTION OF THE FY20 CURRENT, ENTERPRISE, AND OTHER FUNDS BUDGETS

BACKGROUND

During the December 10, 2018, public meeting of the Board of Trustees, the acting president presented the proposed FY20 current, enterprise, and other fund budgets. The Board expressed understanding of the fiscal challenges facing county and state decision-makers while developing a budget that is sustainable and affordable within the current fiscal environment. The Board also expressed its recognition of the need to meet the College's mission by (a) obtaining funding from external sources for specific purposes in keeping with the mission and goals, (b) protecting and enhancing student access, (c) providing a quality education through programs and services, and (d) maintaining reasonable tuition and fee rates. The proposed budget expresses the Board's and president's desire and commitment to student learning, access and completion, and their commitment to support salary improvements.

The proposed current fund budget is \$264,768,350, which represents an approximately .01 percent decrease compared to the FY19 College budget. The current fund budget assumes \$182,363,255 in support from the county and state.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY20 current, enterprise, and other funds budgets.

BACKUP INFORMATION

Board Resolutions
Part A: Adoption of the FY20 Current and Enterprise Budgets
Part B: Adoption of the FY20 Other Funds Budgets

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: **19-01-005**
Adopted on: **1/23/2019**

Agenda Item Number: 12B
January 23, 2019

Subject: Adoption of the FY20 Current and Enterprise Budgets

WHEREAS, During the December 10, 2018, meeting of the Board of Trustees, the acting president presented the proposed FY20 current, 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 current fiscal environment; 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 student access, (c) providing a quality education through programs and services, and (d) maintaining reasonable tuition and fee rates; and

WHEREAS, This budget expresses the Board's and president's desire and commitment to student learning, access and completion, and their commitment to support salary improvements as well as associated benefit increases; and

WHEREAS, The current fund budget assumes \$182,363,255 in support from the county and state; and

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

Resolved, That the Board of Trustees adopts the FY20 operating budget in the amount of \$264,768,350 for the current fund, \$18,372,215 for the Workforce Development & Continuing Education fund, and \$1,729,300 for the Auxiliary Enterprises fund; and be it further

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.

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

Resolution Number: **19-01-005**
Adopted on: **1/23/2019**

Agenda tem Number: 12B
January 23, 2019

Subject: Adoption of the FY20 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 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; 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 FY20, provided expenditures do not exceed revenues.