



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
November 16, 2015**

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

Agenda Item Number: 8A
November 16, 2015

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

Ms. Porter

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

Resolution Number: **15-11-097**
Adopted on: **11/16/2015**

Agenda Item Number: 8A
November 16, 2015

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 September 1, 2015, through September 30, 2015; 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 September 1, 2015, through September 30, 2015

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
09/28/2015	Adams, Dwayne T	Safety & Security Officer	F	Facilities Security - TP/SS
09/14/2015	Alvarado, Roberto S	Safety & Security Officer	F	Facilities Security - TP/SS
09/14/2015	Braxton, Charles T	Safety & Security Officer	F	Facilities Security - RV
09/14/2015	Edwards, Damon H	Safety & Security Officer	F	Facilities Security - TP/SS
09/28/2015	Gibbons, Meghan K	Pres Comm Specialist	L	President
09/28/2015	Leftwich, James A	Safety & Security Officer	F	Facilities Security - TP/SS
09/28/2015	Moorhead, Christopher S	Safety & Security Officer	F	Facilities Security - TP/SS

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
09/03/2015	Anderson, Lisa D	Director III	P	< 1	Human Res/Strategic Talent Mgt
09/11/2015	Ferreira, Eliane N	Library Assistant	F	4	Library - TP/SS
09/25/2015	Imani, Christian H	Customer Service Rep	F	21	WDCE Central Administration
09/30/2015	Navas, Lorraine C	Technology Training Spec II	K	1	Human Res/Strategic Talent Mgt
09/15/2015	Otero, Elba V	Office Associate	E	4	VP/Provost - Tech, GITE & WDCE
09/08/2015	Tice, Steven L	Safety & Security Officer	F	3	Facilities Security - TP/SS
09/25/2015	Zervos, Melissa	Instructional Support Trainer	K	10	VP/Provost - Tech, GITE & WDCE

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	0	0	0	0	1
Male	1	3	1	0	1	6
TOTAL	2	3	1	0	1	7

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	3	1	0	0	6
Male	0	1	0	0	0	1
TOTAL	2	4	1	0	0	7

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 8B
November 16, 2015

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE PROGRAM CERTIFICATE IN FALL 2015**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the chief enrollment services and financial aid officer, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the chief enrollment services and financial aid officer.

BACKUP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown
Dr. Rai

RESOURCE PERSONS

Ms. Gregory
Mr. Sorrell

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

Resolution Number: **15-11-098**
Adopted on: **11/16/2015**

Agenda Item Number: 8B
November 16, 2015

**Subject: Graduates Receiving the Associate Degree and the Program Certificate
in Fall 2015**

WHEREAS, It is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, The chief enrollment services and financial aid officer ("the Officer") has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the fall 2015 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

WHEREAS, The faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate's degrees and certificates, subject to certification by the Officer that such students have met all applicable requirements; and

WHEREAS, The president recommends that the Board approve the following resolution; now therefore be it

Resolved, That the Board of Trustees ratifies the faculty's conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate's degrees and certificates, subject to certification by the officer that such students have met all applicable requirements.

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

Agenda Item Number: 8C
November 16, 2015

**NATIONAL AND STATE OF MARYLAND
DESIGNATED AWARENESS DAYS AND MONTHS FOR 2016**

BACKGROUND

Federal and state laws have designated specific days and months throughout the year to recognize and celebrate America's diversity. These designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with disabilities; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage.

Montgomery College is a diverse, multiethnic, multicultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees, and communities. The designated national and state awareness days and months create unique opportunities at Montgomery College to acknowledge and celebrate these contributions with our local, regional, and national communities.

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution to reaffirm its support of the programs and activities at Montgomery College to commemorate and celebrate the federal and state of Maryland awareness days and months. It is also recommended that the Board encourages the College community to participate in such campus and community based activities.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Dr. Williams

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

Resolution Number: **15-11-099**
Adopted on: **11/16/2015**

Agenda Item Number: 8C
November 16, 2105

**Subject: National and State of Maryland Designated Awareness Days and Months
for 2016**

WHEREAS, Federal and state laws have designated and proclaimed specific days and months throughout the year to acknowledge and celebrate diversity and ethnic and cultural heritages; and

WHEREAS, The designated national and state awareness days and months provide opportunities to acknowledge, honor, and celebrate the contributions of women; members of the gay, lesbian, bisexual, and transgender communities; individuals with disabilities; and individuals and peoples of Arab American, Asian American/Pacific Islander, Black/African American, Caribbean American, German American, Hispanic/Latino, Irish American, Italian American, Jewish American, Native American, and Polish American heritage; and

WHEREAS, Montgomery College is a diverse, multiethnic, multicultural, and international learning community committed to fostering academic and work environments throughout its campuses that acknowledge and celebrate the contributions of its diverse students, employees and communities; and

WHEREAS, Montgomery College supports programs and activities that acknowledge, commemorate, and celebrate the contributions of its diverse students, faculty, staff, and members of its diverse surrounding communities; and

WHEREAS, The College will plan various events and host speakers for a designated federal or state awareness day or month celebration; and

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

Resolved, That the Board of Trustees hereby endorses observances of designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby supports the work of the College through activities for designated federal and state awareness days and months; and be it further

Resolved, That the Board of Trustees hereby encourages all members of the Montgomery College community to participate in planning programs and activities and attending observances for designated federal and state awareness days and months.

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

Agenda Item Number: 9A
November 16, 2015

**AWARD OF CONTRACT, CLOUD BASED HOSTING SERVICES
FOR ASSET MANAGEMENT SOFTWARE, BID 516-001**

BACKGROUND

Request:	Cloud based hosting services for licensed asset management software.
Office/SVP Originating Request:	Vice President of Instructional and Information Technology/Chief Information Officer and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	516-001
Explanation of Request:	The College wishes to continue purchasing cloud based hosting services for its licensed asset management software. The Office of Information Technology's service desk utilizes this software for managing trouble tickets, asset inventory, and associated contracts. This software tracks more than 55,000 service desk calls annually, 25,000 units of inventory, and approximately 500 contracts. In March 2011, the Board of Trustees approved the purchase of cloud based hosting services with Oaktree Enterprise Solutions, Inc., under resolution 11-03-033. The current contract expires on March 30, 2016.
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies funds are available in the FY16 operating budget.
Annual Dollar Amount:	\$748,695 (First year amount)
Vendor Name:	Stefanini, Inc.
Vendor Address:	27335 West 11 Mile Road Southfield, Michigan
Minority Status:	Not Applicable
Term of (Equipment Maintenance) Contract:	One year, with four one-year renewal options as follows: <ul style="list-style-type: none"> • Year 2 fee: \$257,781 • Year 3 fee: \$257,781 • Year 4 fee: \$261,096 • Year 5 fee: \$264,576 The five-year contract total is \$1,789,929.

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Stefanini, Inc., of Southfield, Michigan, for the purchase of cloud based hosting services for licensed asset management software used by the Office of Information Technology.

It is further recommended that the contract be renewed for four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidder's List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Mr. Whitman

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **15-11-100**
Adopted on: **11/16/2015**

Agenda Item Number: 9A
November 16, 2015

Subject: Award of Contract, Cloud Based Hosting Services for Asset Management Software, Bid 516-001

WHEREAS, The vice president of instructional and information technology/chief information officer and the senior vice president for administrative and fiscal services is requesting the purchase of cloud based hosting services for its licensed asset management software utilized by the Office of Information Technology's service desk for managing trouble tickets, asset inventory, and associated contracts; and

WHEREAS, This software tracks more than 55,000 service desk calls annually, as well as 25,000 units of inventory needed to support the day-to-day operations of the College; and

WHEREAS, Consistent with collegewide budget reduction measures, the Office of Information Technology has determined that greater efficiencies and cost savings can be achieved by re-bidding certain information technology contracts; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies funds are available in the FY16 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal was publicly advertised on July 2, 2015, in a local county newspaper and posted on the Montgomery College Procurement and eMaryland Marketplace websites, and downloaded by 75 firms; and

WHEREAS, Two responses were received, publicly opened, read aloud and recorded, beginning at 3:00 pm on July 24, 2015; and

WHEREAS, Upon evaluation by appropriate College staff, it was determined that the proposal submitted by Stefanini, Inc., of Southfield, Michigan, was the highest ranked, meeting all College requirements; and

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

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

Resolved, That a contract be awarded to Stefanini, Inc., of Southfield, Michigan, for the purchase of cloud based hosting services for licensed asset management software for a total amount of \$748,695 for the first year of the contract; and be it further

Resolved, That the contract be renewed for four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College, where the total five-year contract amount is \$1,789,929.

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

Agenda Item Number: 9B
November 16, 2015

**AWARD OF CONTRACT FOR
CENTRALIZED WASTE AND TRASH COLLECTION STRUCTURE
GERMANTOWN CAMPUS, BID 616-001**

BACKGROUND

Request:	Centralized Waste and Trash Collection Structure for the Germantown Campus
Office/SVP Originating Request:	Vice President of Facilities and Security, and Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	616-001
Explanation of Request:	A centralized approach for waste and trash collection is needed for the Germantown Campus. This project will provide for a central trash collection area that will include the installation of a trash compactor and a compactor for cardboard. Currently, trash dumpsters are located at several locations on the Campus. The purpose of the project is to consolidate the collection of waste and recycling materials on the Campus and purchase trash compactors to efficiently manage the waste stream. The project will also enhance the overall appearance of the Campus by providing a three-sided wall to screen waste dumpsters and compactors from public view.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000
Total Dollar Amount:	\$291,790
Vendor Name:	CDCI, Inc.
Vendor Address:	5868 Hubbard Drive Rockville, MD 20850
Minority Status:	Yes
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that funds are available in the appropriate capital fund.
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve the competitively bid award for a contract to CDCI, Inc., of Rockville, Maryland, for the construction of a centralized waste and trash collection structure for the Germantown Campus for a total amount of \$291,790.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidder's List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Dr. Yeatts

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

Resolution Number: **15-11-101**
Adopted On: **11/16/2015**

Agenda Item Number: 9B
November 16, 2015

**Subject: Award of Contract for Centralized Waste And Trash Collection Structure
Germantown Campus, Bid 616-001**

WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services is requesting an award of contract for the construction of a centralized waste and trash collection project for the Germantown Campus; and

WHEREAS, The Germantown Campus will consolidate the collection of waste and recycling materials and use trash compactors to efficiently manage the waste stream; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies funds are available in the FY16 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal was publicly advertised on September 4, 2015, in the *Baltimore Sun* and the *Washington Post*, and posted on the Montgomery College Procurement website and eMaryland Marketplace and downloaded by 36 firms; and

WHEREAS, Five responses were received and recorded in the office of procurement on October 1, 2015, at 3:00 p.m. local time; and

WHEREAS, After evaluation of technical proposals, four of the five vendors that submitted proposals were deemed qualified, and had their price proposals opened and evaluated; and

WHEREAS, Following evaluation of price proposals, it was determined that CDCI, Inc., of Rockville, Maryland, submitted the lowest base bid price of \$291,790 and met all College specifications; and

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

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

Resolved, That a contract for providing all necessary materials, labor, equipment, and insurance for construction of a centralized waste and trash collection structure for the Germantown Campus be awarded to CDCI, Inc., of Rockville, Maryland, for a total of \$291,790.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 10
November 16, 2015

ADOPTION OF FY17 CAPITAL BUDGET

BACKGROUND

The proposed FY17 capital budget and six-year FY17–22 capital improvement program were presented and discussed at the October 19, 2015, Board of Trustees meeting. The capital improvements program is supported by and implements the College's Facilities Master Plan. The request for FY17 is the first half of the FY17–18 biennial capital budget and totals \$67,611,000. A copy of the proposed capital budget was distributed to the Board at its October meeting. The Board's adoption of the proposed FY17 capital budget is necessary for the county executive's consideration of these requests in the county's capital improvements program. Attached is a summary table that shows the proposed FY17 request by project, along with the actual FY16 appropriation for each project.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY17 capital budget, which requests a total of \$67,611,000 in FY17 and authorize the transmittal of the budget to the county government.

BACKUP INFORMATION

Board Resolution
FY17 Capital Budget Summary (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Dr. Yeatts

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

Resolution Number: **15-11-102**
Adopted on: **11/16/2015**

Agenda Item Number: 10
November 16, 2015

Subject: Adoption of FY17Capital Budget

WHEREAS, On the basis of the College's Facilities Master Plan and future enrollment projections, the proposed FY17 capital budget and six-year FY17–22 capital improvements program have been developed by appropriate College personnel; and

WHEREAS, The proposed FY17 biennial capital budget and six-year FY17–22 capital improvements program must be transmitted to the Montgomery County government for inclusion in the county executive's recommended capital improvements program; and

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

Resolved, That the Board of Trustees adopts the proposed FY17 capital budget and six-year FY17–22 capital improvements program and authorizes the president of the College to transmit the project description forms to the county executive for review and recommendation in the county's capital improvements program.